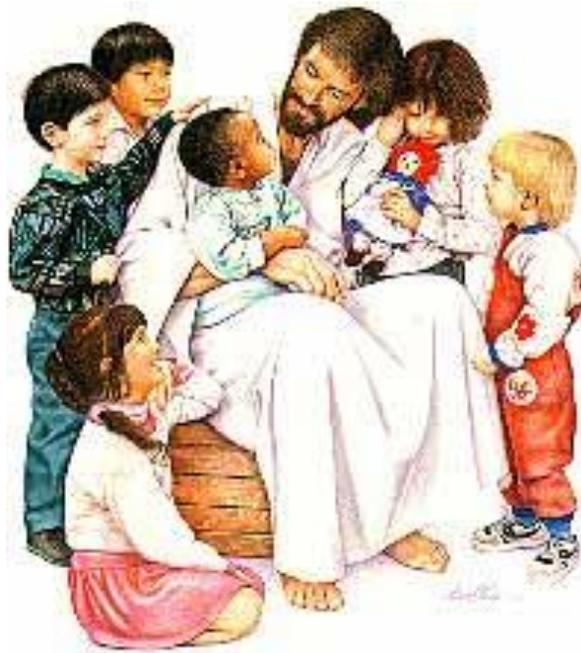


Saint Rose of Lima Catholic School  
Crofton, NE  
Parent/Student Handbook  
2021-22



St. Rose of Lima Catholic School's Mission is to  
**"To Teach as Jesus did"**

By challenging all students to become their very best  
spiritually, emotionally and academically.



**INTRODUCTION**

I.	FOREWARD	4
II.	GOVERNANCE, ADMINISTRATION, FACULTY, AND STAFF	4
III.	MISSION, PHILOSOPHY & VISION	4-5
	A. VISION STATEMENT	
	B. SCHOOL GOALS	
	C. BELIEF STATEMENT	
	D. ESSENTIAL LEARNING SKILLS	
<b>RELIGIOUS EDUCATION</b>		
	A. RELIGIONINSTRUCTION	5-6
	B. MULTI-CULTURAL EDUCATION	6
<b>GENERAL DIRECTIVES</b>		
	A. ADMISSION	6
	B. PARENTAL KNOWLEDGE OF SCHOOL AND ACTIVITIES	6
	C. SCHOOL LUNCH PROGRAM	7
	D. CIVIL RIGHTS ASSURANCE	7
	E. ASBESTOS	7
	F. ASTHMA	7-8
	G. ADMINISTRATION OF MEDICINE	8-9
	H. SCHOOL VISITORS	9
	I. COMMUNICATION	9
	J. TELEPHONE/ELECTRONIC DEVICES USE	9
	K. SMOKE FREE BUILDING	9
	L. CHILD PROTECTION/CHILD ABUSE	9-10
	M. CHILD CUSTODY	10-11
	N. VOLUNTEERS	11
<b>ATTENDANCE</b>		
	A. SCHOOL DAY AND HOURS OF OPERATION	11
	B. INSTRUCTIONAL HOURS	11
	C. ABSENCES AND TARDINESS	11-12
	D. CLOSING OF SCHOOL	12
<b>STUDENT CONDUCT</b>		
	A. STUDENT BEHAVIOR	12-13
	B. CONDUCT AND HARASSMENT	13
	C. DRUG/ALCOHOL/TOBACCO	13
	D. WEAPONS/PROHIBITED OBJECTS	13
	E. BULLYING	14
	F. DRESS CODE	14
	G. SUSPENSION AND EXPULSION	15
	H. INTERNET USE POLICY	15-16
<b>ACADEMIC DIRECTIVES</b>		
	A. ACADEMIC POLICIES, GRADING, AND HOMEWORK	16
	B. EVALUATION OF STUDENTS	16-17
	C. ST. ROSE ELIGIBILITY POLICY	17
	D. COUNSELING SERVICES	17
	E. TITLE I/SPECIAL EDUCATION	17
	F. TEXTBOOK LOAN PROGRAM	17

G. STUDENT RECORDS	17-18
H. FIELD TRIP PROCEDURES	18
I. STUDENT WITH SPECIAL NEEDS	18
J. BOARD OF EDUCATION	18
K. PROMOTION	19
L. WELLNESS POLICY	19-22
1. NUTRITION EDUCATION GOALS	19
2. PHYSICAL ACTIVITY GOALS	19
3. NUTRITION GUIDELINES	19
4. OTHER SCHOOL-BASED GOALS	19-20
5. STUDENT HEALTH	20
6. IMMUNIZATIONS.	20
7. MEDICAL EXCLUSION FROM SCHOOL	20-21
8. COMMUNICABLE AND INFECTIONS DISEASES	21-22
9. MEDICATION	22
M. FIRE AND DISASTER/SEVERE WEATHER DRILLS	22
<b>FINANCIAL DIRECTIVES</b>	
A. TUITION	23
B. STUDENT ASSISTANCE FUND	23
C. SCHOOL LUNCH FEES	23-24
<b>ARCHDIOCESE OF OMAHA PARENT PERMISSION FORMS</b>	
INTERNET ACCEPTABLE USE POLICY	24-27
HEALTH INFORMATION	28-30
FIELD TRIP CONSENT FORM	31
COVID 19 UNDERSTANDING & CONSENT FORM	32-33
HANDBOOK CONSENT FORM	34

## FOREWARD

Saint Rose of Lima Catholic School admits students of any race, color, religious affiliation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school. We do not discriminate on the basis of race, color, national and ethnic origin, or religious preference in the administration of our educational policies, admission policies, scholarship and loan programs and any other school-administered programs.

This handbook is provided to all students, parents and faculty to give them information, regulations, and policies of Saint Rose of Lima Catholic School and is in no way intended to be a contractual agreement between St. Rose and the student and/or parent. In no way does this handbook include all of the policies of this school. Furthermore, the school reserves the right to add, to modify or abolish any of the handbook provisions without notice. Non-enforcement of any of the rules does not serve as a waiver of their future enforcement. Also, this handbook does not create any restrictions on Saint Rose of Lima's right to institute any course of disciplinary action, which, at St. Rose's sole discretion, it believes is necessary and consistent with St. Rose of Lima's Catholic educational mission.

## GOVERNANCE, ADMINISTRATION, FACULTY, AND STAFF

**Pastor:** Father Jim Keiter

**Associate Pastor:** Father An Duy Phan

**Administrator:** Jennifer Fiscus

**School Board:** Rob Jackson, Amy Reifenrath (Vice President), Aliza Stout (Secretary), Joe Wiebelhaus, Wendy Wieseler (President), Chris Wortmann

**Faculty:** Preschool: Laura Morrison, 1<sup>st</sup> Grade: Cynthia Beacom, 2<sup>nd</sup> Grade: Kristi Steffen, 3<sup>rd</sup> Grade: Emily Loecker, 4<sup>th</sup> Grade: Tracy Kaiser, 5<sup>th</sup> Grade: Lauren Melena, 6<sup>th</sup> Grade: Ginger Schieffer, 7<sup>th</sup> Grade: Shannon McDonald, 8<sup>th</sup> Grade: Donna Arens

**Staff:** School Secretary: Erin Foxhoven, Preschool Para: Kelsey Buschkamp, Custodians: Jason Tomsu, Katrina Anderson, Curt Steffen

## MISSION, PHILOSOPHY AND VISION

Saint Rose of Lima School, Crofton Nebraska, belongs to the Archdiocese of Omaha's Educational System and is an integral part of the life of St. Rose of Lima Parish. Thus, it shares in the teaching mission of the Catholic Church.

Our mission at Saint Rose of Lima School is to **“To Teach as Jesus did” by challenging all students to become their very best spiritually, emotionally and academically.**

Parents are indeed the first and most important teachers of their children and they, together with their Catholic School, can afford the fullest and most unique opportunity to realize the threefold purpose of Christian Education: proclaiming the "Good News" of Jesus Christ, living out that message in community, and informing the message through service.

St. Rose of Lima School carries out this mission through a faith-filled curriculum, which emphasizes the education of the whole child - spiritually, intellectually, physically, emotionally, socially and culturally. Students are expected to abide by the rules of the school, apply themselves to their schoolwork, complete their assignments on time, and be contributing citizens of their community and county, to be confident, life-long learners, and to be active, informed members of the Catholic Church.

## **A. Vision Statement**

St. Rose of Lima School continuously strives to track its students to be responsible, self-disciplined Christians that are capable in their abilities to succeed as lifelong learners in our society. The school will help the students to continue to grow in their spiritual life as active members of their family, church, and community.

## **B. School Goals**

1. Strive for moral and spiritual perfection.
2. Strive for intellectual growth.
3. Strive for emotional stability.
4. Strive for social responsibility.
5. Strive for cultural awareness.
6. Strive for physical fitness.

## **C. Beliefs**

1. We believe that Jesus Christ is the Risen Lord.
2. We believe in teaching the students to live the Gospel message.
3. We believe in fostering the development of an educational atmosphere and community, based on the foundation of the Catholic faith.
4. We believe in stewardship, the sharing of time, talent and treasures to provide stability and progress for our Catholic Church and School for future generations.
5. We believe in the importance of service to society through prayer and actions.
6. We believe that all students can maximize their potential through excellence in teaching.
7. We believe students learn effective interpersonal skills through work, study and prayer.
8. We believe in the integration of technology within our school.
9. We believe in an on-going process of curriculum development.
10. We believe in helping students develop faith, respect, and self-confidence.
11. We believe in the student developing sound moral judgment.
12. We believe in providing a safe and modern facility to enhance learning.
13. We believe that parents, as primary educators of their children, have an obligation to give to our Catholic school all their support and cooperation in the school's work for the good of their children.

## **D. Essential Learning Skills**

Graduates of St. Rose of Lima will demonstrate:

1. Religious knowledge, virtues and practices.
2. Knowledge of core disciplines.
3. Higher order thinking skills.
4. Effective communication and social interaction skills.
5. Commitments to life-long learning skills, healthy habits and effective citizenship.

## **Religious Education**

St. Rose of Lima School provides a strong religious education program for all students. The Catholic philosophy is integrated in academic subjects as well as the fine arts curriculum. Our religious education is a culmination of instruction by our classroom teachers, and the St. Rose of Lima Priest.

## **A. RELIGION INSTRUCTION**

As a Faith Community, the center of our life at St. Rose of Lima is the Eucharistic Liturgy. Students and faculty join together twice weekly to give praise and thanks to God. Students receive religious instructions on a daily

basis in the classroom and by attending Mass often. Special liturgies are celebrated at various times throughout the year and students celebrate mass with their Faith Families on First Wednesdays. Students receive the Sacrament of Reconciliation regularly during the school year. During Lent, Stations of the Cross are also attended. Devotion to the Blessed Mother, by praying the rosary is part of our Catholic Tradition. Prayer is incorporated throughout the day. Prayers before and after lunch are said in each classroom.

## **B. MULTI-CULTURAL EDUCATION**

The teachers of St. Rose of Lima integrate multicultural education into other disciplines as the opportunity presents itself. They are constantly looking for areas where multicultural education might be presented to students as part of a lesson in reading, social studies, music, fine arts, and particularly in religion classes which, by their nature, lend themselves readily to the integration of multicultural education.

## **General Directives**

### **A. ADMISSION**

The Catholic elementary schools of the Archdiocese of Omaha admit students of any race, color, religious affiliation, national and ethnic origin to all the rights and privileges of students at the school.

The Catholic schools observe Nebraska law applicable to private schools regarding the age of admission to Kindergarten and First Grade. A child must be five years of age on or before July 31st. The Board of Education may admit a child who will reach the age of five years on or after August 1st and on or before October 15th of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (a) the child attended Kindergarten in another jurisdiction in the current school year or (b) the family anticipates a relocation to another jurisdiction that would allow admission within the current year (c) the child has demonstrated through a recognized assessment procedure approved by the board that he or she is capable of carrying the work of Kindergarten .

The Catholic schools observe Nebraska law applicable to private schools regarding records required for admission.

### **B. PARENTAL KNOWLEDGE OF SCHOOL PROGRAMS AND ACTIVITIES**

As the primary educators of their children, parents should always be fully informed regarding the educational program and activities of the school. St. Rose of Lima sends out weekly newsletters, sends notes from the school in the students "take home" folders, and regularly updates the school website. In the event that parents have questions or concerns regarding specific programs or activities, they should discuss their questions and concerns using the following procedure:

1. Contact the classroom teacher if it is a classroom matter, or the principal for school matters.
2. If a satisfactory solution is not reached with the classroom teacher, the principal should be contacted. It may be necessary to arrange a meeting with the parents, teacher and principal all in attendance to settle the issue.
3. If no satisfaction is achieved, the principal and pastor will discuss the problem. A meeting may be set up with them and the parents. The decision of the pastor is final.
4. If there is a concern about Board Policy, steps can be taken to have the item placed on the agenda at the next school board meeting for review and discussion. However, it should be noted that the Board deals only with policies, not implementation of policies, and is advisory only.

If parents are seriously dissatisfied with an aspect of the school's programs or activities which the school's governance body has deemed as integral to or in the best interest of the school's goal, they may wish to exercise their option of choosing another school for their child or children.

If serious dissatisfaction results in continued agitation on the part of parents, the school's governance body will assess the impact of such agitation, and after discussion of the matter with the parents, may exercise the school's prerogative to withdraw permission for enrollment of the child or children.

### **C. SCHOOL LUNCH PROGRAM**

Students may bring their lunch to school or they may use the Hot Lunch Program. All lunches MUST be eaten in the cafeteria unless otherwise designated by the classroom teacher. No one will be allowed to leave the school premises during lunchtime. Taking food out of the lunch room is not allowed.

Just prior to leaving their classrooms for lunch, the students and teachers will pray Grace. After Grace, students will be walked to the public-school lunch room where lunch will be served and consumed. As expected, proper student conduct and behavior will be adhered to. Proper procedures and conduct will be established by the administration and enforced by the classroom teachers during supervision. Students will enter their individual lunch identification number into the computer if they received school lunch or just a milk. If students brought a sack lunch, they will not need to enter their lunch id number.

### **D. CIVIL RIGHTS ASSURANCE**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **E. ASBESTOS**

The asbestos policy is on file in the office at St. Rose of Lima School office. The school has been inspected by a certified asbestos inspector to determine the location, asbestos rating, and hazard potential of any and all asbestos found. Our management plan addresses notification requirements, employee education and training and sets forth plans and procedures to comply with the laws to control the disturbance of asbestos containing material to comply with the laws. We will have an inspector completely re-inspect the school every three (3) years. We have posted warnings and provided notification of any deterioration or change in asbestos conditions and provide notification of asbestos locations for short-term workers at our school. The management plan is available in the school office for inspection by patrons of the school. Parents are notified of any disturbances or changes in the condition of asbestos in the school.

### **F. ASTHMA POLICY**

St. Rose of Lima, an accredited system under the Nebraska Department of Education has, as its preventive plan against a life-threatening asthma attack or systemic allergic reaction, implemented a teacher-training program to encompass the Protocol Plan. It is important that parents notify the school if their child has asthma. A self-medication plan will be established for the student's regular control of their asthma. This plan will be developed

through the joint effort of the school, parents and the child's doctor. In cases of a life-threatening asthma or systemic allergic reaction the Protocol Plan will be followed.

The Protocol Plan shall include:

1. Calling 911;
2. EpiPen injection;
3. Albuterol is provided through a nebulizer.

It shall be the policy of this school to maintain at least two (2) EpiPens under the control of the faculty and/or supervisors trained in the use of such equipment. The EpiPens shall be stored and used for the following:

1. One maintained for school; and
2. One maintained for field trips.

It shall also be the policy of this school requiring parents/guardians of any student(s) with such a medical condition to provide the school with the following information:

1. Written medical documentation
2. Instructions; and
3. Any medications as directed by a physician

Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her asthma or anaphylaxis condition while at school during school-related activities. In such instances, the school will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her asthma or anaphylaxis condition.
2. Develop, with the student's parent or guardian, along with the student's physician, an asthma or anaphylaxis medical management plan for the student for the current school year. This plan must:
  - a. Identify the health care services the student may receive at school relating to such condition;
  - b. Evaluate the student's understanding of and ability to self-manage his or her asthma or anaphylaxis condition;
  - c. Permit regular monitoring of the student's self-management of his or her asthma or anaphylaxis condition by an appropriately credentialed health care professional;
  - d. Include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student;
  - e. Include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication; and
  - f. Be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma or anaphylaxis condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign the attached Release and Indemnification form before the student is allowed to self-administer his or her asthma or anaphylaxis medication.
5. Once the medical management plan is in place, the student shall notify the Administrator (or, in the Administrator's absence, the School Secretary) when the student has self-administered prescription asthma or anaphylaxis medication to be used according to the plan.
6. Once the medical management plan is in place, the student shall be allowed to self-administer his or her asthma or anaphylaxis medication on school grounds, during any school-related activity, or in any private location specified in the plan.
7. If the concerned student uses his/her prescription asthma or anaphylaxis medication other than as prescribed, he or she will be subject to discipline and his/her parent or guardian will be notified; however, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication.

## **G. ADMINISTRATION OF MEDICATION**

Medication, whether prescribed or non-prescribed, will not be dispensed during regular school hours without compliance with school regulations. These are as follows:

1. A physician should provide signed, written orders with the name of the prescribed drug, the dose, and time medication is taken.
2. The parent/guardian will provide a written request that the school comply with the physician's order.
3. Medication will be in a container appropriately labeled by the pharmacist or physician.
4. Students should not administer their own medication, nor should medication be kept in the classroom.
5. Non-prescription medication will not be dispensed unless the above (1, 2, and 3) provisions are met.
6. Parents/guardians may be contacted by the school office to give permission for non-prescription medication. A form stating type of medication, date, and time of dispense will be sent home.
7. Parents/guardians may bring medication to the school and administer it to their child/children.

## **H. SCHOOL VISITORS**

During school hours all parents and other visitors must report to the School Office. No one is permitted to go directly to the classrooms or teachers.

## **I. COMMUNICATION**

St. Rose of Lima School keeps parents/guardians informed of their student's progress by means of telephone, email, or mail. Report Cards are issued at the end of each quarter. Parent/Teacher Conferences are held for all parents during the 1<sup>st</sup> quarter and by appointment for those parents wishing to see teachers or teachers wishing to see parents, during the 3<sup>rd</sup> quarter. Parents may also access their child's grades through the online Sycamore Education System. This site also contains teacher contact information, assignments, and other information parents may find useful.

A school newsletter is created each week and available on Sycamore, via Flocknote, and the St. Rose School website. A hard copy will be printed for any parent that requests one.

Parents may, and are encouraged to, sign up for text messaging through Sycamore and Flocknote, to receive a text message related to any school related information. School announcements and updates including cancellations and closings are sent out through our text messaging system.

## **J. TELEPHONE USE/ELECTRONIC DEVICES**

- During school hours, the telephone is used for business and emergencies. Ordinarily, neither students nor teachers will be called from the classroom. Parents and teachers should arrange to contact each other after 3:40 P.M. or before 8:00 A.M. Students will be allowed to use the phone for emergencies or important matters. The phone in the school office is available for student use upon request.
- ALL electronic devices neither are allowed on the student's person nor are to be used during the school day from 8:00 a.m. to 3:40 p.m. All such devices in school must be turned off and stored in the student's locker or school bag during the school day.
- If an electronic device is misused it will be confiscated and turned into the school office. A student may pick it up at the end of the day.
  - The first time a student's electronic device/cell phone is taken away they may pick it up in the office after school and the parent will be notified.
  - The second violation of this rule and any subsequent violations will result in the parents being notified and the parent picking up the electronic device or cell phone.
  - Prior arrangement may be made with the teacher or Administrator if the student's use of cell phone or appropriate electronic devices is necessary.

## **K. SMOKE FREE BUILDING**

In accordance with the Nebraska Clean Indoor Air Act 1979-LB 3440, which mandates that no person shall smoke in a public place or at a public meeting, except in designated smoking areas. St. Rose of Lima School is a smoke free facility.

## **L. CHILD PROTECTION/CHILD ABUSE**

“If you have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe such a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, you are required by law to report this to Child protective Services or law enforcement officials. You should make this report in conjunction with the Principal/Head Teacher, if possible. If the abuse is sexual in nature, and the alleged perpetrator is an employee or volunteer of St. Rose of Lima School you should also contact the Chancellor of the Archdiocese of Omaha.”

### **1. Notification of Police Intention to Request Access**

- Police Department procedures indicate that schools will be notified, prior to arrival of police in their buildings, of the intention of the police to visit the school and to request access to a student.
- Upon notification that police officers are coming to the school to talk with a student, the Head Teacher needs to ascertain the purpose of the police visit.

### **2. Conditions Relative to Granting Access to Students**

- Administrator has been presented with appropriate identification by those requesting access to students.
- If police officers possess a warrant for the student, the Head Teacher must grant access to the student regardless of parental wishes.
- If police officers wish access to a student for investigative purposes related to suspected child abuse or child neglect, the Head Teacher must grant access to the student without custodial parent or legal guardian permission. N.B. Section 28-711 of the Nebraska Revised Statute, 1996 - Requires school employees who have reasonable cause to believe that a child has been subjected to abuse or neglect to report such incident or cause a report to be made to the proper law enforcement agency or to the Department of Health and Human Services on the toll free number, 1-800-652-1999, or Child Protective Services in Omaha at 595-3330.
- For all other requests for access to students, the Head Teacher will contact custodial parents or legal guardians to inform them of the police request for access to their children. In situations where parents or guardians cannot be contacted, access to the student ordinarily will not be granted.

### **3. Presence of Adults during Police Interviews with Students**

- In cases where police officers may be granted access to students only in accord with expressed wishes of custodial parents or legal guardians, the parents or legal guardians designate who will be present with the student for the interviews with the police officers.
- In cases where parents or guardians cannot be contacted, if circumstances dictate that access should be granted, the Head Teacher or her/his designated representative will be present with the student during interviews with the police officers.

### **4. Other Governmental Agency Requests to Access Students**

- Guidelines regarding the access of police officers to students apply, as appropriate, to other governmental agency representatives requesting access to students.

## **M. CHILD CUSTODY**

Whenever the structure of a family changes, school personnel wish to remain sensitive to the needs of individual family members. In the event that a separation or divorce occurs, the principal should be notified immediately. Every effort will be made to assist the student in whatever manner is appropriate.

Non-custodial parents have rights to receive the same information from school as custodial parents, unless such rights are restricted by a legally binding instrument or court order. This includes, but is not limited to, the following:

- 1) Student records;
- 2) General school notices; and
- 3) Conferences with teachers.

The non-custodial parent does NOT have rights to pick up the child during the school day or make contact with the child during the school day unless:

- 1) The school receives written permission from the custodial parent specifying the arrangements, time and date; or

2) The school has a court order or other legally binding instrument giving permission to the non-custodial parent. In this instance, the school must be given advance notification to afford time for legal verification of these documents.

If the parents have joint custody, each parent shall be afforded all parental rights, unless restricted in some way by a legally binding instrument or court order.

If the parents are separated and neither is the primary custodian of the child, the school may release the child to either parent unless restricted by a legally binding document to the contrary. The school may require custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets forth the rights and restrictions pertaining to the parent's rights.

## **N. VOLUNTEERS**

St. Rose of Lima School makes use of volunteers in the classroom. In our small school/town backgrounds and reputation are generally well known. However, St. Rose is required by Archdiocesan policy to have ALL individuals who work with our children undergo a screening process, thorough background check and attend a class administered by the Archdiocese pertaining to providing a safe environment for our students.

## **Attendance**

### **A. SCHOOL DAY AND HOURS OF OPERATION**

During the regular school year, the school building is open for students from 7:50 A.M. until 4:00 P.M. each day. Faculty members are in the building from 7:40 A.M. until 4:00 P.M., but not necessarily on duty for supervision at those times. A supervisor will be on duty in the morning from 7:50 A.M. until the students are sent to the classroom. After school, the teachers will escort their classes to the buses for dismissal. At that time, students are expected to go directly home or to a place designated by their parents. No one is permitted to remain in school unless requested by the parents to remain or by a classroom teacher. Under no circumstances are students permitted to remain outside and play on school property without adult supervision. If a child will not be going home via the normal practice a note needs to be sent to school or the office needs to be contacted before the end of the school day.

### **B. INSTRUCTIONAL HOURS**

Nebraska State Law requires that accredited schools spend a minimum of 1032 hours in session for grades 1 -8. Time shall not be counted in meeting the school year requirement when school is not in session for any reason such as: school being dismissed due to inclement weather, tournaments or contests, parent/teacher conferences, or funerals. Time scheduled for students to eat lunch shall not be counted in meeting the school year requirements. Time shall include religious instruction, and all necessary clerical and health requirements.

### **C. ABSENCES AND TARDINESS**

Students are expected to attend school regularly and to be on time for school and scheduled activities. If a student is absent the parent should notify the school office before 8:30 am. Upon returning to school they should bring a note stating the date, reason for the absence or tardiness, this note should be signed by the parent or guardian. Attendance records make up a part of every student's permanent record.

Missed class work must be made up. Each student is responsible for completing neatly all class and homework assignments. If a student is absent, he/she is responsible for finding out what work was missed and must be made up. Sick children should not be in school. A sick child in the classroom endangers the health of his/her classmates.

Any child well enough to be in school will participate in all activities of the normal school day. Exceptions to this rule due to surgery, severe or prolonged illness will be made if necessary, considering the welfare of the individual student as well as that of the entire class. Such rare exceptions are to be discussed and pre-arranged with the

homeroom teacher and Principal before the child returns to school. Dentist, doctor or oculist and/or orthodontist appointments should be scheduled for outside of school hours if at all possible.

### **Attendance Reporting Guide Lines**

Sycamore Daily Attendance is divided into quarters. To obtain consistency in how absences are reported the following guidelines will be followed;

If students miss less than 1 hour and 30 minutes it will be recorded as a Tardy.

If students miss between 1 hour and 30 minutes and 3 hours it will be recorded as  $\frac{1}{4}$  of a day.

If students miss between 3 hours and 4 hours and 30 minutes it will be recorded as  $\frac{1}{2}$  of a day.

If students miss between 4 hours and 30 minutes and 6 hours it will be recorded as  $\frac{3}{4}$  of a day.

If students miss between 6 hours or more it will be recorded as a full day.

#### 1) Excessive Absences

a) Upon the 5th absence in one semester, the school will notify the parents.

b) St. Rose is required by state law to inform the county attorney when any student has missed 20 days of school or the hourly equivalent of.

#### 2) Truancy

a) Students truant from school will receive zeros for all work missed due to the absence.

b) Students will also be required to make up two hours for each hour of school missed.

#### 3) School Procedures

a) Information related to absences, tardiness, and truancy is recorded in the student's permanent record.

b) If the absence is unexcused as described previously, the school will contact the parent or guardian.

c) Students must attend all their scheduled classes. Teachers may not dismiss students from their classes to carry on other projects nor to leave school.

d) Once in school, students may not leave without written permission of parents and permission of the Administrator.

e) It is the school policy that students will ONLY be released to their parents or immediate, adult-age family members. Students going to any activity away from school WILL NOT be released to a friend's parents, unless a note signed by parents is brought to school.

### **D. CLOSING OF SCHOOL**

Information regarding school closings will be announced through the Yankton radio stations (WNAX & KK93) and the KTIV television station, it will also be posted on St. Rose School Facebook page. Parents will also receive a text from the Flocknote school site (if your cell phone number AND cell phone provider is provided to the school).

## **Student Conduct**

### **A. STUDENT BEHAVIOR**

"Love the Lord your God with your whole heart, your whole mind, with your whole soul and love your neighbor as yourself" is the guiding principle given to us by Jesus Christ, and is a ruler by which to measure our Christian behavior. One of the missions of St. Rose of Lima School is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in this school and are required of all staff. Respect and courtesy are expectations for all students at St. Rose of Lima School, not only during school hours but also on buses, before and after school, and at all school events and activities. Students are expected to respect the rights of others.

Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. No tackle football or "rough housing" is allowed on the playground. Respect for school property, whether before, during or after school is expected of every student. Property not only includes desks and books, but also, the gym floor, the playground equipment, the grounds and the buildings. Such respect can keep the grounds and properties safe for all.

Student discipline is controlled in each classroom by the classroom teacher, but is the responsibility of the entire staff at St. Rose of Lima. A teacher may request that the principal see a student. In this situation, the principal may administer some form of discipline. The discipline will be based individually on each situation. If a child is sent to the principal the parents will be notified. The principal may administer a detention if the discipline issue warrants, or if excessive abuses of school policy occur.

For grave reasons, students can be suspended and/or expelled. Archdiocesan guidelines will be followed in such cases.

## **B. CONDUCT AND HARASSMENT**

Conduct and harassment cases will be dealt with on an individual basis. For severe discipline situations or extremely excessive discipline issues, an in-school suspension may be administered. If the discipline issue still occurs, a conference with the parents will occur, and an out-of-school suspension may be imposed. If other discipline measures have not brought a change in behavior, expulsion by the pastor may occur. The principal may recommend expulsion to the board and may suspend a student from school pending a board meeting where expulsion might be considered. The principal shall notify the parents or guardians of the possible expulsion, the date of the board meeting, its time and place, and how they may attend the meeting and address the board with their concerns and points of view.

## **C. DRUG/ALCOHOL/TOBACCO**

St. Rose of Lima School is committed to educating students about the dangers of substance abuse and recognizes its moral obligation to provide drug, alcohol, and tobacco education for its students.

A student who is found at school or school functions using drugs/alcohol/tobacco, in possession of, or selling alcohol or drugs or is affected by prior use of a substance will be suspended from classes immediately and detained in the principal's office until the parent/ guardian comes for him/her.

Re-entry into school for students with a drug/alcohol problem rests with the principal and/or pastor. The student may be required to submit to a substance evaluation by a professional. If the results show that the student does have a problem, counseling and treatment must be agreed upon by the principal and the parents of the student before re-entry into the school. Mandatory counseling will be sought and penalties including suspension and/or expulsion will be assessed in proportion to the offense. Students will have the right to appeal. Harassment of any witness could result in expulsion.

## **D. WEAPONS/PROHIBITED OBJECTS**

Students are forbidden to knowingly and voluntarily bring to school and/or possess, handle, transmit, or use, any instrument in school, on parish grounds, or at parish/school events that is ordinarily or generally considered a weapon. Any object, which could be used to injure another person, may be considered a weapon. Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

The following are examples of prohibited objects, which students are forbidden to knowingly and voluntarily bring to school and/or to possess, handle, transmit, for use in school, on parish grounds, or at parish/school events:

- knives of all types or any other dangerous instruments capable of inflicting cutting, stabbing, or tearing wounds;
- guns of all types;
- lead pipes, chains, chuck sticks;
- throwing stars, darts, metal knuckles, and blackjacks;
- unauthorized tools;
- fireworks, explosives or other chemicals;
- controlled substances and/or drug paraphernalia;
- alcohol, tobacco, matches or lighters

As a condition of continued enrollment, students must abide by the terms of this weapons/prohibited objects guideline. Students violating this guideline shall be subject to disciplinary action as noted in the information in the section on bullying.

## **E. BULLYING**

In the context of this Handbook, bullying is defined as causing or threatening to cause physical, mental, or verbal harm to another. St. Rose of Lima School takes all acts of bullying seriously. The school works hard to promote positive behavior and relationships between all students and acts of bullying are not tolerated. Reported acts of bullying are dealt with prudently, assuring the well-being of the student who reports the act. The principal will deal with excessive or continued acts of bullying by a student.

All reports of bullying will be investigated. This investigation will include interviews with all involved parties. Students found to have been involved in incidents of bullying may be disciplined based on the act of bullying which was identified. This discipline may include, in serious cases, detention or suspension and will be decided in a case by case manner by the principal.

## **F. DRESS CODE**

Parents are the primary enforcers of the dress code. They should check each day that their child/children are properly attired for school. Dress code will be worn to school except on designated dress-up or casual days. A dress code is used to maintain a proper and respectful learning environment at school and activities.

- Students are expected to wear solid colored polo shirts only (short or long sleeves). Only logo accepted is St. Rose of Lima School. Long sleeve T-shirts may be worn under polo; however, they must be solid colored.
- Sweatshirts may be worn in the classroom, only if they are St. Rose sweatshirts (black, white, grey, and blue). A polo shirt must be worn under the sweatshirt. Students may wear only a solid black or solid gray cardigan sweater. Sweaters purchased through the St. Rose clothing order may also be worn.
- Appropriate slacks include solid colored pants, or jeans that contain belt loops. Jeans must be free of holes and patterns. Jeans may have a design/pattern on pocket, but not on legs.
  - No sweatpants.
  - Jeggings will not be worn to school.
  - Leggings may be worn only with a skirt that is no more than 4 inches above the knee. Leggings must be a solid color.
- An appropriate dress code pair of shorts is defined as jean, solid color or plaid shorts. Shorts may not have any other designs or patterns on them. They must have belt loops and they must be an appropriate length, no shorter than 4 inches above the knee. Shorts may be worn before November 1st and after March 31st. Capris, jean or solid colored khaki, may be worn before November 1st and after March 31st in addition to shorts.
- Girls may wear solid colored or plaid skirts, no shorter than 4 inches above the knee, however a polo shirt must be worn. Between November 1<sup>st</sup> and March 31<sup>st</sup>, skirts must be worn with solid colored leggings.
- Socks must be worn at all times with shoes appropriate for all activities. No flip-flops or sandals opened in the back.
- Students in grades 4-8 must wear a belt.

Students at St. Rose of Lima School are expected to come to school looking clean and neat, in a manner that is modest and indicative of respect. When a student's dress attire is in question, or a staff member finds it disruptive to the learning environment, the student will be asked to replace it with acceptable attire. A first violation of the dress code will result in the student being asked to change into appropriate school attire. A clean, acceptable change of clothes will be kept at school to replace unacceptable attire. A belt will be available for anyone who may need it to keep dress code style shorts and jeans at the proper level. A second offense will result in a conference being held with parents and the Head Teacher to find an appropriate solution to dress code violations. The Head Teacher/Principal/Administrator may waive the dress code policy due to weather or special school events at her/his discretion. Hair cannot be dyed any unnatural color. Pocket chains and accessory with spikes attached to them are not acceptable.

Hats, caps, coats and jackets are not to be worn in the building during school hours. This dress code is in effect during all school hours and when the students are representing St. Rose School at any activity or function. If there are any questions about the appropriateness of a student's attire, the Principal will make the final decision and if needed, students will call home.

## G. SUSPENSION AND EXPULSION

Pursuant to Archdiocesan Policy #5031, students may be suspended or expelled from school for the following reasons:

- Behavior of the student that presents a moral danger to other students.
- Behavior that is incorrigible, i.e. the student has been corrected many times, but refuses to change his/her behavior.
- Frequent absences.

## H. INTERNET USE POLICY

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objective of the school.
2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal (or Head Teacher), and his or her decision is final.
3. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
  - c. Invading the privacy of individuals;
  - d. Using another user's password or account;
  - e. Using pseudonyms or anonymous sign-ons;
  - f. Accessing, submitting, posting, publishing, or displaying and defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the School.
  - g. Engaging in abuse of the Internet. This includes communications, in or outside of school, by personal computers or any mobile devices and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive Internet communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:
    - Use of illegal or controlled substances, including alcoholic beverages;
    - Violence or threats of violence, intimidation, or injury to the property or person of another; or
    - Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin board systems, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.

Your account and password are confidential and must remain so. Do not use another individual's account and confidential password.

- a. Use of a photograph, image or likeness of one's self or of any other employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Head Teacher.
- b. Using School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the Head Teacher.
- c. Employees are prohibited from permitting any other individual or entity from creating a web site for the School facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising

purposes, or for Internet transmission or posting, except with the express permission of the Principal.

- d. Employees are not permitted to allow a non-employee to use a School computer or other equipment unless the non-employee is an authorized volunteer.
- e. The School reserves the right to monitor employee and student use of School computers, including an employee's Internet use and email use and content. Thus, employees and students have no expectation of privacy in their use of School computers, the Internet, or email.

## Academic Directives

### A. ACADEMIC POLICIES, GRADING, AND HOMEWORK

A specific time and a quiet place for home study is conducive to the development of good study habits. Parents should expect their students to have some homework, proportionate to grade level. A good rule of thumb is 10 minutes times the grade level; thus, grade two would have approximately 20 minutes; grade three - 30 minutes, etc. If your child consistently seems to have too much, too little or no homework you may call his/her teacher. Encourage your child to read regularly as part of the homework assignment. Students are expected to complete all assignments on time and maintain passing grades. Help is available for students who fall behind in their schoolwork.

We use a number and/or letter grading system for grades 1-8 as follows:

A+ 99 – 100	B+ 92 – 91	C+ 84 – 83	D+ 76 - 75	F 69 or below
A 98 – 95	B 90 – 87	C 82 – 79	D 74 - 71	
A- 94-93	B- 86 – 85	C- 78-77	D- 71 – 70	

Students in grades 7 & 8 are eligible for Academic Achievement; Roll of Excellence, Honor Roll, and Merit Roll. The criteria for each step is as follows:

**Roll of Excellence:** 95% or higher average of all classes the child is currently enrolled

**Honor Roll:** 93-94% average of all classes the child is currently enrolled

**Merit Roll:** 91-92% average of all classes the child is currently enrolled

All classes are important to a child's education and any class the child is enrolled in will be counted toward their average for Academic Achievement. (Religion, Science, Math, English, History, Reading, Art, PE, Band, Choir)

Choir and band are elective classes. Once a student has chosen to start one of these classes, they will not be allowed to quit this class except at a semester break. If they are choosing to drop the class, they need to meet with the respective teacher and discuss their reasons for the drop. If they chose to start taking the class the following year, the respective teacher can require a test of skills to see if they have maintained the skills needed to continue. If the skills have not been maintained and the student will not be able to catch up, the teacher and principal can prevent the student from taking the class.

### B. EVALUATION OF STUDENTS

MAP testing will be given to students in grades 1 through 8. Tests are given in the fall, winter, and spring; a report of these tests will be sent home to the parents. If as a parent any questions arise concerning these tests please contact the school. Students in grades 1-6 will be utilizing DIBEL testing and grades 1-8 will be administered the Accelerated Reading STAR test and the Freckle Math Test. Students participate in Archdiocesan assessments at designated times during the school year. Teacher made and chapter/unit tests are given throughout the school year. Parents are able to access their child's grades through the Sycamore Education system used by the school; grades on this program are updated by the teacher at least once a week.

Report Cards are issued at the end of each quarter. Parent/Teacher Conferences are held for all parents during the 1st quarter and by appointment for those parents wishing to see teachers or teachers wishing to see parents, during

the 3rd quarter. These conferences are intended to discuss the progress, and academic work of the students. If other concerns develop please contact the classroom teacher or principal.

Parents are encouraged to contact teachers regularly to keep informed of their child/children's progress

### **C. ST. ROSE SCHOOL ACADEMIC ELIGIBILITY POLICY**

1. Eligibility will be determined at the end of the second week of each term and will continue for each week thereafter.
2. Student eligibility runs from Wednesday to Wednesday. Grades for all students will be checked on Wednesday morning using Sycamore. If failing, a note will be sent home informing parents. Academic eligibility is as follows:
  - \*if failing two classes, student automatically becomes ineligible
  - \* if failing one class for one-week student is placed on warning list; if failing same class for a second week, then student is ineligible (no back-to-back warning for same class)
  - \*grace period – first full week of each term.

(Classes included in eligibility: Religion, Science, Math, English, History, Reading, Art, PE, Band, Choir)

3. The students will be notified by their home room teacher or the principal. Parents will be notified by mail. Incompletes will become zeros unless special arrangements have been made.
4. Students must be given an opportunity to become eligible each week of their academic probation. This may involve completing work previously not done. If a situation occurs when no grades for a student are taken for a week in a class, that student's eligibility will be reviewed by the principal.
5. All activities are included in the eligibility policy.

### **D. COUNSELING SERVICES**

St. Rose of Lima School does not have a school counselor on staff. We will help parents find access to a counselor should the need arise.

### **E. TITLE I/ SPECIAL EDUCATION**

Title I and Special Education services are available through the Crofton Public School.

### **F. TEXTBOOK LOAN PROGRAM**

St. Rose of Lima School parents participate in the textbook loan program through Crofton Public Schools. Each winter, parents request the books on the Loan Program and sign the requests each Fall as the books are received. Currently, Math (Grades 6-8), Science (Grades 1-8), Music Series (Grades 1-8), Social Studies (1-8), and Reading (Grades 1-8) are available through this program.

### **G. STUDENT RECORDS**

Individual records of grades, attendance, testing records, birth certificates and health information are kept on file. Student records are confidential and are only accessible to school authorities, parents and student. Any other interested parties are required to have the written permission of the parents to gain access to student records.

1. Parents and students 18 years or older may review their student records within 45 days of the request to do so.

2. The school will consider written requests to amend a student record. Such request needs to identify the requested change and specify reasons for the change.
3. Parents must provide written consent for release of student records with the exception of disclosure to other school personnel with legitimate educational interests or disclosure upon legal requirement to provide record information.
4. Custodial parents may access their student's records, barring a court order to the contrary. Arrangements to provide custodial parents with copies or information are at the discretion of the school.
5. Release of official copies of student records is contingent upon written consent and of a student's parent and/or legal guardian.
6. The school releases elementary graduates' records to the enrolling high schools upon request.

### **5054 Parent or Guardian Requests for Student Records**

In order to protect the integrity of student records, the School will not provide copies of student records to a parent (custodial or noncustodial) or guardian. However, a parent or guardian will be allowed to review his/her student's records at the School office in the presence of the Principal or his/her designee. All requests to review records should be made in writing to the Principal at least 48 hours in advance of the intended review.

If circumstances effectively prevent a parent or guardian from being able to review the records at the School office, the School will provide copies of the student's records to the parent or guardian or make other arrangements for the parent or guardian to review the student's records.

## **H. FIELD TRIP PROCEDURES**

Field and Class trips are a privilege extended to the students. The school reserves the right to set conditions for participation in such trips and may deny a student the privilege of attending based upon the following criteria: the student's behavior, attendance, school work or the safety of other students. If any school trip is planned, the parent's signature is required. Teachers will notify parents well in advance and the group on the trip will be sufficiently supervised for safety precautions. It will be an educational trip if taken during school hours. Trips are privileges afforded to the students. Students may be denied participation if they fail to meet academic or behavior requirements.

Parents must fill out an Archdiocesan Field Trip Permission Form giving their child permission to take part in a field trip. A permission form will be created specifically for each field trip. Parents may be contacted to drive their cars on these trips. Drivers must furnish proof of liability insurance prior to driving on the trip. See Attachment A for a sample of the Archdiocesan Field Trip Permission Form.

If students are leaving school grounds for an educational experience within the local community a note will be sent home informing parents that their child will be off school grounds.

## **I. STUDENTS WITH SPECIAL NEEDS**

Parents of students with visual or hearing conditions that require special classroom seating arrangements should notify the classroom teacher and the school nurse with a written physician's statement.

Parents are reminded that there are some special services through the public school, such as speech therapy. If you feel your child has a special need, please share this information with the classroom teacher. The appropriate papers to request testing will be made available.

## **J. BOARD OF EDUCATION**

The Board of Education is an advisory board to the administration of the school. The administration may seek the advice and input from the board on policies. Policy is defined as the settings for the principal, which give direction to St. Rose of Lima School. Implementation of policies shall be the responsibility of the principal of St. Rose of Lima.

## K. PROMOTION

The student is promoted each year on the recommendation of the teacher and principal. When evaluating the student's academic progress, the teacher reviews the social, physical, and moral development of the student.

A teacher may recommend retention of a student in a grade level when there is strong evidence that the student would benefit from repeating the grade. Parents will be notified and consulted if retention is being considered.

## L. WELLNESS POLICY

The Archdiocese of Omaha recognizes schools play a critical role in creating a healthy environment for the prevention of childhood obesity and combating problems associated with poor nutrition and lack of physical activity. This policy requires all members of the school and community to maintain an environment that enhances maximum student potential.

**Nutrition Education:** All students will be educated in good nutrition practices as part of each grade's Science/Health Curriculum.

- Implementation: Teachers will conduct nutrition classes as indicated in the Archdiocesan Science/Health Standards.
- Monitoring: Assessments which are required by the Catholic Schools Office will be carried out.
- Evaluation: Students will successfully complete assignments and assessments related to nutrition.

**Marketing Competitive Foods Goal:** The school will encourage students to make healthy food choices by promoting healthful food and beverage choices.

- Implementation: Staff will display healthy food choice posters and have conversations about choosing healthy snacks and drinks instead of unhealthy.
- Monitoring: Each class will have presentations on healthy food and beverage choices. Students will observe posters placed in the school encouraging healthy food and beverage choices.
- Evaluation: Classroom discussions on the differences in healthy food and beverage choices vs. unhealthy.

**Physical Activity Goal:** The school will encourage the students' participation in physical activities.

- Implementation: Students will have opportunities to participate in PE classes, team sports, and "Star Trail" walking.
- Monitoring: Each class will have scheduled PE time. Junior High students participate in sports activities with the Crofton Public School (volleyball, basketball, football, and track). All have the availability of "Star Trail" walking.
- Evaluation: PE classes are not dropped unless that is unavoidable. Junior High students participate in games and meets as part of a team with Crofton Public School. Students walk the trail.

**Nutrition Guidelines for All Foods and Beverages Available at School Goal:** Efforts are made to include healthy snack choices for classroom celebrations and parties.

- Implementation: Teachers will encourage healthy snacks for birthdays and other celebrations.
- Monitoring: Snacks that are brought to school will be monitored by the homeroom teacher.
- Evaluation: Classroom discussion of what constitutes a healthy snack.

**Other School-Based Activities Goal:** St. Rose of Lima students participate in the lunch program provided by the Crofton Community Schools.

- Implementation: Teachers from St. Rose School supervise during lunch time at the Crofton Community School cafeteria.
- Monitoring: Any problems with the lunch program will be reported to Crofton Community School.
- Evaluation: Lunch program manager evaluates the program and seeks, when appropriate, input from staff and students.

## Student Health

School health services are intended to support, not substitute for, the health care that should be provided by parents. A physical assessment (height, weight, vision, and hearing) will be done on each student during the school year and the finding recorded in their permanent file. If concerns arise, the parent will be notified. In cases that warrant more than first aid treatment, the parent will be contacted for further action.

## Immunizations

The state of Nebraska requires that students be immunized against the following diseases prior to enrollment, and any student not in compliance shall not be permitted to continue in school.

- Measles, mumps, and rubella (MMR)            2 times
- Poliomyelitis    3 times
- Diphtheria, Pertussis, Tetanus (dpt)            3 times
- Hepatitis B    3 times
- Chicken Pox    2 times
- Instead of a chicken pox vaccination, the state of Nebraska and St. Rose School will also accept written verification that your child has had chicken pox. The school nurse has a form available for this written verification.

Students may be provisionally enrolled in St. Rose School if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible.

A nurse is available on a limited basis at the school. Professional review of immunization, health recording, as well as health screening will be handled through the nurse.

Under state law, our nurse is required to update immunization reports. All new students entering St. Rose of Lima School either as a first grader or a transfer student will need to provide the nurse an immunization form. New students to St. Rose will need a physical prior to entrance into the school. Kindergarten physicals will be reviewed for first grade students. All 7<sup>th</sup> and 8<sup>th</sup> graders need a physical for PE/sports. Physical forms may be picked up from the school office.

## Medical exclusion from school

It is for the well-being of your child's health and his/her classmates that we have certain school policies on when a child should not be in school exposing other students, but at the same time we do not want a child absent from school so often for such an extended period of time that they get behind on their class work. Our school policies are:

1. Parents of sick children will be contacted and the school expects the child to be picked up within 1 hour of notification.
2. Exclusion of children with a temperature of 100 degrees or above, symptoms of vomiting, diarrhea, or a suspicious contagion.
3. Some contagious infections require treatment and the student may return to school 24-48 hours after verified treatment has been started and/or when the physician permits return in writing. These diseases include but may not be limited to: Pinkeye, Impetigo, Intestinal Worms, Ringworm, Scabies, Scarlet Fever, and/or Strep infections.
4. Contagious infections such as Chicken Pox, CMV, (Cytomegalo Virus), Infections Mononucleosis(Mono), Influenza, Fifth's disease, Hepatitis, and Tuberculosis require that the student's symptoms be altered or absent before they are readmitted to school unless we have a physician's statement, in writing stating otherwise.
5. Life threatening contagious infections without known treatment may require exclusion from regular school attendance. These diseases include but may not be limited to: AIDS, Chronic Hepatitis, etc. Students may

be excluded from school under “Emergency Exclusion” for a dangerous communicable disease that is transmissible by normal contact and/or poses an imminent threat to health. Students can be excluded from school and school functions for up to five (5) school days.

### **Communicable and Infectious Diseases**

It shall be the responsibility of the St. Rose School head teacher to assist in meeting the provisions of the State Health Department covering communicable and contagious diseases by promptly reporting to the school nurse the presence of such diseases. Parents are requested to inform the head teacher if their child has contracted a contagious or communicable disease.

Students will be excluded from school for the following communicable diseases for prescribed periods of time:

1. Measles(Rubeola): A student may return to school the fifth day after the onset of the rash. The State Department of Health must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to the rash.
2. Three day measles(Rubella):Students may return to school on the fifth day after the onset of a rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease. Most communicable prior to rash.
3. Fifth Disease/Hand Foot and Mouth:A student may attend school while rash is still present if there is no fever for at least 24 hours without the use of fever-reducing medication, excessive itching, sore throat and other discomfort.
4. Mumps: A student may return nine days after the onset of neck swelling. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease.
5. Chicken Pox (Varicella): A student may return to school after one week if symptom free and pox are dried.
6. Shingles (Herpes zoster): A student may return to school after all lesions are dried. May return with lesions covered or as doctor advises.
7. Streptococcal infections (Strep throat): A student may return to school 24 hours after the start of antibiotic therapy and fever free without the use of fever reducing medication.
8. Ringworm, impetigo, scabies: A student must remain out of school at least one day and until treatment has begun. Children with mild scabies, lice, impetigo, ringworm, can be sent home with instructions not to return until under a physicians care.
9. Pinkeye (conjunctivitis): A student may return when the eye is normal in appearance (at least one day after treatment is started) OR with documentation from physician that the child is no longer infectious.
10. Head lice: **Student will be excluded from school until treated and determined to be louse and nit free.**
11. Hepatitis: A student will be readmitted upon approval of a family physician.
12. Scarlet Fever: A student may return to school 24 hours after starting antibiotics and fever free without the use of fever reducing medication.
13. Influenza: Students will be excluded for the duration of illness with return to school advised by the health care provider.
14. Pertussis(Whooping Cough): Students will be excluded from school until the health care provider approves return with written documentation. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease.
15. Elevated Body Temperature: Students with temperatures over 100 degrees will be sent home. They may return to school *after fever free for 24 hours without the use of fever reducing medications such as Motrin (ibuprofen), Tylenol (acetaminophen), or Advil.*

## **Medication**

Any student who is required to take medication during the regular school day must comply with the following school regulations. Medication must be brought into the school by an adult and picked up by an adult.

1. All medications including cough drops, over-the-counter, prescription, and Epi-Pens, must be turned in to the office or given to the homeroom teacher
2. Written authorization signed by the parent will be required for prescription medicine and will include:
  - a. Child's name
  - b. Name of medication
  - c. Time to be administered
  - d. Dosage
  - e. Duration
3. Prescription medications **MUST** be in the prescription bottle from a pharmacy otherwise will not be administered at school.
4. Parents should check with the physician on the timing of medications. It may be possible to eliminate the need to give medications during school hours.
5. Over-the-counter medications brought from home will only be dispensed if in the original container and a written authorization has been signed by the parent containing the same information as under #2 of this policy.
6. The parents of the child must assume responsibility for informing the school of any changes in the child's health or change in medication.
7. The school retains the discretion to reject request of administration of medicine.
8. Medication will only be dispensed by the school nurse, head teacher, or those appointed to do so by the school head teacher.
9. Do not send prescription medication on the bus to school with your child. This can create a safety hazard for your child and others.

## **L. FIRE AND DISASTER/SEVERE WEATHER DRILLS**

According to the State Fire Regulations, fire drills are to be held monthly. Students are asked to walk quietly in single file to designated areas. Disaster/tornado drills are conducted in the spring. Students should be silent during all of the above drills so that any necessary instructions can be given and heard.

# Financial Directives

## A. TUITION

The Technology Fee/ Tuition payments may be made monthly, quarterly, semi-annually or yearly. We will work with you to accommodate your payment schedule. The CHECK is to be made payable to **ST. ROSE CHURCH**. Instructional materials fees and tuition payments are handled by the School Secretary. Any unpaid tuition will be added to the following school years balance.

### St. Rose Parish and Constance Parish:

First Child - \$1,450  
Second Child - \$1,150  
Third Child - \$950  
Fourth Child - \$750

### Tuition for Out-of-Parish Families Other than Constance:

First Child - \$1,650  
Second Child - \$1,350  
Third Child - \$1,150  
Fourth Child - \$950

**Technology Fee:** Per Family - \$250.00  
+25.00 per child after 1

### Pre-school Tuition

Preschool - \$1,000/ year (2 mornings)  
Preschool - \$1,150 / year (3 mornings)  
Preschool - \$1,300/ year (5 afternoons)

## B. STUDENT ASSISTANCE FUND

We have started a fund for those who cannot afford the payment of tuition/technology fee. Any donations to this fund are most welcome. Families who may need to use this fund will have to request an application form from the St. Rose of Lima School Office. This application has to be filed yearly.

## C. SCHOOL LUNCH INFORMATION

Breakfast Prices: **Grades K-12: Free**

Lunch Prices: **Grades 1-8: Free**

\*1 milk and the salad bar are included in this price

\***Extra Milk: \$0.55 per carton**

\***Extra Lunch Entrée: \$1.70 (must be ordered in the morning)**

\***Extra Breakfast Entrée: \$1.20**

\***Extra Cereal: \$1.00**

### **Guidelines 2021-22:**

- The Cafeteria accounting system is set up on a prepaid basis and every time your child eats or takes extras, money is subtracted from your positive account balance.
- **Families must have money on account before the first day of school.**
- **No one eats lunch without money on account.**
- **Payments for lunches are due when you have a balance of \$5.00.**
- All payments are to be made to **Crofton Public Schools.**
- All payments dropped off at school need to be in a sealed envelope with **the family name on the outside of the envelope.**
  - Monthly statements will be mailed out when balance is under \$5.00.
- Any carryover money from last year will show on your account. If you have any questions about your billings, please call Crofton Public Schools.
- Any child with a milk allergy will need a note from a family doctor, so a substitute beverage can be provided.

**Free & Reduced Guidelines:**

- The form for 2021-22 is mailed out prior to the start of the school year or can be picked up in the school office.
- Free & Reduced Applications on file from last year will expire on September 24<sup>th</sup>.
- New families and/or families who have not applied need to have an application at the Crofton Public School office before school begins, preferably by August 10<sup>th</sup>.

**C. School Food Authorities Code of Conduct**

This written Code of Conduct shall govern the performance and actions of School District officers, School Board members, employees, School Food Authorities, directors, volunteers or agents who are engaged in any aspect of procurement, contracts, grants or the administration and supervision of contracts supported entirely or in part by federal entitlement funds disbursed by USDA. These regulations are found in:

- 2 CFR 200.317-326 Super Circular
- 7 CFR 210.21 NSLP Procurement
- 7 CFR 220.16 Breakfast Program
- 7 CFR 225 Summer Food Service Program

The St. Rose School Food Authority seeks to conduct all procurement procedures: in compliance with stated regulations; and to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, organizations may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

Disciplinary actions, as outlined in local policy will be applied for violations of such standards by officers, employees, or agents of the organization.

**FORMS**

The following pages must be completed and returned to the school. They will be kept on file for reference and requested until returned.

**5061--TECHNOLOGY ACCEPTABLE USE POLICY-STUDENTS**

**Purpose**

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at the school. ST. ROSE SCHOOL's objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruction in and outside of the classroom. All ST. ROSE SCHOOL employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of ST. ROSE SCHOOL's technology are outlined below.

**Technology and Network Resources**

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of ST. ROSE SCHOOL's owned or leased electronic equipment (including computers, tablets, printers, scanners, cameras, etc.), email, internet services, servers, software, network files and folders and all other technology-related equipment and services. These rules apply to any use of ST. ROSE SCHOOL's technology or network resources, whether this access occurs in school (live or virtual) or outside of school. Students are expected to use technology and network resources in accordance with this policy.

Access to the ST. ROSE SCHOOL wireless network WILL be restricted to ST. ROSE SCHOOL approved electronic devices from 7:30 a.m. to 5:00 p.m. on school days. It may also be restricted entirely or at certain additional times whenever deemed necessary. The use of personal electronic devices may be allowed in the classroom (or library) at the sole discretion of faculty/staff. The use of personal electronic devices as a "hot spot" for students and others to bypass the school network is prohibited while on school premises.

### **Student Responsibilities and Acceptable Use**

Student access to technology is a privilege, not a right. Students are expected to use technology in a responsible manner consistent with ST. ROSE SCHOOL's educational and religious objectives. The following list provides some examples of student responsibilities and acceptable uses of technology:

1. All technology must be used to further the educational and religious mission of ST. ROSE SCHOOL, and should be respected at all times. Students are responsible for reporting any misuse.
2. Students must use his/her real identity when using ST. ROSE SCHOOL's network resources.
3. The network is to be used to store and transmit school-related data only.
4. Students may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.
5. Do not share passwords with any other person. ST. ROSE SCHOOL faculty and parents should be the only exceptions. If a student believes his or her password has been compromised, the student must immediately report this concern to a faculty member.
6. Students are responsible for all actions taken under a student's username and password.
7. With the exception of an Apple ID, students should always use his/her ST. ROSE SCHOOL email address or username when utilizing online resources for digital storage or collaboration.
8. Electronic communications (emails) between faculty and students **must** be made via ST. ROSE SCHOOL's internal email system. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.
9. Students should obtain permission before accessing, posting, or transmitting information belonging to others.
10. Students must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.
11. There is no privacy online. Students should never provide personal information online or share any information the student does not want made available to the public.
12. Students should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
13. If applicable, students are responsible for regularly checking his/her ST. ROSE SCHOOL email account and teachers' course pages to stay updated on information shared electronically by the school or his/her teachers.
14. All student files stored on the network may be deleted at the end of each school year.

### **Unacceptable Uses of Technology and Network Resources**

The use of technology and network resources must be consistent with the educational and religious objectives of ST. ROSE SCHOOL. Examples of unacceptable uses of technology include, but are not limited to, the following:

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten or bully others, whether inside or outside of school.
- To steal or borrow intellectual property without permission.
- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To bypass ST. ROSE SCHOOL's content filter or network security.
- To knowingly spread computer viruses or malware.
- To send out "chain" emails, mass emails, and/or surveys not approved by faculty or staff.
- To misrepresent one's own identity or the identity of others.
- To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.
- To express profanity or any other inappropriate content online, including ST. ROSE SCHOOL's website, email program, social media or other internet sites.

- To share personal information or information about any student or faculty member to anyone via the Internet.
- To access another user's account or invade the privacy of others.
- To store or download unauthorized software programs, music, videos, game files or personal photos on ST. ROSE SCHOOL computers.
- To play games, chat on-line, or watch videos during the school day unless associated with a class and permission from a teacher is explicitly given.
- To utilize encryption or software to hide activity that violates ST. ROSE SCHOOL's Technology Acceptable Use Policy.
- To violate any federal, state, or local laws.

### **Social Networking (Facebook, Twitter, Texting, Blogs etc.)**

Although social networking and texting normally occurs outside of the classroom, it may have a negative impact on the school community. If a student uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, ST. ROSE SCHOOL reserves the right to take any disciplinary action it deems necessary to protect students and faculty. ST. ROSE SCHOOL encourages parents to routinely view and monitor their student's personal networking sites and electronic devices to ensure the information and content does not place any student at risk.

#### **Guidelines for social networking:**

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future employers, or God to see.
- Follow ST. ROSE SCHOOL's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password(s) with anyone besides your teachers and parents.

### **No Expectation of Privacy**

ST. ROSE SCHOOL sets the terms and conditions of technology use. Students should have no expectation of privacy or anonymity while using technology and network resources provided by ST. ROSE SCHOOL. All content created, sent, accessed or downloaded using any part of ST. ROSE SCHOOL's technology or network resources is subject to the rules stated in this policy. ST. ROSE SCHOOL reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Students should never assume that emails, files, or other content created or stored on ST. ROSE SCHOOL's network will be maintained as private or confidential. Should ST. ROSE SCHOOL determine there is a reasonable need to do so, it reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) brought on to school grounds.

### **Disciplinary Action**

Violations of this Technology Acceptable Use Policy may result, at minimum, in the loss of technology and network privileges as well as appropriate disciplinary action (up to and including suspension or expulsion). Any violations of federal, state, or local laws will be reported to the appropriate authorities. Students who receive or learn of any harassing, threatening, or inappropriate electronic communications or postings should immediately notify the faculty member supervising the activity or ST. ROSE SCHOOL's administration.

### **Access to Inappropriate Materials on the Internet/Disclaimer**

ST. ROSE SCHOOL currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof and ST. ROSE SCHOOL cannot entirely control what students may or may not locate on the internet. While ST. ROSE SCHOOL allows students to access the internet for educational purposes only, students may have the ability to access inappropriate materials. ST. ROSE SCHOOL is not responsible for the content of the information or materials students may retrieve from the internet. Students who inadvertently access inappropriate materials must report the incident to the supervising faculty member or the school's administration immediately.

Policy Revision: July, 2020

**STUDENT ACKNOWLEDGMENT OF TECHNOLOGY ACCEPTABLE USE POLICY**

Student Name (s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Each student and his or her parent(s)/guardian(s) must receive the Technology Acceptable Use Policy and sign this authorization as a condition of continued enrollment. Students and parent(s)/guardian(s) need only sign this Authorization for Internet Access once while student is enrolled in the School.

*I have received, understand, and will abide by the Technology Acceptable Use Policy.*

Dated: \_\_\_\_\_  
Student

The following must also be signed by a Parent/Guardian if the student is under the age of 19.

*I have read the Technology Acceptable Use Policy and this Authorization for Internet access and understand and agree to the terms of that Policy. I understand that access to the Internet is designed for educational purposes and that the School prohibits the access of inappropriate materials, but that it is impossible for the School to restrict access to all controversial and inappropriate materials. I will hold harmless the School, its employees, and/or agents from any harm caused by materials or software obtained by my child via the Internet. I also agree, on my child=s behalf, to the terms of the Technology Acceptable Use Policy; I affirm my child=s obligations pursuant to that policy and this Authorization and accept all responsibilities and/or liabilities arising from my child=s compliance or non-compliance with that policy and/or Internet use. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the Internet while at school.*

Dated: \_\_\_\_\_  
Parent/Guardian

Dated: \_\_\_\_\_  
Parent/Guardian

St. Rose of Lima School  
1302 West 5th Street  
Crofton, Nebraska 68730

Grades 1-8

Dear Parents,

The Nebraska State Board of Education has mandated that schools keep current health records on all students. **Archdiocesan Policy:** Catholic Schools, both accredited and approved, should be prepared to implement an emergency treatment plan, known as a protocol, anytime a student or staff member experiences a life-threatening asthma attack or systemic allergic reaction. We would appreciate your help in filling out the following information. If your student is identified as someone who needs a response protocol developed, we will contact you for further information.

Thank you for your cooperation.

Linda Jackson - St. Rose School Nurse

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ yes \_\_\_\_ no Has been identified as allergic to \_\_\_\_\_.  
\_\_\_\_ yes \_\_\_\_ no Has been identified as asthmatic or suffering from  
reactive airway.  
\_\_\_\_ yes \_\_\_\_ no Has been identified as ADD / ADHD.  
\_\_\_\_ yes \_\_\_\_ no Other (please elaborate) \_\_\_\_\_

---

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ yes \_\_\_\_ no Has been identified as allergic to \_\_\_\_\_.  
\_\_\_\_ yes \_\_\_\_ no Has been identified as asthmatic or suffering from  
reactive airway.  
\_\_\_\_ yes \_\_\_\_ no Has been identified as ADD / ADHD.  
\_\_\_\_ yes \_\_\_\_ no Other (please elaborate) \_\_\_\_\_

---

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ yes \_\_\_\_ no Has been identified as allergic to \_\_\_\_\_.  
\_\_\_\_ yes \_\_\_\_ no Has been identified as asthmatic or suffering from  
reactive airway.  
\_\_\_\_ yes \_\_\_\_ no Has been identified as ADD / ADHD.  
\_\_\_\_ yes \_\_\_\_ no Other (please elaborate) \_\_\_\_\_

---

**Health Protocol Plan**

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Yes \_\_\_\_ No Child is required to carry medication with them at all times.

Note: All medication taken during school hours is required to be reported to school officials. This includes over the counter drugs for such things as colds, coughs, headaches, etc. or prescriptions for things such as strep throat. Let the school know, in writing, whenever a child will be taking medication for short-term illnesses as well as chronic conditions.

Other instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is St. Rose of Lima School's Emergency Response Policy:

---

**Emergency Response to Life-threatening Asthma or Systemic Allergic Reactions**

Definition: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary. A systemic allergic reaction is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, and death can occur. Immediate allergic reactions may require emergency treatment and medications.

**Emergency Protocol**

1. CALL 911
2. Summon school nurse if available. If not, summon non-medical staff to implement emergency protocol.
3. Check airway patency breathing, respiratory rate, and pulse.
4. Administer medications (Epi-pen, albuterol) per physician's standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible.
8. Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility.

I have read and understand these policies.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

RELEASE AND INDEMNIFICATION AGREEMENT  
(Self-Administration of Prescription Asthma or Anaphylaxis Medication)

I, \_\_\_\_\_ hereby acknowledge that St. Rose of Lima School,  
(Parent/Guardian Name)

including school employees and agents, is not liable for any injury or death arising out of the self-  
management by \_\_\_\_\_ of his/her asthma or anaphylaxis  
(Name of Student)

condition and I hereby indemnify and hold St. Rose of Lima School, including its employees and  
agents, from any claim arising from the student's self-management. In the event that

\_\_\_\_\_ injures school personnel or another student as a result of  
(Name of Student)

misuse of the prescription asthma or anaphylaxis medication or related medical supplies, the undersigned  
shall be responsible for any and all costs associated with the injury.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**FIELD TRIP DRIVER INFORMATION SHEET**  
**~All drivers must be Safe Environment and Safe Driver Certified~**

Driver

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_ Social security#: \_\_\_\_\_

\_\_\_\_\_ Phone #: \_\_\_\_\_

Driver's license #: \_\_\_\_\_ Date of expiration: \_\_\_\_\_

Vehicle that will be used:

Name of owner: \_\_\_\_\_ Model of vehicle: \_\_\_\_\_

Address of owner: \_\_\_\_\_ Make of vehicle: \_\_\_\_\_

\_\_\_\_\_ Year of vehicle: \_\_\_\_\_

License plate#: \_\_\_\_\_ Date of expiration: \_\_\_\_\_

Registration expiration date: \_\_\_\_\_

If more than one vehicle is to be used, the afore-mentioned information must be provided for each vehicle.

Insurance information:

Insurance company: \_\_\_\_\_

Policy #: \_\_\_\_\_

Date of policy expiration: \_\_\_\_\_

Liability limits of policy\*: \_\_\_\_\_

\*Please note: The minimal acceptable liability limit for privately-owned vehicles is \$100,000 / \$300,000.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required coverage in effect on any vehicle used to transport the children.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

As a parent or guardian of a student at St. Rose of Lima School, I agree to abide by all the policies and guidelines presented in this handbook. Furthermore, I understand that any student journals will be handled with confidentiality except in situations of concern for life, health, and safety. I understand that all field trips have an underlying educational value and agree to my children participating in them. I am, however, free to notify the school if my children will not participate. I/We give permission to St. Rose School to identify our child by name in pictures, honor roll, etc. that St. Rose uses to advertise achievements made at school. Pictures and names can be used on various social media and in local newspapers.

My children \_\_\_\_\_ have permission to independently go from St. Rose of Lima School to Crofton Public School and return to St. Rose of Lima School for the purpose of special classes. Also, my child/children have permission to help at parish and school fundraisers as well as helping to set up for school and parish events.

Finally, I will comply with the internet and medication policies and I give my permission for emergency treatment if this should become necessary.

Signature: \_\_\_\_\_

\*\*\*\*\*

My child/ren and I have read and understood the policies and guidelines in this handbook and agree to comply with them.

Parent/Guardian Signatures: \_\_\_\_\_

Student Signatures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please designate one of your children to be the "responsible party" regarding getting notes and messages home.

\_\_\_\_\_ in Grade \_\_\_\_\_

Church support: You are encouraged to contribute generously in the Sunday collections.