

COMMUNICATION

TELEPHONE NUMBERS

School: (916) 782.1161

Fax Number: (916) 782.7862

Website Address: www.strose.org

Extended Day Care: (916) 782.1161 x214 or (916) 786.0948

VOICE MAIL & e-MAIL

You may leave a voice or e-mail message for a teacher or staff member by using the voice mail extensions or e-mail addresses listed. [Voice mail extension numbers and e-mail addresses are available on the "Faculty and Staff List" on page 3 of this handbook.] If a number is not listed, you may leave a message on the receptionist desk extension "105". The message will be forwarded to the appropriate person.

CONFIDENTIALITY

Members of the St. Rose School's staff cannot by law, divulge information concerning any student to anyone who does not have, what the law defines, as a clear "need to know" basis. In disciplinary or academic situations, the only persons who meet this definition are the parent(s) / guardian(s) of the child/ren involved. As posted on campus, " We Respect The Privacy And Confidentiality Of St. Rose Students By Not Discussing Our Students In Public Areas".

TELEPHONE USE

Calls for students during school hours are to be in cases of emergency only and are to be left with the school administration. If it is necessary, in an emergency, to bring your child's lunch, please identify it with the child's name and grade and leave it in the office.

Students may use the telephone for emergency calls only. PLEASE REMIND YOUR CHILD/REN THAT AFTER SCHOOL ACTIVITIES ARE TO BE COORDINATED BEFORE COMING TO SCHOOL.

CELL PHONE USE

Students may not use cell phones during school hours. If parents want their children to carry a cell phone for accessibility after school hours, cell phones must be turned off and remain in the child's backpack during school hours.

COMMUNICATION FROM THE SCHOOL

The St. Rose School "Newslines" is published on a weekly basis and may be viewed on the school website at www.strose.org by clicking on "News" then "Newslines". The St. Rose School "Newslines" contains information specifically from the teachers in each classroom or subject area. It is intended to inform school families of classroom activities and general events.

Teachers in many of the grade levels communicate with families on a weekly basis using whatever formalized means works best for their classes.

Reminder notices and / or letters to parents will be sent home with the students as needs arise.

The St. Rose School "Messenger", which contains the Principal's newsletter, monthly calendar and information regarding school and pertinent church activities, will be sent home on the last Thursday of each month with the oldest child in each family. This newsletter is also published on the school website.