

Parent Handbook



Holy Rosary Parish School – Edmonds

HOLY ROSARY SCHOOL STUDENT HANDBOOK

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SCHOOL IDEOLOGY

MISSION STATEMENT

Holy Rosary Catholic School is a primary ministry of Holy Rosary Parish in Edmonds, Washington. The mission of Holy Rosary Parish School is to educate children to see, celebrate and live as Catholic Christians, to be responsible citizens and to become lifelong learners.

PHILOSOPHY STATEMENT

Holy Rosary Parish School is a Catholic school committed to the development of the whole child. Our statement reflects parents as the primary educators and teachers as facilitators of learning and recognizes the dignity of all members of the school community, guided by the teachings of Jesus Christ. We continue the long tradition of Catholic education to prepare future Christian leaders to live their faith daily in the home, in the parish, and in the community. Holy Rosary Parish School prepares every child to be socially responsible for self, others and the environment. We believe that Christ is in us, among us, giving dignity to all.

The Holy Rosary Parish School community challenges every child to achieve academic excellence through a variety of learning experiences. We emphasize comprehensive instruction and focus on the needs of the whole person. We ask that students strive to be active Catholic Christians who see as a Catholic, live as a Catholic and celebrate as a Catholic. We ask that students endeavor to be effective communicators in the written and spoken word, pursue critical thinking skills as responsible citizens, and develop intellectual curiosity as lifelong learners. We encourage the collaboration of parents, parish and school organizations to extend and enhance the learning experience.

VISION STATEMENT

It is the goal of Holy Rosary Parish School to graduate responsible, confident young men and women rooted in the Catholic faith, who are morally and academically strong as they continue on life's journey.

RELIGIOUS EDUCATION STATEMENT

Because one's relationship with God is regarded as an integral part of all instruction and activities at Holy Rosary Parish School, our students receive daily instruction in the doctrine and attitudes of the Catholic faith. In addition, they have the opportunity to participate in monthly Mass and prayer services which are a regular part of our school life.

All Holy Rosary Catholic students receive the sacraments of Reconciliation and Eucharist in the second grade. Special preparatory programs are held for parents and students. Parental participation is essential for the fullest development of your child's spiritual life.

SCHOOL IDEOLOGY/ADMISSION AND TUITION

STUDENT LEARNING EXPECTATIONS

Holy Rosary Parish School students see, celebrate and live as Catholics by:

- Following Christ's Gospel teachings in words and actions
- Demonstrating knowledge of Catholic Doctrine and Scripture
- Seeking a relationship with God through prayer
- Identifying the principles of Catholic Social Teaching
- Using the principle of conscience formations to forgive self and others
- Taking an active part in Catholic liturgical celebrations, rituals and traditions
- Practicing stewardship by sharing time, talent and treasure.

Holy Rosary Parish School students act as Responsible Citizens by:

- Respecting self, others and the environment
- Making moral decisions based on Catholic teaching
- Becoming Disciples of Christ who serve the needs of the community and the world

Holy Rosary Parish School students become Life-Long Learners by:

- Demonstrating a strong foundation in academics
- Applying critical thinking skills in an ever-changing world
- Expressing ideas in a variety of forms
- Working independently and collaboratively

ADMISSION AND TUITION

Holy Rosary Parish School exists to support the responsibility of Catholic parents as the primary religious educators of their children. Holy Rosary Parish School offers its educational programs to every family whose values and goals for their children are consistent with those of the school, regardless of race, religion, national origin, gender, disability or sexual orientation.

ENROLLMENT PRIORITIES

1. Active parish families with siblings already enrolled in Holy Rosary Parish School who are current on tuition payments
2. Active parish families
3. Out of parish Catholic families with siblings already enrolled in Holy Rosary Parish School
4. Non-Catholic families with siblings already enrolled in Holy Rosary Parish School
5. Out of parish Catholic families
6. Non-Catholic families

ADMISSION AND TUITION

REGISTRATION REQUIREMENTS FOR ALL STUDENTS

- Pre-K students must be four on or before August 31 for admission.
- Kindergarten students must be five on or before August 31 for admission.
- First grade students must be six on or before August 31 for admission.
- All new students must present an original birth certificate
- Custodial papers, if applicable must be presented.

PARISHIONER REGISTRATION

Parishioners, whose children are new to the school, can register after current students are enrolled. Students in all grades will be interviewed by the principal before acceptance into the school.

Active parishioner is defined as:

- someone who is registered in the parish,
- attends Mass on a regular basis,
- supports the Parish by using the weekly contribution envelopes
- volunteers in parish and/or school

MEDICAL REQUIREMENTS FOR ADMISSION

The following information will be required before entering Holy Rosary Parish School:

- Medical examination by a physician must be conducted within the year prior to enrollment.
- A copy of the completed Certificate of Immunization Status form must be submitted prior to starting school. If the student has not submitted evidence that he/she is in compliance with the Washington State Immunization Law, the pupil will be excluded from school until the evidence is submitted.

For specific requirements for each grade level, please go to

<http://www.doh.wa.gov/Portals/1/Documents/Pubs/348-295-SchoolImmReqforParents2014-2015.pdf>

ADMISSION AND TUITION

FINANCE

The school tuition year runs from August to May. Tuition payments are made on the 10th day of each month in the school tuition year. Payments not received by the 19th of the month will be considered delinquent and subject to a \$50.00 late fee. Tuition checks should be made payable to SMART TUITION and mailed to Smart Tuition; PO Box 54228, Los Angeles, CA 90054.

The tuition assistance program of Holy Rosary Parish School provides financial assistance to parish families who wish to provide a Catholic education to their children but are unable to do so. Parents or guardians wishing to apply should complete the Fulcrum Application form in the beginning of the calendar year.

All payments from the previous year must be current in order for the student to be eligible for enrollment in the next school year.

NON-PAYMENT OF FEES

Students may not take part in Graduation ceremonies or be accepted for enrollment for the upcoming school year unless all overdue fees, and tuition are paid in full.

USE OF SCRIP

Families are required to generate \$300 in profit per year through SCRIP or pay the difference. Scrip fundraising is a no-selling program that allows families to raise money for Holy Rosary by using gift cards, or scrip, to pay for everyday purchases.

When families use scrip gift cards instead of cash, checks or credit cards at their favorite retailers, they are fundraising while they shop. Great Lakes Scrip Center offers a huge variety of retailers, including grocery stores, restaurants, gas stations and so much more, so it's easy to make scrip a part of any shopping routine. Just by regularly using scrip for weekly purchases, a single family can easily generate \$500 or more annually toward their fundraising goal!

PARENT SERVICE REQUIREMENTS

As stated in the registration contract, the required number of service hours for each year is 20 hours per parent, maximum 40 hours per family. Each parent must devote a minimum of two hours to activities related to fundraising. In lieu of service hours, a fee of \$20 for each hour not served will be charged. Hours are recorded from June through the following May. It is up to each family to record service hours on the family folder.

ABSENCES

Regular attendance is the most important factor in the establishment of a good scholastic record. Work missed through absences is difficult to make up because there is no substitute for the active participation in daily classroom discussions and work. Students are expected to be in attendance for instruction every scheduled school day. Every effort must be made to schedule doctor and dentist appointments outside school hours.

Reasons for excused absence from school include personal illness, a family death or a family emergency or a set of circumstances which constitute a good and sufficient cause for absence. Students who are absent more than 5 consecutive days or who have a pattern of absences are may be asked to provide a doctor's note.

Family vacations during the school year are discouraged for educational reasons and are considered unexcused absences

The responsibility lies with the student to get missed assignments. For all absences, students are responsible to make up the work they have missed. They will have one day for every day absent to complete assignments.

TARDINESS

Tardiness negatively affects student's grades. It directly affects the learning environment for all students and is disruptive to classroom management. Excused tardies can be defined as any appointments or emergencies that delay the arrival of the student or necessitate early dismissal.

Students must report to the office to receive a tardy slip before going to their homeroom. Students are considered tardy after 8:20 AM. A student who arrives at school late more than five times in a trimester is considered excessively tardy.

Excessive unexcused absences or tardiness may result in a failure to pass the current grade. Unexcused absence and truancy from school will warrant proper corrective action in accordance with Washington law.

EARLY DISMISSAL

Early dismissal must be arranged in writing through the teacher and the school office before going to class in the morning. When a student must be excused early, parents are required to come to the school office to pick up their child and sign him/her out before leaving with the child. Students may not leave the school grounds for any reason without being signed out by the authorized person.

ATTENDANCE/ACADEMIC INFORMATION

If a child becomes ill during the day (running a fever or throwing up) a parent will be notified. If we cannot reach a parent, we will call the next person listed on your emergency form. For this reason, it is imperative that this information be kept up to date. If you change phone numbers or jobs during the school year please notify the school office. A Family Emergency Form **MUST** be on file in the office.

ILLNESS

In order to promote the health and well-being of all of our students, children should remain home if he/ she:

- Is vomiting – two or more times in a 24 hour period
- Has a rash, lice or nits
- Has diarrhea
- Has an eye infection
- Has a sore throat
- Has a fever (Student should be fever free for 24 hours before returning to school)
- Just doesn't feel well (unusually tired, loss of appetite, confused or cranky)

Please call the school whenever your child is absent and explain the reason. A written note is required when the child returns to school.

ACADEMIC INFORMATION

Students at Holy Rosary Parish School are exposed to a challenging curriculum. In addition to core subjects, we also offer spiritual development through religion classes and sacramental preparation, Spanish classes, fine arts, enrichment and intervention opportunities.

INTERVENTIONS

At Holy Rosary Parish School we are committed to seeing that all students' academic needs are being met. When a student experiences difficulties in the classroom, testing to determine how to best meet the student's needs may be recommended. Formalized testing is available through the Edmonds School District. If it is determined that a student needs additional time, instruction, or reinforcement to be successful, a recommendation to the Holy Rosary Skill Center will be made. Here the student is instructed in a small group or individually during release time in the school day. The expense of special tutoring outside of the school day is the responsibility of the student's family.

ACADEMIC INFORMATION

HOMEWORK EXPECTATIONS

Every class period is vitally important in the school day. Every assignment has an educational purpose. Homework is designed to increase skill by giving additional practice, foster independence, give the student a sense of responsibility, develop good study habits and allow the student to master the material covered in class and/or uncover the difficulties involved in mastering the material. It is expected that each student will come to school with their homework completed.

Homework teaches self-discipline, because students must learn to budget their time and exert themselves to meet deadlines to best prepare for their futures. While children may not understand this, parents and guardians do. It is their responsibility to insist that each task be taken seriously and done carefully. Parents and guardians are not expected to help their child excessively, but interest goes far in encouraging a child. When a parent is interested and involved, homework can become a common goal, a time to work together, and offer the individual instruction not always available at school. Students can periodically expect homework on the weekends.

All homework is to be completed on time. If an emergency arises and the student is unable to finish the homework, he/she should bring a note written by the parent. This is not a request to omit the assignment, but rather a request to postpone it for a good reason. *Extra-curricular activities do not constitute an emergency.*

The following are suggestions to help make homework time rewarding for all:

- Help your child see homework as a necessary and valuable activity.
- Set up a well-supplied, comfortable and distraction-free place for your child to work.
- Establish a homework time and assist your child/children in organizing all supplies and materials necessary for the next day.
- Reinforce the idea that homework is the student's responsibility.

PROMOTION/RETENTION/PLACEMENT

If students maintain a 2.0 GPA to fulfill the requirements of the current grade, they will be promoted to the next grade level on an annual basis unless unusual circumstances prevent it. The responsibility for reaching decisions regarding promotions of students belongs to the school administrator in consultation with the classroom teacher and the parents/guardians of the student.

In the primary grades, the promotion of the student is based on the mastery of reading, language and math skills appropriate to the child's grade level. The decision is also based on maturity factors which include the social, emotional, psychological and physical development appropriate to the grade level.

In the intermediate grades (4-6), the promotion of the student is based on satisfactory performance defined as the maintaining of a least a 2.0 average for the school year in all subject

ACADEMIC INFORMATION

areas. Placement in the next grade is possible if the student maintains at least a D average in language, mathematics and at least one of the other academic subject areas.

In the junior high grades (7-8), the promotion of the student is based on satisfactory performance defined as maintaining at least a 2.0 average for the school year determined on the basis of trimester grades and the final examination grade in all subject areas. Placement in the next grade is possible if the student maintains at least a D average in language, mathematics and at least two of the other academic subject areas or attends summer school with a passing grade.

A series of conferences will be followed when retention or placement of a student is being considered. By the end of the second trimester parents will be made aware of the possibility of retention or placement.

REPORT CARDS

Report cards are given out three times a year in all grades. Reports cards will be sent home with the student and the envelope should be signed by the parent and sent back to school the next day. An explanation of the grading system can be found on the report card. Emphasis is placed on the progress according to the individual child's ability. The criteria for conduct, behavior and/or attitude are listed on the report card which is in compliance with the directives of the Archdiocese of Seattle.

STANDARDIZED TESTING PROGRAM

Students in grades 1-8 will take the Iowa Test of Basic Skills in October. All students are also assessed regularly in reading with DIBELs and Star assessments.

TECHNOLOGY

Technology use at Holy Rosary Parish School is two-fold; for all grades it is integrated with the regular classroom curriculum and for the middle grades there are additional opportunities to learn detailed aspects of Computer Science. The software and hardware reflect the curriculum of each grade level and is used as an enhancement to the education process.

Internet access is available at every workstation, as well as on a guest wireless network for approved personal electronic devices. When using the internet, copyright laws are enforced. Plagiarism is unethical and carries severe repercussions. All students and parents are required to sign a "Responsible Use of Technology" agreement form annually, promising moral and ethical use of the internet and electronics.

ACADEMIC INFORMATION

Use of e-readers and i-Pads is not required in any class. Students who bring them to school are responsible if they are lost, stolen or damaged. A student must have teacher permission to use such devices. If the equipment is used inappropriately, the device will be confiscated and disciplinary action will be taken.

According to school policy and procedures, the following are NOT permitted at school:

1. Using e-mail for personal and/or non-school related correspondence
2. Electronic messaging which includes but is not limited to email, texting, social media and use of blogs or chat rooms or other communications in school or out of school that:
 - a) send or display offensive messages or pictures
 - b) use obscene language
 - c) harass, insult or attack others
3. Damaging hardware (computers, computer networks, or printers), or software
4. Introducing viruses and/or inappropriate software to school's network.
5. Violating copyright laws.
6. Using another's password.
7. Trespassing in another's work or files.
8. Using an unauthorized website.

School administrators/teachers may review files and communications saved on the school's server as well as on portable storage devices to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers are private. Appropriate behavior is expected in the lab at all times. No food or drink is permitted at the computer workstations throughout the school. Unauthorized persons may not load, delete, update or revise software.

RESPONSIBLE USE OF TECHNOLOGY POLICY

Use of the internet at Holy Rosary Parish School is guided by the principles stated in the school's Responsible Use of Technology policy. A copy of this document will be sent home for parental signature before a student can use computers or the internet at Holy Rosary Parish School. Please take special note of the following excerpt from the policy:

“Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.”

RESPECT AND BEHAVIOR

We are a Catholic community and as such, parents, teachers and classmates should be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place. Holy Rosary Parish School is dedicated to establishing a good social and educational climate for all students. Therefore, it is necessary for all students to attain a measure of self-discipline in following the acceptable standards of behavior. We emphasize the importance of learning to assume responsibility for one's own actions.

Holy Rosary Parish School is committed to providing a safe and nurturing environment. For this reason students are to conduct themselves as responsible citizens at all times. Student's language and actions must demonstrate respect for other people and property.

Discipline is based on the idea that a student must accept the consequences of his/her actions. Appropriate decisions result in positive reinforcements and poor decisions result in consequences. Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach and the students to learn. All adults on the staff are responsible for student discipline. Behavior, which violates our code of conduct, will be stopped by anyone witnessing the behavior at school or school related/school sponsored activities.

POSITIVE CATHOLIC SCHOOL ENVIRONMENT EXPECTATIONS

- Be Respectful
- Be Kind
- Be Responsible
- Be Safe

STUDENT RESPONSIBILITIES

1. Students will behave and do their own best work at all times.
2. Students will always come to school in proper uniform, prepared to work and learn in every class.
3. Students will respect adults, other students, themselves and school property.
4. Students will always use courteous and appropriate language.
5. Students will walk in line and talk without disturbing others.
6. Students will keep the halls, lunchroom, classrooms, bathrooms and playground clean.
7. Students will not chew gum on school property.
8. Students will follow all safety rules for fire and emergency drills.
9. Students will play acceptable games on the playground.
10. Students will not leave the school grounds without the principal's permission.
11. Students will not bring dangerous or distracting articles such as matches, lighters, guns, knives, drugs, water guns or facsimiles thereof, I-Pods, electronic game devices or any similar electronic device to school.
12. Students will pay for any book or property lost or damaged.
13. Students will use the internet responsibly and follow all school rules for internet safety.
14. Students will keep phones turned off and placed in a plastic bin with the homeroom teacher. They can be retrieved at the end of the day.

RESPECT AND BEHAVIOR

SUSPENSIONS/EXPULSIONS

If a student or his/her parent/guardian behaves in ways that hinder the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that Holy Rosary Parish School is not the appropriate educational environment for that child. These behaviors include but are not limited to:

- Lack of respect for the school's mission, programs and activities.
- Lack of respect for school employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

EXPULSION BY DEFINITION: An expelled student is removed from the school community.

Students will be suspended or expelled for just cause, which shall include but is not limited to:

1. Possession of firearms, knives, explosives, or other dangerous objects
2. Arson
3. Bomb threat
4. Gross misconduct
5. Vandalism
6. Felony conviction
7. Violent or threatening behavior
8. Possession, use, or sale of illicit drugs, alcohol, tobacco products, or other hallucinogenic substances on school grounds or at school sponsored events
9. Physical assault, sexual harassment, or verbal harassment of any student, member of the staff or other person in authority
10. Cyber-bullying or mistreatment of another student

SCHOOL BASED SEXUAL HARASSMENT

School based sexual harassment is unwanted sexual attention that someone experiences on school grounds or at school-sponsored functions, or through the internet. Examples of sexual harassment include, but are not limited to the following behaviors, when they are unwanted:

- Sexual touching or pinching or sexually brushing against someone
- Snapping bras
- Name calling
- Giving or showing sexual pictures or notes to someone
- Rating someone (such as on a scale of 1-10)
- Writing sexual graffiti about someone or spreading sexual rumors

RESPECT AND BEHAVIOR

- Making sexual comments or jokes
- Making sexual gestures or giving sexual looks or leers
- Making sexual remarks on the internet

Sexual harassment is serious, illegal and degrading. No one should have to tolerate abuse. Our belief that we are created in the image of God makes this especially demeaning.

BEHAVIOR AT EXTRACURRICULAR ACTIVITIES

When a student is participating in an extracurricular activity during after school hours, he or she is expected to be respectful and behave as a Holy Rosary student is expected to behave. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

OFF CAMPUS MISCONDUCT

The student disciplinary code and all penalties will apply to conduct off school grounds that may endanger the health or safety of students or staff of Holy Rosary Parish School or adversely affect the educational process. Examples of such conduct include but are not limited to: illegal activity, threats of violence, use of alcohol, or drugs and harassment.

VIOLENT AND THREATENING BEHAVIOR

Threats of physical violence or emotional intimidation will not be tolerated at Holy Rosary Parish School. Students exhibiting any behavior considered threatening, overtly intimidating or violent in nature will be subject to immediate disciplinary action. Disciplinary action is at the discretion of the administration. Indefinite suspension or expulsion may result as a consequence to such behavior. Any student falsely reporting a threat of violence, for the purpose of harming another student, will be subjected to disciplinary action.

STUDENT PROPERTY INSPECTION

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks and computers. Additionally, any personal items are subject to inspection at any time and for any reason without prior notice, as a condition of bringing them onto or taking them from the school's premises. Such items include, but are not limited to, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses and pockets. An inspection does not imply wrongdoing by the student being inspected. A student and his/her parent or guardian's consent to inspection of

RESPECT AND BEHAVIOR/UNIFORM POLICY

personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

Searches of individual students or property must follow this procedure:

- Two staff members should be present in any search of individual students or property.
- No strip searches are permitted.
- Ask the student if there is anything he/she wishes to show you.
- Ask the student to remove the items from the location and open them as directed. Put any contraband in a separate container (if it will fit). Have the student sign a statement that the items were found in the cubby/desk/backpack, etc. Take the items to the office where the administrator can then step in, talk with the student, and contact parents, if necessary.
- If there is nothing illegal or inappropriate in the cubby, desk or backpack, thank the student for his/her cooperation.

PLAGIARISM

Plagiarism is the act of using the ideas or words of others as one's own. Students Holy Rosary Parish School are instructed regarding the nature of plagiarism and are expected to acknowledge the ideas and words of others appropriately through conventional standards. A student submitting a plagiarized work cannot earn a grade of A, but the student will have the opportunity to redo the assignment to earn partial credit. The length of time given for this task will be at the discretion of the teacher.

UNIFORM/DRESS POLICY

The Holy Rosary Parish School uniform policy emphasizes modesty, cleanliness and good grooming. It has been instituted as a symbol of pride in our school and as a way of demonstrating self-discipline and respect among our students. All students must wear their uniform to school every day except for spirit days, free dress days and special events.

Holy Rosary Parish School considers the development of good grooming habits to be part of the learning process. Student conduct and disposition for learning correlate highly with dress and grooming. In school, cleanliness and neatness enable students to form good attitudes about themselves. This will help the student adapt to an atmosphere dedicated to self-discipline and learning.

Students are expected to be good representatives of Holy Rosary Parish School. For this reason, all clothing must fit appropriately, not be oversized or undersized. Clothing should not be torn and must be free of holes. At no time are tank tops or spaghetti straps appropriate. Shorts, even when out of uniform, must be worn at the waist and be no more than three inches above the knee. No short shorts are permitted.

UNIFORM POLICY

Parent cooperation to enforce the dress code is essential. Parents should be aware of appropriate apparel and overall appearance and should see that their children leave for school looking their best within modest limits.

Please mark all items of clothing with the student's name.

All Grades:

Sweaters and Sweatshirts: Holy Rosary uniform sweaters and vests and crew neck sweatshirt with Holy Rosary emblem may be worn. Hooded sweatshirts are for outside wear only

Socks: For safety and sanitary reasons, all students must wear socks. Socks must be visible and cover the feet. Red, white or navy tights are allowed. Leggings are not appropriate.

Shoes: Dress or gym shoes may be worn. Shoes must be non-marking and securely fastened. No sandals Uggs or open-toed shoes are allowed. Boots may be worn to school only when there is snow on the ground and should be changed into school shoes in the classroom.

Hair: Hair must be clean and neatly groomed. It must be the student's natural color. Hair must be kept off the face at all times with bangs above the eyebrows. Hair accessories must be conservative and of solid colors or school plaid. Hats may not be worn in the building. Boys must be clean shaven and hair must not extend over the ears or below the top of the shirt collar.

Make-Up: Make-up must look natural. No make-up, including lip gloss, may be applied during class times. Only clear nail polish is permitted.

Jewelry: Only one small post earring may be worn per ear. Boys are not permitted to wear earrings. Only small necklaces and non distracting bracelets are allowed

Pre K- Grade 5

- Shirts – white collared blouse or polo shirt -must be long enough to be tucked in
- Navy cords or slacks which must be worn at the natural waist
- Navy or khaki shorts should be no more than 3 inches above the knee
- GIRLS: Uniform plaid jumper, shorts or navy skorts should be no more than 3 inches above the knee

Grades 6-8

- Shirts – navy or white colored polo shirts
- Khaki slacks which must be worn at the natural waist
- Khaki shorts should be no more than 3 inches above the knee
- GIRLS: Uniform plaid skirts, shorts, or khaki or navy skorts should be no more than 3 inches above the knee

UNIFORM POLICY/GENERAL INFORMATION

Spirit Days: Students may wear Holy Rosary Spirit shirts or sweatshirts. Pants, shorts, skirts or skorts must be properly sized and clean. Shoe requirements do not change on spirit days.

Free Dress days: We understand that students prefer to wear current styles when they have the opportunity to participate in free dress at Holy Rosary. We ask that you support us in ensuring that your student is appropriately and modestly dressed for school. All messages or logos on clothing must present a positive image acceptable to the Catholic community. Shoe requirements do not change on free dress days.

GENERAL INFORMATION

ARRIVAL AND DISMISSAL

Arrival: Adult supervision is provided on the school grounds on the south side of the school daily beginning at 8:00 AM. First bell is at 8:15 AM. Students who attend 8:00 Mass before school will not be marked tardy.

No student is allowed on the playground equipment before school. After school students may be on the playground equipment if supervised by a parent.

Dismissal: Students are to be picked up at dismissal time unless they are participating in a legitimate after school activity. School staff does not maintain responsibility for students arriving before 8:00 AM or remaining on the premises following dismissal who are not involved in a school related activity.

SAFETY PROCEDURES

1. All doors except the main door will be locked during the school day.
2. Parents, visitors and caregivers must report to the office when entering the building
3. Office personnel will notify teachers of any delivery for students.
4. If a child is leaving school early, a note should be given to the teacher in the morning. Students will meet the parent in the school office.
5. All volunteers and visitors must sign in and wear a badge prior to entering the school.

PARENT/TEACHER COMMUNICATION

The best educational atmosphere is one in which parent, teacher, school, and church work as compliments to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students.

GENERAL INFORMATION

Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially. The faculty and staff of Holy Rosary Parish School, recognizing that parents are the primary educators of their child/children, are committed to keeping the lines of communication open. This is done through the use of the following tools:

- Weekly Family Folder: A folder is sent home every Wednesday with the oldest/only child. It contains a letter from the principal as well as information about upcoming events. Each family is expected to sign the folder and return it to school the next day. NOTE: If any parent or group wishes to include information in the family folder, it should be in the school office no later than noon on Monday.
- Website: The address is www.hrsedmonds.org. This is a primary communication tool and should be accessed regularly.
- Phone calls: Holy Rosary Parish School Staff will respond to phone calls within 24 hours
- Email: Each staff member has an email address listed in the family directory. Parents can email the staff at any time and can expect a response within twenty-four hours.
- Holy Rosary utilizes the online program PowerSchool for reporting grades to parents.
- All school emails will be sent out as needed.
- The principal must first approve any printed material distributed through the students. When bringing material to hand out, it should be pre-counted in groups of 30. We will send all notices home on Wednesday.
- PowerSchool is a web-based student information system which gives parents an opportunity to view their student's progress through a secure, easy to use online link. Each family is given an access ID and password to facilitate use of PowerSchool.

If a parent or child has concerns or questions, he/she should make an appointment with the teacher via email or through the school office. Through direct conversation, we, as a team, can get to the heart of the matter. It is difficult to solve a problem without all the facts. Educational issues should be addressed to the classroom teacher first, before approaching the principal.

Three days are set aside in the fall for Parent-Teacher conferences, along with one day in the spring. Teachers can be available after school every day if needed to meet with parents. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents are asked to write or phone the teacher through the school office for an appointment time. Drop in visits are much less productive as the teacher and/or principal may not be able to give parents total attention and complete information without preparation.

If a parent has a problem or concern regarding a teacher, the following procedures should be followed:

1. Make an appointment to speak with the teacher.
2. If questions still remain put the issue in writing.
3. If concern still exists make an appointment to speak with the Principal.

GENERAL INFORMATION

FIELD TRIPS

Field trips are used to expand or enlarge upon classroom instruction. Whether such field trips are within walking distance or require transportation, permission slips will be sent home to be signed by the parent/guardian and returned to the teacher. No student may go on a field trip without a signed permission slip. No phone permissions can be accepted.

FOOD ALLERGY MANAGEMENT AND PREVENTION PLAN

Food allergies are a growing concern that affect an estimated 4-6% of children in the United States. Allergic reactions to foods have become the most common cause of anaphylaxis in community settings. Allergic reactions can be life-threatening and have far-reaching effects on children and their families, as well as on the school they attend. In response to this growing problem, the Centers for Disease Control (CDC) released Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs in 2013. The guidelines were developed by a large group of doctors, nutritionists, educators, parents of children with allergies, and other experts in food allergies. The guidelines are intended to support implementation of food allergy management and prevention plans in schools. They provide practical information, planning steps, and strategies for reducing allergic reactions and responding to life-threatening reactions.

It is recognized that a school's response to food allergies is an emotional issue. Parents of a child with a food allergy may have constant fear about the possibility of a life-threatening reaction and stress from constant vigilance needed to prevent a reaction. Children with food allergies may also have constant fear about the possibility of a life-threatening reaction. Many carry emotional burdens because they are not accepted by other students, they are isolated, or they believe they are a burden to others. They also may have anxiety caused by teasing or bullying.

MEDICATION AT SCHOOL

School personnel will administer medication (prescription and over the counter) only if both the physician's and parent's portions of the Authorization for Administration of Oral Medication at School form are completed and signed by the physician and parent respectively. A note from the student's parent/guardian or verbal permission is not sufficient for school personnel to administer medication. Giving medicine without the above permissions could be interpreted as practicing medicine and is prohibited by law. A parent can authorize the school to administer acetaminophen or ibuprofen on the authorization form, unless dosage is higher than stated on the container instructions.

Medication sent to the school with the completed form must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Parents will provide split tablets if they are needed.

GENERAL INFORMATION

The child should not carry medication back and forth to school. It is the student's responsibility to go to the office at the correct time to receive his/her medication.

The student's parent/guardian must bring both the signed request form and the medication to the school office. No medicine (Prescription or over-the-counter) may be kept by the student in their desk, school bag, lunch box or on his/her person.

In case of an accident or illness suffered by a child during the school day, every attempt will be made to notify parents. If the parents cannot be reached, one of the parties on the Emergency Release form will be contacted. If immediate doctor's attention is required and parents are unavailable, school personnel will use the authorization given on the Emergency Release form to have the child treated. This authorization should be completed by parents and returned to school with the school registration form.

Vision and hearing screening is conducted annually in all grades.

NON-CUSTODIAL PARENTS

The responsibility for each child rests with the court designated custodial parent. Holy Rosary Parish School will make every effort to support the parent in carrying out his/her responsibility. At the time of registration or at the time of divorce, court papers showing proof of custody must be presented. The non-custodial parent also has some inherent rights in regard to the child unless there is a specific court order limiting these rights. Upon written request from the non-custodial parent for access to records, we will check with the custodial parent to determine that there are no court limitations to the request. Any court orders limiting the rights of the non-custodial parent must be part of their school file.

Conferences:

It is the responsibility of the custodial parent to make all educational decisions pertaining to the child. It is the responsibility of the school, therefore to schedule conferences at the convenience of the custodial parent. It is not the responsibility of the school to schedule dual conferences. Wherever possible in the case of joint custody, both parents should attend the same conference.

NON-DISCRIMINATION POLICY

Holy Rosary Parish School admits students of any sex, race, color, national and ethnic origin to all rights and privileges, programs and activities generally accorded or made available to members of our parish. It does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of educational policies, admission policies, and other school administered programs, and in hiring teachers.

GENERAL INFORMATION

PARENT RESPONSIBILITIES

The parent is the primary teacher and the greatest influence on a child's thinking and behavior. Since Holy Rosary Parish School assists you in this task we expect the following from parents:

- Attend weekend Mass and incorporate prayer into family life.
- Support the parish financially through the use of Sunday envelopes and make tuition payments according to schedule.
- Support and respect for the authority of the school staff and volunteers.
- Send your child to school with completed homework and prepared to learn.
- Consult the teacher before forming an opinion regarding a situation involving your child.
- Send a written notice to teachers when your child is absent either through illness or planned absence.
- Check into the office and get a visitor badge prior to any classroom visitation.
- Meet volunteer requirements for service hours. (40 hours per family)

TEACHER RESPONSIBILITIES

Teachers will assist parents in educating students in a manner that promotes intellectual, spiritual and emotional growth.

- Model and practice Catholic social teaching in word and deed.
- Promote and maintain a learning atmosphere which is safe and promotes the dignity of each child.
- Maintain accurate academic and attendance records.
- Provide academic instruction and assessment that is appropriate and challenging to students.
- Enforce all school rules fairly and help students develop respect for themselves and others.
- Keep parents and principal informed about the academic performance and behavior of students.

ADMINISTRATORS RESPONSIBILITIES

The principal is the spiritual and instructional leader of the school. The Principal oversees the total education program of the school including the following:

- Articulate school programs to parents and communicate parent input to school personnel.
- Work with the School Commission and Parents' Association.
- Collaborate with the Pastor regarding school policies and oversee their implementation.
- Supervise all school personnel and volunteers.
- Amend this parent/student handbook as needed and advise parents and students of changes.

GENERAL INFORMATION

STUDENT RECORDS

The school office maintains student records which reflect academic achievements, grades, disciplinary actions and medical records including immunization records. According to the “Family Educational Rights and Privacy Act” parents have the right to inspect student school records and may do so in the presence of the school administrator or person qualified to explain the material in the records. A request to review the records must be made in writing two days prior to the inspection.

Permanent record cards are required for each student. A photocopy of this record is forwarded to the receiving school at the time of the student’s transfer. Records will be released to the new school upon a receipt of a “Request for Records Form”. Records will NOT be released to parents to deliver.

RELEASE OF INFORMATION

School directory information cannot be released without the consent of the school administrator. A parent may request in writing each year that a child’s directory information be withheld.

Over the course of the year, your child may have his/her picture taken for media or multi-media presentations. If you prefer not to have your child’s picture used, please complete and sign the Photo Authorization form.

WITHDRAWALS

Any family withdrawing a child(ren) from Holy Rosary Parish School must inform the school office as quickly as possible in writing. This allows the office to notify teachers and the business office. Before any records can be released by Holy Rosary Parish School, a signed (by the parent/guardian) record release form from the new school must be received by the office.

All pertinent records, including health records, will be released. If there are extenuating circumstances, for example, tuition is still owed, only health records will be released, until the matter has been resolved. In such matters, the decision of the principal is final. Changing schools can have a serious impact on a child’s academic and social progress. It is hoped that before parents come to a decision to remove a child from the school, they have been in discussion with the teachers and the administration and have explored a variety of options.

GENERAL INFORMATION

PARENT-TEACHER ORGANIZATION

All Holy Rosary Parish School families are automatically a part of the Parent Association. This organization is a vital link of communication between home and school and supports the school in many ways. Parents are encouraged to attend Holy Rosary Parent Association general meetings which are held three or four times in the school year.

Holy Rosary Parent Association will:

- Raise funds to meet school and extra-curricular needs identified by the principal which might otherwise go unmet.
- Assist as requested in the day to day operations of the school.
- Help build a sense of community between faculty, students and parents.
- Make the community aware of Holy Rosary's tradition of excellence.
- Support organizations and actions that will improve Catholic education.

VOLUNTEERS

Volunteers are essential to the well-being of our school programs. We welcome parent and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in and receive a visitor badge to wear while in the school. Volunteers must have completed the current Archdiocesan Safe Environment course and have passed a background check.

SCHOOL COMMISSION

The primary purpose of the School Commission is to advise and support the pastor and the principal as they form policy and direct the ongoing development of the school. The commission's general areas of responsibility include the following:

- Establishing a mission statement and goals and objectives for the overall direction of the school.
- Recommending general policies for the school.
- Developing a plan and the means to finance the school programs.
- Communicating and supporting the school's programs to the community.

CONCLUSION

Children are our special gift from God. They are our greatest responsibility and our greatest contribution to the future of the world. Parents, faculty and staff have an immense responsibility to these children and to God. At Holy Rosary Parish School, it is believed that this responsibility can best be fulfilled by working closely together as a team to achieve our goal of establishing a Catholic community of believers.

Most parents find a level of involvement with the school which makes them comfortable. Very few parents are comfortable if they have no involvement at all. It is the hope of the faculty and staff of Holy Rosary Parish School that the years spent associated with Holy Rosary Parish School will enrich your lives and result in growth in faith for all of us.