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WELCOME

Congratulations and welcome! Thank you for choosing Holy Rosary Catholic School for your child(ren)'s education. You and your children are invited to read the following information about our school. This handbook will give you our vision and hope for your children, our expectations, and policies.

May your years with us be filled with personal growth, especially in ways that challenge the mind, build a partnership, strengthen a strong, faith-filled, loving community, and draw us all closer to God. May we always strive to do His most Holy Will.

Yours always in the love of Christ
and the ministry of Catholic Education,

The Staff of Holy Rosary Catholic School

SCHOOL OFFICE HOURS

The office is open on all school days from 7:30AM until 4:00PM. An answering machine is available to record messages you may wish to leave at other times.

DAILY SCHEDULE

Times

Doors open: 7:30AM

First bell: 7:50AM

Class begins: 8:00AM

Lunch: 11:43PM -12:00PM

Recess 12:00PM -12:23PM

Dismissal: 3:00PM

MISSION STATEMENT

Holy Rosary Catholic School is centered in the Eucharist and our community is encouraged to bring Christ's presence to everyone we meet.

We follow Jesus' example through prayer, love, service, and using our talents in the pursuit of academic excellence with a deep love for learning.

FACULTY AND STAFF DIRECTORY

<u>Position</u>	<u>Name</u>
Pastor	Fr. Roy Horning
Pastoral Vicar	Rev. William Wegher
School Principal	Mr. Mark Callahan
Administrative Assistant	Mrs. Kim Edwards
School Administrative Assistant	Mrs. Kim Kallas
Kindergarten/First	Mrs. Heather O'Brien
Second/Third Grades	Mr. Mike Fielder
Fourth/Fifth Grades	Mr. Mark Callahan
Sixth Grade	Miss Liza Flewelling
Seventh/Eighth Grades	Mrs. Marian Somerville
School Librarian	Mr. Eric McBean
Cafeteria Director	Mrs. Esther Jamison
Music	Mr. Charles Russell
Computers	Mr. Charles Russell
Spanish	Mrs. Neketia Alyatim
Art	Mrs. Erin Mohrman
Gym	Mrs. Sarah Hartman
Janitorial Staff	Mr. Arnie Lake
	Mrs. Connie Tondu
CDC Director	Mrs. Ashley Wilson

PHILOSOPHY OF EDUCATION

Holy Rosary Catholic School exists for the purpose of assisting parents in the formation of their children according to Catholic principles. We are committed to transmitting our Catholic heritage to all students and enabling them to experience the Gospel in daily life.

Students are recognized and respected as unique individuals reflecting the image of God. Teachers affirm the self-worth of each student and promote their desire to grow in his or her talents and abilities. Teachers empower the students to reach their full potential, and also provide for individual differences in learning. A secure foundation in basic skills is the support for academic excellence, which is enhanced by enrichment courses.

Religious education fosters faith and moral development in each student. Through Christian service, the students incorporate what they learn in daily life. Prayer, education, and service assist students in beginning their lifelong journey according to our faith tradition.

FACULTY VISION STATEMENT

As parents and educators, our most important goal is to ensure that every member of the school community will develop a personal relationship with God. Christ is the reason for our school. Rooted in the teachings of Jesus, Holy Rosary School is enriched by Catholic tradition and lived Gospel values, and is enhanced by the daily prayer and weekly celebration of liturgy and sacraments. The Eucharist is the heart of life in our school, and we draw our strength from it. We teach the students to respond to the universal call to holiness and encourage them to grow in virtue. We further nurture children's knowledge and the practice of their faith and guide them to serve others through the use of their gifts and talents. We help the children in character formation based on Catholic values and morals.

Holy Rosary School works to create an atmosphere that mirrors Christ's Gospel of love, recognizes the dignity of each person, and encourages each student's ownership of his/her own speech and actions.

Holy Rosary School wants each student to become a lifelong learner, with experiences that empower him/her to search for the truth, to employ his/her creative imagination, to think critically and independently, to exercise right judgment, to make free and responsible choices, and use their gifts and talents in service of others.

Holy Rosary School strives to aid the parents in forming students to become Disciples of Christ and upright citizens, empowering them with a joyful vision and hope of a better world. Holy Rosary School encourages and equips students to make a difference in this world by embracing God's Will and helping to bring about the Kingdom of God.

ADMINISTRATION HEIRARCHY

THE BISHOP

The Bishop, as the chief representative of the church's teaching authority, is the head of the Diocese of Lansing System of Schools.

ACCREDITATION AND MEMBERSHIPS

Holy Rosary Catholic School is accredited through the Michigan Non-Public Schools Accrediting Association. Holy Rosary Catholic School is a member of the Michigan Association of Non Public Schools (MANS) and the National Catholic Educational Association (NCEA).

SUPERINTENDENT

The Superintendent of schools is the organizational and instructional leader in the system of Catholic schools for the Diocese of Lansing. He provides the vision for all the Catholic schools.

ASSISTANT SUPERINTENDENT

The assistant superintendent assists the superintendent and possesses full administrative responsibilities, which include: directing and coordinating the Catholic school's office, coordinating and supervising the central administrative services for the efficient operation of all Catholic schools, principals, and standards for accreditation.

GENESEE COUNTY CATHOLIC SCHOOL EXECUTIVE DIRECTOR

The Executive Director of the Genesee County Catholic Schools has been hired by the pastors of Genesee County to work with principals and pastors in strengthening the belief that Catholic schools possess a unique capacity to assist families in the education of their children and the formation of the children in the Catholic Faith.

Working together with pastors, principals, parents, and members of the Catholic community, the hope is that the Executive Director will enable our Catholic schools to become more efficient, more effective, and more accessible. This gives a special opportunity to every family who desires to combine "college and work ready" preparation with intentional efforts to also help their children become ready for "life" and "eternal life."**taken from former Bill Haley, Executive Director of Genesee County Catholic Schools

PASTOR

Holy Rosary School is under the pastoral and spiritual leadership of the pastor, who ensures that the teachings of the Catholic School are clearly and accurately presented. He has the ultimate responsibility for the school.

PRINCIPAL

The principal is the educational leader of the school, possessing full administrative responsibility for the instructional program of the school. The principal is held accountable for school policies as outlined in the Diocese of Lansing Educational Department, Accreditation, Principles and Standards, etc.

TEACHER

The teacher's primary responsibility is classroom instruction. The teacher is responsible for supervision of students, effective communication with the school community and following the curriculum guidelines for the respective grade level as provided for by the Diocese of Lansing Curriculum Guidelines.

SCHOOL AND HOME PARTNERSHIP

A strong, cooperative partnership between school and home is an essential ingredient in providing an effective education. Occasionally, there may be varying opinions and ideas. The best interest and needs of students must remain paramount, yet be balanced with the good of the school community. With all partners working together, the student is afforded the best educational experience.

Each parent has a significant role in the educational development of his/her child. Holy Rosary Catholic School welcomes and encourages parental involvement in the school program. If you have a concern about a classroom involvement issue, please contact the classroom teacher to schedule an appointment. If the issue remains unresolved, please contact the principal to facilitate a resolution.

Parents are expected to support and cooperate with school policies, procedures, projects, activities and to participate in scheduled parent-teacher conferences.

When a parent-school partnership is not cooperative and supportive, the child(ren) and the entire school community suffer, making an effective “partnership in learning” impossible.

PROCEDURES AND REGULATIONS

AMENDMENT STATEMENT

The school and/or principal retain the right to amend the contents of this handbook at any time. The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion. Parents will be given prompt notification if changes are made.

SCHOOL ADMISSION POLICY

Holy Rosary Catholic School is an equal opportunity, fully accredited school offering education for kindergarten through eighth grade. We do not discriminate on the basis of race, color, religion, age, or national origin in the administration of our admission, loan, scholarship, or any other of our programs. The school adheres to the policies stipulated by the Diocese of Lansing, which are based distinctly on Catholic values and principles. Parents and students must be supportive of these principles. Priority is given to Catholic children. Non-Catholics will be accepted if the school possesses capacity for additional enrollees (Diocesan Policy #5117.1).

1. Priority will be given to presently enrolled students receiving an invitation to re-register as a result of meeting the academic and behavioral standards of Holy Rosary Catholic School. Parents and guardians must conform their conduct to reasonable standards of cooperation and support that are consistent with the school’s mission. Tuition and fee payments must be up to date at the time of registration for the coming school year.
2. Factors considered in the admission of new students are: (1) members of Holy Rosary Parish, (2) siblings in the school, (3) children of alumni, (4) members of another Catholic parish, and (5) academic and behavioral qualifications. Parents/guardians will be asked to sign a Release of Transcript Request, which will

be forwarded to the student's former school. The student's records will then be sent to Holy Rosary School. A transcript will include current and past report cards, history of achievement test results, the last 2 years of behavioral reports and health records. New students may be tested before being accepted.

3. During the registration period, all required forms must be returned and fees paid before placement is assured.
4. If the school cannot meet the needs of the student or the parent(s) have not acted on the school's recommendation regarding diagnostic evaluation, the principal has the right to request withdrawal of the student (if currently enrolled) or refuse (re)admittance.
5. All new students are admitted on a probationary basis.
6. The school reserves the right to refuse admission to and call for the immediate withdrawal of any student whose presence is considered detrimental to the school's best interest.

Every student enrolled shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Michigan Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. If Immunization forms are not current, a certified non-medical or physician signed medical waiver form must be on file with the office.

7. Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude of the parent. Situations may arise where the uncooperative or disruptive attitude of the parents diminishes the effectiveness of the school. The parent will be asked to agree and sign a behavioral contract. If the attitude still persists, the family may be asked to withdraw from the school.

ACADEMIC POLICY

GENERAL

Holy Rosary School provides a challenging academic program in solid basic studies through a traditional graded structure from kindergarten through eighth grade.

CURRICULUM

Religious education and the transmission of faith is the primary reason for Holy Rosary School's existence. Formal religious instruction is given daily and Mass is attended weekly. Students are required to participate in all religious activities and class service projects. **Religious practices in the family are strongly encouraged.**

Holy Rosary School follows the curriculum and instruction issued by the Catholic Diocese of Lansing, Michigan, in both materials used and time allotments per subject. The core classes (English, Math, Reading, Religion, Science, and Social Studies) are taught daily. Enrichment classes (Music, Art, Computer Technology, Physical Education, and Spanish) are taught weekly.

ASSESSMENTS

Holy Rosary school uses both formative and summative assessments to measure student academic growth.

Formative assessments monitor student learning by providing feedback to instructors. It helps instructors to recognize where students are excelling and /or struggling and to target areas that need further work and emphasis.

Summative assessments are used to evaluate student learning and compare it against a standard or benchmark.

NWEA: K-6: This is an adaptive test which tests student's abilities and knowledge in four key academic areas: Science, Reading, Math, Language Arts. This test is a national normative test and will be utilized in grades K-6 to help determine student growth.

ACT ASPIRE: This summative assessment is given to students in grades 7th – 8th in the late spring. Students who score at or above the ACT readiness benchmarks are on target for college readiness when they take the ACT college readiness assessment in the 11th and /or 12th grade. Five subject areas are tested: English, Reading, Writing, Math and Science.

ACADEMIC GRADING SYSTEM

Grades are formulated accordingly.

Tests:	40%
Quizzes:	35%
Homework:	25%

Grading Scales and Standards:

Holy Rosary utilizes the Diocesan Report Cards, Grading Scales and Standards. They are as follows:

Kindergarten - Grade 3

1	Beginning	Identifies key concepts presented
2	Developing	Demonstrates evidence of skills
3	Mastery	Exhibits understanding of material in isolation
4	Applying	Extends concept to higher level application
NY	Not Yet Introduced	

Grades 4 - 8

A	100 - 92%
B	91 - 82%
C	81 - 72%
D	71 - 62%
E	61% and below
I	Incomplete

A: Excellent 100-92%

1. Consistently does more than is required.
2. Exceeds classroom standards for appropriate conduct and participation.
3. Displays unusual dependability, enthusiasm, and interest in work. Work is always prompt, neat, and thorough.

4. Understands, retains, and applies general principles of the course. Shows initiative and originality in attacking problems and utilizes the proper tools, materials, and books to solve those problems.
5. Student is a role model for other students: self-disciplined, considerate of others and adults.

B: Very Good 91-82%

1. Frequently does more than is required.
2. Frequently exceeds classroom standards for appropriate conduct and participation.
3. Displays great dependability. Work is prompt, neat, thorough, and usually accurate.
4. Careful in complying with assignments. Has the ability to apply general principles of the courses.
5. Student frequently displays self-disciplined behavior.

C: Average 81-72%

1. Does what is required. Has ability and willingness to comply with instructions.
2. Meets classroom standards for appropriate behavior and participation.
3. Attentive to assignments. Thorough and prompt in all work. Has average neatness and accuracy.
4. Has the ability to retain the general principles of the course.
5. Meets average self-disciplined behavior in class.

D: Below Average 71-62%

1. Usually does what is required.
2. Frequently does not meet classroom standards for appropriate behavior and participation.
3. Willing but slow in complying with assignments. Attention is irregular and must often be redirected. Often careless and lacking in thoroughness.
4. Frequently misunderstands the principles of the course.
5. Student frequently displays undisciplined behavior.

E: Below Grade Level Achievement 61% or below

1. Usually does less than is required.

2. Does not meet classroom standards for appropriate behavior and participation. Listless and inattentive in class.
3. Usually tardy with work. Cannot or will not do the work in a timely manner.
4. Retains only fragments of the general principles of the lessons.
5. Student displays undisciplined, inappropriate behavior; disrespectful to adults and other students.

I: Incomplete

HOMEWORK

The purpose of homework is to reinforce the newly acquired skills learned at school. It should instill a sense of responsibility, foster initiative, and enable the student to form strong and desirable study habits.

Homework is a mandatory task.

Research has linked students who consistently do their homework with the achievement of higher test scores and better grades. Homework supplements and reinforces the material taught in school. It allows students to practice what is taught, allows the student to apply previous learning to new topics and prepares the student for what will be covered in class the next day.

Completing work on time and forming strong study habits prepares students for the future. Time management, critical thinking and research skills are necessary for workloads the student will encounter in high school, college, and future employment.

Students in grades 3-8 will be required to write their daily homework assignments in student planners. One planner is provided for each student. If the planner is lost, a replacement may be purchased in the office at a cost of \$10.00, which covers production and shipping costs. Check every day to ensure that your student has completed and returned homework assignments to school.

It is the student's responsibility to complete the assigned work. If the work cannot be completed at school, it is expected that the student finish the work at home. Parents should:

- Provide a suitable study area free from distractions.

- Provide the necessary tools to complete homework assignments.
- Establish a specific homework time.
- Show an interest in your child’s homework: Praise their efforts. If questions arise about assignments and your child asks for help, work through an example with them rather than simply providing the answer.
- Encourage your child to develop good study habits.

DAILY RECOMMENDED TIME SPENT ON HOMEWORK

The daily recommended homework time by the National Education Association:

- Kindergarten: 10 minutes a day; includes parents reading to children.
- 1st grade: 20 minutes a day; includes parents reading to children.
- 2nd grade: 30 minutes a day.
- 3rd grade: 40 minutes a day.
- 4th grade: 50 minutes a day.
- 5th grade: 60 minutes a day.
- 6th grade: 70 minutes a day.
- 7th grade: 80 minutes a day.
- 8th grade: 90 minutes a day.

EDUCATIONAL ACCOMODATIONS

RATIONALE AND POLICIES: The purpose of accommodations of any type is to provide for the appropriate instruction of students with special needs. As a result of diagnostic testing, it may be determined that a student meets certain criteria to qualify for accommodations to his/her school work. Only students who qualify are eligible for accommodations. Accommodations may apply to the volume of work, the content covered, delivery of instruction, and grade reporting. Accommodations are used only when a student is functioning below grade level. Parents must be informed before accommodations to work/grades can be implemented. Recommended accommodations must be noted in the student’s educational evaluation and reported on the student’s academic transcript. Documentation and approval by the school is needed before accommodations are implemented.

SUPPORT SERVICES: Testing for Special Services such as speech and language or learning disabilities is available. Occupational therapists and psychological testing, available through the Kearsley Area Public Schools, may be requested through the Holy Rosary teachers. Parental permission is required for this testing.

PROGRESS REPORTS

Mid-term progress reports will be sent home in the middle of each quarter. This begins in kindergarten. The dates will appear on the annual and monthly calendars.

PARENT TEACHER CONFERENCES

Communication between parents and teachers is essential to a strong educational program. Parent teacher conferences are scheduled before the end of the first and third quarter. Conferences other than these scheduled are encouraged when the parent or teacher sees the need.

REPORT CARDS AND HONOR ROLL

Report cards are distributed quarterly to students in kindergarten through eighth grade.

To obtain Honor Roll status for grades 4-8, quarterly academic grades (including electives) of A or B and conduct grades of A or B are required. Holy Rosary rewards the academic achievement of its students at the end of the year awards ceremony.

ACADEMIC AND PERSONAL INTEGRITY

Personal integrity is regarded as the honesty and truthfulness of one's actions. Holy Rosary encourages these qualities as part of the student's character formation. Academic integrity vouches that the work completed is his or her own.

Cheating is a serious offense. Students who are involved in a cheating incident may be given a zero on the assignment and receive an E in that subject. Reoccurrence may result in disciplinary probation or dismissal.

The following list contains examples of behavior that may be considered cheating:

- Copying another person’s work, in whole or in part, and turning it in as one’s own work. Both the person copying and the person whose work is being copied may be in violation.
- Knowingly helping someone else cheat.
- Using material from books or the Internet without quoting sources.
- Violating test procedures (i.e., talking during tests or quizzes).
- During a closed book test, using any unauthorized information to obtain a passing grade.

ACADEMIC PROBATION

A student receiving two or more failing grades during a grading period shall be placed on academic probation. Students on academic probation are ineligible for participation in extracurricular activities. Students on academic probation for two or more grading periods in one school year shall be subject to administrative review and possible dismissal.

PROMOTION AND RETENTION

Promotion: A student satisfactorily completing each subject’s work will be promoted to the next grade, granted they have complied with school attendance requirements.

Retention: Recommendation for retention of students is made by the teacher in consultation with the principal, parents, and other advisory staff. Such decisions are based on the total evaluation of a student’s growth in all areas of development. In all cases, the decision for retention rests with the principal.

STUDENT INFORMATION MANAGEMENT SYSTEM

Holy Rosary School uses PowerSchool as the school information management system. This system is used as a data tracking and communication tool. Student grades, assignments and attendance are posted in the modules for parents to have easy access to their student (s) performance and activities.

Message alerts and updates are sent directly to a parent’s phone through the REMIND app or emailed in the event of an emergency situation or the school being closed due to inclement weather.

STUDENT RECORDS

A file for each student (CA 60) is kept for recording attendance, scholastic progress, test results, health information, and any other information which may contribute to the understanding of the child. Teachers, counselors, and administrators have access to these records. Due to the confidential nature of these records, they are kept secure in a file in the school office.

Transfer of Student Records: When a student graduates from eighth grade, or transfers to another school, school records will be forwarded by mail upon written request from the new school. Complete records will be mailed to the receiving school pending a determination that all financial obligations have been met.

Access to Student Records: School officials may grant access to student records to: (1) authorized school personnel, or (2) the student's parent(s) or legal guardian. Arrangements for review may be made through the principal's office by written request, at least three days before the records are needed.

Generally, access to school records shall be available to persons or agencies outside the school only with the consent of parents or legal guardians, or by court order or subpoena.

RIGHTS OF NON-CUSTODIAL PARENTS

Holy Rosary Catholic School abides by the provisions of the Buckley Amendment, or Family Educational Rights and Privacy Act, with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Parents may wish to furnish the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

In family situations in which a Holy Rosary student does not reside with both biological parents, a quarterly copy of the student's report card

and/or the school newsletter will be mailed to the non-residing parent, per the written request of either parent.

SCHOOL AND CLASS INTERRUPTIONS

Classes and teachers are not to be interrupted during the course of the school day. If a forgotten lunch or book is brought to the school, the name and grade of the student is to be placed on the item and dropped off at the school office via the main school office door (South West corner). School personnel will deliver the item. Conferences, visits, etc. must be scheduled through the school office.

ACCEPTABLE TECHNOLOGY USE POLICY

COMPUTER/INTERNET AND RELATED TECHNOLOGIES (Diocesan Policy #61242.1)

The educational programs in Catholic schools and parishes of the Diocese of Lansing require the ethical use of the Internet and related technologies by all employees, volunteer and students.

DIOCESE OF LANSING ACCEPTABLE USE CONTRACT FOR STUDENT TECHNOLOGY

The Diocese of Lansing, Department of Education and Catechesis encourages and strongly promotes the use of technology in the Catholic schools and Parish catechetical programs of the Diocese. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the diocesan parish and school terms, conditions and regulations for the use of internet and other technologies including, but not limited to, computers, telephones, video, fax and digital camera.

These procedures apply to all computers/technologies whether located at school, parish center or office, home or anywhere else.

1. I will not use a computer unless an adult is present.
2. I will follow the Diocese of Lansing's, the School and Parish code of ethics for internet and technologies.
3. I will use only authorized computer discs. I will not use a disc from outside the school or parish until it has been virus checked.

4. I will respect the privacy of others. I will not use another's computer or computer discs, without permission. I will not use another's password, file or identity code. If I enter another's file or know that another person has, I will notify my computer teacher, principal or parish catechetical program leader.
5. I will respect my safety and that of others. I will not reveal my personal address or phone number through the use of technology. I will not allow another person to reveal my personal address or phone number through the use of technology. I will not transmit or use photographs of others without their permission.
6. I will respect the laws of the United States, its individual states and foreign countries in regard to copyrighted material; threatening, violent, or harassing material; obscene and material protected by trade secret.
7. I will not submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually orientated, threatening, racially offensive, or illegal material, nor encourage the use of a controlled substance.
8. I will use technology in a way which preserves it and which is an acceptable use of it. I will not vandalize the schools or parishes or anyone's data, software, hardware, or technological obligation nor make any purchase through the use of the school's or parish's technology.
9. I will attend and participate in one training session on acceptable use of the internet and local area network before I am granted the privilege of access.

Access and use of the internet, local area networks, computers and other technologies is a privilege for the user.

SCHOOL ATTENDANCE POLICY

The value of regular attendance at school cannot be over-emphasized. A student's daily presence and participation in the classroom routine is essential to learning and academic progress. Missed class time cannot always be made up and can have a significant impact on a student's grades.

STUDENT ABSENCE:

Parents must contact the office by 9:00AM to report an absence, giving the name, grade of student, and information regarding the cause of the absence. If your child is absent, please call the office before 9:00AM for the absence to be considered excused. We recognize the following as an excused absence.

1. Absence due to personal illness of student.
2. Absence due to sickness or death in the family.
3. Absence for doctor or dental appointments that need to be scheduled during school hours.
4. A doctor's note must be presented to the school office to be excused.

If an absence is not reported to the office by 9:00AM, the absence will be considered unexcused. The student will not be given the opportunity to make up the work.

A student's absence from a day's classes forfeits his/her right to attend that day's extracurricular activities, i.e. athletics, scouts, dances, etc.

Missed School/Homework Assignments:

Students who are absent shall be responsible for completing work missed. It is the responsibility of the student/parent, not the teacher, to ask for make-up work and tests following an excused absence. If you want homework sent home that day, please let the office know by 9:00AM. Homework will not be ready for pick up until school dismissal. Requests for make-up work may also be made the day the student returns from an absence. Students will be allowed one school day for each day the student was absent to complete missed assignments.

Family Vacations:

Parents are discouraged from scheduling family vacations during the school year. Please make every effort to check the school calendar and schedule any family vacations to coincide with our days off of school. As noted above, the classroom experience cannot be replicated for students who are gone. If absence is unavoidable, every effort must be made by the student and parent to make up all work missed while the student was gone. Teachers may be asked for general topics or chapters to be covered prior to an absence, but specific assignments may not be available.

Student Illness:

If your child is ill, please call the school office before 9:00AM to report the absence. *Please report the nature of the illness.* The Genesee County Health Department requires schools to keep a daily record of student illnesses. It is required that a child be without a fever for a full 24 hours after an illness before returning to school.

If the student becomes ill at school, a parent or person designated by the parents on the emergency card will be contacted for arrangements for the student to be picked up. It is expected that the parent of designee will pick up the ill or injured child within one hour of the call. The student must be picked up in the school office and signed out.

Student Injury:

If at any time your child comes home with an injury that he/she did not report to the teacher or office personnel, and you feel it is serious, please call the school office to report it.

Leaving Campus During School Hours:

Students who leave early are missing critical instructional time. Parents are asked to make doctor/dentist or any other appointments after school when possible so students do not miss instruction. Time will be continuously tabulated for the marking period and be considered part of the absences. Permission for the early dismissal of a student requires a written request from the parent(s) stating date, time, and reason for the early dismissal. A slip must be filled out in advance. Parents must sign the student out in the office.

Tardiness:

If a student arrives late for school, the student is to report to the school office for a tardy slip, which must be presented to the teacher. If there is a valid reason for the tardy, the parent must notify the school office.

If there are more than 5 tardy events in a marking period, the student will serve a lunch detention. If there are more than 10 tardy events in a marking period, the student will serve an after school detention.

Truancy:

All schools within Genesee County, public and private, have created a unified policy through the office of the Honorable Duncan Beagle of the Genesee County 7th Circuit Court.

The following precedents were set:

1. When a student has missed 5 days in a semester without any legitimate excuses (doctor appointment, illness, death in family, etc.), a letter will be sent to the parent explaining the importance of attendance. A follow up phone call will be made.
2. When a student has missed 8 days in a semester without any legitimate excuses (see above), a letter is sent to the parent and a meeting is scheduled to discuss the attendance situation, stressing attendance is vital and there can be no more missed days. Parents are instructed that additional absences will warrant the principal to contact the Truancy Officer for the County.
3. When a student has missed 10 days, the Truancy Officer meets with the family.
4. When a student misses 15 days, the student and parents must appear before Judge Beagle. Student and parents are assigned a case worker for a 3-9 month program to be determined by the court. **

**Taken from memo from assistant superintendent, dated 10/4/2012.

ASBESTOS MANAGEMENT POLICY

In accordance with the Asbestos Hazard Emergency Response Act Regulations (AHERA), Holy Rosary School conducts an inspection, twice yearly, of all asbestos-containing materials in the school and church building. Certified maintenance staff conducts inspections during scheduled school vacation days. The most recent three year AHERA inspection was conducted in July 2015. The Asbestos Management File is located in the main office and is available for review by appointment Monday through Friday, from 9:00AM until 2:30PM.

CAMPUS POLICY

Holy Rosary is a Drug, Gun and Smoke Free Campus. This means no one is allowed to use drugs, carry a gun, or smoke anywhere on school property, either outside or in the buildings.

CHARACTER FORMATION POLICY

BEHAVIOR

Holy Rosary Staff, in order to aid in the growth and development of our students, has developed guidelines for acceptable behavior. Students are expected to be polite and respectful towards others both on and off campus. Courtesy should be the hallmark of a student's relationship with adult staff and fellow students.

Holy Rosary staff worked to develop a set of classroom rules, procedures, and consequences, which are periodically reviewed with the students. Parents share the responsibility for guiding their children toward responsible behavior and providing Christian examples.

The following behaviors are expected of each student:

- **Reverence for God:** Students are encouraged to practice the Catholic faith through active participation in prayer and liturgies, reverence to God through their actions, and sharing of oneself through community service activities.
- **Respect for Self:** Each individual is a child of God. Each student's behavior will reflect this self respect. Each student should strive to reflect Catholic values in their daily behavior.
- **Respect for Others:** Each student, parent, teacher, staff member, and visitor will be treated as a child of God. Each student's behavior will reflect this respect for others through the following.
 - Always address faculty and staff members with appropriate respect, using titles proper to their positions (Father, Coach, Miss, Mr., Mrs., etc.)
 - "Thank you" is the expected expression of gratitude when assistance is given by adults or fellow students.
 - Always treat others with kindness in words and actions.
 - Respect the privacy of others.
 - The student will excuse him/herself when the student wants to interrupt an adult who is busy. The student is to wait their turn when the adult is talking to someone else.
 - Follow directions promptly.

- Common respect for adults requires a student to allow adults to pass before them when entering a building or room, and that the student will hold the door open for persons coming behind them into a building or room.
- When an adult corrects a student for some fault, the student will be quiet and listen until the adult is finished talking.
- Respect another’s personal space by compliance with the “hands off” policy, keeping hands, feet, and objects to yourself.
- **Respect for Property:** Students are expected to utilize the facilities properly through the use of school property and equipment in a manner for which they were intended. Each student’s behavior will reflect this respect for property through the following.
 - Preservation of all areas of the school campus by keeping them clean, neat, and tidy (such as cafeteria, classrooms, desks, hallways, lockers, playground, restrooms, etc.)
 - Courtesy demands respect for school property. Students are asked to help maintain the appearance of the campus by keeping the campus free of litter, and by treating the trees, plants, and grassy areas with respect.
 - While in the classrooms and buildings, students are asked to deposit trash in the trash receptacles located in each classroom or outside. No paper or other trash should be left on the floor of a classroom at the end of a class period.
 - Consume all food and drink in designated areas. Clean up after yourself.
 - No gum chewing is allowed.
- **General Rules:**
 - Do not bring toys of any kind to school unless prior teacher permission is given.
 - Do not bring the following items to school: roller blades, skateboards, electronic equipment, games, trading cards, toys, phones, etc.
 - Phones brought to school will be kept in the office until the day’s dismissal.

CHARACTER FORMATION

Developing moral character, along with educational goals, is incorporated into the total learning expectation of each student.

Each week, a virtue will be studied. The main objective of Holy Rosary's virtue program is to offer students, teachers, and parents a means to know, value, practice, and internalize virtues in a consistent and committed manner. The focus is on the practice and acquisition of specific virtues. **A virtue is a habitual and firm disposition to do the right thing. It allows the person not only to perform good acts, but to give the best of oneself (CC 1803).**

Students in Holy Rosary School are providing ongoing opportunities to exercise virtue on a daily basis. Virtue is taught and encouraged in all activities and circumstances of school life. The goal is to help students intellectually understand and internalize the virtues they are asked to practice. This serves to make these virtues part of their own life principles, helping them to become true leaders of character. For this reason, Holy Rosary considers formation in virtue to be a vital component of the educational program.

Holy Rosary School uses the Disciple of Christ Education Virtue Program adopted by the Diocese of Lansing.

DISCIPLINE

Holy Rosary Catholic School's goal is to lead children to **self-discipline**. We believe that a student can be taught self-discipline skills as a part of the total school curriculum. Discipline is not viewed as punishment. The aim of discipline is to institute and maintain satisfactory educational conditions free from distracting behavior. Based on the respect of authority of others, discipline will develop the student's ideals, attitudes, and habits for good Christian living.

Since there can be no character formation without training in discipline, one of the most important lessons education can teach is discipline. While it does not constitute a subject, it underlies the whole educational structure. It is the training that develops self-control,

character, orderliness, efficiency, and the ability to cope with the responsibilities of adult life.

In order to promote the school's mission statement, we believe that no student has the right to interfere with a teacher's right to teach.

Consequently, **no student is allowed to interfere with another student's right to learn and a teacher's right to teach.** Students are expected to display Christian values, and respect themselves as well as their neighbor.

Our discipline program seeks to foster the values of a Christian community: kindness, courtesy, justice, respect, and cooperation. Discipline will be modeled after the sacramental life of the Church, with a special emphasis on the sacrament of reconciliation. In this sacrament, a faith-filled person acknowledges and takes responsibility for the wrongful actions he or she has chosen, atones and makes a sincere effort to do better. A student is challenged to acknowledge and take responsibility for the wrongful behavior, learn from the mistake, and make amends by trying to avoid this behavior in the future.

At school, discipline policies are intended to: promote personal responsibility and self control, provide a classroom environment conducive to learning, provide for the well-being and safety of each student, and promote cooperation between teachers and parents in supporting proper behavior.

The student's rights are:

- To have a teacher who is in a position to, and will, help the student limit his/her inappropriate behavior.
- To have a teacher who is in a position to, and will, provide the student with positive support for his/her appropriate behavior.
- To choose how to behave and know the consequences that will follow.

The teacher's rights are:

- To establish a classroom structure and routine that provides the most desirable learning environment in light of his/her needs and encourage the positive spiritual, social, educational, and emotional development of the student.

The parent's rights are:

- Parents have a right to expect quality Catholic education; that their children's safety will be paramount; that they will have reasonable access to instructors and administrators; and that they can present concerns and receive fair hearings.

The school's rights are:

- Holy Rosary School reserves the right to require a parent to withdraw their student(s) from the school.

The following is designated to address as many areas as possible; however, it is IMPOSSIBLE to cover EVERY eventuality. Therefore, the administration reserves the right to address situations as it deems appropriate and to amend and/or waive policy for just cause. The administration reserves the right to also change consequences as it deems appropriate and to include consequences of lost extra-curricular activities, co-curricular activities, athletics, and clubs.

ENFORCEMENT

Students are expected to follow the guidelines provided and strive to reflect the values of the school's Catholic tradition in their daily behavior. When a student chooses not to follow the prescribed rules, teachers will assist the student in identifying the behavior, discuss the problems the behavior causes, and focus on what the student can do to prevent a reoccurrence. The primary goal is not to find fault, but to help the student improve his/her behavior and do well in school. The school has an obligation to assist each student to assume more responsibility for his/her own actions as he/she matures and gains experience. For this reason, each student must be dealt with according to his/her age and maturity, abilities, and interests. This ensures that the means of correction will be appropriate to the maturity and grade level of the student.

MISBEHAVIOR AND MEANS OF CORRECTION

Classroom Misbehavior:

Teachers may assign consequences that do not require a visit to the principal's office. Students may be assigned consequences for breaking school safety rules, rules affecting the smooth running of our school,

and general misbehavior in the classroom. Examples include, but are not limited to:

- Incomplete homework; being unprepared for class
- Loudness, running in the hallway or classrooms, disruptive behavior
- Repeated occurrences of untucked shirts or other dress code violations
- Talking out of turn or excessively
- Uncooperative attitude
- Repeatedly late for class
- Violation of class rules

Consequences:

Discipline management techniques utilized by the teacher or principal may include, but are not limited to, the following:

- Visual warning
- Verbal reprimand
- Conference between student and teacher
- Telephone conference with child/teacher/parent
- Lunch hour detention; loss of recess
- Denial of classroom privileges
- After school detention
- Conference with parents
- Exclusion from field trips, special activities, sports
- If a student does not show up for after school detention, they will be suspended for one day.

Lunch Hour Detention:

Students who are assigned lunch detention will eat in the cafeteria, isolated from their class. The principal or classroom teacher will assign the seat in the cafeteria. At recess time, students with detention will report to the staff and will be assigned a work task to complete.

After School Detention:

After school detention will begin promptly at 3:10PM and end at 3:40PM. Students must report to the detention room on time or they will be assigned an additional day of after school detention. Students will be assigned a work task to complete. They will be dismissed by the teacher in charge. Parents will be notified the day before the after

school detention is to be served. Parents are responsible for picking their child up promptly at 3:40PM.

Student Referrals to the Principal’s Office:

When sent to the principal’s office during class, students will remain there until they meet with the principal. Students may be sent to the office for breaking rules related to conduct. Examples include, but are not limited to:

- Aggressive behavior towards other students
- Refusal to follow teacher directions, talking back to teacher, or other adults
- Inappropriate language or gestures
- Continued classroom misbehavior

Misbehavior:

When further action is necessary, the following options are available: a formal student/parent/teacher disciplinary committee conference, behavioral contract, in-school suspension, out-of-school suspension, and expulsion.

Behavioral Contract:

A behavioral contract is a document stating what the expected behavior will be from the student. The student, parent(s) and teacher, will sign the contract during a formal scheduled conference. The contract is two weeks in length. If the student’s behavior does not improve, suspension will follow.

Suspension:

The following behaviors are considered serious and may result in an in-school or out-of-school suspension, or expulsion. Suspension is the expulsion of a student from class or school for a specified time, as determined by the administration.

- Fighting, disruption, or physically endangering another person.
- Damage or destruction of school and/or private property (Diocesan Policy #5131.5).
- Possession of dangerous weapons.
- Possession or use of tobacco, narcotics, alcoholic beverages, and all other dangerous drugs while on school premises; this also includes off-campus activities.
- Stealing of school or private property while on school premises.

- Being insubordinate or showing disrespect towards teachers and other school employees/volunteers.
- Leaving the school premises without the permission of a staff member.
- Verbal or sexual harassment of another student.
(Diocesan Appendix L)

In the event of alleged serious misconduct, the student will be removed from the class/school for a minimum of one day so that an investigation can be made by the school administration. This will ensure the safety of the student body while investigating the validity of the accusation.

(Based on Administrative Regulations of Diocesan Policy #5131-C)

Student Suspension:

Diocese of Lansing Policy DBS File #5114

1. The student shall be informed of the specific charges, which are the basis of disciplinary action to be taken against him/her. He/she shall have the right to present any relevant information in his/her behalf.
2. Parents must be notified immediately of the suspension, the reasons for it, and the steps to be taken prior to the student reentering school. In no instance shall the student be asked to leave the school before parents have been notified.
3. In the cases where it is warranted, students returning to school following the suspension should be referred to a guidance counselor or other social agency as an aid to effective adjustment.
4. Records of disciplinary action leading to, concurrent with, and following suspension, should be kept in the student's folder but not as part of the permanent record.

Student Expulsion: Diocese of Lansing Policy #5114.1

Expulsion shall be defined as the permanent dismissal of a student from the school. It shall be enacted only as the last resort after other means of motivation and correction have failed and/or circumstances of crime, scandal, morality, or disruption necessitate this extreme disciplinary action.

Any expulsion must involve: (1) prior notice to parent/guardian of the general nature of the punishable offense and violation; (2) referral to

the Diocesan Superintendent or his/her delegate; (3) notification of an appeal process.

Grievance Procedure: (Diocesan Policy #2450b)

The following procedure has been adopted as a policy to be followed as requested by the administration and teachers.

It is hereby submitted that all parental inquiries and/or complaints be directed **FIRST** to the specific teacher involved in either verbal or written form. If written, it must be signed.

If no satisfactory results can be attained, the **SECOND** encounter shall be between parent, teacher, and administration (principal). A sincere attempt shall be made to resolve any complaints by means of a conference between the concerned parties.

If not resolved, the principal's decision may be appealed to the pastor/pastoral coordinator.

Steps to follow:

1. The act or condition which is the basis of grievance must be presented, in writing, to the pastor.
2. Within fifteen (15) days of receipt of the grievance, the pastor/pastoral coordinator shall fix a time and place for a hearing of the grievance; commission, or committee thereof.
3. The pastor/pastoral coordinator has the option of referring the grievance to a grievance hearing panel of the entire education commission, or a committee thereof.
4. At the grievance hearing, all involved parties must be given an opportunity to present their respective positions and every effort shall be made to adjust the grievance amicably to the satisfaction of all parties.
5. The pastor/pastoral coordinator, either acting alone, or on the advice of the hearing panel, must render a decision and inform all parties, in writing, within five days after the close of the hearing.
6. In the event that the aggrieved party is not satisfied with the decision rendered at the local level, an appeal may be made to the Chairperson, Department of Education and Catechesis, Diocese of Lansing.
7. Within fifteen (15) days of the receipt of the grievance, the Chairperson of the Department shall fix a time and place for a

hearing on the appeal. At the Chairperson's discretion, two (2) members of the Diocesan Board may be appointed to a hearing panel.

8. The Chairperson must render a decision and inform all parties, in writing, within five (5) days of the close of the hearing.

Harassment/ Bullying:

Harassment or bullying is in direct conflict with Jesus' call to love one another. Harassment or bullying is defined as the use of force, threatened or real, to coerce or humiliate others. **Bullying under any circumstances will not be tolerated.** The result of such behavior is the student will be sent to the Principal immediately. Consequences up to and including expulsion shall be taken against any person who engages in any type of harassment, including electronic harassment (cyber-bullying).

Harassment and bullying includes, but is not limited to, the following:

- Unwelcome and persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe.
- Persistent name calling, derogatory comments, or personally damaging statements made about others.
- Behavior that is sexual or lewd in nature.
- Physical aggression.
- Threatened violence.

Cyber-bullying is defined as the use of the internet, cell phone, or other electronic devices to send or post text messages or visual messages intended to hurt or embarrass another person. Cyber-bullying includes, but is not limited to, the following:

- Cruel instant messaging or threatening e-mails.
- Mean, repeated cell phone messages.
- Forwarding private photos or videos or digitally modifying images of students or school personnel.

FEDERAL LAW: GUN-FREE SCHOOLS ACT

This law requires a school to expel any student who brings a "firearm" or explosive device onto school grounds. The expulsion is to be for at least a one-year period from the date of the incident.

MICHIGAN LAW: PUBLIC ACT 328

This law requires the expulsion of students who possess a dangerous weapon on school property (including a bus) or at school activities. A dangerous weapon refers to a firearm, dagger, dirk, stiletto, a knife with a blade over 3 inches in length, pocket knife opened by a mechanical device (switchblade), iron bar, or brass knuckles. This act further includes expulsion for students who commit arson or rape in a school building or on school grounds. This law provides for the permanent expulsion of students who violate its provision. Also, the punishment is mandatory; meaning the school district **must** expel the student. The Michigan Law does provide for possible reinstatement by the Board of Education after a certain time period. If the student is in grade 6 or above, the student may be re-admitted after 180 school days. If the student is in kindergarten through grade 5, reinstatement is possible by Board action only after a 90-day suspension. It is important for parents and students to know that expulsion applies to **all** Michigan schools. A student cannot be admitted to any public school in Michigan during the expulsion period.

COMMUNICATION POLICY

A newsletter is sent home every Friday. The student has the responsibility to leave the school with the parent newsletter in his/her possession. The parent has the responsibility to insist that the child deliver the newsletter. The teachers may send notes, write in student's planners, and send other information home daily. Newsletters may also be obtained on the school website. Announcements of upcoming events can also be obtained on the school's website: www.holyrosaryflint.com.

DRESS CODE POLICY

It is our desire to have a dress code that promotes neatness, modesty, and cleanliness. In order to promote an environment that is conducive to learning and distinguishable from recreation, we have adopted the following dress code. The dress code is inclusive for grades kindergarten through 8.

PERSONAL GROOMING

Clothing and hair should be neat and clean. No hats, scarves, or head clothing is to be worn inside the building. Traditional haircuts for both boys and girls are expected. Hair should not impede the student's vision. Boy's hair length is not to go below the collar. No unnatural hair color, no Mohawks, no designs or words shaved into the hair, and no feathers.

JEWELRY

Minimal jewelry shall be worn: no more than one necklace and one bracelet (includes plastic bands). Boys may not wear earrings of any kind. Girls may wear earrings no larger than a quarter. Body piercing, tattoos, etc. are not allowed.

MAKE-UP

Grades K-4: None.

Grades 5-8: Minimal make-up must be lightly applied. No glitter make-up! No make-up, hair spray, nail polish, etc. are to be brought to school.

PERFUME/COLOGNE

None is to be worn, due to allergies of some students and staff.

SHIRTS/BLOUSES

ONLY long or short sleeve SOLID colored dress shirts, blouses, or golf/polo shirts will be allowed and must have a fold over collar. Golf/polo shirts (even with the small alligator/fox type logo) and turtlenecks are also acceptable. Striped shirts that follow dress code ARE allowed on Fridays ONLY. **All blouses and shirts must be tucked in and long enough to remain tucked in at all times** throughout normal school activities. All blouses and shirts will be buttoned up with the exception of the top button at all times.

NOT ACCEPTABLE: Shirts with prints, plaids, or stripes. Hawaiian style (with pictures and/or designs), v-neck shirts without buttons, sleeveless shirts and/or tank tops, "cap" sleeves, sheer material of any kind, shirts that are tightly fitted, and shirts that are too short to remain tucked in.

SHOES

Dress shoes with low heels or athletic shoe are acceptable. Tennis shoes are recommended every day and required on P.E. days.

NOT ACCEPTABLE: Sandals, Crocs, clogs, flip-flops, etc. of any kind. Tennis shoes with retractable roller blades are prohibited. No lights,

sound devices, or other distracting features are permitted. **All heels and toes must be covered by the shoes worn.**

SHORTS/SKORTS/CAPRIS

Dress cotton twill walking shorts and skorts no shorter than 3" above the knee level may be worn before October 1st and after April 30th of each year. Color must be solid navy, black, or tan. Cargo style shorts are acceptable.

NOT ACCEPTABLE: Shorts that become excessively short when the student is moving or sitting, cut-offs, jean shorts, sport shorts, or nylon shorts.

SKIRTS/DRESSES

All skirts, dresses, and jumpers must be solid color, in navy, black, or tan, and should be no shorter than 4" above the knee. Dresses must have a sleeve and a modest and appropriate neckline. Jumpers must have a dress code shirt underneath, and all skirts must be accompanied by a dress code shirt. **Girls are asked to avoid wearing skirts and dresses on P.E. days and on very cold winter days.**

NOT ACCEPTABLE: Jean skirts or jean dresses, skirts or dresses that become short when student moves or is seated, tightly fitted dresses or skirts, sheer fabric of any kind, plaids, stripes, and printed items with pictures or designs of characters.

SLACKS/PANTS

Traditional cotton twill dress slacks (i.e. Docker style), full length to the ankle, and worn at the waist. Corduroy pants and elastic waists are also acceptable. Colors must be solid navy, black, or tan. All slacks/pants must have a hem and clear the floor. Cargo pants are acceptable in dress code colors.

NOT ACCEPTABLE: **Jeans (including black, blue, white, and tan)**, sweat pants, knit pants, running pants, pants with excessive (metal) decorations or pockets, bib overalls or yoga pants .

SOCKS/STOCKINGS

Socks, nylons, or tights must be worn at all times. **All socks must be visible above the shoe.** This includes dress up days, jean days, and field trip days.

SWEATERS/VESTS

All sweaters and sleeveless vests must be worn over an appropriate dress code shirt or blouse, with a fold over collar. Cardigan sweaters with hoods will now be allowed, but not sweatshirts or fleece with or without hoods. Monogrammed Holy Rosary blue or grey sweatshirts may be worn with a dress code shirt underneath.

NOT ACCEPTABLE: Sweatshirts other than Holy Rosary sweatshirts, fleece, excessively large, baggy, or tight sweaters or vests.

SWEATSHIRTS

Holy Rosary logo sweatshirts are allowed. They are sold in the fall every year.

EXTRACURRICULAR ACTIVITIES

Cheerleaders and those participating in sports will be permitted to wear their uniforms to school on the day of a game. Uniform shirts that are sleeveless must be worn with a collared shirt underneath. Students in scouts will be permitted to wear their uniforms on the day of their meetings. Physical Education t-shirts and gym shorts may be worn during gym class.

FREE DRESS (Designated days only – ex. Spirit Week –Catholic Schools Week etc.)

Occasionally, students are permitted to wear non-dress code clothes. Students are expected to make good decisions regarding clothing choices. On free dress days, the following standards are in effect:

- Clothing must be neat and clean. Ripped jeans are prohibited.
- Clothing must be free from inappropriate words or graphics.
- Clothing must be modest.

HALLOWEEN COSTUMES

Since All Hallows Eve (Halloween) is the eve of All Saints Day, the costumes worn should be in keeping with the holy day. Costumes may be religious or Biblical figures, or positive role models or “heroes.” No makeup, hair dye or spray, nail polish, etc. is to be brought to school.

STUDENTS MAY NEVER WEAR

- Jeans of any color (except on jeans days)
- Knit pants or leggings
- Bib overalls of any fabric
- Promotional clothing, or clothing that advertises
- Sandals or clogs

- Heavy makeup
- Hats, ball caps, or head scarves
- Sleeveless shirts, blouses, or dresses
- Shirts, blouses, or dresses made of sheer fabric
- Shirts or tops with Henley collars

All teachers and the principal reserve the right to determine if a student is dressed appropriately for our school and to notify parents of such violations and disciplinary action. When inappropriate clothing is worn, the student will contact the parent for a change of clothing. The student will be kept out of class until their dress is corrected.

VIOLATIONS FOR DRESS CODE AND DISCIPLINARY ACTION

1st Violation: Verbal warning to the student and documented in the office.

2nd Violation: Notice and/or phone call to the parent to bring appropriate clothing to school.

3rd Violation: Student will serve lunch detention.

Further violations could result in an in- or out-of-school suspension.

EMERGENCY INFORMATION POLICY

RELEASE OF EMERGENCY INFORMATION

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary to protect the health or safety of the student or other persons.

EMERGENCY CARDS

Individual pupil “Emergency Cards” must be filled out at the beginning of each school year. These cards are used in case of emergency so that we can reach you or your designee should an emergency situation arise with your child. Please keep this information updated by contacting the school office with any changes. Students are only released to those designated on the emergency card.

EMERGENCY/WEATHER SITUATIONS

Emergency situations can and do occur occasionally. The best way to handle them is to remain calm and cooperative. Each of these situations is by definition unique, but there are some general preparations which

can be made to meet them. During a school emergency, please do not attempt to call the school for information as we will need to keep the communication lines open. Holy Rosary will be using the REMIND App to maintain contact with parents.

To receive emergency school information, or school closing due to weather, The REMIND App will be used or turn your television to the following stations:

- Television
 - WJRT: TV 12
 - WNEM: TV 5
 - WEYI: TV 25

FIRE DRILLS: Fire drills are held at regular intervals during the course of the school year. Each class and area has a designated evacuation route and destination in case of fire. The fire drills are conducted in **absolute silence**. Proper behavior in an emergency is stressed to the students.

TORNADO: In the event of a **tornado warning**, school will not be dismissed until the warning is officially cancelled. Students will be released only to the care of parents or guardians and only through the school office. Under no circumstances will a student be released from a classroom or any designated area without authorization from the school office. During a **tornado watch**, school will continue as usual and students will be dismissed at the normal time.

EMERGENCY CLOSING: If it is necessary to close Holy Rosary Catholic School because of weather or any other reason, parents will be notified through the REMIND APP AND/OR EMAIL or please turn to the above mentioned television stations.

ACTIVITIES CANCELLATIONS: When school is closed because of weather conditions, all school, after school, and evening activities are cancelled, i.e., athletic practices, games, meetings, scouts, dances, field trips, etc.

EARLY DISMISSAL: If the school day is cut short after it has begun and the students are being sent home early, this information will be announced in the same fashion as mentioned above. Please only call the school in these cases if it is necessary.

FIELD TRIP POLICY

Holy Rosary Catholic School does not assume any liability for injuries on field trips. Every precaution is taken in planning the trips and adequate supervision is provided. The following Diocesan guidelines are followed.

Administrative Regulations for Diocesan Policy #6153

1. All field trips must have the approval of the program administrator (principal).
2. No student may participate in the field trip unless a signed permission slip for the specific event is on file with the administrator. The appropriate form designated by the Diocese of Lansing shall be used.
3. Whenever possible, bus transportation should be used. If a passenger vehicle must be used, a volunteer information sheet must be completed and placed on file with the administrator. The minimal, acceptable liability limit for privately owned vehicles is \$500,000 CSL (Combined Single Limit).
4. Each driver and chaperone must be given a copy of the approved itinerary including the route(s) to be followed and a summary of responsibilities.
5. For trips other than interschool athletics, supervision of one (1) adult per ten (10) students is required.
6. Field trips are privileges afforded to students. A student may be denied participation in a field trip for a consistent violation of school rules or a serious disciplinary infraction.

FINANCIAL AND TUITION POLICIES

TUITION PAYMENT PLANS:

There are three options for payments of tuition and fees.

1. Discount Payment Plan: 3% discount, if tuition is paid in full by August 1, 2017.
2. Semester Payment Plan: 1.5% discount, if one half of the tuition is paid by August 1, 2017, plus \$10.00 processing fee. The balance is paid by January 1, 2018 to the school office.
Monthly Payment Plan: Paid to office on the 1st of every month for 10 months (August – May): 1st payment due to the office by August 1st, 2017.

All payments can be made directly to Holy Rosary on or before the due date of the 1st of every month. Full payment must be paid by the 9th or a \$10.00 late fee will be assessed on the 10th of the month. An additional late fee of \$15.00 will be assessed on the 15th of the month resulting in a total late fee charge of \$25.00. Tuition MUST be paid by the 15th or your child will not be able to attend class until payment is current.

HEALTH POLICY

ALLERGIES

If a student has allergies that are significant enough to warrant medication or accommodations in the school setting, a prescription and/or written evaluation from a doctor must be in the school office prior to the student's first day of school. All updated reports must be in the student's file in the school office.

COMMUNICABLE DISEASES

Cases of contagious diseases should be reported to the school office immediately.

FIRST AID

Minor first aid will be given in the school office. In the event of a serious injury, every effort will be made to contact the parents. If that is not possible we will contact the persons listed on the emergency card.

HEARING AND VISION SCREENING

Hearing and vision screening is done every year by the Genesee County Health Department. Alternating grades are tested for hearing and vision, except kindergarten, which has both health screenings yearly. Beginning with the 2015 school year, all kindergarten students must submit that they have received hearing and vision screening prior to enrollment.

Hearing: Kindergarten, grade 2, grade 4

Vision: Kindergarten, grade 1, grade 3

IMMUNIZATION REQUIREMENTS

Students enrolling in any grade must provide the school with an immunization record stating that the student has had immunizations as required by state law. If Immunization forms are not current, a

certified, non-medical or physician signed medical waiver form must be on file with the office. All waiver forms MUST be obtained from the Genesee County Health Department by appointment.

	<u>Age 4-6</u>	<u>Ages 7-18</u>
DTP	5 doses	5 doses
Polio	4 doses	
MMR	2 doses	2 doses
Chicken Pox Vaccine	1 dose	

MEDICATION PROCEDURE

When it is necessary for children to take prescription medication during school hours, the following procedure will be followed:

1. The medication to be taken must be prescribed by a licensed physician. The physician dictates the type of medication, dose of medication, and the time it is to be given.
2. The parent will give written permission for the school to dispense the medication. Medication forms are available in the school office.
3. Medication that is to be dispensed at school over a long period of time must have a new medication sheet each month and updated doctor's orders.
4. All medications will be stored in the school office and containers will be labeled with the child's name when brought into the office.
5. It is the parent's responsibility to notify the school office when medication has been discontinued.

LIBRARY BOOK POLICY

Students at Holy Rosary Catholic School visit the library once a week. Library books are checked out for one week but may be renewed twice. The due date is stamped in the back of the book.

A student is not allowed to check out more books until overdue books are returned. Lost books must be paid for at the current replacement cost plus the processing fee. All book fine money collected goes into the library book purchasing program fund.

LITURGY (MASS), PRAYER, AND SACRAMENTAL POLICIES

As Catholics, we rely on God for His guidance and grace to live out our Catholic faith. We, therefore, begin and end each school day in prayer. Weekly school masses are held at 8:30AM on Fridays. The Mass and Eucharist are the foundation of a Catholic education: we draw our strength from it therefore it is mandatory that each student actively participate. **We welcome parent, guardian, grandparent, etc. participation in school Masses.**

CHURCH RULES: Remember that you are entering a Holy Sanctuary.

1. Walk in a straight line.
2. No talking, unless participating in verbal responses or singing.
3. Use Holy Water and kneelers properly.
4. Genuflect at pew upon entering and exiting the church.
5. Fill pews from the outside in.
6. Show respect for all religious traditions.

The Sacrament of Reconciliation is provided for students twice during the school year: During Advent and Lent. Adoration and Benediction are conducted on the First Friday of each month. Prayer services and the Stations of the Cross are scheduled throughout the year. An all school Rosary is held monthly with each class taking turns leading.

LOCKER POLICY

Students (5th -8th Grade) will have the use of school lockers throughout the school year. It is their responsibility to keep their locker clean and free of refuse. No decals or stickers of any kind or locks brought from home are allowed. As with all school property, lockers are to be treated with care. Misuse of a locker will result in the loss of locker privileges and other serious consequences. A locker policy contract must be signed by student and parent.

LOST AND FOUND

Lost articles are to be turned into the school office and will be placed in a lost and found near the front entrance to the school. If articles are not claimed within a reasonable amount of time (approximately one

month), they are donated to charity. Please label your student's coats and lunch pails, sweatshirts, boots and other belongings.

LUNCH AND RECESS POLICIES

LUNCH

Lunches are provided for those who wish to purchase them through the cafeteria. **Order forms are distributed to each student weekly. All lunch order forms must be returned on Monday morning by 8:30AM. Accurate lunch counts are imperative for the efficient operation of the cafeteria. If your child is not present for the lunch count on Monday at 8:30AM and is in need of a lunch, you must contact the school office and inform the office staff that your student will be ordering lunch.**

For students that bring their lunch, it is important that their lunch include healthy food and beverages. Please do not send sodas of any kind. Milk can be purchased and tracked on a milk card. Water is always available for students. Lunch time is an important part of our school day and allows students an opportunity to learn and practice social skills. Parents may join students for lunch on special occasions and should submit a request to the office at least one day prior to the event.

- Glass bottles and containers **are not permitted.**
- Please do not send food that needs to be heated. We do not have the staff to accommodate this service.
- No student is to leave the school grounds during the lunch recess.
- **Parent volunteers are needed daily for lunch duty.**

CAFETERIA RULES

All food and drink are to be consumed in the cafeteria. It is expected that students exercise proper conduct at all times. Any student who does not obey cafeteria rules will be subject to the consequences established in the school disciplinary guidelines.

Students are expected to:

- Speak in a normal voice (no shouting).
- Observe basic table manners.

- Listen to and show respect for all adults.
- Enter and exit the cafeteria quietly and orderly.
- Remain seated during and after eating.
- Clean their area after eating.

RECESS AND PLAYGROUND RULES

All children go outside for fresh air each day, weather permitting. Children are kept in only if it is absolutely necessary and if a written explanation from the parent is presented at the school office. If a parent feels it is necessary to keep a child in longer than two days, a note from the doctor must be presented to the school office.

Students in grades K-8 go outside on the playground unless the weather is rainy or severely cold (0 degrees Fahrenheit or below with wind chill). Studies have shown that a child studies better in the afternoon if he/she has been permitted to have this recess out of doors. We ask that you **do not** request that your child stay indoors **unless there is a note from your doctor**. We ask parents to see that children wear heavy outdoor clothing and boots in the wintertime. Only students with snow pants, snow boots, winter coat, hat, and gloves will be allowed to play in the snow.

Playground Rules:

1. Children are to be respectful, take turns, and be cooperative.
2. Students are to remain outside during the entire lunch recess unless weather interferes.
3. Students must ask permission to enter the building during recess.
4. Students are to remain on the playground within the eyesight of the playground supervisors at all times.
5. If any student leaves the playground without permission from the office, the parents will be notified.
6. Lunch boxes are to be kept in designated areas, clear of games and equipment.
7. No food or candy is to be taken outside.
8. No hard balls are permitted on the playground.
9. No radios, CD/MP3 players, IPods, or hand held games are permitted on the playground.
10. Fighting, interfering with other's games, or causing any disturbances on the playground is prohibited.

11. Inappropriate language, name calling, and gestures are not allowed.
12. Throwing snow **in any form** is not permitted.
13. When slippery, playground equipment is not to be used. No jumping from any equipment.
14. Stop play and line up when recess has ended.

PARENT/VOLUNTEER POLICY

In keeping with Diocesan policy, all parent volunteers that have contact with any children in any capacity include but are not limited to the following: coaches, extracurricular activity coordinators, field trip chaperones, lunch duty or classroom parents, special events coordinators, or Scouts leaders; are required to:

- Complete the fingerprinting and background check requirement.
- Attend a “Protecting God’s Children-Virtus” presentation. This program is provided by the Diocese of Lansing. If you have contact with children in the school for more than 4 hours a month, you must attend a live session. If you have contact with children less than 4 hours a month, you can visit Virtus Online by going to www.virtus.org and complete the training online. Check with the school office for step by step instructions. Your attendance in one of these sessions must be verified before you will be allowed in our classrooms or to chaperone field trips.
- Read and sign the Diocesan Volunteer’s Code of Conduct.

VOLUNTEER EXPECTATIONS

As a Catholic school, we must expect and demand the highest Christian respect for one another. Volunteer Rights are as follows:

1. The volunteer has the right to be treated with respect due any staff member.
2. The volunteer has the right to worship with us.
3. The volunteer has the right to the tools and information necessary to perform the tasks assigned.
4. The volunteer has the right to ask questions.

VOLUNTEER DUTIES

1. The volunteer arrives on time and performs assigned tasks.
2. The volunteer respects and enforces school rules.
3. The volunteer treats all students the way Jesus would treat them.
4. The volunteer is asked to wear modest and neat attire, as you are a role model for students.
5. Volunteers are expected to remain in their working area and not visit other classrooms or areas in the building, including your own child's room.
6. Any information the volunteer obtains concerning students or teachers **must be kept confidential in any setting inside or outside of school, and not shared with others.**
7. **Volunteers must report to the principal any information which, if shared, may save someone from harm. As a volunteer, you are a mandated reporter for the children you work with.**

Each family is required to donate 10 hours minimum per school year.

PARTY POLICY

Holiday parties on Halloween, Christmas, and Valentine's Day will be given by the home room parents on or near the holiday being celebrated. If a parent wishes to bring in a birthday snack for their child, please contact the teacher in advance.

Invitations to out-of-school parties may not be given out at school or at school activities unless all children receive one; or if all boys are invited or all girls are invited.

PERSONAL PROPERTY POLICY

Students must leave all valuable possessions at home. All cell phones must be turned into the office at the beginning of the day and may be picked up at the end of the day. Students who violate this policy will follow the normal disciplinary consequence procedure. **The school will not assume the responsibility for confiscated items or items that are lost or stolen.**

PHOTO AND VIDEO RELEASE POLICY

Holy Rosary Catholic School designates photographs and video recordings of students engaged in school activities as a category of “directory information.” Therefore, these photographs and video recordings may be disclosed without written consent under the Family Educational Rights and Privacy Act, 20 USC 1232g. Further, please note that parents and guardians will have to fill out a Media Release form and they may opt out or deny consent. Please give this written note to the school office, or send an email to the principal at principal@holyroscarycatholic.com.

SCHOOL FUNDRAISERS

As a part of a vibrant, positive community, each family is expected to participate and commit volunteer time in school fundraisers to raise funds for the benefit of the school. Each family is required to donate 10 hours minimum. There are multiple events throughout the year where families can meet this obligation. We thank you for supporting our endeavors.

SCHOOL TELEPHONE

Neither students nor teachers will be called to the phone during school hours unless it is an emergency. Students are asked not to use the school phone except for emergency purposes.

SCHOOL POLICIES

Holy Rosary School welcomes and encourages parental involvement. Parents are expected to be the role model for their children. They are to support and cooperate with school policies, procedures, projects, and activities. They are expected to participate in scheduled parent-teacher conferences. Each family is required to have at least one parent in attendance at the Parent and School Association meeting, where school goals and expectations of students are discussed. Parents who do not or cannot support school policies may be asked to remove their child(ren) from the school.

SPECIAL EXTRACURRICULAR ACTIVITIES AND PROGRAMS

ATHLETIC PROGRAMS

Holy Rosary Catholic School is a member of the Flint Area Catholic School League. The program complies with the rules and regulations of FASC and Michigan High School Athletic Association. The Athletic Director, with the approval of the principal designates coaches and assistant coaches.

All student athletes must have a current physical on file in the school office to begin practice. The physical must be dated after May 15th of the current year.

The availability of a team and the grade configuration of teams are dependent on the number of athletes. The Holy Rosary Athletic Program consists of:

GIRLS: grade 5/6 basketball and softball; grade 7/8 basketball, volleyball and softball.

BOYS: grade 5/6 basketball baseball and football; grade 7/8 basketball, baseball and football.

There will be a sports fee for each season/sport. Information will be provided by the coach during the season.

ELIGIBILITY

Each student will be monitored weekly for their progress. If a student has below a C in any class, the classroom teacher will send a notice of deficiency to the parent. The student has 2 weeks to show improvement. If the student's grades have not improved at the end of the 2 week period (10 school days), the student will be ineligible to participate in any extracurricular activities for the remainder of the semester.

COMMUNITY SERVICE OPPORTUNITIES

Each class strives to participate in some type of community service. Parents will be informed of the chosen activities and the specific details of their children's classes.

MUSIC PROGRAMS

SCHOOL CHOIR: The Holy Rosary School Choir consists of students that wish to sing at our school concerts, school Masses, and Holiday events. Any students entering 3rd grade to 8th grade are eligible for the School Choir.

SHOW CHOIR: A choir that combines singing with dance movements. The Holy Rosary Show Choir is an auditioned middle school choir (grades 5th – 8th). The Show Choir will perform at various Parish functions, community events, and competitions (if available.). The prerequisite is to also be a member of the Holy Rosary School Choir.

SCOUTS

Scouting activities and meetings will be weekly, at the discretion of the leaders. Please contact the school office for more information and for contact information of Scout Leaders.

STUDENT COUNCIL

Holy Rosary has a student council, with one representative from each grade 3-8, along with the elected officers. As members of the student council, students will learn about setting an agenda, brain storming ideas, problem-solving and voting, advertising citizenship skills and teamwork. They will learn to become well-rounded school leaders. They will work on various projects throughout the year.

PARKING LOT POLICY

As always, our main goal with student drop-off and pick-up is **safety**. Our goal is to make this process as smooth and efficient as possible.

Please observe the following guidelines when dropping off:

1. Enter the campus via Lynne Avenue.
2. Turn west at the third entrance and slowly go around the north end of the church/school building.
3. Go past the Child Development Center facility. Stop at southwest entrance (main church and school entrance) whenever possible.
4. Students should exit the vehicle from the door closest to the school entrance.

5. Exit the parking lot. Please observe the lane markings for right and left turns.

Please observe the following guidelines when picking up:

1. Enter the campus via Lynne Avenue.
2. Turn west at the third entrance and slowly go around the north end of the church/school building.
3. Go past the Child Development Center facility. You will be assigned a row and you will always park in the same row. We will alternate which row leaves first.
4. Vehicles will be dismissed once all students are safely in vehicles.
5. If a student has not exited the building before vehicles are dismissed, please pull to the curb to wait for the student.
6. Students are never to approach the vehicle until it has come to a complete stop.

TEXTBOOK POLICY

The school spends thousands of dollars on new and revised textbooks and supplementary materials each year. Each student is responsible for the books and materials that are assigned to him/her and must have them covered at all times. **Paper or fabric covers are to be used.** If there is damage to the books that reduces the item's usability, 50% of the replacement cost is due from the student/parents. In the event of the loss of a book or serious damage, 100% of the replacement cost is due. Unpaid damage fees will put a hold on report cards, re-registration and transfer of records.

VISITOR POLICY

We welcome visitors to Holy Rosary Catholic School; however, it is a good policy to screen visitors so that the student's welfare and the proper operation of the school are assured. We ask all visitors, including parents, to report to the school office upon arrival, sign in and pick-up a visitor or volunteer badge. At the end of your visit please sign out and return the badge.

If a student wishes to bring a guest to school, it must be pre-approved by the principal.

Parents and other interested persons are invited and encouraged to observe their children's classes. All visits must be approved by the principal at least one day in advance of the visit. Please call the office to schedule a visit.

Parents are welcome to walk their children into the building in the morning up to the locked doors, but we ask that children walk to the class independently. If students arrive late, we ask that parents drop children off at the school office.

AMENDMENT PAGE

Revised: November 1, 2012

Revised: September 9, 2013

Cover: Year updated

Pg. 5: Hours changed

Pg. 6: Change of Personnel updated

Pg. 13: Homework Time added

Pg. 18: Standardized test changed

STAR Math, STAR Reading added

Pg. 19: Parent Teacher Conferences changed

Pg. 20: Student Absence eliminate paragraph

Pg. 42: Tuition Payments Policy changed

Pg. 44: Library Book Policy changed

Pg. 45: Locker Policy changed

Pg. 49: School Fundraiser updated

Pg. 52: Student Council added

Pg. 52: Parking Procedure updated

Pg. 56: Amendment date updated

Revised: August, 2015

Cover: Year updated; email changed

Format changes throughout handbook were made for easier reference

Pg. 5: Daily schedule updated; Mission Statement changed

Pg. 6: Change of Personnel updated

Pg. 6: Philosophy of Education - Redundant word omitted

Pg. 7: Mass schedule change updated

Pg. 8: Executive Director change noted

Pg. 11: 2015 State of Michigan rule for nonmedical waivers for immunization added, redundant statement eliminated

Pg. 12: Curriculum -Mass schedule change updated; curriculum & instruction follows the Diocese of Lansing direction is documented

Pg. 12: Assessment section added; ACT Aspire Assessment added

Pg. 13: STAR Math and STAR Reading moved from page 18

Pg. 13: Diocesan Report Card, Grading Scales and Standards adopted

Pg.17: Support Services: Tutorial assistance during the school day is eliminated; Tutorial Assistance Category is added

Pg. 17: Progress Reports: the word interim was eliminated; Parent

Teacher Conferences moved from pg. 19; Parent teacher conference change noted for 1st and 3rd quarter only; Report cards and Honor Roll academic grade change from 3 - 8 to 4- 8; Diocesan Report Card, Grading Scales and Standards implemented

- Pg. 18: Standardized testing eliminated. STAR Math and Reading moved under Assessment Section on page 13; Student Information Management System section was added
- Pg. 20: Acceptable Technology Use Policy moved from pg. 53
- Pg. 22: Bus Policy eliminated
- Pg. 24: Tardiness - tardiness consequences documented; Asbestos Management Policy -inspection date updated and location of File change documented; Campus Policy was added
- Pg.27: Virtue Education program change documented
- Pg. 35: Communications Policy- references to MSP and website to obtain newsletter is documented
- Pg. 37: Slacks /Pants - yoga pants included I not acceptable category
- Pg. 38: Sweaters/Vests - HR hooded sweatshirts are acceptable dress
- Pg. 40: MSP and WDZZ communication channels added for emergencies
- Pg. 41: Tuition Payment Plans - dates updated; 11 & 12 month plans eliminated.
- Pg. 42 In 2015, Hearing and Vision Screening is required for Kindergarten students prior to the start of school per Health Dept.
- Pg. 43 2015 State of Michigan rule for nonmedical waivers for immunization added
- Pg. 44 Smoke Free Building Policy moved and is combined in the Campus Policy located on p. 24; Liturgy -Mass schedule change updated; Locker Policy - grades specified for clarification
- Pg. 46 Lunch Policy- further clarification is documented; Recess - redundant statement deleted
- Pg. 50 Eligibility - grade reflects Diocesan grading scale
- Pg. 51 EDGE eliminated; Music programs -Band eliminated, Choir - age group expanded, Group guitar combined with piano, Organ and private lessons eliminated
- Pg. 52 Visitor Policy - gym eliminated
- Pg. 53 Acceptable Technology Use Policy moved to pg. 20

Please sign and return this sheet to the school office.

I, _____, have read and understand the rules and policies set forth in the Holy Rosary Catholic School Parent/Student Handbook. I will follow these rules and procedures. If I have any questions, I will contact the principal of the school.

I have discussed and reviewed these rules with my child(ren). They agree to abide by the rules and procedures as written.

Student Name

Student Signature

Student Name

Student Signature

Student Name

Student Signature

Student Name

Student Signature

Signed,

Parent Signature

