

**2008-2009**

**SAINT ROSE ACADEMY**  
**STUDENT/PARENT**  
**HANDBOOK**



1401 22nd Street South  
Birmingham, Alabama 35205

Telephone: (205) 933-0549  
Fax: (205) 933-0591

Saint Rose Academy  
is owned and administered by the  
Dominican Sisters of the Saint Cecilia Congregation in  
Nashville, Tennessee.

A copy of this handbook may also be found on the  
school website: [www.saintroseacademy.com](http://www.saintroseacademy.com)

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# SCHOOL MOTTO, MASCOT, & SONG

## Saint Rose Academy School Motto

*“Veritas et Caritas— Truth and Love”*



## Saint Rose Academy School Mascot

*The Knight*

## Saint Rose Academy School Song

*Veritas et Caritas  
Of truth and love we sing.  
Minds for truth and hearts for love  
To you, Saint Rose, we bring.*

*To others with our works of love,  
To God with worship true.  
We pledge the joy  
And fervor of our youth,  
Saint Rose, to you.*

## FACULTY VOICE MAIL EXTENSIONS

104	Principal	Sister Mary Seton, O.P.
106	Assistant Principal	Valerie Whitt
122	4-Kindergarten	Cheryl Plaisance
	4-Kindergarten Aide	Ann Fondren
121	5-Kindergarten	Sister Annunciata, O.P.
	5-Kindergarten Aide	Sophie Marsh
123	Grade 1	Raine Greene
	Grade 1 Aide	Karen Tuggle
628	Grade 2	Deby Alfano
626	Grade 3	Natasha Rosko
617	Grade 4	Sister Mary Rita, O.P.
	Grade 4 Aide	Rebecca Mason
106	Grade 5	Valerie Whitt
615	Literature (5-8)	Daniel McCormick
616	Science (5-8)	Kelly Klein
621	Religion (5-8)	Sister Regina Marie, O.P.
638	History (5-8)	Jeff Belcher
618	Spanish (5-8)	Isabel Reaves
629	English (6-8)	Rebecca Mason
622	Math (6-8)	Ginger Hensley
611	Resource/Enrichment	Dora Bolus
630	Art (1-8)	Annette Taylor
131	Music (1-8)	Rachel Hicks
623	Computer/Library	Peter Rataj
132	PE /Athletic Director	Krista Bostany

## STAFF VOICE MAIL EXTENSIONS

102	Accountant	Becky Hestley
103	Accounts Receivable Manager	Sara Sullivan
108	Admin. Assist./Dir. of Admin.	Vivian Hults
105	After School Care Director	Erica Wang
633	Development Director	Kathy Vaughn
114	Dir. of Institutional Advan.	Sr. Mary Caroline, O.P.
623	Director of Technology	Peter Rataj
100	Receptionist	_____
	Facilities/Grounds Manager	Harold Joiner

# PHILOSOPHY

## PHILOSOPHY STATEMENT OF SAINT ROSE ACADEMY

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The Catholic Church, from the beginning of the Order of Preachers, has called the Dominicans to teach the Word of God. Saint Dominic embodies the teaching mission of the Church in the apostolic work of his Order. By sending his followers out into the world, he sought to proclaim the Gospel to all people.

The Dominican Sisters of the Saint Cecilia Congregation have continued this mission of Saint Dominic through their dedication to the Christian education of youth in institutions of learning. For more than a century, the Saint Cecilia Congregation has owned and operated schools in which students come to a deeper understanding of their faith, their heritage, and their responsibilities as members of society.

Saint Rose Academy exists primarily to enable students to learn in a Christ-centered atmosphere of love and truth in the Catholic tradition.

This school reflects the philosophy of the Catholic Church as it pertains to education. Each student is recognized as an individual of eternal worth whose immortal soul is destined for happiness with God.

Saint Rose Academy endeavors to nourish the intellectual gifts of its students and to develop their spiritual and physical potential in view of their final end and the good of society.

Saint Rose Academy establishes specific goals and objectives and provides the appropriate means to attain them.

## MISSION STATEMENT

Saint Rose Academy is a private, Catholic, co-educational elementary school, serving students in four-year-old kindergarten through eighth grade. The school is located in the Diocese of Birmingham, and is owned and administered by the Dominican Sisters since 1956. Inspired by Christ's words, "I came that they may have life and have it to the full," we at Saint Rose Academy dedicate our apostolate to providing a Catholic education in a nurturing environment that promotes the growth— spiritual, intellectual, emotional, social, and physical—of the whole child. Fully aware of the accelerating changes in society, we work diligently to lead our students in an unending pursuit of truth, goodness, and beauty.

To accomplish this mission, the faculty and staff must strive to:

- Permeate the students' entire day with Christ so that He will be the source of their strength, the goal of their actions, and the center of their lives.
- Maintain standards of academic excellence and prepare students for higher levels of education, while acknowledging and providing for individual differences.
- Develop in students a positive self-concept which will lead to recognition and acceptance of their personal talents and gifts.

## MISSION STATEMENT

- Enrich the lives of students through a comprehensive fine arts program.
- Instill in students the value of health, fitness, and sportsmanship by providing a versatile physical education program.
- Teach the worth of each person and the right of all to dignity as creatures made in the image and likeness of God.
- Prepare students for the duties of good citizenship through development of character and leadership.
- Work closely with parents as we share the task of educating children in all phases of their development.

## STATEMENT OF BELIEFS

To accomplish this mission, the St. Rose Academy faculty and staff believe that:

1. Each person, as a creature made in the image and likeness of God, has an inherent dignity.
2. Parents, as the primary educators of their children, agree, by sending their child(ren) to Saint Rose Academy, to enter into a partnership of trust and cooperation for the benefit of their child(ren)'s education.
3. Students should grow in their desire to acquire those qualities of mind and heart necessary for effective service to their family, church, and wider community.
4. The entire day of the students should be permeated with Christ so that He may be the source of their strength, the goal of their actions, and the center of their lives.
5. Christian values and truths should be instilled within the students living in contemporary society and in our changing world of technology.
6. A positive self-image should be fostered through a spirit of inquiry and discovery that will lead to a healthy recognition and acceptance of their personal talents and gifts, as well as inspire students to attain their full potential.

## **STATEMENT OF BELIEFS**

7. In addition to preparing students for higher levels of education, academic excellence includes the development of the values of faith, beauty, art, and music by programs designed to heighten the students' appreciation of these disciplines.
8. Current teaching methodologies and instructional practices should take into account different learning styles.
9. The school should offer comprehensive physical education, health, and athletic programs so that the students may grow in and appreciate the great values of health, fitness, and good sportsmanship.
10. The students should be encouraged to appreciate the family as a gift of God and to love and to respect the civic community, our nation, and the world.

## HISTORY

In the year 1956 Terence Mackin, the brother of Sister Aloysius Mackin, invited the Dominican Sisters of Saint Cecilia Congregation of Nashville, Tennessee to Birmingham, Alabama, to convert his home into a school. The house, sitting high on Red Mountain overlooking the city of Birmingham in the Southside neighborhood seemed to be a beautiful setting to educate the children of Birmingham.

Because the house also served as the convent for the sisters, much organization went on during the summer of 1956. Terrence Mackin made certain that there was nothing that the sisters were lacking and donated a great deal of furniture from his store to furnish the new school. A short time before school began, Terrence Mackin died very suddenly, but he was able to witness the beginning of what is known over a good part of Birmingham as a “family affair”.

The house lends itself to a comforting atmosphere with stained-glass windows, coffered ceilings, and fireplaces. Soon after the school was established there was a need to build additional classrooms. This was completed in 1962. A few years later Saint Rose became the first private school in Birmingham to desegregate.

During the 70's and 80's, Saint Rose Academy was educating a great number of families who were beginning to send their second generation of children through the “family affair” school. The need again grew for additional academic space as well as a gymnasium. In 1993 through the generosity of Lee and Nancy Bruno, the Bruno Educational Center was built for the Saint Rose Family.

## **HISTORY & SPIRIT**

Saint Cecilia Congregation was also growing and sent much-needed sisters to teach at Saint Rose. It was becoming evident that the sisters no longer could adequately live in the attic of the school. A generous donor purchased the Discovery Center and converted this into the Primary Building which houses the 4-year-old and 5-year-old kindergarten, and first grade. Property was also purchased to build a convent which provides a contemplative atmosphere for the sisters.

Today there are five sisters and twenty-two lay teachers and staff members who help Saint Rose to provide a sound Dominican education augmented by family values and high academic standards. Saint Rose has always been sustained by prayer, hard work, and generous, selfless benefactors who see the vision and testament to the work of the sisters and teachers alike. This is what makes Saint Rose Academy “a pearl of great price.”

### **SPIRIT OF SAINT ROSE ACADEMY**

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The unique spirit that pervaded Saint Rose Academy when the doors were initially opened endures to this day. Immediately upon entering the school, students, parents, faculty, and visitors sense the unique atmosphere of Saint Rose. The school is distinguished for its faith-filled environment, academic excellence, accomplished teachers, strong student leadership, the mannerly and disciplined behavior of the student body, and the marvelous rapport among students, faculty, and parents. Undoubtedly, Saint Rose Academy’s solid commitment to the faith, coupled with the ability to provide academic excellence for the students, makes it an educational beacon which shines as it forms Christians, scholars and leaders for the future.

## SPIRITUAL GROWTH

Mass is celebrated as a school on Friday mornings. We invite and encourage parents and other family members to attend. You will be able to find Mass reminders, or any changes in the Mass schedule, on our website ([www.saintroseacademy.com](http://www.saintroseacademy.com)) and in *The Shield*.

In the second grade all students are prepared for the first reception of the Sacraments of Reconciliation and Holy Eucharist. All eighth graders are prepared for the Sacrament of Confirmation. This preparation is in addition to the regular content of the religion class.

Students not of the Catholic faith participate in religious instruction to learn about basic Christian principles and to broaden their education by exposure to Catholic life and doctrine. All students are expected to approach their religious studies with academic earnestness and openness to spiritual growth.

Saint Rose Academy urges parents/guardians to participate in the religious education of their child(ren) by taking their children to Mass every Sunday and Holy Day of Obligation, by encouraging discussions at home of what their child(ren) learned in religion class, by regularly initiating times of family prayer, and by seeking to live the faith in their day-to-day lives.

As the primary educators of their children, parents are called upon to reinforce and supplement the religious instruction begun in the classroom.

# ATTENDANCE

## SCHOOL SCHEDULE

**St. Rose Academy's schedule is as follows.**

- 7:10 A.M. Student arrival begins.
- 7:45 A.M. Students are dismissed to classrooms.
- 8:00 A.M. Morning prayers. Students not in their homeroom ready for prayers at this time are tardy.
  
- 2:45 P.M. Afternoon prayers
- 2:50 P.M. Dismissal from Primary Building
- 3:00 P.M. Dismissal from Mackin House and Gym Building
- 3:30 P.M. Students who are still at school but who are not attending an extracurricular activity at this time will go to After School Care.

**Please note:**

- School is dismissed on **Fridays** at 2:00 P.M. (1:50 P.M. from Primary Building) so that the faculty may meet for in-service seminars or departmental meetings.
- All students, including the siblings of students in any extracurricular activity, unattended after 3:30 P.M. will be sent to After School Care and the parents will be charged a fee.
- After having been dismissed, students are not permitted to return to their classrooms to get any books or other materials they may have forgotten.

# ATTENDANCE

## ATTENDANCE POLICY

Regular attendance and diligent application to study are essential for scholastic success, as excessive absence often results in poor schoolwork. If a student has been absent one-half or more of a report period, the teacher(s) may give him/her an “Incomplete” grade for that period. The student will then be responsible to consult with the teacher to determine what assignments are to be completed and when they are due.

### **Absence**

Students are expected to attend school every day. If a student is absent from school for any reason, a parent/guardian should telephone the office by 9:00 A.M. to inform the school of this absence and the reason for it. Any student who is absent from school for 1/2 day or more, or who goes home sick, cannot participate in any school-related activity that day or night. [Four class periods (or three and one half clock hours) constitute a 1/2 day of school.] Any student absent more than four periods a day will be marked as absent for the entire day.

Students who enter school in the morning after 10:00 A.M. or leave in the afternoon before 1:00 P.M. are given credit for only a half-day of school. On Fridays, because of the 2:00 P.M. dismissal, students leaving before 12:00 P.M. will be marked present for one-half day of school.

## ATTENDANCE

Upon returning to school, the student must provide written documentation to the teacher, signed by the parent, citing the reason for the absence. If a student is continually absent, the teacher(s) will likely schedule a conference with the parent(s). If more than twenty days each semester are missed by a student, a child may be required to attend summer school even if he/she has passing grades. Repeated absences could result in a child not being allowed to re-enroll at Saint Rose Academy for the following school year.

### **Absence Due to Illness**

Parents should not send an ill child to school. If a child has had a temperature, it should be normal for a full 24-hour period before returning to school. If a child vomits in the morning, he/she should not come to school that day.

### **Absence Due to a Communicable Disease**

If a student has been absent because of pink-eye or another communicable disease, the school must have written permission from a doctor or the Health Department before the student can be readmitted to class. Parents should inform the school office and teacher when they learn that their child has had pink-eye or any other communicable disease. If a child has had lice or nits, he/she may be permitted to return to school after appropriate treatment has been in progress.

## ATTENDANCE

### **Admittance Slip**

Students who have missed any part of a class period must, upon arrival, present the teacher with an Admittance Slip in order to be admitted back into class. Students may obtain an Admittance Slip from the office in the Mackin House or from the teacher of the previous class.

### **Anticipated Absence**

If, for any reason, it is necessary for a child to leave school during the day, the office requires written permission from the parent. Whenever possible, please do not schedule your child's routine appointments during school hours. If an appointment during school hours is unavoidable, students should promptly return to school. Students who leave school early or during the school day for appointments will not be eligible for perfect attendance.

When it is necessary to pick up your child during the school day, you must check him/her out through the office in the Mackin House and sign a Dismissal Slip. If your child is in the Primary Building, you must present the Dismissal Slip to the classroom teacher or aide before the child is dismissed.

Please note that Saint Rose Academy **strongly discourages** absences due to family vacations.

### **Excused Absence**

In rare situations, when a family wedding, funeral, or other such special/religious event is taking place and the scheduling of such is beyond your control, please

# ATTENDANCE

provide a written notice to the principal at least two weeks in advance (though, of course, that time requirement is not applicable in the case of a funeral) for consideration of an excused absence. Teachers are not expected to plan in advance for these absences. Students will be permitted to make up missed work, tests, and quizzes when they return.

## **Unexcused Absence**

Absence for any reason other than illness, family emergency, or religious occasion cannot be considered an excused absence. Saint Rose Academy has scheduled generous vacations and days off which are published well in advance of the school year.

- Families should try to schedule vacations at these scheduled times so that students do not miss school.
- Time taken out of school to visit other schools is considered as unexcused.
- Individual teachers will not be expected to provide classwork, notes, or assignments for a student upon return from an unexcused absence.
- The student will receive a zero (0) on any assignments, quizzes, or tests missed during an unexcused absence.
- A child's absence without written documentation for the reason thereof will be considered as unexcused.

## **Attendance at Religious Functions**

Attendance is mandatory at religious functions where the entire student body participates, i.e., Mass, May

## ATTENDANCE

Crowning, and Stations of the Cross. Students are expected to be attentive and respectful and to participate fully at religious functions.

### ARRIVAL/BEFORE SCHOOL CARE

Students may begin arriving at school at 7:10 A.M. Between 7:10 and 7:30, all students, including those in the primary building, should be dropped off in the circle and report to the main campus playground area (or to the gym on rainy days.) At 7:30 A.M., an adult will accompany all 4-K, 5-K, and first-grade students across the street to the Primary Building. Students in 2<sup>nd</sup>—8<sup>th</sup> grades are to stay on the playground area (or in the gym) until they are dismissed to go to their homerooms at 7:45 A.M.

Each school day opens with prayer and/or special readings from Sacred Scripture. The bell rings at 8:00 A.M. and announces the beginning of the day. Students in all buildings arriving at school after 8:00 A.M. are marked **TARDY**.

**Saint Rose Academy does not provide supervision for children before 7:10 A.M. Therefore, please do not drop your child(ren) off before that time.** The school does not accept responsibility for any unsupervised student (i.e., a child who is not associated with a before or after school function or who has been dropped off prior to the designated time) on the school grounds before 7:10 A.M. or after 3:30 P.M.

### **Tardiness**

## **ATTENDANCE**

The bell rings at 8:00 A.M. to begin each school day and is followed immediately by morning prayers. Any student—in grades 4K-8—who is not in his/her classroom, ready for prayers, at 8:00 A.M. will be marked tardy. He/she must first go to the Mackin House, accompanied by a parent/guardian, to get a tardy Admittance Slip before he/she can be admitted to class.

## **DISMISSAL**

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It is the responsibility of the parents/guardians to inform the school if someone other than themselves will be picking up their child. No student may be released to another person without the express permission of the parent/guardian. The parent/guardian must go to the Mackin House office to sign out any student who needs to leave school early.

If a student is planning to be picked up by someone other than a parent or those listed on the “permission to leave school” form, he/she must give his/her homeroom teacher a signed note stating the arrangements. If an exception arises in the course of a day, please call the school office to inform us and to give the proper permission for your child’s dismissal.

A permission slip signed by a parent/guardian must be on record in the office in order for a student to leave school (without being accompanied by an adult) to attend tutoring sessions at The Arlington School.

## **ATTENDANCE**

Children are dismissed from the school grounds only to their parents/guardians or to an approved adult.

### **Emergency Closing**

In the event of an emergency closing, Saint Rose Academy will use a phone tree to notify parents/guardians so that they know to pick up their child(ren). If severe weather is forecasted for the Birmingham area, you may also check the school website, [www.saintroseacademy.com](http://www.saintroseacademy.com) or call the school (205-933-0549) for news of a possible emergency closing. There will be no After School Care on any day that the school closes for an emergency.

## **AFTER SCHOOL CARE**

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Saint Rose Academy provides an afternoon day care program for your child each day until 5:30 P.M. If you are not able to pick up your child by 3:30, he or she will go to the day care program, for which you will be charged.

The After School Care (ASC) program follows the St. Rose Academy Student/Parent Handbook regarding behavior expectations and problems. Students should conduct themselves in a manner that is respectful and obedient to the After School Care providers, other adults, and other students. The After School Care director and assistant(s) are authorized to discipline students for any misbehavior that occurs while they are there.

## ATTENDANCE

On regular school days, any student who is not promptly picked up in the carpool, nor attending an after-school activity, will go to After School Care, and the school will charge the parents/guardians accordingly. You can reach the After School Care Director at extension 105 from 3:00—5:30 P.M. The ASC Director or her assistant will walk any child who has not been picked up by 5:30 P.M. to the convent, where the child may wait for his/her ride. Neither the After School Care Director nor her assistant(s) will open/unlock classroom doors for students who have forgotten books or other materials after school hours.

After School Care (ASC) is closed on all holidays, holy days, snow days, 11:30 dismissal days, and emergency-closing days. Please note that, on the 11:30 dismissal and emergency closing days, because ASC is not provided, the school will charge you one dollar for each minute that your child remains after school, beginning 15 minutes after the completion of dismissal.

## TRANSPORTATION

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All parents must arrange for the transportation of their children to and from school.

Please DO:

- **At dismissal time, drive down Arlington Crescent to 22<sup>nd</sup> Street South and enter the school through the driveway near the convent. Proceed around to the circle of the main**

## **ATTENDANCE**

**campus and if necessary proceed down to the driveway of the Primary Building to pick up siblings.**

- **At dismissal time, please pull over to the side of the road whenever possible to allow local traffic to proceed.**
- **Come to a complete stop before pulling out of the school driveways.**
- **Be mindful of our neighbors who are going to work at the same time that we are getting to school. The speed limit on Arlington Crescent and on 22<sup>nd</sup> Street South is 25 mph.**

Please DO NOT:

- Park or leave a car unattended in either the circle of the main campus or the drive-through area of the Primary Building during morning drop-off or afternoon pick-up. Park in the street in front of the school according to the posted signs prohibiting parking or standing.
- Drop off a child on the curbside in front of the Primary Building.
- At dismissal time, park on the street and walk up to the school to get your child.

# ACADEMICS

Each student is expected to work to the best of his/her ability in all areas. In this way he/she can become the person God intends him/her to be. Students who fail to put consistent effort into their academics may be asked to attend summer school or to leave Saint Rose Academy.

## ACADEMIC HONESTY

As Saint Rose Academy seeks to permeate the school day and the life of each student with the presence of Christ, the school also expects the students to practice academic honesty at all times. This honesty proscribes all forms of cheating, plagiarism, lying, stealing, forgery of signatures on test/documents, and failure to respect school property or persons.

### **Cheating**

Cheating includes, but is not limited to, the following behaviors:

- Giving or receiving help on a test or assignment
- Communicating in any way with another student during a test or quiz
- Sharing information about a test/quiz with another student who has yet to take that test/quiz
- Having in one's possession materials or information that were not approved in advance by the teacher and that would indicate intent to give or to receive help
- Using a computer or any form of technology to falsify information or to gain access to information to which the student has no right
- Copying homework/test/quiz from another student

# ACADEMICS

## **Consequences for Cheating**

Violations of Academic Honesty will result in the following consequences.

- First offense: Zero on the test or work, parents are notified, student meets with principal, and a Saturday detention is issued.
- Second offense: Zero on the test or work, suspension, and conference with principal and parent.
- Third offense: Student is subject to expulsion.

## **Consequences for Forgery:**

A student who has forged his/her parent's/guardian's signature on a test or school-related document (e.g., a field trip permission slip) will be subject to the following consequences:

- First offense: Zero for work when a test or quiz is involved; restriction of extracurricular activity if a document is involved, student conference with principal; Saturday detention; and parent must sign forged test/document.
- Second offense: Zero for work when a test or quiz is involved; restriction of extracurricular activity if a document is involved; parent conference with principal; parent must sign test/document; and the student will be suspended.
- Third offense: Student is subject to expulsion.

# ACADEMICS

## BOOKS

Textbooks are school property, and students are to cover them with brown craft paper or with book socks. At the end of the school year or upon withdrawal from the school, students are to return the books to the teacher(s). Students will be charged for damaged or lost books.

Students are to cover all workbooks with clear contact paper. If a student loses his/her workbook during the school year, he/she will have to pay for another .

## COMMUNICATION WITH TEACHERS

If you have a question or concern to discuss with your child's teacher, the proper procedure is to go first to the teacher involved. You may contact him/her in one of the following ways:

- Send in a note with your child.
- Use the Tuesday Folder (please see "Weekly Folders" below) to exchange notes with the teacher.
- Call the school to make an appointment with the teacher or to leave a message with him/her.

DO NOT contact teachers in one of these ways:

- Call the teacher at home.
- Use email to communicate with a teacher.
- Confer with a teacher during carpool or while he/she is supervising children.

## **ACADEMICS**

### **Parent/Teacher Conferences**

Saint Rose Academy schedules formal parent-teacher conferences at the end of the first grading period. The specific date for these conferences will be published in the school calendar and in “The Shield.” In addition, if you are interested in meeting with the teacher(s) at another time, to discuss any matter pertaining to the welfare or progress of their child(ren), please call the school office to make an appointment. Teachers will not be available for conferencing at a time when they are responsible for supervising children, including arrival and dismissal times.

### **Parent Concerns Regarding Teachers**

When parents/guardians have a question or concern about a teacher and/or his/her decisions, procedures, or policies, they must first speak with that teacher. The expected tone of such a meeting is one of professionalism and charity. When necessary, the principal will meet with the teacher and parent in order to justly serve all concerned. In light of our Christian commitment, parents should never gossip about school faculty and staff, as such behavior is destructive of charity and of the Christian atmosphere which the school continually strives to build.

## **FIELD TRIPS**

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Field trips provide a unique opportunity for enriching the educational process. In order to go on a field trip, a student must have a written permission form, issued from the school, signed by his/her parent/guardian. Because going on a field trip is a privilege, not a right,

## ACADEMICS

Saint Rose Academy reserves the right to disallow a student—even one who has due permission from his/her parent/guardian—from participating in a field trip due to behavioral and/or academic issues.

Parents/guardians who drive and/or chaperone for a field trip have the authority and duty to enforce school rules of safety and good conduct on the field trip. Because of this responsibility and because of safety and legal issues, parents/guardians may not bring siblings—nor other children who are not part of the field trip group—on on the field trip.

Any parent who drives on a school field trip must have a volunteer driver form completed and on file in the office.

## GRADING

Saint Rose Academy uses the following grading scale for students in grades 1—8, if you have a question about your child’s grades, you may contact his/her teacher (see “Communication with Teachers” above.)

### Academic Grades

A=100-93   B=92-86   C=85-77

D=76-70   F=Below 70   I=Incomplete

## ACADEMICS

Saint Rose students in grades 1—8 also receive grades for the following: Conduct/Effort, Music, Art, P.E., Computer/Library, Penmanship, and Courtesy/Cooperation. The grading scale used for these areas is:

**E** = Excellent    **G** = Good    **S** = Satisfactory    **P** = Poor

### **Progress Reports**

To help you and your child keep apprised of his/her academic growth, your child(ren) will receive a progress report in the middle of each quarter. Please sign the Progress Report envelope and have your child return the envelope promptly to his/her homeroom teacher. The teachers will keep a copy of these reports on file until the end of the school year.

### **Report Cards**

Your child will receive a Report Card shortly after the end of each quarter. You may keep the Report Card, but please sign the envelope in which it came and have your child return the envelope promptly to his/her homeroom teacher.

Saint Rose Academy recommends that you discuss your child's grades with him/her, to provide continued support and encouragement in areas where your child is doing well, and to direct your child in the application of study skills and effort where he/she is having difficulty.

# ACADEMICS

## GRADUATION

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- Any eighth grade student who receives a failing mark for the year in an academic subject will receive a certificate of attendance rather than a diploma at graduation. In addition, the school will send a letter of notification to the student's parents/guardians and to the prospective high school(s).
- The principal may deny the privilege of participating in the graduation Mass and ceremony to any student for reasons of serious behavior infractions.
- Girls may not wear to graduation, May crowning, or Confirmation any outfits that the school administration deems inappropriate for a religious function, such as strapless dresses, dresses with spaghetti straps, a dress that is low-cut at the neckline or high-cut at the hemline, or tight-fitting dresses. Any student who fails to comply with these appropriate dress guidelines will not be allowed to participate in the ceremony(ies).

## HOMework

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Saint Rose students are expected to spend time outside of class to prepare for and to study for each academic course. Teachers in grades 1—8 regularly assign homework to help reinforce what their students have learned in class and to further the students' intellectual growth. Beyond these academic benefits,

## ACADEMICS

doing homework helps students to develop and to grow in these essential life skills:

- Concentration
- Responsibility
- Resourcefulness
- Self-confidence
- Self-discipline
- Self-sufficiency/Independence
- Time-management

In order to develop successful academic habits, students are responsible for:

- Using class time productively to complete in-class assignments.
- Recording and understanding the expectations of the homework assignment(s) before leaving school.
- Taking home all necessary materials to complete all assignments.
- Developing a schedule for completing studies, homework and long-term projects.
- Returning completed homework on time.
- Getting tests, quizzes, and papers signed by parents as directed by the teacher(s).

The best ways that parents/guardians can help their child(ren) with homework is to:

- Know that homework is the **child's** responsibility, not theirs, and by encouraging the child to take pride in and to take responsibility for his/her own work.
- Provide a place and time of quiet, conducive to study.

## ACADEMICS

- Provide necessary materials (e.g., pencils, pens, paper, etc.) so that the child can do his/her work without distraction.

The times listed below serve as an estimate for how much time students should spend on their homework. These times will vary with your child's work habits and the work environment you provide at home.

1<sup>st</sup> – 2<sup>nd</sup> grade: 25 – 35 minutes

3<sup>rd</sup> – 4<sup>th</sup> grade: 45 min.–1hr. 15 min.

5<sup>th</sup> – 6<sup>th</sup> grade: 1 hour -1.5 hours

7<sup>th</sup> – 8<sup>th</sup> grade: 1.5 -2.5 hours

## HONOR ROLL

Students in Grades 5-8 are eligible for the Honor Roll throughout the school year, and students in Grade 4 are eligible for Honor Roll beginning in the 2nd semester. The following are the requirements for being named to the Honor Roll.

### **“A” Honor Roll requirements:**

- 93 or higher in all subjects where a number grade is given
- E in PE, art, music, computer/library, handwriting, conduct, and effort

## ACADEMICS

### **“A/B” Honor Roll requirements:**

- 86 or higher in all subjects where a number grade is given
- E or G in PE, art, music, computer/library, handwriting, conduct, and effort

### **INDIVIDUAL EDUCATION PROGRAM**

If your child has a particular academic difficulty, please confer first with the classroom teacher(s). You and the teacher(s) may then decide that it would be most advantageous for the child to be observed and tested for possible learning disabilities. If so, the proper procedure to follow is:

1. Please contact (by calling the school office or through a written note) Ms. Dora Bolus, our resource teacher, detailing your concerns about your child.
2. Ms. Bolus will then schedule a time(s) to observe your child in class.
3. Once she has observed your child, she will schedule a meeting with you, the classroom teacher(s), and the principal.
4. If testing is necessary, Ms. Bolus will contact Birmingham City Schools to schedule it.
5. If you prefer to have testing done privately, please indicate this during the initial meeting.
6. Teachers will provide academic accommodations according to the results of the observations and tests.

# **ACADEMICS**

## **MAKING UP ACADEMIC WORK**

- Books and homework of students who are out sick will be available for pick-up by dismissal time.
- Students have as many days to make-up work as the number of excused days missed.
- It is not the responsibility of the teacher to remind students to turn in work. Every student is responsible for turning in his/her own work.

## **MATH PLACEMENT FOR GRADE 8**

To qualify for placement in the algebra class, 8<sup>th</sup> graders must meet the following criteria:

- a. Have received an A or B average in 7<sup>th</sup> grade math class.
- b. Be recommended by the 7<sup>th</sup> grade math teacher as a conscientious student who completes assignments on a daily basis according to the directions of the teacher.
- c. Be approved for advance placement classes by the principal.

## **MIDDLE SCHOOL HONOR SOCIETY**

Each spring, students in grades 6, 7, and 8 may be nominated for membership in the Saint Rose Middle School Honor Society. This organization recognizes and encourages the ideals of scholarship, character, service, leadership, and citizenship. Students selected for membership will be inducted into the organization

## ACADEMICS

in a spring ceremony. Qualifications for nomination include:

- A cumulative grade average in all academic classes for the year of at least 90, with no individual grade below an 86
- No conduct/effort grades for the year below a “G”
- Approval from a faculty council regarding the nominated student’s application and recommendation forms

Honor society students will be responsible for a tutoring session for other students (grades 1—8) one day each week.

Once inducted into the Saint Rose Middle School Honor Society, a student remains a member thereof, as long as he/she maintains the standards of scholarship, character, service, leadership, and citizenship that were used as the basis for his/her selection. However, a student may be dismissed from the honor society 1) temporarily, if he/she receives on a Report Card less than a “G” for any one class in conduct/effort or any one academic grade for one quarter below an 86, or 2) permanently, for serious behavior infractions or if he/she receives on a Report Card less than a “G” for any one class in conduct/effort or any one academic grade below an 86 for more than one quarter in the school year.

# **ACADEMICS**

## **PHYSICAL EDUCATION**

Physical Education is an important element in the Saint Rose Academy curriculum. The President's Council on Fitness has determined that regular exercise performed at least three times a week for thirty minutes or more, along with good nutrition, will result in benefits our school age children can carry on into adulthood. The Surgeon General and The Center for Disease Control have determined that regular physical activity can significantly reduce the risk of life threatening illnesses such as heart failure, high blood pressure, osteoporosis, osteoarthritis, and obesity.

If a child cannot participate in P.E. classes for a medical reason, he/she needs to provide the school office and the P.E. teacher with written documentation from a doctor, explaining the nature of the problem.

Girls in 6<sup>th</sup>—8<sup>th</sup> grade are to wear the uniform gym short under their skirts for P.E. class .

## **ACADEMIC PROBATION**

Saint Rose Academy expects students to work to the best of their ability. When a student in grades 4—8 does not seem to be fulfilling this expectation, that child will be assigned to Academic Probation. This program aims to motivate and encourage students to work towards and to achieve the academic standard of which they are capable.

## **ACADEMICS**

Some specifics regarding Academic Probation:

- A student in grades 4—8 will be placed on Academic Probation if:
  - ◊ He/she earns a 76 or lower average in any one subject on a Report Card.
  - ◊ He/she earns a “P” in any specials class on a Report Card.
- The principal and teacher(s) involved:
  - ◊ Will expect parental support and cooperation.
  - ◊ Will likely confer with the student and/or parents to make plans as to how to help the child accomplish his/her academic goals.
- The student will remain on Academic Probation until the next Report Card is issued. At the end of this period, the student’s academic standing will be reevaluated. If he/she has improved his/her effort in the pertinent class(es), the academic probation may be rescinded.
- A student on academic probation may not participate in Toy Bowl sports or any other school sponsored extracurricular activity. In addition, he/she may not be able to participate in other school activities.
- A student placed on academic probation at the end of the 3rd quarter will be ineligible to run for Student Council or any other office.

### **PROMOTION AND RETENTION**

Promotion in preschool and kindergarten is based upon the individual’s achievement in concepts and growth in maturity. In grades one, two, and three, promotion to the next grade is determined mainly by the child’s

## ACADEMICS

progress in language arts, math, and social development. Promotion in grades 4-8 is determined by the student's general scholastic average. Parents will be notified during the third quarter if there seems to be a strong likelihood of grade retention.

A student who fails any academic subject for one semester, in order to be promoted to the next grade, will be required to attend summer school for that subject.

### RELIGIOUS INSTRUCTION

In keeping with the Dominican tradition, religion is the distinctive mark of Saint Rose Academy. Religious instruction is provided daily, and all students are required to attend religion classes, school Masses, and other school religious functions.

Parents, as primary educators of their children, can witness to the Catholic faith being taught at St. Rose Academy in several ways, including:

- Taking their child(ren) to Mass every Sunday and Holy Day of Obligation.
- Praying with their child(ren) daily (e.g., in the morning, before meals, when traveling, at bedtime, and making visits to the Blessed Sacrament.)
- Taking their child(ren) who have already received the Sacrament of Reconciliation to Confession at least once a month.
- Talking to their child(ren) about what he/she/they is/are learning in religion class and

## ACADEMICS

- helping him/her/them study for religion tests.
- Participating in school liturgies whenever possible.

### SPANISH

5<sup>th</sup> and 6<sup>th</sup> graders have Spanish class two times each week. 7<sup>th</sup> and 8<sup>th</sup> graders have Spanish every day, Monday—Thursday.

### TESTING

- Students in grades 1—8 take tests throughout each nine week marking period. The students are expected to study in preparation for these tests.
- Students in grades 6—8 take semester exams on the material covered during the entire semester. The subject areas for their exams are as follows:

Grade	1 <sup>st</sup> Semester Exams	2 <sup>nd</sup> Semester Exams
6	Math and English	Math, English, and Religion
7 & 8	Religion, Literature, Vocabulary, Math, English, Science, History, and Spanish	Religion, Literature, Vocabulary, Math, English, Science, History, and Spanish

Make-up exams cannot be guaranteed for any student who misses them due to an unexcused absence.

- Students in grades 1—8 take standardized tests each year in the spring. If a child is absent during

## **ACADEMICS**

this testing period, he/she will be required to make-up the test at a time designated by the school. Please do not schedule doctor's appointments for your child(ren) during this week.

### **TUTORING**

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When a student is having particular difficulty in a subject, and parents—in conjunction with the teacher(s)—consider getting a tutor to help they may obtain a list of recommended tutors from the front office. Teachers are not permitted to tutor their students in the subjects that they teach.

### **WEEKLY FOLDERS**

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You can expect your child(ren) to bring home a “Tuesday Folder” each week, containing your child(ren)’s schoolwork, “The Shield,” and other school communications as necessary. Please sign all papers and return them according to the directions of the homeroom teacher. If school is closed on Monday, then “Tuesday Folders” will come home on Wednesday.

## **ADMISSIONS & ENROLLMENT**

Saint Rose Academy welcomes students of any race, religion, or national origin. Priority is given, all other things equal, in the following order: siblings, children of alumni, and Catholics. Saint Rose Academy uses records from previous schools, family interviews, and visitations of prospective students to evaluate applicants' probability for success at this school. All children admitted to St. Rose Academy must have a completed application on file

Current Saint Rose families are asked to submit applications for younger siblings who will be attending Saint Rose Academy in the future as early as possible to facilitate advanced planning.

Any child who wishes to attend Saint Rose Academy must have the proper immunization records, which may be obtained from the Health Department or from the family physician.

If you have a child not yet enrolled at Saint Rose, please call the school office by September 5 of the year prior to anticipated enrollment in order to confirm that an application is on file.

### **4-K AND 5-K REGISTRATION**

A child must be four-years-old on or before September 1 in order to enter the pre-kindergarten (4-K) program and five-years-old on or before September 1 to enter the kindergarten (5-K) program at Saint Rose Academy. Parents are to present the child's birth certificate to verify the child's age before their child

## **ADMISSIONS & ENROLLMENT**

can be registered. Office personnel will copy this for the files and will return the original. Potential new students and parents are to have an interview with the 4-K and/or 5-K teacher and with the principal before final acceptance.

### **ENROLLMENT CONTRACT RENEWAL**

Renewal enrollment contracts are sent home during the month of February. The registration fee, the “Family Tuition Contract and Registration” form, and 10% of the annual tuition per family is due by the designated date in order to insure a reservation for your child in the upcoming school year. The registration fee and 10% deposits are non-refundable.

Once the non-refundable deposit and the signed enrollment contract is accepted, parents have until May 1st to notify, in writing, the principal and the director of admissions if the decision is made that their child will not be attending Saint Rose Academy. After May 1st, parents are financially committed for the entire tuition.

### **Transferring out of the Birmingham Area**

A family moving out of the Birmingham area and adjoining counties (over a 30 mile radius away from Saint Rose) should notify the principal and director of admissions as soon as possible. If notice is received prior to the start of the school year, your contract will be considered null and void with the exception of the

## **ADMISSIONS & ENROLLMENT**

10% non-refundable deposit. If the move should occur during the school year, parents should contact the principal for a re-working of the enrollment contract and opportunity for tuition refund.

### **PERMANENT RECORD REQUEST**

All financial obligations, including those for After School Care, private music lessons, extracurricular activities, athletic programs, library fees, and lunches, must be met before Report Cards, Progress Reports, and transcripts are released to students, parents, or other schools. In such a case, the school will hold these documents until all financial obligations have been met.

If you are transferring your child to another school and need letters of recommendation or transcripts, please send this request, in writing, directly to the principal. She will then direct the proper forms to the proper teacher(s) as necessary.

## DISCIPLINE

The faculty and staff of Saint Rose Academy, well aware of their role in cooperating with God for the formation of children's souls for eternal life, recognize and appreciate the profound importance of discipline for our students. They daily work to guide and assist in the children's growth as human persons, to seek to bring out the children's most beautiful qualities, and to give the children the necessary tools to make good decisions for themselves. The purpose of our school rules and discipline policies is to facilitate not only the students' intellectual growth, but also their growth in self-discipline.

The objectives in regards to discipline at Saint Rose Academy are as follows:

- To guide the students to develop habits of Christian virtue, self-control, and personal responsibility.
- To create a positive and calm atmosphere where every child has the opportunity to learn, work, participate, and grow.
- To make the atmosphere of the school and of each classroom one of teaching and learning, rather than one of managing and being managed.

Each teacher has the right to teach. Each student has the right to learn. Behavior that infringes upon these rights will result in disciplinary action.

# DISCIPLINE

## EXPECTATIONS OF STUDENTS

All students of Saint Rose Academy are expected to meet the following standards of behavior:

1. To strive for Christian virtue, treating others with respect, charity, and dignity.
2. To act and speak in a manner that is honest, trustworthy, responsible, and just.
3. To greet others, especially adults, when passing them in the hallways or meeting them around the school
4. To answer adults with “Yes, Sister”, “No, Sister”, “Yes, Sir”, “No, Sir”, “Yes, ma’am”, or “No, ma’am” when appropriate.
5. To pursue truth and knowledge to the best of their ability, to accept responsibility for their learning, and to seek help from teachers when needed.
6. To abide by the dress code rules of Saint Rose Academy.

If a student misbehaves at school or at a school sponsored event, the following measures are possible:

1. The student’s parents/guardians will receive a note or a phone call, describing the inappropriate behavior.
2. The student will have a restricted recess period or loss of other privileges.
3. The student will sign the Referral Book (in grades 4—8).
4. A conference will be scheduled with the student, parents, teacher(s), and principal.

# DISCIPLINE

## DISCIPLINE IN GRADES 4K-3

All discipline in grades 4K through 3 is handled in an appropriate manner by the homeroom teacher and by the specials teachers in cooperation with them.

## DISCIPLINE IN GRADES 4-8

Because children do not always respond to positive discipline, Saint Rose Academy uses a system of Referrals and Detentions for students in grades 4-8 when they fail to meet our behavioral expectations for them.

### **Referrals**

The Referral system aims to discourage students from misbehavior, to correct them when they do misbehave, and to communicate the misbehavior to their parents/guardians.

Students will receive **Behavioral Referrals** for the following:

1. Failing to comply with the school uniform policy.
2. Chewing gum or eating in class without permission.
3. Displaying disruptive behavior or physical contact at any time of the school day.
4. Acting or speaking in a manner that is disrespectful to a teacher, adult, and/or peer.
5. Leaving desk or cubby in poor condition.

## DISCIPLINE

6. Talking during a fire drill, a tornado drill, or any emergency drill.
7. Misbehaving at any religious function or assembly.
8. Being late for class.
9. Drawing/writing on oneself or on another person.
10. Unexcused tardiness for three days in a quarter.
11. Other reasons as the individual teacher and/or principal specify.

Students will receive **Academic Referrals** for the following:

1. Failing to turn in homework on time.
2. Other reasons as the individual teacher and/or principal specify.

If your child brings a Referral home, please take the opportunity to speak with your child about the problem, sign the Referral, and return it on the next school day. If a child does not get a Referral signed or if he/she fails to return it to school, he/she will receive another Referral. If you would like to talk with the teacher about the Referral, please call the school to make an appointment. The faculty and staff of Saint Rose are very grateful for your cooperation in these regards.

### **Detention**

If a student does not respond to the Referral System, or if his/her behavior or level of academic responsibility does not improve, then he/she may have to serve a Detention.

# DISCIPLINE

Students will receive a **Detention** for the following:

1. Having three behavioral referrals (including uniform infractions) in one quarter.
2. Having three incomplete or missing homework assignments.
3. Having an unapproved electronic device at school.

Detentions will be served on Thursdays from 3:30-4:30 P.M, during which time the students in attendance will wear their school uniforms and will have an assignment to complete. If a detention is issued, the teacher will send written notice to the parents/guardians, stating the child's offence(s) and the date he/she will serve detention.

**Please note:**

- If a student is late to or absent from detention hall, he/she will serve two successive detentions. If a student misses two detentions, he/she will be suspended and will receive a zero (0) for all work missed during the suspension.
- No detention is excused without the express permission of the principal. In order for a student to be excused from detention, the parent must fulfill the following requirements:
  1. Call the principal, and
  2. Confirm the reason for the absence in writing to the principal.

## DISCIPLINE

- Extracurricular activity schedule conflicts are not sufficient grounds for being excused from Detention.

Other misconduct that warrants a Detention or Suspension (see details below) includes the following:

1. Stealing
2. Fighting
3. Lying
4. Cheating on homework, test, or any assignment.
5. Opening any communication from the school that is addressed to parents/guardians
6. Leaving the school or a classroom without permission.
7. Using profane language or making profane gestures.
8. Vandalizing or damaging school property or another person's property.
9. Expressing disrespect for authority.
10. Bringing morally offensive materials to school.
11. Displaying affection inappropriately.
12. Forgery of parent or guardian's signature.
13. Plagiarism.
14. Disregarding safety rules and policies.
15. Violating of the Acceptable Use of Computers and Internet policy.
16. Bringing weapons or other dangerous materials onto the school property.
17. Bringing any drugs or drug related paraphernalia onto school property.
18. Other reasons as the individual teacher and/or principal specify.

# DISCIPLINE

## Suspension

In the case of a particularly serious discipline problem, a student may be suspended, that is, excluded from class or from school for a specified time, usually one to three days. The suspension may be in-school or out-of-school, depending upon the nature of the problem.

1. Any student receiving six referrals or two detentions during one quarter will serve one full day of in-school suspension. Should a student be required to serve an in-school suspension at the time a test or quiz is given, credit will not be given and a retest will not be permitted.
2. The principal reserves the right to judge the seriousness of the behavior and the ultimate consequences, and she has the right to suspend a student from school.
3. Some misconduct may result in automatic suspension or expulsion.
4. For offenses subject to suspension, the following action may be taken:
  - Either the principal or the teacher involved will call parents/guardians to notify them if their child is to be suspended.
  - The principal and teacher will schedule a conference to meet with the parents and the student to discuss the misbehavior.
  - The principal will schedule an in-school or out-of-school suspension.

## DISCIPLINE

- The student cannot participate in extracurricular activities, receive homework, or take tests until the suspension has been served.
- Students who are suspended may lose the privilege of participating in such activities as field trips, class parties, assemblies, etc.
- A student with two suspensions in a year seriously jeopardizes his/her enrollment at Saint Rose Academy.

### **Expulsion**

Expulsion will be invoked as a last resort and after consultation with all parties concerned. All actions subject to suspension are also grounds for expulsion as well as any other offense judged serious enough by the principal, teacher(s), and school authorities in a particular case. The following procedure will be followed.

1. The student will be provisionally removed from the school setting after the incident.
2. The principal and teacher will schedule a conference to meet with the parents and the student to discuss the misbehavior.
3. The principal will make the final decision. She will notify, through a written report, the Director of Education for the St. Cecilia Congregation about the expulsion, stating the reasons and procedures followed.

Students, parents, faculty, and/or staff will be subject to severe consequences if they **threaten** another person

## **DISCIPLINE**

with harm. Harassment of any kind or form is not supported by the school and will not be tolerated. Even joking about harming another will be treated seriously.

Parents/guardians are expected to cooperate with the school in all disciplinary matters. If you have a question or concern regarding the discipline of your child(ren) at school, please first discuss the issue with the teacher involved. If necessary—and only after you have spoken with the teacher—you may contact the principal.

## EXTRACURRICULAR ACTIVITIES

To enrich the students' learning experience and to increase opportunities for the students' growth, Saint Rose Academy provides many extracurricular activities.

### ACTIVITIES

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The following extracurricular activities are provided at Saint Rose Academy for the children the grades levels that are indicated. Schedules for and details about these activities will be published in "The Shield."

- Art Club (1-8)
- Book Club (1-3)
- Chess Club (2-8)
- Math Olympiad (5-8)
- Middle School Honor Society (6-8)
- Private Piano Lessons (1-8)
- Private Voice Lessons (4-8)
- Rosary Club (2-8)
- Science Olympiad (5-8)
- Student Council (3-8)

#### **Student Council**

The student council consists of a president, vice president, and secretary in addition to representatives for each class. In May, students in grades 2—7 elect these officers and representative the next school year. Student council members are responsible for planning and implementing various activities and service projects for the school community. They meet monthly, and the class representatives communicate information as necessary to their respective classes.

## EXTRACURRICULAR ACTIVITIES

Once elected, student council members must maintain a “C” or higher in all academic classes on their Report Cards and a “G” or higher mark for conduct and effort in all specials classes. Members who do not meet these criteria will not be active in the student council for the next quarter. A member with serious behavior infractions loses his/her privilege of participating in the student council.

### ATHLETICS

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Girls Volleyball (3-8)

Girls Basketball (5K-8)

Boys Basketball (5K-8)

Track & Field/Cross Country (5-8)

Cheerleading/Dance Team (5-8)

#### **Toy Bowl Association**

The Toy Bowl Association seeks to foster the physical, mental, and spiritual development of children through participation in organized athletics. Toy Bowl encourages parents to take an active role in support of their program. A copy of the “Toy Bowl Constitution and By-laws” is available in the school office.

Toy Bowl teams at St. Rose Academy include girls’ volleyball in grades 3 through 8, girls’ and boys’ basketball in grades 5K through 8. In addition, those students (both girls and boys) who have been active participants in the Saint Rose Academy track and

## **EXTRACURRICULAR ACTIVITIES**

field club throughout the school year will have the opportunity to participate in Toy Bowl Field Day at John Carroll Catholic High School in the spring. Each child who is interested in participating in Toy Bowl athletics must have a “Sports Registration Form” on file in the school office.

### **Volunteer Coaches**

Parents or friends of Saint Rose Academy who are interested in coaching an athletic team at the school may ask the principal and/or athletic director about it. Volunteer coaches, as all other volunteers at Saint Rose, are expected to comply with the philosophy and behavioral expectations of Saint Rose Academy. In the event that a volunteer coach does not fulfill these expectations or if he/she causes scandal by improper conduct in his/her personal or professional life, the principal and/or athletic director may ask the coach to resign or may remove the individual from the coaching position.

Volunteer coaches need to contact the athletic director to complete a background check before beginning their position.

# HEALTH

## CLINIC

Children who become ill during school hours may wait in the clinic or office area until their parents pick them up. Children, even those in the Primary Building, must be signed out and dismissed through the school office if they become ill and need to go home.

## PRESCRIPTION AND OVER-THE-COUNTER MEDICINE

Prescription and over-the-counter medicine should, whenever possible, be dispensed by a parent or guardian. Saint Rose Academy does not provide any over-the-counter medicine (e.g., Tylenol, Advil, etc.,) for students. If a child is given a prescription to “take three times daily,” we recommend that the parent give the medicine before school, after school, and at bedtime. If you would like your child to take a prescription or over-the-counter or prescription medicine at school, the following procedure must be followed:

1. The parent/guardian must have completed an authorization form for the dispensation of each medication the child is to take, thereby giving the designated staff member permission to dispense the medicine as necessary. This authorization should include the name of the medicine, amount of dosage, times to be given, and how long (for what dates) this particular medicine is to be given to the child. Any changes in dosage, times to be given, or dates to be given will require the completion of a new form. You may obtain a new form from the school office.

## HEALTH

2. The parent/guardian should bring over-the-counter medicine to the office in the original, labeled container with the child's name and dosage written on the container. This medicine should be in a Ziploc bag with the proper authorization form.
3. The parent/guardian should bring prescription medicine to the office in the original bottle showing the patient's name and dispensing information. This medicine should be in a zip-loc bag with the proper authorization form.
4. A designated staff member will dispense the medication.
5. Under no circumstances are students to have any medicines in their personal belongings.
6. If your child needs to use an inhaler, an EpiPen, or any other medical device, please advise the principal and administrative assistant of how this is to be administered and to give (proper) permission for its administration.

### **For students in the Primary Building:**

The same procedures as above are to be followed. Parents, however, are to give the medicine(s) and authorization form(s) to school personnel in the Primary Building, where one of the staff members there is designated to dispense medication.

If parents/guardians do not follow the procedures as stated above, Saint Rose Academy will not take responsibility for dispensing medication(s) to their child.

# LUNCH

## MILK

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Parents/guardians may place milk orders at the beginning of the school year by completing the designated form. The charge for milk will appear on the tuition statement. To change the milk order for the following month, please call the school office or send in a note by the 25<sup>th</sup> day of the current month.

## SPECIAL LUNCH

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Details for Special Lunch will be coming home in “The Shield” at the beginning of the school year.

## **MISCELLANEOUS**

### **CHILD ABUSE POLICY**

Saint Rose Academy abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

### **LIBRARY**

The Saint Rose Academy library is open from 8:30 A.M. until 3:00 P.M. Monday through Thursday and 8:30 A.M. until 2:00 P.M. on Fridays. Students are permitted to check out books for two weeks at a time, and they may renew books for an additional two weeks. Students who fail to return a book on the given due date will be fined ten cents for each day the book is overdue.

### **LOST AND FOUND**

Students and parents may retrieve any lost or misplaced items from a designated area in the school office. The school will dispose, quarterly, of any lost and found items not retrieved. Please clearly mark all of your child's belongings—including clothing, shoes, backpack, and lunchbox—with his/her name.

### **PARENT CUSTODIAL MATTERS**

Saint Rose Academy will adhere to the following guidelines regarding parent custodial matters:

1. Because children's achievement is furthered by

## MISCELLANEOUS

the participation of the parents in the educational process, all parents are encouraged to attend and participate in school functions.

2. Without information to the contrary, it is assumed that both parents have parental and legal rights. It is the responsibility of a custodial parent to inform the school concerning who has custody of the child.
3. If a student is to be released to the non-custodial parent, the custodial parent should provide advance notice to the school in writing.
4. Saint Rose Academy abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Academic records (i.e., report cards, progress reports, and standardized tests) will be made available to the non-custodial parent upon written request unless the school is notified in writing by the custodial parent that this is prohibited by court order.
5. School personnel will not become involved in custody disputes.

## PARKING

When visiting the school, please use the parking spaces in the Saint Rose Academy parking lots or on the street. Please **do not park in the fire lanes or around the circle** in front of the building. Your compliance with this procedure will allow emergency

## **MISCELLANEOUS**

vehicles to have ready access to the school as necessary.

### **PRIVATE PARTIES**

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Since private parties are not school-sponsored activities, invitations to such parties may not be distributed at school.

### **RECESS**

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An outdoor recess time will be provided each day for the students. To be excused from recess, a student needs a note from his/her parent/guardian explaining the reason why. Students should bring proper outdoor clothing for recess on cold days.

### **RELATIONSHIPS**

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While Saint Rose Academy encourages students to grow in their friendships with all of their peers, the school discourages “boyfriend/girlfriend” relationships for children of elementary school age. Students who display affection inappropriately while at school will be disciplined accordingly.

# MISCELLANEOUS

## ROOM MOTHERS

The following mothers have volunteered to be Room Mothers for this school year. Please feel free to contact them if you would like to help.

**Head Room Mother:** Martha Dinan

**4-K: Mrs. Cheryl Plaisance:**

??????

**5-K: Sister Annunciata:**

???

**1st Grade: Ms. Raine Greene:**

Nancie Plaia                      Julie Sabri                      Charlotte Rumore

**2nd Grade: Ms. Deby Alfano:**

?????

**3rd Grade—Miss Natasha Rosko**

Charlotte Rumore                      Kathy Paffumi                      Katie Parker

**4th Grade—Sister Mary Rita:**

Cathy Hart                      Cathy Harvey                      Leigh Chamoun

**5th Grade—Mrs. Valerie Whitt:**

Wilma Yu

**6th Grade—Mr. Daniel McCormick:**

Leigh Chamoun

**7th Grade: Kelly Klein:**

???

**8<sup>th</sup> Grade: Sister Regina Marie:**

Angela Maiola                      Cheryl Spitzer

**8<sup>th</sup> Grade: Mr. Jeff Belcher:**

Carolyn Bailey

## **MISCELLANEOUS**

### **SEXUAL HARASSMENT POLICY**

The school strongly disapproves of any form of sexual harassment. The school policy on this matter and grievance procedure is available in the school office.

### **STUDENTS' PROPERTY**

The school reserves the right to inspect desks, cubbies, and backpacks at any time.

### **TELEPHONE USE**

Students may use the school phone only in the case of an emergency or illness and, then, only with permission from the principal or the administrative assistant. Carpool, extracurricular activities, and permission to go home with someone else should be arranged prior to coming to school.

After sports practices or other extracurricular activities, the advisor/faculty member responsible for the students may give permission for a student to use the school phone [the one in the school cafeteria] to contact his/her parent if needed. Students may not use cell phones at school or at any school function.

# MISCELLANEOUS

## VISITORS

All visitors to the school (including parents and other relatives and including visitors to the Primary Building) must first go to the Mackin House office to sign in and to obtain a visitor's badge. If the visitor has come to school to pick up a student, to leave items for anyone at school, or to see a child during the school day, he/she must report to the Mackin House office. Parents/guardians are not permitted to wander throughout the school for any reason.

### **Student Visitors**

Student visitors during the school day are not allowed, except with permission from the principal. Normally, students are not encouraged to invite friends to come to school for a day as this can interrupt the learning environment of the classroom. For the good of the classroom itself, this permission is not readily given.

## TUITION

Tuition may be paid in full at registration or in nine equal payments throughout the school year, beginning July 1st and ending March 1st. Tuition will be prorated for a full month only, once the student has been in attendance for any part of a month. If tuition payments received are in excess of the amount due at the time of the student's withdrawal, the necessary refund will be made. If the tuition payments received do not meet the amount due at the time of the student's withdrawal, the student's transcript and records will not be released until the balance owed is paid. **Tuition payments are due into the school office by the 10<sup>th</sup> of the month.** A service charge of \$25.00 will be applied to your account for payments not received by the 10<sup>th</sup>.

Checks that are submitted to the business office may neither be held nor post dated.

A \$25.00 fee will be assessed for any check with NSF (Non-Sufficient Funds). After two NSF checks during the school year, payment will NOT be accepted by check. At this point, payment will only be accepted in the form of cash, a money order, or a cashier's check.

If the tuition payment is delinquent for two months, a notice will be sent to the parents, marked "PAST DUE". If the tuition payment is delinquent for three months and adequate provisions have not been made with the principal, all of the child(ren)'s records will be withheld and the child(ren)'s enrollment will be suspended.

It is the responsibility of the parents to communicate to

## TUITION

the school if tuition is late or needs to be adjusted for a time. This will help us avoid any stressful situations for the child. If communication has not been made, the school will presume that notices should be sent or report cards withheld. If arrangements for tuition were to be made but not kept, the school will follow the normal policy of notices and withholding of report cards.

If a family is in arrears and no arrangements to address the tuition balance have been made and/or met, the registration for the following year will be suspended until the tuition obligation has been met.

No transcripts or records will be sent to another school until tuition and other payments are paid in full.

Grants-in-Aid are available to families in need of financial assistance. However, arrangements for grants must be made with the principal prior to April 15 and are negotiated annually. Only families whose tuition for the year is paid in full by June 1 will be considered for the awarding of Grants-in-Aid. Tuition and registration fees are published yearly and as such are not quoted in this handbook.

No portion or total amount of the registration fee for the following school year is refundable. The deadline for the consumables fee is July 10<sup>th</sup>. No portion or total amount of the consumables fee is refundable after July 11<sup>th</sup>. Consumable fees not paid by July 31<sup>st</sup> are subject to a late fee of \$20.00 per month per child.

# UNIFORM POLICY

The students of Saint Rose Academy are expected to wear their uniforms with pride. They should not add to nor deviate from the uniform, which should be neat and clean. All parts of the uniform, including shoes, should be cared for and properly worn. Teachers will send any student who is lacking any part of the uniform (e.g., tie, belt, etc.) to the office to get that item to borrow for the day. A student who fails to comply with the uniform policy will receive a referral or another appropriate disciplinary action. In the event that a student is not able to wear the uniform as described below, a written note must be given to the homeroom teacher and approved by the principal.

**Please mark all of your child's uniform clothing with his/her name.**

## UNIFORM

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### **For all students**

Shirts must be tucked in at all times. A plain, white t-shirt may be worn under a white collared shirt. Students may wear sneakers for PE class only. Non-uniform jackets and sweatshirts may be worn on the playground only.

**Girls in grades 5K-5** may choose from the following uniform options:

- Plaid uniform jumper measuring no shorter than one inch from the top of the knee with white, Peter Pan collared blouse.
- Plaid uniform skort measuring no shorter than one inch from the top of the knee.

## UNIFORM POLICY

- Navy blue pants
- Navy blue walking shorts
- Navy, black, or brown belt (to be worn with pants and shorts)
- White oxford shirt with the Saint Rose Academy logo
- White knit shirts with the Saint Rose Academy logo
- White socks that are above the ankle bone.
- Navy blue, white, burgundy, or black tights. Tights must cover the toes. Leggings are not permitted.
- A white turtleneck may be worn under the uniform oxford shirt for warmth.

Navy blue V-neck sweater, pullover, or cardigan sweater with Saint Rose Academy logo or the Saint Rose Academy sweatshirt may be worn in the classrooms for warmth.

- Brown laced bucks, Merrells Suede Jungle Mocs, Landsend Kids' All Weather Suede Mocs, Clark's Wallabees, or any brand comparable to the previously named brands.

**Girls in grades 6-8** may choose from the following uniform options:

- Plaid uniform skirt measuring no shorter than one inch from the middle of the knee.
- Shorts must be worn under the plaid uniform skirt, and these must be the P.E. uniform shorts on days when they have P.E.
- Navy blue pants
- Navy blue walking shorts

## UNIFORM POLICY

- Navy, black, or brown belt
- White oxford shirt with the Saint Rose Academy logo
- White knit shirts with the Saint Rose Academy logo
- White socks that are above the ankle bone
- Navy blue, white, burgundy, or black tights. Tights must cover the toes. Leggings are not permitted.
- A white turtleneck may be worn under the uniform oxford shirt for warmth.
- Navy blue V-neck sweater, pullover, or cardigan sweater with Saint Rose Academy logo or the Saint Rose Academy sweatshirt may be worn in the classrooms for warmth.
- Brown laced bucks, Merrells Suede Jungle Mocs, Landsend Kids' All Weather Suede Mocs, Clark's Wallabees, or any brand comparable to the previously named brands.

**Boys in grades 5K-8** may choose from the following uniform options:

- Navy blue pants
- Navy blue walking shorts
- Navy, black, or brown belt
- Uniform striped tie to be worn on Mass days or special occasions.
- White oxford shirt with the Saint Rose Academy logo
- White knit shirts with the Saint Rose Academy logo
- White socks that are above the ankle bone.
- A white turtleneck may be worn under the uniform oxford shirt for warmth.

## **UNIFORM POLICY**

- Navy blue V-neck sweater, pullover, or cardigan sweater with Saint Rose Academy logo or the Saint Rose Academy sweatshirt may be worn in the classrooms for warmth.
- Brown laced bucks, Merrells Suede Jungle Mocs, Landsend Kids' All Weather Suede Mocs, Clark's Wallabees, or any brand comparable to the previously named brands.

### **MASS ATTIRE**

On Mass days and on other days as announced by the principal:

- Girls in grades 5K to 5 are to wear the plaid jumper and Peter Pan collared white blouse.
- Girls in grades 6 to 8 are to wear the plaid skirt and white oxford button-down shirt.
- Boys in grades 5K to 8 are to wear the white oxford shirt with uniform tie and blue pants with belt.
- Students may wear the uniform sweater, pullover, or cardigan or the Saint Rose Academy sweatshirt for warmth. Students are not permitted to wear non-uniform jackets or sweatshirts during Mass or other assemblies.

### **UNIFORM PURCHASING**

Uniforms must be purchased at: Dennis School Uniform, 1901-B Hoover Court, Hoover, Alabama 35226. Phone: 1-205-822-7025. Email: [www.dennisuniform.com](http://www.dennisuniform.com)

# UNIFORM POLICY

## ACCESSORIES

Accessories are permitted and not permitted as listed below:

Permitted	Not permitted
1. One pair of small post-style earrings for girls.	1. Dangling or hoop earrings. Earrings for boys.
2. A religious medal or crucifix on a thin chain for girls and boys.	2. Other necklaces. 3. Any bracelets (with the exception of the Boosterthon band).
	4. Tattoos or any random body-piercings.
	5. Nail polish or artificial finger nails.
	6. Writing on oneself (e.g., in pen or marker) or on the uniform.

## Make-up

8<sup>th</sup> grade girls may wear natural looking lip-gloss, light mascara, and/or blush in modest proportion. Make-up is not permitted for girls in grades K to 7<sup>th</sup> nor for any boys.

## HAIR

Each child's hair should be neatly combed or brushed and should be cut so as to not hang in his/her eyes. Boys' hair should be cut so as to not touch the collar. Colored, spike, or otherwise outlandish hairstyles are not permitted at school.

# UNIFORM POLICY

## **Hair Accessories**

Girls may only wear hair accessories that match the colors of the Saint Rose Academy uniform—solid navy blue, solid white, solid black, solid burgundy, or the plaid accessories that can be purchased from Dennis Larose to match the uniform. Hair accessories in any other color are not permitted.

## **OUT-OF-UNIFORM POLICY**

When, at the principal's discretion, the privilege to dress out-of-uniform is allowed, students' clothing must be modest and appropriate. The following are some specific guidelines:

- Pants and shorts must be properly fitted to be worn at the normal waistline. Shorts must be at least the length of the uniform walking shorts.
- Tank tops, any clothes with which a child's undergarments are revealed, and extremely tight clothing are unacceptable.
- Sandals or backless shoes are not allowed.
- Caps or hats are not allowed indoors.
- With the exception of sports teams or school logos, t-shirts with writing or pictures may not be worn

Failure to follow the out-of-uniform policy can result in the loss of that privilege.

**Please mark all of your child's uniform clothing with his/her name.**

# USE OF TECHNOLOGY

## **ACCEPTABLE USE POLICY FOR COMPUTERS AND INTERNET ACCESS**

St. Rose Academy has developed the following “Acceptable Use Policy for Computers and Internet Access” in regard to using school computers and to using other computers in a way that may affect the school.

Students are expected to show respect to the faculty and staff, to their fellow students, and to our benefactors by taking great care in using the school computers, computer systems, and computer networks. More specifically, students are to comply with the following standards:

1. Students are only permitted to use activities/ programs/websites that are safe, respectful, and appropriate. They may not use or create anything that is offensive, harmful, or objectionable in any way.
2. Students must respect the privacy of other network users. They may not trespass into other people’s files.
3. Students may use the Internet at school only for educational purposes, research related to school assignments, and/or the exchange of educational information.
4. Students may not violate copyright laws. They may not load any software from Saint Rose Academy onto another computer, nor may they load any software from another location onto any Saint Rose Academy computer.

## USE OF TECHNOLOGY

5. Students will not download any software, shareware, or freeware onto any St. Rose computer without the express permission of the technology coordinator and/or computer teacher.
6. Students may not create, introduce, nor disseminate any computer viruses or the like on any Saint Rose computer.
7. Students must NEVER give out personal information such as a last name, home address, or telephone number over the Internet. Similarly, students are not permitted to publish any of the following items on the Internet:
  - a. The name of Saint Rose Academy,
  - b. Anything related to the school (e.g., logo, address, mascot, etc.)
  - c. A photograph of themselves or others in a Saint Rose Uniform (school, athletic, or otherwise),
  - d. Anything else that may be potentially harmful to the school, to a Saint Rose student, to a Saint Rose family, to any member of the Saint Rose faculty or staff, or to the Catholic Church.
8. Students may print from school computers only with the proper permission.
9. Students are strictly prohibited from accessing and/or altering student grades or records.

The above standards are also listed on a form that is entitled “Saint Rose Academy Acceptable Use Policy for Computer and Internet” and that was given to

## USE OF TECHNOLOGY

each family with this handbook. Each student must discuss this Acceptable Use Policy with his/her parents/guardians, sign that form, and return it to the school before he/she is allowed to use the computers at school. The agreements on that form are as listed here:

### **Agreement for Students in Grades 5K—3**

I have read and discussed with my parents/guardians the Saint Rose “Acceptable Use Policy for Computers and Internet Access.” I understand the rules and guidelines as they apply to the use of the St. Rose Academy computer network and its Internet access. I agree to abide by them in letter and in spirit, and I understand that violating them will result in a response in accordance with this policy.

### **Agreement for Students in Grades 4—8**

I have read and discussed with my parents/guardians the Saint Rose “Acceptable Use Policy for Computers and Internet Access.” I understand these rules and guidelines as they apply to the use of the St. Rose Academy computer network and its Internet access. Furthermore, I understand that misuse of the computers can come in many forms and can be viewed as, but not limited to, any messages sent/received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues whether or not described above. I agree to abide by them in letter and in spirit, and I understand that violating them will result in a response in accordance with the policy herein stated.

# USE OF TECHNOLOGY

## CONSEQUENCES OF MISUSE OF SCHOOL COMPUTERS

Disciplinary action will be taken against users found sending or acquiring objectionable material over the Internet or developing objectionable material on school equipment. Disciplinary action may also be taken when students use the name of the school and/or the names of fellow students in an objectionable or offensive way on the internet from any location. A student who intentionally damages any of this equipment may 1) lose the privilege of using school computers for the remainder of the academic year, 2) receive a failing grade in computer class, and 3) may be expelled from the school.

## INTERNET

Saint Rose Academy **strongly** encourages parents:

1. To keep well-aware of their child(ren)'s home use of the Internet, e-mail, chat rooms and other electronic means of communication.
2. To make decisions regarding their child(ren)'s use of all communication media tools in the light of:
  - a. The dignity of the human person.
  - b. The moral nature of the child.
  - c. Unity with Christ being the goal of each child's life.

## **USE OF TECHNOLOGY**

### **ELECTRONIC DEVICES**

You are not permitted to bring any type of electronic equipment (including but not limited to cell phones, iPods, beepers, CD's, CD players, DVD's, computer disks or flash drives from home, and Game Boys) to school, on a field trip, or to any school function at any time unless specific permission has been given as part of a class assignment.

Saint Rose Academy reserves the right to confiscate any such electronic item if a student bring it to school. The principal will keep the item until it is retrieved by the parent/guardian. Any student is possession of an electronic device while on school grounds will be disciplined accordingly.

## INCLEMENT WEATHER POLICY

In regards to inclement weather, Saint Rose Academy follows the plan of action for the Diocese of Birmingham. Therefore, parents should listen for the announcements for delays or closings for the Diocese on local television stations. In addition, parents may call the school phone number, 933-0549, or check the school website, [www.saintroseacademy.com](http://www.saintroseacademy.com), for recorded information about late opening or school closing. On days when school children are dismissed early because of impending storms, parents/guardians will be notified via a class phone tree.

On days when school is closed due to the weather or when children are dismissed early because of impending storms, any scheduled extracurricular events will be postponed to a later date or canceled altogether.

**If you have questions about anything contained in this handbook or anything not addressed here, please feel free to call the school.**



**Saint Rose  
Academy  
Student Directory  
2008-2009**



**1401 22nd Street South  
Birmingham, Alabama 35205  
School: (205) 933-0549  
Fax: (205) 933-0591  
Website: [www.saintroseacademy.com](http://www.saintroseacademy.com)**

*A Catholic, private, co-educational  
Elementary school 4K through eighth grade*

# 2008-2009 CALENDAR

## Saint Rose Academy School Calendar 2007-2008

- August 16 School begins for grades 1 to 8. 11:30 am dismissal. No After School Care
- August 17 11:30 am dismissal-NO ASC
- August 20 4K and 5K phase in- 11:30 am dismissal for 4K and 5K
- August 23 Feast of St. Rose of Lima. Mass 10:00 am
- August 27 First full day for 4K and 5K. ASC begins for 4K and 5K
- September 9 Open House and Book Fair 2 pm-
- September 12 Jim Williams speaks to parents- 6:30 pm
- September 14 NO SCHOOL- Diocesan In-Service**
- September 21 Progress reports sent home
- September 25 Picture Day- Mass attire
- October 2 School Holiday. Bishop Baker is installed.**
- October 19 End of 1<sup>st</sup> Qtr
- October 26 Harvest Festival—11:30 am dismissal. No ASC
- October 30 Report cards sent home
- November 1-2 All Saints Day and Fall break - No School**
- November 6 Parent Teacher Conference – No School**
- November 6-7 Sally Foster orders are distributed
- November 20 Mass 10 am- 11:30 dismissal – NO ASC**
- November 21-23 Thanksgiving break. No school**
- November 30 Progress reports sent home
- December 21 Mass 10 am- 11:30 am dismissal-No ASC

## 2008-2009 CALENDAR

**December 24 to January 4 - Christmas Holiday**

**January 7 School resumes**

January 11 End of 2<sup>nd</sup> Qtr

January 11 School Spelling Bee

January 18 Report cards sent home

**January 21 Martin Luther King Holiday. No school**

February 2 Saint Rose Auction and Gala

February 15 Progress reports sent home

**February 18 Diocesan In-Service. No school**

March 14 End of 3<sup>rd</sup> Qtr

March 19 Report cards sent home

March 20 Holy Thursday – 11:30 am dismissal. No ASC

**March 21-28 Easter Break/ No school**

**April 14-18 Iowa Testing**

April 21 Class Group Pictures

April 27 First Holy Communion-  
2 pm at the Cathedral of Saint Paul

May 1 Progress reports sent home

May 16 Last day 4K

May 21 Last day 5K

May 23 8th grade Graduation at  
7 pm at the Cathedral of Saint Paul

**May 26 Memorial Day. No school**

May 29 11:30 am dismissal. No ASC.

May 30 11:30 am dismissal. No ASC. Last day of school

June 2-4 Teacher In-Service

June 5 Report cards mailed home