



ST. ROSE SCHOOL

**Parent and Student Handbook
2025-2026**

OUR MISSION STATEMENT

Grow in God's Love,
Foster His Catholic Faith,
Serve His People,
Educate the Whole Child

Diocese of Madison Catholic Schools Mission Statement

Catholic schools in the Diocese of Madison cultivate a love for Christ and His Church by inviting students and the entire school community to meet and know Jesus and embrace a loving God. Catholic schools seek to assist parents/guardians with excellent moral and academic formation for their children, developing the talents of all students and fostering a commitment to service, justice, and the sanctity of human life.

Saint Rose Parish Mission Statement

Following in the footprints of our faith-filled and dedicated founder, Father Samuel Mazzuchelli, the St. Rose and St. Patrick's Parish Families strive to faithfully follow Jesus, our teacher, by living the Catholic, Christian tradition through joyful worship, building a supportive faith community, and providing dedicated service to our faith communities and our neighbors. We strive to do this through evangelization, by affirming and calling forth the talents of our members, promoting opportunities for spiritual growth, providing ministry and outreach, and caring for our environment and all of God's creation.

Policy of Nondiscrimination

St. Rose of Lima Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

Parish/School History

From an article written in The Cuba City News-Herald, September 23, 1943, we are told that the congregation of St. Rose was established in the year 1851 by the Reverend Samuel Mazzuchelli, O.P. The first church was built at the little railway station which still bears the name St. Rose.

By the entrance to the present church in Cuba City is a cornerstone of one of the first churches used by the congregation of St. Rose. It bears the date 1851.

This information is enhanced by records on file at the Grant County CourtHouse in Lancaster, Wisconsin which states: St. Rose Catholic Church was located ¼ mile west of the station in 1851 on land purchased from Lewis Eastman by Father Mazzuchelli. It was a brick structure 32 x 20, costing \$900.00. In 1856, St. Rose Church was irreparably damaged by severe frosts. In 1859, the building was torn down. In 1861, a frame structure 30 x 60, costing \$1,200.00, was completed.

The third church was built during the year 1895. Over the portal of the sacristy the cornerstone bearing the date 1851. At this time, St. Rose was still on a mission on Sundays, Fr. Bergen of Benton would offer up the Holy Sacrifice of the Mass.

In 1907, Father L.J. Vaughn was appointed the first resident Pastor of St. Rose Church.

Father J. McGuire came to Cuba City as the new pastor in 1909. Father McGuire, knowing the necessity of a Parochial school, immediately began the construction of a school. In the fall of 1916, St. Rose School was opened with the Dominican Sisters of Sinsinawa in charge. The enrollment at that time was 100 students.

A convent was erected in 1948 to replace the inadequate and small quarter assigned to the Sisters on the third floor of the school building.

During the year 1954, a parish meeting was held to approve the construction of a new school. Construction of the new building began in February of 1955. The school was put to use in October of 1955.

In 1961, Father William Stack became pastor of St. Rose. It was while he was pastor that the current church was built. By 1966, the congregation had grown to such an extent that the old church, built in 1895, was no longer adequate.

Plans were drawn for a church with a seating capacity of 800. The site was blessed and dedicated to St. Rose of Lima on April 2, 1967. Construction began and fourteen months later the church was completed. On June 9, 1968, Bishop Cletus O'Donnell presided over the first Mass.

In 2016, St. Rose of Lima School celebrated its 100th year of Catholic education in Cuba City.

St. Rose of Lima Faculty/Staff

Father Gregory Ihm fr.greg@saintmaryplatteville.com	Pastor	St. Rose Parish Office 744-2010
Mrs. Sharon Steines strosech@lagrant.net	Parish Office	St. Rose Parish Office 744-2010
Mrs. Angela Jones principal@strose.us	Principal	St. Rose Catholic School 744-2120
Mrs. Martha Kreger secretary@strose.us	Secretary	St. Rose Catholic School 744-2120
Mrs. Tracy Gallagher gallaghert@strose.us	Secretary	St. Rose Catholic School 744-2120
Mrs. Rebecca Blom:	PreK	blomr@strose.us
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Mrs. Gena Horsfield	Grade 1	horsfieldg@strose.us
Mrs. Tina Van Meer	Grade 2	vanmeert@strose.us
Ms. Sydney Bridegan	Grade 3	bridegans@strose.us
Mrs. Jessica Richardson	Grade 4	richardsonj@strose.us
Ms. Makenzie Casper	Grade 5	casperm@strose.us
Mrs. Jenna Vystrcil	Grades 6-8	vystrcilj@strose.us
Miss Kathleen Bald	Grades 6-8	baldk@strose.us
Mr. Brad Holmes	Grades 6-8	holmesb@strose.us
Mrs. Martha Schaefer	Music	schaeferm@hgicschool.com
Mr. Brendyn Edge	PE	edgeb@hgicschool.com
Mr. Mike Plear	School Custodian	
Harmony Spoerle	School Custodian	
Mrs. Julie Zimmerman	Hot Lunch	
Mrs. Vickie Wiederholt	Hot Lunch	

Our Staff: Our goal is to incorporate our mission into everything we do. We will strive to be examples of God's love, include our faith in all classes, and be examples of service to others.

ACCREDITATION - WRISA

St. Rose of Lima School is accredited by Wisconsin Religious and Independent Schools Accreditation. The accreditation process is based on a seven-year cycle. Areas of improvement are addressed during each year of the cycle. St. Rose of Lima Catholic School is currently in the fifth year of the accreditation process. During this year, we work on the areas of improvement outlined in our improvement plan.

ADMISSION

St. Rose of Lima Parish supports our parish school. St. Rose of Lima Catholic School provides a Catholic education to children of our parish families, children of other Catholic parishes in our area, and non-Catholic children.

St. Rose of Lima Catholic School does not discriminate in admission on the basis of race, national origin, gender, religion, or disability.

Tuition assistance is available and confidential. Forms for requesting tuition assistance are available at the start of the school year. Information is kept confidential and Fr. Dave evaluates each request.

The priority order for admission is as follows:

1. Current students of St. Rose of Lima Catholic School and their siblings
2. Catholic children of participating parishioners
3. Non-parishioner Catholic children
4. Non-Catholic children

ASBESTOS MANAGEMENT PLAN

The Asbestos Hazard Emergency Response Act of 1986 (now referred to as AHERA) was enacted by Congress to determine problems schools may have with asbestos and to develop solutions to those problems.

CFM Environmental, Inc. of Dubuque, Iowa does an inspection and follows up on our management plan. The plan for St. Rose of Lima School is available in the school office.

ATHLETICS

Our Athletic Association is an important part of the total education of our students. The program provides volleyball, basketball, and track.

St. Rose of Lima Catholic School belongs to the Mississippi River Valley Parochial League (MRVPL). The league consists of teams from area schools including St. Clement School in Lancaster, St. Joseph School in Dodgeville, Holy Ghost-Immaculate Conception (HG-IC) Dickeyville/Kieler, St. Joseph School Sinsinawa.

- Volleyball season begins in late August and ends in October.
- Basketball at St. Rose School begins after the volleyball season has finished.
- Students can participate in a track meet. The meet is held on the first Wednesday in May. Area Catholic schools compete at the Cuba City High School track.

- Track and wrestling are offered for junior high students through the Cuba City School District.
- If a student misses any part of the day due to illness, he/she may not participate in any extra-curricular activity that day.

Eligibility

Our students are always expected to maintain high academic standards. To satisfy eligibility requirements during athletics and other extracurricular activities, the following criteria have been established.

- An “F” in any class will deem a student ineligible from both practice and games for a one-week period beginning on the Monday following notification through Sunday of the following week.
- Any student who has demonstrated dishonesty, disrespect, misconduct, or violations of discipline as described in this handbook will be ineligible.
- Any school suspension will result in ineligibility and will prohibit participation in practice, games, or activities until the student meets the minimum requirements.
- Teachers will notify the principal each Thursday noting students who are not eligible. Notification, via email, will be given to the parent and coach/advisor of ineligible students.
- Coaches/advisors will be expected to establish and explain their rules. These rules will set expectations for behavior at practice and during activities.
- Student athletes must display good sportsmanship, courtesy, and respect for others.

ATTENDANCE

Excessive absences are detrimental to student learning. The responsibility for regular attendance rests with the student’s parents or guardian.

Tardiness creates disruption for not only the student, but classmates and teachers. It is extremely important that every child is here on time and ready to learn every day. Students will be marked tardy and will be required to sign into the office to be counted if they enter after the first 8:10 am bell.

If a student is not feeling well during the school day, the office will notify the parent. Please do not send an ill child to school.

Contagious Illnesses

Students who have been absent with a contagious disease will be asked to follow guidelines established by the Grant County Health Department or a physician to qualify for readmission.

Doctor/Dental Appointments

If possible, parents are asked to request doctor/dental appointments at times when school is not in session. All students leaving the building for an appointment need written or verbal permission from a parent/guardian prior to the appointment.

Excused/Unexcused Absences

State Statutes require all absences be recorded as excused or unexcused. If an acceptable excuse is not provided within one school day of an absence, the absence will be considered unexcused.

Valid reasons for absence include but are not limited to:

- The student is not in proper physical condition to attend school.
- Medical, dental, or other valid professional appointments.
- A death in the immediate family or funeral for close relatives.
- Special circumstances (family vacations, trips, etc.) approved by the **principal in advance**.
- Students absent for more than an hour of the school day, may not participate in extracurricular activities that same day. Any child not in school by noon will be considered absent for the entire day.

Family Vacations

The school principal may give approval for absence for a family vacation, provided notice is given in advance. Parents are asked to contact their child's teacher a week or two before the trip. This will allow the teacher(s) enough time to work with the parents and the student regarding homework completion. Keep in mind that the student may not be able complete the work without explanations, discussions, and help from the classroom teacher. It is also difficult for teachers to gauge how a lesson will progress – needing less or more time to teach concepts. Many teachers will not, understandably, be able to fulfill such a request.

Reporting an Absence, Appointment, or Vacation

When a student is not able to attend school, for safety and security reasons, parents need to contact the school office. The school office needs to be informed each day by phone by 8:15 am of the child's absence. If not, the school secretary will call the parent/guardian to ensure the child is safe. A call from a parent is necessary every successive day of the student's absence. Teachers can have work ready to send home with a sibling or be picked up by 3:30 pm. Parents unable to pick up homework by 3:30 pm, should make arrangements with the school for a time that works.

Truancy is any absence for part or all of one or more days from school for which the school has not been notified by the parent/guardian.

CARE OF TEXTBOOKS/LIBRARY BOOKS

All student textbooks, trade books, AR books are to be returned in good condition. All textbooks are to be covered with paper or cloth book covers. Damage greater than might normally be expected will result in a replacement fee.

CATHOLIC IDENTITY

Mass will be celebrated each Friday and on Holy Days of Obligation.

During the winter months or when it is raining, Mass will be celebrated in the gym.

During the warmer months, students will walk to St. Rose Church to celebrate the sacrament there.

Each class will be responsible for the Mass parts, the readings, the petitions, gifts, and ushering. Students will learn new prayers at each grade level. Catholic traditions are celebrated according to the liturgical season.

Sacramental Preparation

Children will receive the sacraments of Eucharist and Reconciliation by the end of second grade. Reconciliation is celebrated early in December. First Holy Communion is scheduled for the first Sunday in May. Parents and children are required to participate in a First Reconciliation retreat and a First Holy Communion Retreat prior to celebrating the sacraments for the first time. Parents are required to attend meetings during the school year for guidance in preparing their child for these sacraments.

COMMUNICATION – HOME/SCHOOL

Newsletters: Our school secretary will send out our school newsletters each Thursday through an email. The newsletter will highlight what is happening in the school. Our goal is to keep parents informed of current and upcoming events. Please read the newsletters and attached information carefully.

Classroom teachers will keep you informed about classroom activities. This will be communicated through classroom newsletters, Flocknote, emails, etc.

CELL PHONES

The use of student cell phones is not permitted during school hours, except for approved medical purposes. Each morning, teachers will collect student phones at the beginning of the school day. Phones will be securely stored and returned to students at the end of the day,

- **First Offense:** The phone will be confiscated by the teacher and returned to the student at the end of the day.
- **Second Offense:** The phone will be sent to the principal's office. The student will meet with the principal, and the phone will be returned at the end of the day.
- **Subsequent Offenses:** A parent or guardian will be required to pick up the phone from the school office.

CRISIS PLAN

A complete crisis plan is on file in the school office. Please be assured that procedures are in place for most school situations. Contact the school office if you would like to review the plan.

CUBA CITY PUBLIC LIBRARY

At least twice each month, teachers take students to the Cuba City Public Library (weather permitting). While we have several books available for students, the library is a great resource for us. Staff at the library help students choose books that are within student Accelerated Reader (AR) levels.

CURRICULUM

The curriculum developed for instruction at St. Rose of Lima Catholic School follows the benchmarks and standards established by the Diocese of Madison Office of Catholic Schools.

DISCIPLINE POLICY

Our policy for discipline is focused on the dignity of the human person. With the help and support of parents, our discipline policy serves as a means for children to develop skills necessary to self-discipline. Achieving this goal requires frequent communication between home and school. To be successful, teachers and parents must work together and support each other.

Core values of respect, responsibility, and safety form the basis for our discipline policies and procedures.

Expectations include:

- Respect for the dignity of each person
- Respect in the words we use
- Respect for school property
- Successful completion of class work and homework
- Honesty
- Being present and on time for class
- Appropriate language

Expulsion is an extreme measure to be used only on very rare occasions. A student may be expelled for repeatedly refusing or neglecting to obey school rules. A student may be expelled from school by engaging in conduct that endangers the physical and/or emotional health, safety, or property of self or others. The final decision regarding disciplinary action rests with the discretion of the principal and pastor.

- The pastor will be involved in the suspension/expulsion process. The Diocesan of Madison Superintendent of Catholic Schools will be notified before an expulsion action is taken.
- Expulsion is extremely rare and reserved for situations where no other recourse is available.

Immediate suspension will occur for serious infractions such as:

- Use of alcohol, tobacco, vape pens, or drugs.
- Gross defiance toward adults.
- Showing disrespect for others based on race, gender, or cultural differences.
- Dealings with law enforcement.
- Other inappropriate behavior that is not representative of a St. Rose student.

DRESS CODE

A goal of St. Rose of Lima Catholic School is to develop a respect for self and others, pride in one's appearance, and good manners in every student. Cooperation of both parents and students with the policy is essential.

When students are in violation of our dress code, teachers give a verbal explanation to the student and parents will be called to bring a change of clothing, if necessary.

. If a second violation occurs, a written warning will be sent home to be signed by a parent/guardian. No uniform dress code can cover all eventualities or possibilities. The principal will decide what is acceptable and what is not acceptable.

- Leggings are only to be worn with a long shirt/top/dress.
- Sleeveless tops and tank tops are not allowed.
- Skirts, skorts, jumpers, and shorts must be an appropriate length of just above the knee.
- All clothing should always be of proper fit, clean and neat. Short, tight, revealing, or torn clothing is never allowed.
- Sloppy, oversized, baggy clothing or tight-fitting clothing are not acceptable.
- Shoes or sandals must be safe and practical for school and playground use. No backless shoes or sandals are allowed.
- Hair must be clean and neatly groomed. Hair may not be dyed with colors, must not be cut in a distracting manner, and must be groomed appropriately.
- No hats, hoods, bandannas, scarves, or other headwear during the school day is allowed.
- Students are expected to remove headwear upon entering the building.
- No visible tattoos, real or fake, may be worn.
- All students are expected to dress appropriately for outdoor weather. This includes snow boots.
- Shorts may be worn at the discretion of the principal.

EMERGENCY INFORMATION

At registration, parents are asked to fill out an emergency form. The form is kept confidential in the office. If this information changes at any time throughout the school year, please contact the school as soon as possible to update our records.

EXTRACURRICULAR ACTIVITIES

- In addition to volleyball, basketball, and our track meet, students in grades 5 through 8 are offered the opportunity to take Band and Choir at Cuba City Middle School.
- We also perform a Spring Musical in the spring. Mrs. Schaefer works with the cast and crew after school. Two musical performances are held in the church in the spring of the year. All students are invited to join the cast or be part of the crew.
- Each year, eighth grade students work with their homeroom teacher to design our school yearbook.

HARASSMENT

All persons involved in educational programs are entitled to a working and learning environment free from all forms of discrimination including harassment or intimidation. Bullying and/or harassment behaviors will be taken seriously and addressed.

In most instances, consequences will be sequential as follows:

- first offense - a warning

- second offense – student phones home to inform parents of situation
- third offense – student phones home and is sent home for the remainder of the day
- fourth offense - a meeting with parents and staff will determine interventions

It is at the principal's or pastor's discretion to determine if consequences should be changed due to severity of actions.

HONOR ROLL

Both academic ability and work ethic is evaluated to determine honor roll and high honor recognition for students in grades 4 through 8.

Academic information (current grades, missing assignments, test scores, etc.) for students in grades 3 through 8 is available through FACTS. This is our student information system. All parents have access to the information found on the family portal. An information sheet and login information is attached to the handbook. Parent log in information will be sent home with information packets in August.

Throughout the school year, at minimum, teachers will upgrade grades weekly. Parents are encouraged to check grades often. Report cards will be sent at the end of each quarter.

Honor Roll – Grades 4 – 8

Distinguished Honors: GPA 4.0 - 3.8

High Honors: GPA 3.79 -3.5

Honors: GPA 3.49-3.0

Students receiving a “U” in effort are ineligible for honor roll recognition.

Students receiving an “F” in any graded class are ineligible for honor roll recognition.

LUNCH

Students are given the option to either bring lunch from home or purchase a school-provided lunch. The cost for a school lunch is \$3.50.

MEDICATION

No medication will be administered through the school office unless this procedure is followed:

Medication prescribed by the doctor

1. Both the doctor and parent must fill out and sign a medication release form. A copy may be obtained in the school office. This form must be provided to the school before school personnel will give medications.
2. Medication given to the school should be in the prescription container and have the following printed information on the container:
 - Child's full name
 - Name of medication
 - Time to be administered

- Amount to be administered
 - Doctor's name
3. A doctor's statement is necessary to change the amount of prescribed medication your child should receive.
 4. Prescribed medication cannot be administered beyond the current school year. New forms will need to be completed at the start of a new school year if the medications are to be given during the school year.

Non-prescription or over-the-counter medications

1. Written parental permission must accompany all non-prescription medication before it can be given.
2. The container with the medication should contain the following information:
 - Child's full name.
 - Name of the medication
 - Time to be administered
 - Amount to be administered
3. Cough drops, acetaminophen, aspirin, throat lozenges, etc. must all be sent to the office for distribution.

NEWSLETTER – WEEKLY

Each Thursday, we will send our newsletter to you via email. This includes current information and upcoming dates. If you do not receive it, please call the school.

ORGANIZATIONS

Organizations associated with St. Rose of Lima School include:

- **Athletic Association:** All parents of student athletes are expected to be involved in supporting our Athletic Association. Parents are expected to work at home athletic events and help with the track meet in May.
- **Education Commission** consists of the pastor, the principal, a representative from the Parish Council, the Director of Religious Education, and parents. We meet monthly to discuss issues and policies related to our school.
- **Home and School Association:** All parents belong to our Home and School Association. Each year, elections are held to appoint members to serve on the board.

PARENT/TEACHER CONFERENCES

Conferences are held twice each school year in October and February. The October conference is mandatory. The February conferences are optional. Parents can set up a conference with a teacher at any time.

Parents can view grades and assignment completions on the parent portal of FACTS.

Parents/guardians of children experiencing learning or behavior difficulties should reach out to the classroom teacher.

PHOTOGRAPHS

Photographs of students may appear on the school website, Facebook, local newspapers, or in other publications. At the start of each school year, parents are asked to sign a form allowing us to publish student pictures.

Playground Rules to Have Fun, Be Safe & Be Like Jesus:

Swings:

- One person on the swing at a time / swinging back and forth, not side to side.
- No balls or jump ropes being thrown to you or on the swings.
- We don't save a swing for someone; we share the swings

Jump Ropes:

- Jump ropes are for jumping by yourself, with a friend, or helicopter game.
- They are not used to tie up people or playground equipment.

Playground Equipment:

- Tire chips stay on the ground and in the tire chip section of the playground.
- We go UP the STEPS and DOWN the SLIDE!
- We DO NOT climb on the outside of the playground or jump from the top.

Football:

- Anyone who wants to play is invited to do so.
- Tackle football is prohibited, instead students follow the rules of two hand touch without shoving.
- We are NOT KEEPING SCORE! Have fun & play as Jesus would play!
- The quarterback position changes after someone has played the position two times in a row.
- The grass area of the playground is used for football. The area with tire chips is out of bounds to ensure the safety of younger students.
- Teams are chosen fairly; if you are having trouble, ask a teacher for help.
- Encourage each other and be kind.

General Playground Rules:

- Have fun! Get fresh air! Exercise!
- Include others! Invite someone to play!
- Use kind and encouraging words!
- Act like Jesus!

If you have a problem and you tried yourself to solve it, please come and ask a teacher for help.

REPORT CARDS

Report cards) are issued four times a year at the end of each quarter. At the end of the school year, fourth quarter report cards are sent home in a brown envelope with students. In the envelope for the youngest child in your family, you will also find a copy of the school supply list and a Parent Handbook for the following school year.

SAFE ENVIRONMENT

As agreed upon by the Bishops of the United States, in the Charter for the Protection of Children and Young People in June 2002, each diocese will “provide education and training” about “ways to make and maintain a safe environment for children.”

- **“Protecting God's Children®” Program**

Child sexual abuse is a worldwide public health issue. Child abuse, particularly child sexual abuse, is reprehensible—especially when the wrongdoer is affiliated with the Church. The VIRTUS® programs assist the Church in being a safe haven for children and a messenger for preventing child sexual abuse within the Church and society in general.

Through the Protecting God’s Children program, we maximize those efforts by helping churches and religious organizations refine their roles as child-safe environments and empowering caring adults to protect children.

- **Training Adults to Protect Children**

We begin by making adults of the Church that interact with children aware of how to protect children. Our Protecting God’s Children program for adults is provided through an online session instructing adults of the Church that to protect children you must have continuous awareness and vigilance.

This awareness session makes trainees understand the signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps one can use to prevent child sexual abuse. **A background check is also mandatory.**

SAFETY

Safety on the part of both teachers and students should be characterized by alertness, consideration, and cooperation.

- Children are supervised at all times.
- Fire, tornado, and lockdown drills are conducted regularly.
- School doors are locked for safety. Children are not allowed to open any door without permission, regardless of who is at the door.
- All visitors to the building are required to enter the front door (by Martha’s office).

Parents are responsible for their children’s safety before and after school hours. All plans for student transportation to and from school must be on record in the school office. Notify Martha in the school office in advance of any transportation changes.

If someone else is transporting your children, please make them aware of the drop off and pick up procedures.

SCHOOL DAY

School hours for Grades K-8 are from 8:00 am to 3:15 pm.

Dismissal on Fridays is at 1:30 pm.

Students in PK through grade 4 will have a morning and afternoon recess.

All classes will have a recess before or after their lunch period.

SCHOOL MASS

Students attend Mass each school week. Starting with grade 8, each class will take turns leading our liturgy. This includes readings, psalm response, petitions, ushering, and taking part in the offertory procession.

In the fall and spring, students will walk to St. Rose of Lima Church for Mass. Typically, Mass begins at 8:30 am. During the winter months, Mass is held in the school gym.

SCRIP

Scrip is an easy and very profitable program for our school and parish. Gift cards/certificates are available for many businesses including Kwik Trip, WalMart, McDonalds, and IGA. Many gift cards are kept on hand and orders are placed each Monday. Twenty-five percent of the profit you generate from using Scrip is credited toward tuition.

STAR360 TESTS – STANDARDIZED TESTING PROGRAM

All students in kindergarten through eighth grade will take the STAR 360 Test for Math and Language Arts. This is the standardized testing program through the Diocese of Madison Office of Catholic Schools.

These are comprehensive assessments designed to monitor student growth and outline effective interventions. Minimally, the tests are administered three times each school year in accordance with diocesan guidelines.

STUDENT INFORMATION SYSTEM - FACTS

Students in grades 4 through 8 are given login and password information at the start of the school year.

The system allows parents access to student grades, missing work, test results, etc.

STUDENT RECORDS

Our school complies with the Buckley Amendment regarding the confidentiality of student records. Parents may view their children's student files upon request.

A parental signature is required for us to transfer records to another school. No transcripts or diplomas will be issued until all financial obligations have been met.

TECHNOLOGY

All students have access to technology.

- We are one to one with technology devices in Kindergarten through grade 8.
- Students in kindergarten and grade 1 use iPad.
- Students in second grade through grade eight have access to a Chromebook.

Acceptable Use Policy for Technology

An acceptable use policy signed by each student and parent is kept on file in the school.

Teachers explain this policy and its purpose. Students in all grades must comply.

Students found to be in violation of the St. Rose of Lima Acceptable Use Policy will lose technology privileges.

VIRTUS TRAINING FOR PARENTS AND VOLUNTEERS

The Diocese of Madison **requires** all volunteers and parents (supervising students on field trips, classroom activities, etc.) who work with children to go through VIRTUS (Protecting God's Children for Adults) online training and to have a background check and motor vehicle check.

This process will need to be updated every 5 years.

You must complete the full process prior to volunteering, for example, field trips, classroom assistance, etc.

You will need to set-up your own login on virtusonline.org and go through the training modules until completion please complete the training module in one session.

To choose your primary location, pick the "Diocese of Madison" from the drop-down menu and then it will allow you to choose "St. Rose of Lima Parish and School".

If you have any questions about the process, or need additional instructions, please contact Karrie Steinhart, the Safe Environment Coordinator for St. Rose Parish and School, at 744-2120 or steinhartk@strose.us and she can assist you in the process.

VISITORS

For safety reasons, all visitors to the building are required to enter and exit via the front door. Also visitors must stop in the office, sign in, and receive a visitor pass.

WEATHER-RELATED DELAYS AND CANCELLATIONS

St. Rose of Lima School uses a system called **FlockNote** to alert parents through text and/or email about weather related delays and cancellations. At the start of each school year, we will send a test to all parents.

If St. Rose School will close due to inclement weather or other emergency situations, Flocknote will be used to alert parents to the closure.

The principal and pastor reserve the right to amend this handbook, as needed, at any time.

In the event of amendments, parents, guardians, and students will be notified.

St. Rose of Lima Catholic School

FACTS Student Information System

Instructions for Creating a Family Online Login

- Go to www.factsmgt.com
- Select **Parent Log In** from the menu bar at the top of the page and **FACTS Family Online** from the drop-down menu.
- After the FACTS Family Online Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **SRL-WI** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into Family Online as instructed above.

Notes:

- No grades will be entered for students in Pre-K through grade 2.
- Students are encouraged to check their grades through FACTS. Teachers will walk through the steps for logging in.
- Grades for each teacher may look a little different. We will work on consistency, especially for grades 5 through 8.
- If you have any issues, please contact us.

**2025-2026 Student/Parent Handbook
Acknowledgement Form
St. Rose of Lima Catholic School**

The Student/Parent Handbook contains policies regarding attendance, dress code, technology and cell phones, student conduct expectations and discipline management, grading/reporting/testing information, and more.

PARENT AND STUDENT ACKNOWLEDGEMENT:

I, the parent of (student(s) name) _____
hereby confirm that I have access to, or have received a copy of, the 2025-2026 St. Rose of Lima Catholic School Student/Parent Handbook, and further understand the responsibilities expected of St. Rose of Lima School parents and students; the policies, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2025-2026 St. Rose of Lima Catholic School Student/Parent Handbook.

Student(s) Printed Name(s):

Parent(s) Printed Name(s):

Parent(s) Signature(s):

Date: _____

Disclaimer: St. Rose of Lima Catholic School reserves the right to make changes to this document at any time. You will be notified of any changes that are made.