

# Saint Rocco School

*Sharing the Love of the Heart of Christ!*



## Parent/Student Handbook

**Christ** is the reason for this school.

*~in our minds, on our lips, and always in our hearts~*

931 Atwood Ave. • Johnston, RI 02919 • Tel: (401) 944-2993 • Fax: (401) 944-3019 • [www.stroccoschool.org](http://www.stroccoschool.org)

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**Saint Rocco School**  
A ROMAN CATHOLIC SCHOOL  
*Sharing the Love of the Heart of Christ!*

Dear Parents and Guardians,

This handbook was written to explain the policies and regulations of St. Rocco School.

The policies come from several sources - the Diocese of Providence Catholic School Office, the Rhode Island Department of Education, and St. Rocco School. They are intended to provide the best possible learning environment for your children in keeping with our highest academic, social, and spiritual standings.

I recommend that you read this handbook thoroughly with your children, and sign where indicated on the last page. Please return this signature sheet to the office. Do not hesitate to call me at 944-2993 if you have any questions.

With your continued support and cooperation, we will continue to work together toward the common goal of not only educating your children, but also providing them with the moral values and faith training which will remain with them for the rest of their lives.

Sincerely,

*Mrs. Melissa D'Amico*

Mrs. Melissa D'Amico, Principal

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## Mission Statement

“Sharing the Love of the Heart of Christ” is the foundation of the St. Rocco School community. We are dedicated to creating a safe environment that instills Catholic values and nourishes the development and growth of the whole person. We are committed to excellence in academic standards that prepare students to reach their full potential and meet the global challenges of the world.

## Philosophy

St. Rocco School is a Catholic elementary school within the Diocese of Providence, Rhode Island. The foundation of the philosophy of St. Rocco School is the person of Jesus Christ. Inspired by Him and sustained by the love of the Sacred Heart, we aim at providing quality education by assisting the child’s spiritual, intellectual, physical, moral, and aesthetic development in order that each child acquire a sense of responsibility toward God, himself and others. The purpose of the school is to expose the students to a Christian way of life based on the Gospels and the democratic principles of freedom, equality, and respect for the rights of the individual.

The educational climate of our school fosters these values by educating our students to search for truth and the development of their total personality by integrating their faith into every area of living. “This integrating of religious truths and values with life distinguishes the Catholic school from other schools...” (“To Teach as Jesus Did”). Our aim is to make clear the message of salvation to all students and to make our school a model of service in the community.

St. Rocco School recognizes parents as primary educators of their children and endeavors to help them fulfill their obligations and realize their hopes. The highest aims of Catholic education and the goals of the school’s philosophy will be realized only when parents and teachers work together in a cooperative partnership.

## Academic Policies

### Academic Expectations

St. Rocco School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students who refuse to adhere to academic expectations may be asked to leave Saint Rocco School.

### Assignments:

Neatness and promptness are expected when completing and handing in assignments. The format is as follows:

Name	Date
St. Rocco School	Grade
Assignment or Title	

### Homework

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading. Time allotments differ according to grade level.

Students are required to complete all homework. If there is an extenuating circumstance in a family and homework is not completed, parents are asked to contact the teacher.

Parents must call the school by 9:00am if they are requesting to pick up homework for their child/children. Parents may also request homework at the same time they “call out” their child for the day as long as it is before 9:00am. All homework must be picked up by 4:00pm.

### Assessments

Students in Grades 1 through 8 will have culminating assessments throughout the year. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home. If the student receives a failing grade, the parent must review, sign and return the test to school. Parent signature indicates that the parent is aware of the student’s progress. If a parent does not receive quizzes or tests, the parent should contact the teacher.

In addition to school assessments, students will also take part in the Diocesan Testing Programs. Students in Grades 5 and 8 take the NCEA RISE(formally ACRE) Assessment which tests knowledge of the Catholic faith. Students in Grade K through 8 take the STAR Assessment 3 times each year in the fall, winter and spring. This standardized assessment measures academic growth over a period of time.

The faculty of St. Rocco School will review these test results regularly for the purpose of promotion or retention in conjunction with classroom performance.

### **Conferences and/or Progress Reports Pre-Kindergarten – Grade 3:**

Teachers in Grades PreK3-Grade 3 schedule a conference in the fall and in the spring for each child. In addition, some teachers may also send home progress reports or progress updates throughout the year. All financial obligations must be met before the report card will be released to the parent.

### **Grades and Grading for Grades PK-8**

St. Rocco School uses Rediker Software, an online portal for parent information, student grading and teacher/parent communication. Each family receives authorization codes for both parent and student. These codes are valid throughout your child's years here at St. Rocco School. Please be sure to activate your code. By logging in, you will have access to your child's most current grades. Teachers will post weekly/bi-weekly updates. Students in Grades PK3-8 DO NOT receive a paper (Hard Copy) Report Card. Report Cards are emailed through our Rediker Software or posted to the student's E-Locker account.. Criteria for this grading system can be found on Pg. 27 APPENDEX #3 and on the school's website along with other pertinent information and dates. All financial obligations must be met before the report card will be released to the parent.

### **Promotion/Retention**

At the end of the school year, a student's academic progress will determine promotion or retention. Testing, diagnosis, and actual performance, however, may indicate that some students have difficulty following the school's complete course of study. Therefore, the decision to retain a student indicates that, although the school has done everything to help the student achieve success, the student has not made satisfactory progress. If a teacher is considering retention, a conference will be scheduled to discuss any concerns prior to the third trimester.

### **Summer School**

In the primary grades (grades 1-3) promotion will be determined mainly by the child's progress in reading and math. If a student in grades 4-8 fails one or more major subjects (up to 3), they must attend an accredited summer school program within his or her district. A private, certified teacher may be retained to tutor the student. Documentation must be provided to the school before the beginning of the school year showing the student's mastery of the skills taught that are necessary for promotion. Failure to meet these requirements will automatically result in the student's retention. No student with more than three failures will be permitted to take a summer program for credit. The decision of the principal is final regarding promotion or retention.

### **Admission Policies**

Roman Catholic Schools in the Diocese of Providence base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love. St. Rocco School does not discriminate on the basis of race, color, gender, nationality or ethnic origin.

St. Rocco School gives admission preferences first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish; fourth, to non-Catholic students.

The admission process to St. Rocco School is to complete the school application form and provide all required documents, including transcripts and report cards. A student entering Pre-K3 must be 3 years of age on or before September 1 and a student entering Pre-K4 must be 4 years of age on or before September 1 of that year. A student entering Kindergarten must be 5 years of age on or before September 1 of that year. New students in Grades 1-8 will be screened by school staff to determine acceptance. Once all the material has been evaluated, the parent will be notified of the school's decision.

**St. Rocco School reserves the right to review your child's academic and behavioral progress at all times, with continued enrollment contingent upon both. The school office will contact you regarding your child's admission and placement for the coming academic school year.**

### **Athletic Policy**

Please refer to APPENDEX #1 - Page 21

### **Attendance**

**Excused Absence:** A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather conditions. All other absences are considered unexcused.

**Tardy:** A child should come to school regardless of whether he/she may be tardy. Tardiness is recorded and marked on the student's report card. Parents will be notified about chronic lateness. When the student will be late, a parent needs to notify the school office and request, if needed, his/her lunch order.

When the child returns to school, a parent note or completed absence form must be given to the teacher. This form can be downloaded from the school's website page and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

A signed doctor's note must be submitted if your child is absent from school for 3 consecutive days or longer. Students who submit a doctor's note to be excused from physical education class will not be able to participate in extracurricular athletic activities.

If a doctor or dental appointment must be scheduled, it is strongly encouraged to schedule them for after school or on Saturdays. Family vacations should not be planned for those days when school is in session. The school provides families with an annual calendar to insure that does not happen. If it is necessary for a student to be dismissed during the school day, the parent or authorized adult **MUST** come to the school for the student. The school must be informed ahead of time about such occurrences.

When a child is absent, parents are required to phone the school by 8:30 A.M. Absentee notes are still required in addition to the phone call.

### **Book Bags**

Book bags with wheels are not allowed for use unless a parent has a written note from the child's doctor. These bags can be problematic on the stairways when students are all moving at the same time. Please speak to the principal if you have a special circumstance regarding your child.

### **Books**

All books must be properly covered with a stretchable cloth book cover. Each student is responsible for keeping his/her books in good condition. Books that are lost, defaced, intentionally damaged, or returned in an unacceptable state become the liability of the student. Parents will be billed for the cost.

1. **ASSIGNED TEXTBOOKS:** When a textbook is loaned to a pupil on a semi-permanent basis, St. Rocco School expects:
  - a. the pupil's name be placed in the space provided in each book
  - b. the teacher make a record of the number of the book
  - c. the teacher make a record of the condition of the book
  - d. each child will put a clean cover on each textbook received in September
2. **SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the child for any length of time, his/her name must appear in the book and the teacher should keep a record. Students are expected to pay to replace any book that is not returned and/or misplaced.
3. **LIBRARY BOOKS:** Books may be borrowed according to class policy. Teachers will keep a record of books borrowed and students are responsible for returning all borrowed books in good condition. Students are expected to pay to replace any book that is not returned and/or misplaced.

### **Buses/Transportation**

Johnston residents whose students attend St. Rocco School will have busing for Grades K – Grade 8. Transportation forms are available through the SRS office.

**St. Rocco School has busing for students through statewide transportation who live in Region #3.** Please visit the website for further details.

<http://www.ride.ri.gov/StudentsFamilies/AdditionalResources/StudentTransportation.aspx>

Only registered students in Grades Kindergarten-Grade 8 will be permitted on the school buses. For questions regarding the statewide transportation website, please call 401-222-5024.

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety conscious attitude at all times on the bus.

Students are allowed to only ride their assigned bus. They are not to change or leave the bus at any stop other than their own, unless a note from the parent is brought to the office and authorized by the principal. This signed note will be returned to the student and must be given to the bus driver when boarding the bus at the

end of the day. Proper behavior is expected of all students. A student will be permitted to ride only so long as his or her conduct is favorable. Any student cited for a bus incident by any teacher, bus driver or monitor will meet with the principal, and the student's parent will be contacted. If the student is cited for a second incident, the parent and student will be required to meet with the principal before the student may ride the bus again. A third incident will result in the student's bus privileges being revoked.

- In cases of extreme or persistent misbehavior, St. Rocco School will work with Johnston Bus Transportation and Statewide Bus Transportation to determine appropriate consequences.

At dismissal time, students should proceed quietly to the Main Floor Hallway and follow directions from the faculty members on duty. Students will then be escorted to the front entrance and proceed to their respective buses.

### Calendar

St. Rocco School publishes an annual calendar prior to the start of the academic year for planning purposes. Each month a more detailed calendar can be found in the Thursday Packet. All calendars are posted on the school website. In the event of any changes, you will be notified.

### Cell Phones (Grades 5-8)

**Cell phones must be brought to the office each morning.** Students will not be allowed to keep them in their school bags - **even if they are off.** Students will receive a detention if a teacher finds a cell phone in a school bag, purse, locker or on their person. In the event that a student uses a cell phone on school grounds, it will result in a one day suspension. This policy will be strictly enforced. Failure to comply will result in the cellphone being held in the office until a parent retrieves it and may result in cell phone privileges being revoked.

### Electronic Devices

Electronics, such as iPads, Kindles, iPods, Apple watches etc. are not permitted on school grounds or at any school sponsored activities or events.

### Communication

Since parents are the child's first teachers, you are our partners in education. This partnership will allow for your child's school experience to be a positive one. If there is a question or concern, please contact your child's teacher first. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop a means to assist students in areas of difficulty and to develop a plan for your child's success.

Teachers communicate through **Rediker Software**, and each have an email address and phone extension. Please refer to our website for the specific information. A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question, and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that insures privacy; never in a hallway or at drop-off or pick-up.

If a parent wishes to communicate with the principal, you may do so by email: [gband@stroccoschool.org](mailto:gband@stroccoschool.org) or by calling the school at 401.944.2993 ext.100. If a meeting is requested, a mutually requested time will be scheduled.

A "Thursday Packet" is the means of regular communication from St. Rocco School. Parents are asked to read the contents, sign the envelope, and send the empty envelope back on the next school day. The Weekly News Letter is sent by email and additional school information may be sent as well. Please check the school website regularly for updates and new information.

St. Rocco School uses a variety of sources to communicate to our parents: **Rediker Parent Portal**, **G-mail** and **School Messenger** ~ sends emails, texts and voice mail. It is the parent's responsibility to inform and update the school office with the most current contact information.

### Brochures

Brochures are used for promotional purposes and are usually sent to people who are interested in finding out more information about St. Rocco School. The brochures usually contain pictures of the students. Please refer to "Taking of Pictures" section of this handbook.

### Birthdays

- All students' names will be announced over the PA system in the morning and each student receives a free "Dress Down" day for their birthday. **Birthday invitations are not permitted to be distributed to classmates unless the entire class is invited to the celebration.** Invitations can be distributed off the school grounds after school - not in the presence of all the classmates. **Also, gifts for birthday students from family or friends are not to be brought into school.** (Examples may include balloons, flowers, etc.)

•Revised 9/2024 Beginning this school year, we are making a change regarding birthday recognitions for students in grades PreK 3, PreK 4, and Kindergarten **ONLY**. Parents/guardians may send in a simple treat item (all items **MUST** be **peanut free and tree nut free**) such as a small cupcake or cookie. The treat must be store-bought/pre-packaged with the label attached. Food items processed in a facility where peanuts/tree nuts have been prepared are **NOT** allowed. All items must be brought to the school office on the morning of the designated day.

Just a reminder, a simple treat bag is allowed with the appropriate items. (Pencils, stickers etc. ~ no food items.)

### Emergency Closings/Delayed Openings

St. Rocco School follows the same emergency closing and delayed opening as the Johnston Public School System. The school will alert parents of these changes with a text message. Also, parents are able to check television stations or the internet to view any delays or closing. Channels 12, 10, 6 and Fox Stations will carry the emergency or delay broadcast for their viewers.

### Change of Address/Contact Numbers

Please inform the school office immediately if there is a change of home address or telephone contact numbers for purposes of mailing and/or emergency during the school year.

### Child Abuse Laws

Under Rhode Island State law, all school employees are legally obligated to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect. Employees are not obligated to inform the parent or guardian.

### Child Custody

Custodial parents are entitled to receive original sets of report cards, school and special event notices, and school calendars.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, and school calendars. If non-custodial parents wish to receive these, they should contact the school office. We ask that custodial parents share all school information with non-custodial parents so that they may share in the school experience of their child/children.

The rights of all parents are recognized at St. Rocco School. If there is a court order which changes these rights, a copy of this order must be given to the school principal immediately.

### Asbestos

The St. Rocco School has removed all exposed asbestos in accordance with diocesan and state recommendations. A management plan is on file in the school office.

### Computer Use Policy

The Computer & Internet Use Policy can be found online on the Saint Rocco School website under "Forms". By submitting the Signature Sheet with your registration, you are indicating your consent that your child will abide by the school's policy on proper computer and internet use.

### Correspondence

All notes/flyers from the Parent Association, room parents, event committee chairpersons, etc. must be approved by the principal before it can be sent home. All school related events (dances, banquets, and dinners) cannot be booked at the restaurant unless the principal is made aware of the date in advance. This is to ensure there is not a conflict of dates with the school or parish.

### Daily Schedule

#### Arrival and Dismissal:

The school day begins at 8:00 and that is when the doors will open for all students, including bus students. All students should be in the building by 8:10 am to enable them to get to their homeroom before the late bell rings at 8:15am. Any student who arrives after 8:15 will need to enter the building by the front door and get a late pass. The following are the entry and exit doors by grade:

- PreK 3 – The side door closest their classroom on the church side of the building.
- PreK 4 – The side door closest their classroom on the driveway side of the building.
- Kindergarten-Grade 2: The door entrance around the back parking lot. Located at the bottom of the ramp.
- Grades 3-8: The front doors.

There will be a faculty or staff member at each door to greet the students, check that they feel well, and remind them to use hand sanitizer.



At the beginning of each academic year, students and faculty receive a daily schedule. This schedule is to be followed unless an exception is made by the principal of St. Rocco School.

Students should not be left unattended before the school doors open. If parents cannot provide supervision of their child/children in the morning, arrangements for participating in the Extended Care Program should be made.

To avoid interruption during the school day, any messages, forgotten lunches, glasses, or books, must be brought to the front office and not to the classrooms while school is in session. The school office will see to it that the child receives these items. Please make every effort to minimize these interruptions since it impacts the learning process, and lessens student responsibility.

Please avoid routinely dropping off lunches for students who forget their lunch.

### Daily School Times

School doors open at 8:00 each morning. Students must arrive to school between 8:00 and 8:10am. Students arriving at 8:15 are considered tardy and must report to the office for a tardy slip. Prayers and announcements begin at 8:15am and the first class begins at 8:20am.

Students who are tardy will be detained at the office and not permitted to class until morning prayers and announcements are completed. Parents will be notified about chronic lateness.

### Discipline Code for Student Conduct

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times as examples of Christian behavior and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child. Unfortunately, there are instances when a child breaks a rule and must suffer the consequences of his or her action. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for his or her actions. By enrolling a child in this school, the parent agrees to, and is supportive of, the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child. If there is a disagreement regarding our rules with a parent, the student will be asked to leave.

Teachers discipline students directly for any minor classroom disruptions. Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately, by students or parents.

If the student continues to disrupt the class, the teacher may send the student to the principal. The school principal handles such matters in a variety of ways, depending on the severity of the incident. All decisions regarding suspension and expulsion rest with the school principal.

### Code of Conduct:

The following list highlights some of the more common and obvious areas that need attention and by no means exhausts all possible behaviors that may need correction.

- The rules and regulations in this handbook are subject to change at the discretion of the principal. All changes will be communicated to all school families and students.
- Students are expected to conduct themselves in a courteous manner in the classroom, hallway, and cafeteria during assemblies, on buses, during field trips, at mass, and any time the students represent St. Rocco School.
- Respect and obedience must be shown to all adults, faculty, staff and volunteers.
- Students must respect all school and personal property. Desks must be kept clean and neat. Damage to property will result in reasonable payment to replace or repair property.
- Students are expected to use proper language. No cursing/improper language, either spoken or gestured, is permitted.
- Students are expected to refrain from pushing, shoving, tripping, throwing things, or verbal fighting.

- Students are expected to follow classroom rules and not disrupt the learning of others.
- Students must be prepared for class (books, supplies, homework, etc.).
- Inappropriate personal behaviors such as kissing, holding hands, improper touching or other boundary invasions and other affectionate behaviors are not permitted.
- Running through the school halls and up or down stairs is forbidden.
- Gum chewing is forbidden on school grounds.
- Snowball throwing is not permitted on school grounds.
- Toys from home are not allowed to be brought to school
- Inappropriate materials brought to school will be confiscated and sent to the principal when deemed necessary. These items will be returned to parents, or to the student, at the end of the school day.
- Students are not permitted to bring electronic devices into the classroom. School personnel will confiscate these items and return them only to a student's parent or guardian.
- Cell phones (Grades 5-8 only) may be brought to school, but must be turned in to the front office each day.
- Students found with a cell phone will have it taken away and receive a detention. Students found using a cell phone during the school day will receive a one day suspension. In both instances, a parent or guardian will have to come to the school to retrieve it. Future privileges may be lost.
- Reminder: no other electronics are allowed i.e. I pads, Apple watches, etc.

### **CAFETERIA REGULATIONS**

The following rules and regulations are to be observed while in the cafeteria:

- Respect the lunch food supervisor
- Respect faculty, staff and all other volunteers present
- Follow established cafeteria rules regarding prayer, table assignments, etc.
- Respect other students' property (no touching or taking food)
- Request permission to leave Café Rocco - i.e. restroom, nurse, etc.
- Food or other objects must not be thrown
- Clean up your area before leaving and properly dispose of recyclable items
- Horseplay or loud talking in lines or at tables is not allowed

### **PLAYGROUND REGULATIONS**

The following rules and regulations are to be observed while on the playground:

1. Respect and obedience toward supervisors are expected at all times.  
It is the duty of the playground supervisors to correct any inappropriate behavior
2. Students must not leave the school grounds
3. Fighting is not allowed and will be considered serious. Wrestling, tackling, karate kicking and other rough forms of play are not permitted.
4. Inappropriate personal behaviors such as kissing, holding hands and other affectionate behaviors are not permitted
5. There is no throwing of rocks, snowballs, or any other items
6. Playground equipment is for PK - Grade 2 use. Older students (Grades 3 - 5) are not allowed in younger children's playground area
7. Nerf balls or other "soft" sports equipment are permitted
8. Verbal or physical bullying is not allowed

## **BULLYING**

At St. Rocco School, we have a strong commitment to provide a safe and caring environment.

Definition of bullying: A person is being bullied or victimized when he or she is exposed repeatedly to negative actions on the part of one or more persons.

Bullying can include:

- Physical aggression: This includes destroying property, threatening, constant aggression, and physical contact with other child/ children
- Social aggression: Spreading rumors, racial slurs, exclusion from group
- Verbal aggression: Name calling, teasing, threatening, intimidating phone calls
- Intimidation: Graffiti, coercion, taking possessions
- Written aggression: Note passing, graffiti
- Sexual harassment: Any comments or actions of a sexual nature which are unwelcome and make the recipient uncomfortable
- Racial and cultural (ethnic) harassment: Any comments or actions containing racial or ethnic content (direct or indirect) which are unwelcome and make the recipient uncomfortable
- Computer/Cell Phone Use: Using the computer or cell phone to send inappropriate or threatening messages while on school grounds

The administration reserves the right to administer any disciplinary action in these situations as they occur. When necessary, the following disciplinary procedure and response guide will be used. Proper and accurate records of offenses and disciplinary action are maintained by faculty and staff members. This is a reference list and does not attempt to list all possible circumstances.

Consequences for bullying can include, but are not excluded to, mediation, detention, or suspension. The principal reserves the right to make the final decision for the best resolution to the problem.

## **DISCIPLINE CODE DEFINITIONS**

- Cafeteria misbehavior - behavior that causes interference with normal operational procedures within the cafeteria, including disregard for any rules posted in the cafeteria
- Late - arrival to any assigned place late
- Interfering with learning of others - language or behavior that cause interference with normal classroom and/or school routine
- Gum-prohibited in school, on school property and on bus
- Horseplay - bodily contact with another person in a jesting manner (stepping on others' heels, knocking student's books down, spit balls, etc.)
- Littering - the intentional dropping or throwing of items anywhere on the school property
- Loitering - the unauthorized use of an area (halls, auditorium, cafeteria, or prolonged stays in the lavatory)
- Unprepared for class - failure to complete in an accurate, neat, and prescribed manner, any assignment, or to bring necessary materials to class including homework
- Spitting - inappropriate at all times, on all areas of the school grounds
- Bullying - "Bullying is the repeated physical, psychological, emotional, and/or sexual attacks committed by a student/students against a target or target group of students regardless of gender. Attacks may occur face to face, publicly, or privately, or through the use of technology." (i.e., text messaging)
- Cutting Class/Detention - not reporting to an assigned class, using a school pass for other than stated and designated reasons, leaving the classroom without permission or failure to be present at an assigned detention

- Blatant Disrespect - of self, others, others' property; to include all mumbling remarks under student's breath
- Lying/Cheating - talking during tests, copying another's homework or reports, giving your work to others to copy
- Inappropriate Language/Gestures - cursing, derogatory remarks, vulgarities, etc.
- Safety Concern - thoughtless acts that could endanger self or others
- Minor Vandalism- vandalism that has no permanently damaging effect
- Inappropriate Attire-uniform infraction and "dress down" days
- Abusive/Obscene Language/Gestures - a belligerent and/or abusive act or statement directed at any employee of St. Rocco School. It is not a simple refusal, but rather an aggressive, insulting, profane, or disruptive verbal threat or abuse
- Fighting - bodily contact, which does or has the potential to cause bodily injury to another student or staff member
- Insubordination - a failure to comply with legitimate requests from employees of St. Rocco School
- Leaving School Grounds - leaving the school or school grounds without permission of the proper authority
- Non-Completion of a Disciplinary Assignment - failure to complete in an accurate, neat and prescribed manner, any assignment resulting from a disciplinary incident
- Forgery - signing or causing to be signed any unauthorized signature, signing any document with a signature other than one's own
- Blatant lying - deliberately providing incorrect information
- Threat to Others - actions that endanger the health, safety, and/or welfare of individual students or others
- Theft - unauthorized removal, concealment, possession, or use of property other than one's own
- Vandalism (major) - vandalism that has a permanently damaging effect, creates an excessive mess, is of a socially unacceptable nature, or destruction of property, which results from some other act of misbehavior
- Plagiarism (copying, illegal use, or stealing of information from Internet, encyclopedia, books, etc.)
- Harassment of Others - any violation of a student's rights (physical and/or verbal harassment, mishandling other's property, intimidation of other students; sexual harassment)
- Conspiracy – to intentionally plan to break school rules either individually or as a group.
- Arson - malicious burning of any item on school property
- Bomb threat - notifying school of possible bombing
- Possession of weapons - possession of unauthorized weapons on school property with malicious intent
- Possession of Fireworks - possession of any type of fireworks, which would result in "reckless endangerment"
- Violation of controlled substances - actual possession, use, transfer of drugs, alcohol, drug related material, or cigarettes
- Smoking - a student lighting a cigarette, in possession of a lit cigarette, matches or lighter, disposing of a lit cigarette, and/or in the process of exhaling smoke
- Possession of drug paraphernalia - actual possession of items related to the use of drugs
- Truancy - Non-attendance at school without valid reason

- I. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school. The school reserves the right to suspend or expel the student.
- II. In cases in which a child engages in a fight which causes injury to another child or adult, the police will likely be called, and then the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to suspend or expel the student.
- III. In cases in which a child brings a weapon to school, the police are notified, and then the parents are called. The school reserves the right to suspend or expel the student.
- IV. Consequences for PK-Grade 8  
Consequences for any of the above violations including disrespect to any faculty or staff member can include, but are not limited to: loss of recess, parental notification, conference, detention and/or referral to principal. Referral to the principal's office may result in any of the listed consequences including suspension or expulsion.

### Detention

Parents will be notified if their child is to serve a detention. Detentions in grades 1-4 will be scheduled by the homeroom teacher. Detentions for Grades 5-8 will be served on Fridays from 2:35-3:30 with a principal or assistant principal. After three detentions in a trimester, students will serve an in-house suspension. The principal will meet with the student and his/her parents for any suspension.

### Dress Code

Please refer to APPENDEX #2 - Page 22

### Extended Care School Program

Please refer to APPENDIX #6 – Page 31 (For Additional Information)

School doors are open for the Extended Care Program at 7:15AM Monday thru Friday each week. The Extended Care Program also runs Monday through Friday from 2:30PM until 5:00PM. Parents are expected to be on time to pick up their child/children at the end of the day. Parents will be assessed a late fee if they are late in picking up their children. Parents who constantly abuse this will be removed from the program. Parents must call the school if they know that they will be late because of traffic or a doctor's appointment. Parents are to drop off their children at the side door (rectory side) for Before Care. The door is clearly marked "Day Care Program". Please ring the doorbell and someone will admit you. Students in Grades PreK 3, PreK 4 and all Middle School students (Grades 5-8) should be picked up for After Care/Subject Night at the front office prior to 4:00pm. After 4:00pm, these students should be picked up at the side door. Students in Grades K-4 should always be picked up from After Care at the side door.

Parents must complete all paperwork and application before their child will be admitted to the program. Your child will not be dismissed to anyone whose name is not on the list to pick up your child. If there is a change of pickup because of an emergency, you must notify the school of the change for that day. The person who is picking up your child must have proper identification with him/her, or the child will not be released from school. (A driver's license is proper identification).

While at the Extended Care Program students will be expected to do their homework. They may ask for assistance from the teachers who are working, but cannot expect the teachers to sit with them one on one and neglect the other students who are in the program. On occasion, staff may also be monitoring the school playground on good weather days.

Electronic devices are not allowed. Cell phones (Grades 5-8) picked up after 4:00pm from the front office must not be used. The Saint Rocco School behavior expectations and policies are to be adhered to during the Extended Day Program. \*For a more details, please see the "Extended Day Program" information sheet on the school website under **PARENTS' PAGE** tab ~ *click on Policies & Forms*.

## Extracurricular Activities, In-school Events and Athletics

Students are encouraged to participate in extracurricular activities of the school. Participation in these activities is a **privilege**. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination. Extracurricular activities require a permission form.

i.e. **School Dance**. **The permission form is due by the date posted. NO EXCEPTIONS**

The Catholic Athletic League (CAL) of the Diocese of Providence plans interscholastic competition in cross country, basketball, volleyball, soccer and, according to interest, other sports. St. Rocco School participates in these activities each year that we have student interest and available, certified volunteer coaches. All coaches must participate in CAL training as well as the training and guidelines of the Safe Environment Program of the Diocese of Providence. Parents also need to have a BCI check done before being accepted as a coach.

## Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. Field trips broaden the students' educational experiences and are privileges given to students; no student has an absolute right to a field trip.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips may vary on each grade level.
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- The official Diocesan of Providence Field Trip form must be signed by the parent and submitted to school by the required deadline stated for the Field Trip in order for your child to be permitted to attend.

### **NO EXCEPTIONS ~ Verbal permission cannot be accepted**

- Students are expected to attend class field trips. Please speak with the principal if this creates a financial burden for a family. Students are not permitted to stay home in lieu of going on a field trip.
- Inhalers, EpiPens or other medications will be carried by the teacher or the assigned chaperone of the student.
- Chaperones must have a BCI check and must have viewed the Safe Environment Program from the Diocese of Providence.
- Chaperones are not permitted to utilize cell phones, cameras etc. unless granted permission by administration.

## Financial Obligations

In-Person Instruction will always be the top priority at St. Rocco School. Should the safety of the school community be at risk, the School may utilize virtual or distance learning during all or part of the school year. In-person instruction may not occur depending on many factors, including, but not limited to, laws, regulations, and government orders in effect at the time, and the School, in its sole discretion, may take additional measures and provide instruction in the manner it deems most appropriate to ensure the health and safety of all students, faculty, and staff. Other activities normally sponsored by the School, including, but not limited to, sports and after school programs, may also be limited, postponed or canceled as the School may deem appropriate to protect the health and welfare of the School community.

## Tuition for Grades Pre-K ~ 8

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so will nullify the contract made with parents, and will result in the suspension of a child. Students who are not current with tuition payments will receive an "Incomplete" on their report cards until payment has been brought up to date. Transcripts will not be submitted to potential high school or other schools if tuition is not current.

**Parishioners:** Parents and children who are registered members of St. Rocco Church attend Sunday Mass, and contribute to the support of the parish. Parents are asked to call the rectory for more detailed information.

**Non-Parishioner:** Families who attend Mass regularly in a church other than St. Rocco Church, and who contribute to the support of that parish, as confirmed by a letter from their pastor.

Fees: All fees should be paid on time. Problems or difficulties involving finances must meet with the Principal who will inform the Pastor.

Parishioner families who have not been attending Mass at St. Rocco Church and who have not contributed each Sunday (\$250 minimum annual contribution) will no longer be eligible for the parishioner rate and will be assigned a new tuition rate for Non-Parishioner families.

### **Fundraising Activities**

Each family is responsible for contributing to St. Rocco School's fundraising efforts. Your participation in ongoing religious, educational, and voluntary programs is vital to our school and to our children. We thank you for the cooperation and support given to St. Rocco School.

\*The full explanation of Tuition, Fees, and Policy Contract is posted on the school website under the [ADMISSION](#) tab, in the drop down please [click on Forms](#).

### **Fire Drills/Lockdowns/Evacuations**

State law requires that schools have eleven fire drills, two lockdowns and two evacuations. It is essential that when the fire signal is given, everyone promptly obeys and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill, and are to remain outside the building until a signal is given to return inside. Any parent who is visiting or volunteering in the school when the fire bell rings, is expected to evacuate the building using the nearest exit. During a lockdown or evacuation no parent will be permitted to enter the school. There is no phone communication when any of these drills are in progress. Parents will be contacted in the event of an actual emergency.

### **Crisis Management Plan**

The school has a comprehensive Crisis Management Plan that is updated on a regular basis. For security reasons, this plan is distributed only to employees of the school who are in-serviced in this plan annually, or whenever the plan is altered. Depending on the situation, St. Rocco School may be in a "lockdown" mode which would prohibit anyone from entering the school building. In all cases, the safety of students and employees is our top priority. Should a crisis require evacuation from St. Rocco School building, students will be brought to a location off the school grounds. A sign will be posted on the school front door indicating where parents can meet their child/children.

During a national or local crisis, we will make every effort to send a text, email or contact families by phone. For further information concerning the crisis, parents can refer to local television and radio stations.

### **Guidelines for the Education of Non-Catholics**

Parents must be made aware of the intentional Catholic witness in our schools. St. Rocco School, as a Catholic school within the Diocese of Providence, has as its primary mission the formation of children in the Catholic faith. All children will participate in the total academic life of our school, including Religious Education.

According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

### **Harassment Policies**

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

St. Rocco School provides a safe environment for all. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Harassment of any type is not tolerated. The school administrator will investigate all complaints of harassment. If you believe that your child is being harassed, please promptly notify the homeroom teacher and the principal.

### **Health Policies**

#### **Peanut/Tree Nut Allergies**

St. Rocco School is a peanut-free environment. Students are not permitted to bring to school any food item that contains peanuts or is processed in a facility that uses nut products.

#### **Illness**

If a child has a chronic illness such as asthma, diabetes, or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the nurse and classroom teacher in writing at the beginning of school (or whenever the condition presents itself) so that we are aware of the condition.

### Illness at School

When a student becomes ill in school, he/she may be dismissed, based on nursing assessment, if he/she:

1. Vomits
2. Has a temperature of 100.0 degrees or higher
3. Has diarrhea
4. Has marked abdominal discomfort
5. Has persistent headache
6. Has persistent pain anywhere, with or without impaired mobility
7. Has severe cold, cough, sneezing, sore throat or watery eyes
8. Has suspicious skin eruptions or rashes not readily identified. These should be considered communicable until medical evaluation is obtained.
9. Has untreated pink eye/red crusting or draining eye, until he/she presents a note from physician, has been treated for at least 24 hours or cleared by the physician to return to school.
10. Demonstrates any other condition rendering him/her unable to function in school.

Parents are expected to pick up ill students within one hour from when contacted.

When a student becomes ill at home, parents/guardians are expected to keep them home. Students with fevers should not return to school until they have been fever-free for 24 hours without the use of fever-reducing medicine. If a child is being treated with antibiotics, they must be treated for at least 24 hours before returning to school.

### Medications

If a student needs any kind of medication during the school day, the medication is to be brought to the school nurse and kept in the health room. Parents must complete the required medical form and present an order from the physician for this medication. Epi Pens and inhalers will be carried by the teacher during field trips, recess, and lunch periods.

Prescription medication must be in the original container. The pharmacy label should display on the prescription medication bottle:

- The student's name
- The name and phone number of the pharmacy
- The doctor's or hospital name
- The date and number of refills
- The name of the medication and dosage
- The frequency of administration

Medication should not be transported by your child daily to and from school. Parents should be advised to ask the pharmacist for two inhalers or epi pens - one for home and one for school.

Parents of students requiring medication for allergies or other serious health conditions (asthma, diabetes) should complete the necessary forms at the beginning of each academic year or whenever the condition presents itself.

### Immunizations

All students must be immunized before entering any school in the State of RI. At St. Rocco School we follow the state's directives concerning requirements for school entrance and attendance. Parents must obtain the immunization record from their pediatrician to be filed at school.

### Accidents

In the event of an accident at school you may obtain a claim form from the office. Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage. An incident report is written, signed, and kept on file at school.

St. Rocco School employs a nurse to handle day to day medications and/or injuries that may result at school. The Town of Johnston provides a school nurse, required by the State of RI., to check health records. This nurse



also coordinates and schedules hearing and vision tests for all students in Pre-K to Grade 8, and Scoliosis testing for students in Grade 6-8.

### Drug and Alcohol Concerns

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, St. Rocco School will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred immediately to the principal.
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition, will be barred from attending or participating in that event. This includes a party, dance, or school outing. Parents will be notified and appropriate action will be taken which may include suspension or mandatory withdrawal from the school.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents will be made mandatory by the principal.

### Honor Roll

Please refer to APPENDEX #3 - Page 27

### Liturgy

All students will attend Mass on the First Friday of each month and at other times as indicated on the school calendar. Respectful participation of every student is required at school liturgies. Parents are welcome to attend school liturgies. Photos/videos taken from the pews are acceptable only with the permission of the school administration. Under no circumstances should parents or other visitors' wave, call, or try to get the attention of students.

### Lunch

St. Rocco School offers a lunch program for interested students through the Johnston Public Schools. Each month a menu is posted on the school website indicating the meal choices. Please send lunch money to the school in an envelope marked with your child's name, grade, and the amount of money (exact change please). The envelope must clearly state "LUNCH MONEY". Please list your child's choice of meal. Please do not add monies for other purchases (i.e. yearbook, snack) in the lunch envelope. Once lunch has been ordered and a child leaves school prior to lunch no refund can be given. Breakfast is offered daily at 7:45am. Students are expected to behave and follow all lunch room rules.

### Money

Money that is brought to school for a specific purpose (class trip, book fair, milk/snack money, etc.) must be put into an envelope with the student's name, grade and amount enclosed. Since snacks are sold at lunchtime only students may choose to bring in small amounts of money daily (less than \$5) for such purchases. SNACKS ARE NOT SOLD DURING MID DAY BREAK. Checks are not permitted to purchase snacks. The school cannot be responsible for lost money.

### Non-Custodial Parent

#### Release of Copies of Report Cards, School Notices:

In the absence of a court order to the contrary, the school will provide a non-custodial parent with access to academic records and other school information regarding your child/ children. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc.

#### Release of Students:

Non-custodial parents may pick up a child only if previous arrangements have been made and the school receives a written note from the custodial parent indicating that the child may go home with the noncustodial parent or another adult. Verbal permission will not be accepted.

## Release of Students (during school day)

The school has a sign-out book located in the main office. Occasions for the use of a sign-out book are:

- In the event of a student illness, the parent or an adult designated by the parent must come to the School and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips must be updated as necessary.
- When a student is released to a parent or guardian, that adult must sign the book
- Principal discretion may be utilized in emergency situation and/or unforeseen circumstances.

## Parents as Partners

Just as the parents look to the school to provide the facilities and the trained personnel who are essential to their child's proper development, the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of Religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity, unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instilling respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

In attending St. Rocco School, the expectation is mutual respect between all members of the school community. To this end, parents of St. Rocco students agree to not post negative or defamatory comments about students, other school families, teachers, administrators, and other school personnel on social media.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the principal determines that the partnership is irretrievably broken.

## Parent Association

The Parent Association of St. Rocco School provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- To provide a means for keeping parents informed of Parent Association school activities, programs, etc.
- Assist in raising funds for the purpose of the educational needs of our students

Parents are encouraged to volunteer at school; however, they must have had a BCI check, and viewed the Safe Environment video from the Diocese of Providence posted on our school website.

## Parking/Crosswalk Safety

Please refer to APPENDEX #4 - Page 27

## Security

To assure the security of the building and the safety of each child, all doors are kept locked. St. Rocco School strongly enforces its policy of requiring all visitors, even parents, to enter the school from the main door and to report to the office. If the office personnel permit further entry into the building, the volunteer, visitor, or parent must sign in/out at the office and visibly wear the regulation badge while in the building.

Cameras are installed at every exit and in the playground area to insure security. In addition, the Johnston Police Department routinely checks our school grounds. The Main Door and the Extended Day Door are equipt with intercoms to screen all visitors before entry to the school.

To avoid interruption of the learning process, no one may enter a classroom without permission from the principal.

## Smoking

State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the St. Rocco School building, in the parking lot, and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

## Special Learning Needs

St. Rocco School makes every effort to meet individual student needs. However, sometimes a student may have needs which do not permit him or her to benefit fully from the program. In these cases, your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the Special Education Department of the local public school district or done privately. Once the results of the evaluation are available, the parents will meet with appropriate personnel to discuss the findings and recommendations.

## Taking of Pictures

Each year students have their picture taken for the school yearbook, files, and for identification. At times during the school year, photos may be taken for promotional activities or events. Parents have the right to refuse to have their child's picture taken for this purpose. Parents are to complete the photo consent form at the start of each school year. This form can be found online on the Saint Rocco School website under "Forms". The taking of pictures at a school event and/ or of other students when volunteering is **NOT** allowed.

## Tardiness

Students who are tardy interrupt the learning process for your child and all other children in that classroom. Any student arriving at school after 8:15 is considered late. Students who are late remain in the school foyer until after prayers and announcements are over. If late, the student may be admitted to class only with a late pass, obtainable in the front office. A student who is consistently late may have to repeat the grade. Parents will be notified about chronic lateness.

## Use of School Grounds

With the exception of students enrolled in the Extended Care program or participating in authorized school activities, St. Rocco School does not have staff available to supervise students present on the school grounds before 8:00AM and after 2:35 PM. Students should not arrive on the school grounds prior to 8:00AM and parents must arrange to pick up at dismissal times.

## Website

St. Rocco School hosts a website with pertinent information about the school. Parents are encouraged to visit this website to read information regarding consent forms, school notes from teachers each week, yearly and monthly calendars, Thursday packets, etc. The website for St. Rocco School is [www.stroccoschool.org](http://www.stroccoschool.org).

## Withdrawals and Transfers

A transfer request must be obtained from the school secretary. All books must be returned and all bills must be paid before records are transferred to another school. Transferring school records at the end of the year may be detained if tuition is not paid in full. Students who are not current with tuition payments will receive an "Incomplete" on report cards until payment has been brought up to date.

## School's Right to Amend

St. Rocco School reserves the right to amend this handbook.  
Notice of amendments will be sent as necessary.

## SUMMARY STATEMENT

Once students have met the necessary admission requirements, and have been accepted to St. Rocco School, the faculty and staff will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at St. Rocco School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, St. Rocco School reserves the right, and students, parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By their signatures on the parent Signature Sheet and the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending St. Rocco School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church, or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at St. Rocco School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances, or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks, lockers, computers, and chrome books, which are at all times under the joint control of the school and the student to whom the desk, locker, computer or Chromebook has been assigned, may be searched by school administrators at any time, for any reason. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right which a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish, or the Diocese of Providence, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at St. Rocco School agree to and accept the school’s rule and policy that students, parents, and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student’s enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the “Discipline Codes” section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

Participation in the Saint Rocco School athletic program is a privilege and not a right. Academics and behavior are top priority for a student to be part of a school's athletic program. There are standards both academically and behaviorally that a student must meet.

Any student athlete not conforming to the academic standard will be prohibited from participating in competition until the school has determined that the matter has been properly addressed.

Students must be passing all subjects with a 70 to be eligible for participation in practices and games. Failure to do so will result in academic probation and athletic ineligibility. To become eligible again, the student must be passing for the present semester in all classes.

Each student athlete must also be in good standing regarding St. Rocco School behavioral standards. A student not conforming to the standards will be prohibited from participating in competition for that week and until the school determines that the matter has been resolved.

A student athlete must attend a full day of school in order to participate in an athletic practice or game on that day, unless the absence is school related or due to a verified medical appointment. Student athletes are also expected to be punctual to school.

## APPENDIX #2

## DRESS CODE

The school uniform is a symbol of unity within the school community. It minimizes distractions in the learning process and teaches students to take pride in their appearance by wearing the regulated uniform. By wearing the uniform, students are constantly reminded they are representing St. Rocco School.

### **Uniform Requirements for all St. Rocco School Students in Grades PK4-8 (PK3 - Page 26)**

**Required Uniform:** May be worn all year and **MUST** be worn for Holy Days, Special Masses/Prayer Services.

**Sweaters/Vests:** All students must have a uniform sweater or vest with SRS logo

**Gym Wear:** Worn to school on the day Physical Education. class is scheduled with solid white or black sneakers. If Phys. Ed. is scheduled on a day of a special school liturgy, students are to wear the required uniform and just bring their gym sneakers to wear during gym class. Students must wear their complete uniform on all special mass days.

**Warm Weather Options:** May be worn from the first day of school - October 31<sup>st</sup>  
May be worn from after April 1<sup>st</sup> - last day of school

**Cold Weather Options:** May be worn November 1<sup>st</sup> - March 30<sup>th</sup> (May be worn all year)

**Donnelly's School Apparel or Lands End** are the official supplier of the St. Rocco School uniform. Donnelly's also sells accessories (headbands, "scrunchies", and barrette bows) that match our uniform. Although hair accessories are optional, please note that any girl wearing hair accessories should have simple items that are maroon, silver, white or a plaid that matches the uniform.

### **Foot Wear**

**Shoes** ~ Donnelly's Shoes offer a variety of styles that are acceptable for use at St. Rocco School in grades PK-grade 8. You do not need to purchase these specific shoes. It is a guide only, but students must have shoes that look similar to the approved styles. Younger students may wear Velcro or tie shoes. Black sneaker-type tie shoes are permitted for boys only. Girls in **grades 5-8 ONLY** may wear "Sperry style shoes" in tan, brown, or black. Clogs, Vans, flip flops and slide-ons are never permitted. No high top sneakers (unless prescribed by a doctor), or boots are allowed.

**Sneakers** ~ Sneakers are permitted with the warm weather option and are required on physical education day.

**Black or white sneakers only. (no high top sneakers)**

**Boots** ~ Boots worn during cold weather or in snowy conditions must be removed upon entering the classroom. Students are not allowed to wear **winter or rain boots** during the school day. Students must change into their school regulation shoes. **Boots are not allowed on Dress Down Days either.**

**Hair** ~ Boy's hair cannot be below the shirt collar and both boy's and girl's hair cannot be below the eyebrows. No bright artificial coloring or bright bleaching of hair is permitted. No shaved hair designs are permitted and should not be visible **upon the start of school**. The presence of anything that proclaims a current fad is not permitted.

**Spirit wear** ~ Students may wear St. Rocco School "Spirit Wear" clothing throughout the school year for gym class and as part of their **Cold Weather Option. No Spirit Wear hoodies allowed in class. Spirit Wear hoodies can be worn for outside recess.**

### **GIRLS in PK4 to Grade 4**

#### **Year Long Options:**

- Plaid box- pleat jumper (must be worn for all special mass days and special occasions) and cannot be more than 3 inches above the middle of the knee
- White short or long sleeve broadcloth blouse with rounded collar
- Maroon cardigan sweater/vest with SRS logo (worn with jumper or pants)
- Maroon, grey, or white knee socks or tights

#### **Cold Weather Options:**

- White turtleneck with SRS logo may be worn with jumper or pants
- Maroon pullover sweater or sweater vest with SRS logo
- Gray pleat or plain front slacks
- White long sleeve polo knit shirt with SRS logo
- Maroon SRS sweatshirt or Spiritwear **Crew Neck** sweatshirt only (no hoodies)

#### **Warm Weather Options:**

- Gray pleated front shorts
- White short sleeve polo knit shirt with SRS logo
- Plain white socks (ankle length); low-cut socks are not permitted
- White/black sneakers may be worn with the summer uniform (shorts)

## GIRLS in Grade 5

All girls in grade 5 must have a uniform skort, and at least one type of uniform sweater/vest with SRS logo.

- Plaid skort must be worn for all special mass days and special occasions, and cannot be more than 3 inches above the middle of the knee
- White short or long sleeve over-blouse with SRS logo
- Maroon sweater vest, pullover or cardigan sweater with SRS logo
- Maroon, grey, or white knee socks or tights

### Cold Weather Options:

- White turtleneck with SRS logo
- Gray pleat front slacks
- Plain white ankle-length socks; low cut socks not permitted
- Maroon SRS sweatshirt or Spirit Wear Crew **Neck** sweatshirt only (no hoodies)

### Warm Weather Option:

- Gray pleat-front shorts
- White short sleeve polo knit shirt with SRS logo
- Plain white socks (ankle length); low-cut socks are not permitted
- Black or white sneakers may be worn with the summer uniform. Tan, brown, or black Sperry shoes may also be worn with summer uniform.

## Middle School Girls ~ Grades 6-8

All girls in middle school must have a uniform skort, and at least one type of uniform sweater with SRS logo. Skort length should be no more than 3 inches above the knee

- Plaid skort must be worn at all Special Mass Days and special occasions
- White short or long sleeve over-blouse with SRS logo
- Maroon sweater vest, pullover, or cardigan sweater with SRS logo
- Grey, white, or maroon knee socks or tights

### Cold Weather Option:

- Khaki pleat or plain-front slacks
- Maroon SRS sweatshirt or Spirit Wear **Crew Neck** sweatshirt (no hoodies)
- White turtleneck with SRS logo

### Warm Weather Options:

- Khaki skort Skort length should be no more than 3 inches above the knee.
- Plain white ankle length socks; low cut socks are not permitted
- White short sleeve polo knit shirt with SRS logo
- Black or white sneakers may be worn with the summer uniform. Tan, brown, or black Sperry shoes may also be worn with summer uniform. Clogs, Vans, flip flops and slide-ons are never permitted. No high top sneakers (unless prescribed by a doctor), or boots are allowed.

## Girls Grades PK4-8 Accessories

- Small post earrings are acceptable
- Less than one half-inch in diameter hoops are permitted
- Only one pair of earrings is allowed to be worn on the ear lobe
- Makeup is not permitted
- Plain black, brown or gray belts must be worn with pants and shorts
- Jewelry is not permitted, unless it is a small, thin chain worn around the neck with a religious cross or medal. This must be kept inside the shirt at all times.

- Clear nail polish is permitted. **No French tip nail polish is permitted.**
- Clear or light pink gel nail polish for middle school girls are permitted on SRS special occasions such as the Father/Daughter Dance and Graduation, with permission from the principal. Gel nail polish needs to be removed within 2 week of the SRS special occasion.
- The only hair accessories allowed are simple headbands, barrettes or ribbon that matches the school uniform (silver, maroon or uniform plaid). These items are sold at Donnelly's School Apparel or in the School office.
- Scarves, bandanas or headbands with attached ribbons are not permitted
- Scarves worn around the neck are not permitted in class
- Body piercing or visible tattoos are not permitted
- Colored trim is not permitted on socks
- Colored camisoles or undershirts are not permitted under blouses

### BOYS in PK4 to Grade 5

All boys in grades Pre-Kindergarten through grade 5 must wear gray plain, pleat, or pleat front relaxed/fit twill pants. Pants that are overly baggy or worn low are not acceptable. No corduroy, brand name, or painters' pants are permitted. Pants should be hemmed appropriately and not touch the floor.

Boy's hair cannot be below the shirt collar or eyebrows.

The presence of anything that proclaims a current fad is not permitted.

- White short or long sleeve polo shirt with SRS logo. Shirts must be tucked into pants at all times
- Maroon pullover, cardigan or sweater vests with SRS logo
- Boys must have at least one sweater/vest that will be worn for Holy Days of Obligation and SRS special masses/occasions
- Black, gray, or white socks must be worn with pants
- Plain black or gray belts must be worn

#### Cold Weather Option:

- White turtleneck with SRS logo
- Maroon SRS sweatshirt or Spirit Wear **Crew Neck** sweatshirt only (no hoodies)

#### Warm Weather Options:

- Gray relaxed- fit pleated shorts
- White ankle length socks
- Low-cut socks are not permitted
- Colored trim is not permitted on socks
- Black/white sneakers may be worn with summer uniform (shorts)

### MIDDLE SCHOOL BOYS

- Khaki plain, pleat or pleat front relaxed-fit twill pants
- White short or long sleeve polo shirt with SRS logo
- Shirt must be tucked in pants at all times
- Maroon cardigan, pullover, or sweater vest with SRS logo
- Black, beige, or white socks must be worn with pants
- Low-cut socks are not permitted - colored trim is not permitted on socks
- Belts must be either black or brown



### Cold Weather Options:

- White turtleneck with SRS logo
- Maroon SRS sweatshirt or Spirit Wear **Crew Neck** sweatshirt (no hoodies)

### Warm Weather Options:

- Khaki pleated front relaxed-fit shorts
- Plain white ankle length socks
- Low-cut socks are not permitted
- Knee socks are not permitted
- Colored undershirts are not permitted under the school shirt
- Black/white sneakers may be worn with summer uniform (shorts)

### Boys PK4-8 Accessories

- Jewelry is not permitted, unless it is a small, thin chain worn around the neck with a religious cross or medal. This must be kept inside the shirt at all times
- Body piercing or visible tattoos are not permitted. **(Fake tattoos are not permitted)**
- Earrings are not permitted, nor is covering a pierced earlobe with a Band-Aid
- Nail polish is not acceptable

### Gym Wear ~ All Pre-K 4 to Grade 8 Students

Gym wear must be purchased from Donnelly's or Spirit Wear through the School Office.

### Required Items:

- Maroon sweatshirt, sweatpants, tee shirt with SRS logo  
\*Alternate choice: SRS Spirit Wear (sweatshirt / tee shirt)
- White or black sneakers

### Warm Weather Option:

- Maroon shorts with SRS logo  
\*Alternate choice: SRS Spirit Wear (mesh shorts)

### Uniform Infractions:

- After the third uniform notice is issued, the student will serve detention.
- Non-regulation outerwear cannot be worn during class unless deemed necessary by the principal.
- No bright artificial coloring or bright bleaching of hair is permitted. No shaved hair designs are permitted.
- Body piercing or visible tattoos are not permitted. (Fake tattoos are not permitted)
- Jewelry: A standard wrist watch, a simple religious necklace, and the girls are allowed to wear only one pair of earrings on the ear lobe. Other jewelry items are not allowed such as Apple watches, pearls, sequined/glittered headbands, etc.
- The presence of anything that proclaims a current fad is not permitted.
- Summer regulation uniforms may be worn on mass days from the first day of school until October 31<sup>st</sup> and from April 1<sup>st</sup> until the last day of school. From November 1<sup>st</sup> to April 1<sup>st</sup>, full uniforms (pants are acceptable) with sweater or vest (weather permitting) must be worn on First Friday, special mass days, and school activities. Sneakers must be brought to school for physical education class on these days.

### Dress Down Days

Students who choose to “dress down” must abide by the following rules and regulations:

- No flip flops
- No open-back shoes, Crocs or Boots
- No miniskirts or very short shorts (3” above the knee)
- No halters, tube tops, or suggestive tops
- No “spaghetti” strap shirts or crop tops
- Tank tops must be worn under a shirt or blouse
- No pajamas or slippers
- No ripped jeans or pants
  - Leggings are permitted only with a long shirt, sweater or sweatshirt over them
- No obscene, rude, or suggestive messages on clothing
- No **Hooded** shirt/sweat shirt
- Payment must be submitted to dress down (Money collected will be donated to a charity). If payment is not received, then the student will not be able to “dress down” on the next scheduled dress down day.
- Dress down passes cannot be used on any mass days or in the month of September
- Dress down passes are good for current year and are not transferable

### Ordering

Please place your order by June 15<sup>th</sup> to insure that you will have the clothes you need for the opening day of school. This allows time for alterations, exchanges, etc. Uniform companies cannot meet the demands of all parents who arrive at the store in August. Ordering by June 15<sup>th</sup> also takes 10% off your order.

**Special Note** - \*St. Rocco School has a Uniform Closet. There are gently used uniforms available. Please call the school office for hours.

## **PK 3 Uniform Requirement**

Students enrolled in the Pre-Kindergarten 3-year-old program are to wear our St. Rocco School Spirit Wear to school daily. Please refer to the guidelines stated below.

**Shirts:** St. Rocco School Spirit Wear grey short or long sleeve t-shirt  
St. Rocco School Spirit Wear grey sweatshirt  
(no hooded sweatshirts allowed in the classroom)

**Bottoms:** Donnelly’s grey gym pants or shorts (shorts are warm weather uniform)

**Shoes:** All black or all white comfortable sneakers (no hi-tops)

**Please note:** Donnelly’s smaller sizes (2T-4T) are considered a “special order” and must be placed no later than July 31<sup>st</sup>. Also, all clothing is unisex.

## APPENDIX #3

# Grading/Weighting/Honors/ St. Rocco School Honor Society Policies

### Grading for Grades 1-8

All reporting grades for each Trimester as well as the Final Cumulative grade will be determined in numerical grades based on 100.

### Weighting

Grades 1 <sup>st</sup> & 2 <sup>nd</sup>		Grades 3 <sup>rd</sup> ~ 5 <sup>th</sup>		Grades 6 <sup>th</sup> ~ 8 <sup>th</sup>	
Homework	.10	Homework	.10	Homework	.10
Quiz	.15	Quiz	.20	Quiz	.20
Test	.30	Test	.40	Test	.40
Unit Test	.20	Exam	.10	Exam	.20
Classwork	.10	Classwork	.10	Classwork	.10
Independent	.15	Independent	.10		

### Criteria for Honor Roll in Grades 6, 7, and 8:

To qualify for **Honors with Distinction:**

- A student must have a **cumulative average of 95-100** in the academic subjects.
- A student must have a grade of **at least 90 in each** of the academic subjects.  
The Academic Subjects are: Religion, English, Reading/Literature, Mathematics, Science and Social Studies.
- A student must have a grade of **at least 80 in each** of the special subjects.  
The Special Subjects are: Art, Music, Physical Education/Health, World Language and Computer  
*Special Note: Special subjects are not added into the cumulative grade.*
- A student must also demonstrate Christian Values.

To qualify for **High Honors:**

- A student must have a **cumulative average of 90-94** in the academic subjects.
- A student must have a grade of **at least 85 in each** of the academic subjects.  
The Academic Subjects are: Religion, English, Reading/Literature, Mathematics, Science and Social Studies.
- A student must have a grade of **at least 80 in each** of the special subjects.  
The Special Subjects are: Art, Music, Physical Education/Health, World Language and Computer  
*Special Note: Special subjects are not added into the cumulative grade.*
- A student must also demonstrate Christian Values.

To qualify for **Honors:**

- A student must have a **cumulative average of 85-89** in the academic subjects.
- A student must have a grade of **at least 80 in each** of the academic subjects.  
The Academic Subjects are: Religion, English, Reading/Literature, Mathematics, Science and Social Studies.
- A student must have a grade of **at least 80 in each** of the special subjects.  
The Special Subjects are: Art, Music, Physical Education/Health, World Language and Computer  
*Special Note: Special subjects are not added into the cumulative grade.*
- A student must also demonstrate Christian Values.

### Criteria for Certificate of Achievement for Grades 4 and 5

To qualify for a Certificate of Achievement:

- A student must have a **cumulative average of 85-100** in the academic subjects.
- A student must have a grade of **at least 85 in each** of the academic subjects.  
The Academic Subjects are: Religion, English, Reading/Literature, Mathematics, Science and Social Studies.
- A student must have a grade of **at least 80 in each** of the special subjects.  
The Special Subjects are: Art, Music, Physical Education/Health, World Language and Computer  
*Special Note: Special subjects are not added into the cumulative grade.*
- A student must also demonstrate Christian Values.

### Criteria for St. Rocco School Honor Society Requirements

To qualify for SRSHS:

- A student must have a **cumulative average above 90** in the academic subjects.
- A student must have a grade of **at least 80 in each** of the academic subjects.  
The Academic Subjects are: Religion, English, Reading/Literature, Mathematics, Science and Social Studies.
- A student must have a grade of **at least 80 in each** of the special subjects.  
The Special Subjects are: Art, Music, Physical Education/Health, World Language and Computer  
*Special Note: Special subjects are not added into the cumulative grade.*
- A student must meet all of the eligibility requirements for the five pillars of the Honor Society.  
The pillars are: Scholarship, Service, Leadership, Character and Citizenship.
- Please refer to **Eligibility Requirements** on the school website listed under the Academics Tab for a more detailed explanation.

**CHRIST** is the reason for this school.  
*~in our minds, on our lips, and always in our hearts~*

**Your child's safety is our number one PRIORITY.**

*Please remember, Safety First!*

*Each and every year at the beginning of school, many parents transport their child/ren to school. Therefore, the parking lot is busy with traffic. I ask everyone to have patience and understanding with each other. With everyone working together, I am confident of our St. Rocco School children and their families' safety.*

### **BUSING**

All buses will be located on Atwood Avenue in front of the school for morning drop-off and dismissal pick-up. No cars are permitted to park in front of the school during arrival and dismissal.

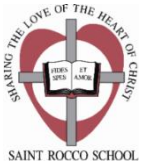
### **PARKING**

1. St. Rocco School PARKING is located across the street in the Convent Parking Lot, to the side of the school in the Faculty/Staff Parking Lot and in the back of the school behind the church in the old Map Parking Lot.(located at the bottom of the ramp)
2. For the Faculty/Staff Parking Lot, please enter by way of the corner of Atwood Avenue and Scalabrini Drive and proceed with caution.
3. For the old Map Parking Lot(located at the bottom of the ramp), please enter by way of the Church/Rectory Driveway and exit by way of Scalabrini Drive onto Atwood Avenue. Drop off and Pick up for the Map Parking Lot is one way.
4. Please be advised that the speed limit in all of our parking lots is 5 miles per hour. We appreciate your cooperation in keeping everyone safe by observing this speed and being mindful of your surroundings.
5. DO NOT block driveways in front of homes on Atwood Avenue or Scalabrini Drive.
6. **Please park in marked spaces in the parking lots.**
7. A handicap sign is displayed in the driveway leading to the Pre-K 3 pick-up door. People using this spot must have a handicap certificate displayed in their vehicles.
8. **U-Turns are not permitted in front of the school.**

**CROSSWALK SAFETY** – If you choose to use the parking lot adjacent to the convent please read the following safety tips:

1. Stop at the entrance of the crosswalk.
2. Be aware of your surroundings.
3. Hold your child's hand. (age appropriate)
4. Limit conversations while in the crosswalk.
5. Avoid the use of cell phones while crossing.
6. All adults and children MUST use and walk in the crosswalk to cross Atwood Avenue.

A ROMAN CATHOLIC SCHOOL



*St. Rocco*  
*School*

*Sharing the Love of the Heart of Christ!*

# “BLIZZARD FOLDER” INCLEMENT WEATHER AND EMERGENCY CLOSING DAY POLICY

## Inclement Weather and Emergency Closing Day Policy PreK 3 - Grade 4

A “Blizzard Folder” is a snow day, except...

- you do the assigned home lessons...
- use your books, pencils, pens, paper and computer (if there is access) ...
- some lessons will include activities...



“Blizzard Folder” assignments are generated by your child’s teacher as an extension of their academic studies and will cover classwork at the time of a snow day or for other emergency school closing day(s).

Blizzard Folders will be prepared by the teacher and sent home. **The folder will always remain at home.** Refills of work assignments will be sent home in the Thursday Packet as needed.

Within the “Blizzard Folder”, there will be assignments which need to be completed. These assignments will be numbered for the snow day. For example, if school is closed for one day, only ‘number 1’ assignment will be required. For two snow days, ‘number 1 and number 2’ will be required, etc.



**Students must bring in completed assignments upon returning to school. The assignments will be credited.**

If your child has questions regarding his/her assignments, they may e-mail their teacher. Over the course of the ‘school day’ hours, teachers will periodically check their e-mail and answer student questions. However, their response will be dependent on their ability to access the internet.

Your support and understanding is appreciated.



\* THE “BLIZZARD FOLDER” IS A METHOD UTILIZED FOR ANY TYPE OF EMERGENCY FOR PREK3 - GRADE 4 WHENEVER SCHOOL WILL NOT BE IN SESSION!

# Inclement Weather and Emergency Closing Day Policy

## Middle School Grades 5-8

Dear Middle School Parents,

As you know, weather during the long winter months is unpredictable, and often impacts our school schedule. For the 2021-2022 school year, St. Rocco Middle School will support ongoing learning, even when students are home from school. Students will have independent learning days on emergency closing days with the understanding that the day will not need to be added to the calendar in June. While at home on these days, students are asked to engage in independent learning, using their time to apply the skills and knowledge they have been working on in their classrooms. Middle School students **will not** have “Blizzard Folders”.

### **PROCEDURES FOR INDEPENDENT LEARNING DAY:**

- All middle school students will need to meet on zoom at 9:00am for morning announcements and prayer.  
\*\*\*Attendance will be taken at this time and this zoom meeting is mandatory\*\*\*
- Middle school teachers will have assignments posted on google classroom that students may access through their google account.
- Middle school teachers will be available through email to help students with any questions or concerns during school hours.
- Teachers will have an office hour on zoom from 1:00pm to 2:00pm for any questions on assignments. Each teacher will have her own zoom link for each subject.

### **• ZOOM LINKS WILL BE SENT OUT AND BE POSTED ON PLUS PORTAL.**

- \* In the event that a student is unable to access Google Classroom due to a power loss, they should:
1. Contact the teacher if possible
  2. Work on their 25-book requirement
  3. Study for any upcoming quizzes or tests.

We hope that there will be no need for independent learning days for inclement weather or other emergency closing days, but we are preparing for the possibility of a school closure.

Thank you for your time in this matter.

God Bless,

St. Rocco School Middle School Teachers

**CHRIST** is the reason for this school.  
*~in our minds, on our lips, and always in our hearts~*  
931 Atwood Ave • Johnston, RI 02919 • Tel. 401.944.2993 • [www.straccaschool.org](http://www.straccaschool.org)

## APPENDIX #6

# Extended Day Program

Welcome to St. Rocco School Extended Day Program.

The following information should answer any questions you may have concerning our program, policies and objectives.

We want the children enrolled in the program to feel comfortable and relaxed. We want working parents to feel confident that their children are being cared for in a warm, caring, and safe environment.

Our program is very flexible and can be tailored to meet the needs of each family. Please contact the School Office to discuss any questions you may have about our program.

### HOURS AND FEES

The St. Rocco School Extended Day Program will operate only on days when school is in session. Service will be provided to students from PreK3 to Grade 8.

- **Before care will start at 7:15am and end at 7:55am.**
- **After care will start at 2:30pm and end at 5:00pm.**

We will follow the school calendar. Cancellation of school due to inclement weather will be broadcasted on radio stations WPRO FM and COAST93.3 as well as TV stations FOX, Channel 10, 12, and 6. If there is no school in Johnston, *we will not be in session.*

- **There will not be Before School Care if there is a delayed opening of school.**
- **There will be no After School Care on early dismissal days.**

Our Extended Care Program will provide professional care, recreation and academic/homework support. Fees are the sole support of the St. Rocco School Extended Care Program; it is not subsidized by the school or parish. Since this program is self-sufficient, it is imperative that all fees be paid on time.

### Policy Regarding the Receipt of Payment

The billing period for extended care will be from Monday – Friday. You will receive a bill in your child's Thursday Packet. Payment is due by the following Wednesday. **Please place your payment in an envelope, clearly labeled "Extended Care", your child's name and grade. Payments are to be submitted to the classroom teacher during homeroom.** Preferred method of payment is check. Non-payment by due date will result in a \$10.00 late fee and possible exclusion of your child/ren until payments are up to date.

Please make checks payable to: St. Rocco School. The hourly rate is \$6.00 per hour. Students in Grades 5-8 who stay for Subject Night will be charged \$6.00 if they stay until 3:30 and \$9.00 if they stay until 4:00. Any additional time after 4:00pm for Grades 5-8 will be charged at \$6.00 an hour.



## **PARENTAL RESPONSIBILITIES – EMERGENCIES/SAFETY**

With the children's safety and well-being in mind, it is most important that the parent fills out the attached Emergency Form and adheres to the instructions given. Please return this form to school prior to your child attending. You must keep your child's *Emergency and Signature Release Information* current at all times.

### **Students are not permitted to participate in our program without these completed forms.**

Parents must supply to the School Office copies of custody and restraining orders which may be in effect.

One of the most important regulation concerns is when the child leaves the premises of the Extended Care Program. Please read the following rules and regulations as they apply to our program:

- Children will not be released to parents, guardians, etc. who appear to be under the influence of drugs or alcohol.
- Parents or guardians should not send persons whose signatures are not on the Signature Release Form to ask for the release of a child. **For the child's safety, release will not be granted.** In special circumstances a parent or guardian may arrange for such pick-up by sending written authorization to the Principal. A photo identification will be required before a child is released.
- Another area of concern related to the child's welfare is the matter of telephone messages. Parents may wish to telephone the program asking that their child be directed to go to various places after school. As there is always the possibility that a person other than the parent might telephone, **such requests will not be granted.**
- With the same potential problem in mind, our staff will not accept a telephone request to call a cab for a child.

### **Drop Off**

- As all doors to the school are locked, parents or guardians please **ONLY** use the side Day Care door by Café Rocco for Drop Off. Please ring the bell and someone will meet your child at the door. There is a clearly marked sign indicating "Extended Care" above the bell.

### **Pick Up**

- Students in PreK 3 and PreK 4, as well as Grades 5-8, being picked up anytime between 2:30-4:00 will be dismissed by the office through the front doors. These students who stay beyond 4:00, should be picked up by the side Day Care door by Café Rocco.
  - Students in Grades K-4 should only be picked up at the side Day Care door by Café Rocco.
  - **A \$10.00 fee will be charged for any child picked up after 5:00PM.**
- Any child attending daycare needs the required paperwork on file. This form may contain different contact information other than that on file in the main office. Also, any parent wishing to send their child to daycare must send in a note with your child.

## **ILLNESS AND/OR ACCIDENT**

**Medication** – The administration of all medicines and drugs by the Extended Care Program staff **is strictly prohibited.** Any requests to administer medication of any kind must be handled through the school office or nurse. Please do not place medications in your child's lunch box or backpack. All medication must be kept in the nurse's office.

**Injuries** – Extended care staff will provide parents with a written record of any injuries that occur during extended program times. In the event of an accident or sudden illness, we will make every effort to carry out the instructions as given on the Emergency Form. If instructions given cannot be followed at the time of the emergency, the staff will act according to their best judgment for the welfare of the child.

Parents will be expected to make provisions for taking sick children home.

## **TYPICAL DAILY ROUTINE**

- **Attendance & Prayer**
- **Snacks** ~ **Snack and beverages for your child MUST BE PROVIDED BY THE PARENT.** No snacks with nuts are allowed. If your child has another food allergy, and cannot be near someone who is eating that particular snack, **you must immediately notify the staff** so that your child will not sit next to that particular child.
- **Homework** ~ There will be a study/quiet period for students to accomplish homework assignments. It is the student's responsibility to acknowledge his/her homework assignment and to use this time appropriately. Teachers will be available for assistance.

## **SUBJECT NIGHT: MIDDLE SCHOOL STUDENTS IN GRADES 5-8**

Students in Grades 5-8 will be able to attend After Care each day in a “Subject Night” format from 2:30-4:00. Students will be able to stay any night for the subject they need help with. Each day will be assigned a different subject. If a student is not looking for extra help, they can stay and the environment will be homework and academic focused. Students in Grades 5-8 who stay for Subject Night will be charged \$6.00 if they stay until 3:30 and \$9.00 if they stay until 4:00. Any additional time after 4:00pm for Grades 5-8 will be charged at \$6.00 an hour.

At 4:00, any students needing to stay later will join the other After Care students in Café Rocco until they are picked up. Our Middle School teachers will be running this program.

### **Middle School Daily Afternoon Subject Schedule:**

**Monday:** Religion & Social Studies ~ Mrs. Reitz

**Tuesday:** General Studies ~ Mr. DeFusco

**Wednesday:** Science ~ Mrs. Montecalvo

**Thursday:** ELA and Literature ~ Miss Tripp

**Friday:** Middle School Detention/No Subject Night

### **MISCELLANEOUS**

- Toys from Home – Students may bring a toy from home to play with during extended care.
- Cell Phones – Cell phones are not allowed at Extended Care. They are to be placed into a designated area.

### **EXPECTATIONS OF CHILDREN’S BEHAVIOR/ DISCIPLINE CODE FOR EXTENDED CARE**

As members of a Christian and caring community, the children will be expected to respect the staff, each other, the materials, and the environment provided to them. They must **never** leave the building without the direction of their teacher or School Office.

As this program is an extension of the school day, all students attending are expected to adhere to the rules and policies set forth in the Parent/Student Handbook.

### **TERMINATION**

Services may be terminated by the school principal after consultations with the staff. Such cancellations will be given with one week’s written notice. Examples of cancellations may be:

- Chronic late pick-up of child
- Non-payment of fee
- Failure of the adult or child to respect the safety and rights of other individuals in the Extended Day Program.

*We hope this information answers any questions you may have regarding our program. Please feel free to contact us at any time if any questions or concerns arise. We look forward to working with you to ensure your child’s well-being.*