



Welcome to the St. Rose of Lima School Family. Providing your children with a Catholic education is a choice requiring sacrifice and commitment. We appreciate that you have chosen to be a part of the St. Rose of Lima School family and honor your commitment with our hard work. The success of your children is very important to us; therefore, we are providing the following information to assist you in making the transition to our school as easy as possible. Feel free to contact us if you have any questions or require additional guidance. We are looking forward to getting to know you and your children as they begin their academic journey at St. Rose of Lima School.

**The St. Rose of Lima school website will be the most important resource for you. On our website you will find our school calendar, important announcements, our School/Parent Handbook, arrival and departure procedures, PTA events, and much more. There you will also notice helpful quick links to additional information.**

<https://www.stroseoflimafreehold.com/>

**Please bookmark this link for ease of access.**

**1. Our school portal is Genesis.**

<https://parents.dioceseoftrenton.org/genesis/parents?gohome=true>

(link also on our St. Rose of Lima website – See Parent TAB – Use the drop down to click on Genesis- Parent Access)

All new parents will be emailed credentials to get started with a username and password to access the Genesis portal. Once you receive your credentials you will be prompted to create a new password. It is important to save your new password. Should you get locked out of your account, see the information on the website that will allow you to reset your password. In addition to viewing your child's report card at the end of each trimester, you are required to enter your child's health check in Genesis daily as part of our adherence to the Covid -19 school policy. There are instructions on the website under QUICK LINKS for entering the health check information. We ask that you enter this information daily prior to 7:30 AM. We must remain in compliance if we wish to continue in person instruction.

**2. Our Emergency Alert system is Honeywell.**

<https://instantalert.honeywell.com/Login.aspx?MSW=1366>

(link also on our St. Rose of Lima website – See Parent TAB – Use the drop down to click on Honeywell Instant Alert)

All new families will be set up to receive important alerts such as school closures, delayed openings and other important information. If you wish to revise how you receive the alerts or if there has been a change of phone number or email, you can use the link to make any necessary updates of information.

**3.** Students are given a **Gmail account** enabling them to access **GOOGLE CLASSROOM** in the event remote learning is necessary. Teachers are prepared for live teaching via streaming through Google Classroom.

**4.** Accessing Student Email from Other Devices:

Our email domain is part of the Google Suite of products. As such, we can access our email and apps from any internet-enabled device. To log in to your email account, simply go to google.com from your browser and click the “sign in” option. Enter your full @stroseoflima.com email address and your password to log in.

### **Accessing Student Google Drive and Other Apps**

Once signed in to your @stroseoflima.com account, click on the Apps icon found on the upper right side of the screen. This icon looks like a square made of nine squares or dots. From there you will see a list of the apps available for student use, including Drive, Docs, and Classroom. Click on the specific app’s icon to open it.

### **Google Classroom**

Each teacher maintains his or her own Google Classroom. Students receive invitations to join directly from their teachers. All Classrooms to which the student belongs can be found under the Classroom app, which is linked to their @stroseoflima.com email account.

### **Chromebooks**

Students will be assigned a Chromebook and must abide by the school’s technology agreement. The Chromebook is owned and managed by the school, and is linked to the student’s Google Suite via their @stroseoflima.com email account. Therefore, the Chromebook login is the same as the student’s email and password. If a student does not adhere to the school’s Technology Policy, their Chromebook will be taken back either temporarily or permanently.

### **Digital Subscriptions**

Access to any other digital subscriptions, such as textbooks and online memberships, may require an additional login. This information will be communicated by the teacher, as appropriate.

**5.** Each teacher has a **Class Page** on the St. Rose of Lima website explaining class policies, procedures, announcements and more. Please check the class pages of your child’s teacher in order to remain updated on all assignments and other necessary information.

**6.** Messages from the Principal are sent weekly through email. **Eblasts** of information are important to read and take note of as they provide parents with the latest information and pertinent announcements for the coming week. Please make sure you are receiving these emails.

7. Our school hours can be found in our handbook. (See School Website- Parent TAB. Use the Drop Down and click on Parent Handbook – see page 10)

**Please note the following information:**

- Early Drop Off begins at 7AM and ends at 7:29 AM
- Drop Off for Grades Pre K-8 begins at 7:30 AM and ends at 7:45 AM. Students who arrive after 7:45 AM will be marked late.
- Pre -School Program AM Program: Pickup 10:45 AM
- Pre - School Full Day Program ends at 1:50PM Dismissal following
- Grades K-8 Full Day: Dismissal begins at 2PM
- Grades K-8 Early Dismissal Day: Dismissal begins at 11:45 AM

**8.** St. Rose of Lima offers an **Extended Day Program** from 2:00 pm to 6:00pm daily. On half days the hours are 11:45 am to 6:00pm.

Please see the St. Rose of Lima website under the Parent Tab for further information, fees, and registration forms.

**9. Delayed School Opening:** Student drop off begins at 9:30AM and ends at 10AM. Students may not be dropped off before 9:30AM, and will be considered late to school after 10AM. There will be no Before Care Program on days when there is a delayed opening.

**10.** Our **attendance policy** is outlined in our handbook (See School Website - Parent TAB - Use the Drop Down and click on Parent Handbook - see page 10).

**A few highlights:**

- On the morning your child is absent, please call the nurse's office (**732-462-2988**) between 8:15 and 9:15 a.m.
- If you do not call the school by 9:15 AM, the nurse will call your home or emergency number to inform you of your child's absence.
- Be sure to send a note to your child's homeroom teacher to explain the absence and indicating the dates of absence. An absence note is required when the child returns to school. A phone call to the nurse is not sufficient.
- For prolonged (3 days) or serious illness, a student must have a doctor's authorization to return to school.

**OTHER INFORMATION**

St. Rose of Lima enforces a **uniform policy** which can be found in our handbook. (See School Website - Parent TAB - Use the Drop Down and click on Parent Handbook - see pages 18-20) Uniforms vary depending on the season and grade level of the child.