

MISSION STATEMENT

Holy Rosary exists for the moral, spiritual, and academic development of our children. We provide a Catholic, Christian atmosphere recognizing the individuality and dignity of all students . . . a partnership in learning where the Son always shines.

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GENERAL INFORMATION

Holy Rosary Catholic School
5191 Richfield Road
Flint, Michigan 48506

Phone: 736-4220

Fax: 736-1064

E-Mail: hchool@comcast.net

Web Site: holyrosaryflint.org

Mascot: Wolverines

School Colors: Blue & White

SCHEDULES

DAILY SCHEDULE:

Doors Open 8:20 a.m.
Students to Class 8:30 a.m.
Class Begins 8:40 p.m.
Dismissal 3:10 p.m.

LUNCH SCHEDULE:

Grades 1-5 11:50 – 12:30
Grades 6-8 12:00 – 12:40

KINDERGARTEN SCHEDULE

A. M. Session : 8:40-11:20

SCHOOL OFFICE HOURS

The school office is open on school days from 8:00 a.m. until 4:00 p.m. An answering machine is available to record any messages you may wish to leave at other times--however, if your message does not receive a response, please call again!

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 the student must remain paramount, yet be balanced with the good of the school community. With all partners in the process 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.

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

CHANGE OF ROUTINE

If you will be picking your child up before the end of the school day, please go to the office and sign them

out using our sign-out book. It is helpful if you send a note with your student to inform us ahead of time. If you wish to change your child's after-school ride home or after-school schedule, please call the school office as early in the day as possible.

SCHOOL ADMISSION POLICY

Holy Rosary Catholic School's admission policy is as follows:

Holy Rosary Catholic School is a Catholic school operating in the Diocese of Lansing, based distinctly on Catholic values and principles. Parents and students must be supportive of these principles.

Holy Rosary Catholic School admits students of any race, religion, and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. High academic standards and good discipline allow all students to learn and perform at their maximum potential.

Prospective students and their parents desiring information on registration should contact the school (736-4220) and set up an appointment with the principal. A copy of the student's previous academic records (report card) is essential for proper placement into grade level. A placement test may also be given to further assist placement. Students who have been expelled, suspended, or are on probation from another school will only be admitted upon careful review of the individual case. No child whose parents seek enrollment in Holy Rosary Catholic School for the purpose of avoiding a controversial political issue shall be admitted to the school for the purpose of using it as a haven to avoid state regulation.

Children with special needs may be admitted on consideration that they may benefit from a normal classroom environment and that they will be no detriment to the other pupils progress. It should be noted that we do not have special services or staff training for special needs children. All students must register with the school office. It is the right of the school to accept or reject students for academic, disciplinary, social or psychological reasons

Because Holy Rosary Parish subsidizes the school, parishioners of Holy Rosary will have priority in admissions, as classroom space is available. However, as a parishioner the families must sign a contract during registration, which specifies the amount that must be contributed to the support of the parish.

A more detailed enrollment procedure is available to interested parents.

PROBLEM SOLVING PROCEDURES

If a social, behavioral, academic, or any related problem develops regarding your child, please consider the following:

1. Contact the teacher in question - a conference between parent and teacher or parent-student-teacher will very often lead to a satisfactory solution of the problem.
2. Make an appointment to meet with both the teacher and the principal--if, after a conference with the teacher, the problem has not been resolved.
3. If contact with the teacher and the principal has not resulted in the matter being satisfactorily resolved, you may also contact either of the following:
 - The pastor of Holy Rosary Parish
 - The Superintendent of Diocesan Schools, Diocese of Lansing

SCHOOL ATTENDANCE

In order for students to be successful, regular attendance and punctuality is essential. Classroom experiences, such as teacher instruction, films, and other educational experiences cannot be made up. Some absences, however, are unavoidable; we recognize the following as EXCUSED absences:

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
(only if these must be scheduled during school hours)

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 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 Absence:

If a student is absent or expected to be tardy, the parent/guardian must call the office before 10:00 a.m.

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.

Any accumulation of ten or more days of student absence within a marking period generally requires a conference of teachers, parents, and student to determine the basis for grading. If the absence occurs at the end of a marking period, the report card will be withheld until arrangements between teachers, parents, and students can be made.

Student Illness:

If your child is ill, please call the school office before 10:00 a.m. 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 recommended that a child be without a fever for a full 24 hours after an illness before returning to school.

Please do not send children to school when they are ill. We realize that children do get sick during the day, but are concerned about those who are sick when they come in the morning. Fever, vomiting, rashes, etc. are symptoms that should be checked before the child is sent to school.

If a student becomes ill at school, a parent or a 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 or 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. 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.

Missed Classwork:

If the student misses more than one day of school, please call the school office before 10:00 a.m. and the homework sheet will be in the office by 3:30 p.m.

Tardy:

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. Without a written note from the parent, the tardy will be considered unexcused. After more than three unexcused tardies, students will be asked to make up the missed time. **Also, if more than six tardies are accumulated during the quarter (excused and unexcused combined), students will be required to make up the school time missed**

LUNCH PROCEDURES

Hot lunch is available to students each day for purchase. **Lunch must be ordered ahead of time**--please do not send money with students to purchase lunch on the day it is served! Lunches for the week should be ordered on Monday.

Various items are sold in the cafeteria each day, such as milk, chips and other snacks, juice, and ice cream. Occasionally other items are sold as well.

Parents are asked to please pack a lunch that your child will EAT and enjoy; when ordering hot lunch, please watch the menu carefully and order hot lunch only on the days your child will eat what is being served. In addition, parents are encouraged to see that their children have a balanced diet and that not too much “junk” food is consumed at school. A good and balanced diet will be reflected in an alert student in the classroom! Breakfast is also very important for the child each morning before school.

Glass bottles and containers are NOT PERMITTED, for safety reasons. The pop machine is off-limits to students. Also, we do not have the staff to heat lunches brought from home for students.

Forgotten Lunches: In the event that a student forgets a lunch, a sandwich will be provided, as well as a milk or juice. No child will go hungry! We do encourage students who have spending money to pay for this sandwich and drink.

LUNCH RECESS

All children go outside for fresh air each day, weather permitting. Generally, if the wind chill is over 20 degrees we will go outside. Children are kept in only if it is absolutely necessary. Please be sure they dress warmly, including hat, gloves, and boots! (Please put names in these items!) If a parent feels it is necessary to keep a child in, a note from the doctor must be presented to the school office. Students are not allowed to leave school grounds during lunch recess time.

PLAYGROUND RULES

1. Before school students must immediately go into the building.
2. Students are to remain outside during the entire lunch recess.
3. Students are not allowed to leave the playground without permission.
4. No food is to be taken outside. (No gum)
5. No hard balls or super balls are permitted on the playground.
6. Throwing of snow **IN ANY FORM** is not permitted.
7. Respect must be shown to all adult authority.
8. Fighting, interfering with games, or causing any disturbance on the playground will not be tolerated.

GENERAL SCHOOL RULES

Be respectful, courteous, and cooperative at all times and in all places.

Maintain regular and punctual attendance.

Comply with the uniform dress code.

Follow directions; stay in designated areas.

Keep hands, feet, and objects to self.

Use all materials, equipment, and property appropriately and with care.

Consume all food and drink in designated areas; no gum chewing.

Receive permission through the school office to leave the school grounds.

Do not bring the following items to school without permission: roller blades, skateboards, electronic equipment, games, dolls, stuffed animals, trading cards, toys etc.

STUDENT BEHAVIOR SYSTEM

This is a comprehensive policy, effective not only at school, but also when students are at Mass, school activities and field trips, sporting events, and on the bus.

STUDENT REFERRALS TO OFFICE

When sent to the office during class students will remain in the office for the remainder of that class period. If teacher so designates, student will remain in office until they meet with the principal. Students may be sent to the office for breaking school 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 adult
Inappropriate language (spoken or written), gestures, etc.
Continued classroom misbehavior (see below)

CLASSROOM MISBEHAVIOR

Teachers may also assign consequences for inappropriate classroom behavior that does not require an office visit. Students may be assigned consequences for breaking school safety rules and rules affecting the smooth running of our school. (SEE GENERAL SCHOOL RULES) Examples include (but are not limited to):

Incomplete homework, unprepared for class
Loudness or running in hallways or classrooms, disruptive behavior
Repeated occurrences of untucked shirts, hats on, shoes untied, etc.
Talking out of turn, excessive talking
Lack of effort in class, uncooperative attitude
Late or tardy for class
Violation of classroom rules

STUDENT CONSEQUENCES

--Immediate consequences may be assigned by teacher or principal, including: conference between teacher and student, additional school lessons/homework, time-out areas, hallway detention, lunch hour detention (missing recess), missing gym time, or denial of classroom privileges.

--Students receiving additional reprimands (classroom or office) may be required to serve after school detention and a parent conference may be scheduled. Further consequences may also include exclusion from field trips, special activities, assemblies, sports and other after-school programs and activities. Repeated, chronic misbehavior may result in suspension from school, or, in excessive cases, expulsion from school.

FIGHTING

The definition of fighting includes wrestling, pushing and shoving. Other dangerous behavior (such as tripping, pulling chairs out from under others, etc.) is subject to the same consequences as fighting. Because each incident may have different circumstances, consequences may be adjusted at the discretion of the principal. In general, consequences are as follows:

--First offense: half day or full day in-school suspension
--Second offense: full day suspension, in-school or out of school
--Third offense: one or two days out of school suspension
--Further occasions may result in permanent expulsion from school

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 re-entering school. In no instance shall the student be asked to leave the school before parents have been notified.
3. In 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 may 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 attendant 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)

All parental inquiries and/or complaints shall 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 or Superintendent.

Steps to follow:

1. The act or condition which is the basis of the 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;
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 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 after the close of the hearing.

SEXUAL HARASSMENT POLICY

1. Sexual harassment is absolutely forbidden in any school of the Diocese of Lansing. The Gospel of Jesus Christ, taught in all times and places by the Holy Catholic church, includes a profound respect

for, and charity toward, each individual person. Sexual harassment is utterly at odds with the Gospel, and will not be tolerated.

2. Sexual harassment is exactly what the name implies—harassment of a sexual nature. It includes (1) unwelcome sexual advances; (2) requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; and (3) other verbal or physical conduct of a sexual nature when (3a) submission to such conduct is made either explicitly or implicitly a condition of a person's employment or education; (3b) submission to or rejection of such conduct is used as the basis for employment or educational decisions; (3c) such conduct has the purpose or effect of substantially interfering with a person's work or school performance; or (3d) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment. Sexual harassment can include, but is not limited to, improper physical contact, lewd or sexually suggestive comments, off-color language, leering, jokes of a sexual nature, slurs, and display or known possession of sexually explicit material. It can involve words or actions by any member of our community, directed against any other member of our community (or, in some circumstances, our guests and visitors.)
3. If you believe that you have been subjected to sexual harassment, please contact the principal without delay. If you believe that you have been subjected to sexual harassment by the principal of this school, please contact the Moderator of the Curia (517-342-2450) or the Chancellor (517-342-2454) for the Diocese of Lansing without delay. Sexual harassment may be reported orally or in writing.
4. A report of sexual harassment will be promptly and thoroughly investigated. The facts will determine the response of each allegation. Substantiated acts of sexual harassment will result in appropriate disciplinary action up to and including termination or expulsion. All information regarding a specific incident will be kept confidential to the extent possible under law. Retaliation for a report of sexual harassment likewise will result in appropriate disciplinary action up to and including termination or expulsion.
5. If a person who reports sexual harassment or a person against whom such a report is made is dissatisfied with the outcome of the investigation, that person should contact the Moderator of the Curia (517-342-2450) or the Chancellor (517-342-2454) for the Diocese of Lansing. If a person is dissatisfied with the outcome of an investigation undertaken in the first instance by the Moderator of the Curia or by the Chancellor, the person should contact the Bishop in writing.

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.

WEAPONS & 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, and 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 provisions. 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 six or above, the student may be readmitted after 180 school days. If the student is in kindergarten through grade five, 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.

PROGRESS REPORTS

Mid-term progress reports will be sent home in the middle of each quarter. This begins in the fourth grade. The dates will appear on the annual and monthly calendars. Parents are asked to sign and return this report. If there is a concern about academic progress, please call and meet with the teacher at this time. (It is not necessary to wait until parent-teacher conferences when a concern exists!)

REPORT CARDS

Report Cards are distributed quarterly to students in first through eighth grade. Kindergarten students receive report cards beginning in 2nd quarter. Parents are asked to sign the envelope the report card arrives in and send it back to school. Please be sure to schedule a conference with the teacher to address any concerns you may have after receiving your child's report card.

ACADEMIC GRADING SCALE

KINDERGARTEN

M - Mastered
P - Making Progress
N - Not Met
X - Skill Not Evaluated

GRADE 1

V - Very Good
S - Satisfactory
I - Improving but not Satisfactory

GRADES 2-3

V - Very Good
G - Good
S - Satisfactory
I -- Improving but not Satisfactory
U - Unsatisfactory

GRADE 4-8

A - Outstanding	92-100%
B - Very Good	82-91%
C - Average	72-81%
D - Below Average	62-71%
E - Failing	61 %

HONOR ROLL

To obtain Honor Roll status for Grades 4-8, quarterly academic grades (including electives) of A or B and conduct grades of A and B are required in all areas of the report card.

PARENT TEACHER CONFERENCES

Parent teacher conferences are scheduled after the completion of the first and third quarters of the school year. Conferences other than these scheduled are encouraged when the parent or teacher sees the need.

HOMEWORK / ACADEMICS

Students at Holy Rosary are taught the academic subjects of Religion, Mathematics, Social Studies, Language Arts (including Reading, English, and Spelling), and Science. Art, Music, P.E. and Enrichment classes are also offered.

Each class period and assignment is important. While children may not understand or appreciate this fact, parents and teachers do. It is their combined responsibility to insist that each task be taken seriously and done carefully. Homework assignments are part of the school program and require parental supervision to promote neatness and accuracy. In addition to daily homework, many teachers routinely assign projects of various complexity, which often require parent encouragement and support. Parents are encouraged to provide a REGULAR TIME and DEFINITE PLACE where home assignments are to be done. Parents are not expected to help children excessively, but parental interest goes far in encouraging a child. The purpose of homework is to reinforce the work done at school. It should instill a sense of responsibility and enable the student to form desirable independent study habits.

PROMOTION/RETENTION POLICY

Students are promoted to the next grade when it is felt the student is academically and socially prepared to experience relative success. If a student's grades fall below a "D" average in academic subjects retention is seriously considered. Parent/teacher/principal conferences are necessary whenever grades are of poor quality. The school has the responsibility to notify parents during the third quarter of school when retention is being considered. Although parent input is given serious consideration, the final decision on retention rests with the school.

Final report cards will document one of three categories:

"Passed" signifies that the student has done satisfactory work and is promoted to the next grade.

"Retained" signifies that student progress is not satisfactory and the student will remain in the present grade for the next school year.

"Lifted" signifies that student academic progress has not been satisfactory but that the decision has been made to move student to the next grade level.

STANDARDIZED TESTING PROGRAM

Stanford Achievement Tests (SAT) are scheduled during September in grades 4, 6, and 8 as part of the Diocesan Testing Program. The Michigan Educational Assessment Program (MEAP) is administered in grades 4, 5, 7, & 8.

SPECIAL SERVICES

Speech and Language testing and Psychological testing may be requested through the school office by parents and/or teachers. Parents must agree before testing can take place. This service is provided through the Kearsley Public Schools and is available to all students who attend Holy Rosary.

EMERGENCY/WEATHER SITUATIONS

Emergency situations can and do occur occasionally. The best way to handle them is to remain calm and to cooperate. 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, do not attempt to call the school for information. This only reduces the ability to communicate by tying up the telephone lines.

When the Kearsley Area Public Schools are closed because of weather conditions, Holy Rosary Catholic School is also closed. When Kearsley Area Public Schools cancel P.M. kindergarten due to weather, Holy Rosary P. M. kindergarten is also cancelled.

SNOW DAYS & EMERGENCY CLOSINGS: It is impossible for the school to contact each of you personally during these times. To receive emergency school information, turn your television or radio to the following stations:

WCK— 105.5	WJRT - TV 12
WFDF -910AM	WNEM - TV 5
WCRZ -CARS 108FM	WEYI—TV25

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. However, we will not dismiss a student without verifying that someone is home. If weather conditions occur once students are at school, parents are welcome to come and take their student home; however, students will not be sent home due to the possibility that there is no one at home. Please do not telephone the school unless it is absolutely necessary.

FIRE & TORNADO DRILLS

Fire and tornado drills are held at regular times during the course of the school year. Each class and area has a designated evacuation route and destination in case of fire or tornado warning. The drills are conducted in **ABSOLUTE SILENCE**. Proper behavior in an emergency is stressed to the students.

TORNADO SAFETY / TORNADO WARNINGS

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. Parents taking children home during a Tornado Warning will be asked to sign a form stating that they are aware of the weather warning and choose to take their child home anyway. (During a Tornado Watch school will continue as usual and students will be dismissed at the normal time.)

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.

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 school, the name and grade of the student is placed on the item and dropped off at the school office. School personnel will deliver the item. Use the main school office door (SW corner). Conferences, visits, etc. must be scheduled through the school office.

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 Catholic School 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.

STUDENT RECORDS

A file for each student (CA60) is kept 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.

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. All tuition, fees and fines must be paid before any records are transferred.

Access to Student Records:

School officials may grant access to student records to: (1) authorized school personnel (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.

LIBRARY BOOK RETURN AND FINE POLICY

Students in kindergarten will be allowed to check out one book each week, which will remain in their classroom. Students in first, second, and third grades may check out two books, which are due back in 1 week. Fourth through eighth grades may check out four books, which are due back in 2 weeks. The due date will be stamped on a slip in the back of the book. If a student wishes to keep a book longer than the due date, they must bring the book in on library day to re-check it.

We have discontinued the 5c per day late fee. Students will be responsible to pay replacement cost on lost or damaged books. If a student forgets to return a book on its due date, they may only check out the amount of books they returned. If a student has a book that has been past due for a month, they will not be allowed to check out any more books until the overdue book is returned.

DRESS CODE

"Who you are" is more important than "How you look." Our dress code is designed to help us emphasize this. It is also important that student dress not distract themselves or others from the work to be done at school. Our dress code includes all students, grades kindergarten through eight.

Teachers and Principal will determine the appropriateness of apparel for school. Students who are determined to be “out of dress code” will be sent to the office for a change of clothing; if none is available, a parent will be contacted. Students will NOT be allowed to return to class until proper clothing is worn. Frequent violations may result in detention.

Parent help and support is requested; please read the dress code carefully and be sure that all purchased items follow the requirements! Thank you for your help.

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.

Not acceptable: Sweat pants, knit pants, running pants, jeans, pants with excessive (metal) decoration or pockets, bib overalls. Cargo pants/shorts are acceptable if they don’t have additional pockets.

Shorts / Skorts /Capris Dress cotton twill walking shorts and skorts no shorter than 4” above the knee may be worn before October 1st and after April 30th each year. Color must be solid navy, black or tan.

Not acceptable: Shorts that become excessively short when student is moving or sitting, cut-offs, jean shorts, sport shorts, knit or nylon shorts.

Blouse/Shirts Long or short sleeve dress shirts, blouses or golf shirts must have a fold over collar.

Turtlenecks are also acceptable. All blouses and shirts must be tucked in and long enough to remain tucked in throughout normal school activities. All blouses and shirts will be buttoned up with the exception of the top button at all times.

Not acceptable: V-neck shirts without buttons, sleeveless shirts and/or tank tops, “cap” sleeves, sheer material of any kind, shirts that are tightly fitted, shirts that are too short to remain tucked in, and shirts that have pictures or designs of characters and other items. (Such as flames, cars, spiderman, etc.!)

Skirts/Dresses All skirts and dresses should be no shorter than 4” above the knee. Dresses must have a sleeve and modest and appropriate neckline. Jumpers must have a dress code shirt underneath. 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: Skirts or dresses that become short when student moves or is seated, tightly fitted dresses or skirts, sheer fabric of any kind, items with pictures or designs of characters.

Sweaters/Vests All sweaters and sleeveless vests must be worn over an appropriate dress code shirt or blouse, with a fold over collar. Holy Rosary sweatshirts may also be worn.

Not acceptable: Sweatshirts (other than Holy Rosary sweatshirts), any item with a hood, excessively baggy or tight sweaters or vests.

Socks/Stockings Socks, nylons or tights must be worn at all times. All socks must cover the ankles. This includes dress up days, jean days, and field trip days.

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

Not acceptable: Sandals, clogs, flip-flops, etc. of any kind. All heels and toes must be covered by the shoes worn.

Jewelry / Makeup Jewelry must be small and appropriate for school. Earrings should fit on the earlobe. No Make-up at all is recommended; however, Make-up should be applied sparingly at home if it is used.

Not acceptable: Hoop earrings, dangling earrings, Make-up brought to school, Make-Up that is very noticeable and/or overdone.

Miscellaneous Hats and scarves are not acceptable in the classroom. Occasionally we will celebrate an “out-of-dress-code day,” such as pajama day, hat day, etc. Clothing that is normally not in dress code may be worn on those days, according to the guidelines of the day.

Jean Day Apparel Students may wear jeans/sweatpants and t-shirts/sweatshirts on our designated jean days. However, all other dress code rules still apply: no sandals, heavy jewelry, hats, etc.

Tattoo’s & Body Piercings: Body piercings other than ears are prohibited. Tattoos are not allowed.

Extracurricular Activities Students participating in sports will be permitted to wear their uniforms to school on the day of a game. Students in scouts will be permitted to wear their uniforms on the day of their meetings.

Questions? Please call school and ask!

ATHLETIC PROGRAM

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 upon the number of athletes. The Holy Rosary Athletic Program consists of:

Girls: Grade 7/8 Basketball, Volleyball and Softball

Girls: Grade 5/6 Basketball/Softball

Boys: Grade 7/8 Football, Basketball, Baseball

Boys: Grade 5/6 Basketball, Baseball

Sports Eligibility:

Each athlete will be monitored weekly as to progress. If a student has a **D** or **E** in any class, the classroom teacher will send a notice of deficiency to the parent. The student will then have 2 weeks to show improvement. If their grade has not improved at the end of the 2-week period, (10 school days), the student will be temporarily suspended from participating in practices and games until progress is made.

However, if during, the 2-week probation, a student who has an **E** does not bring the grade up to at least a **D**, he/she is off the team for the remainder of the season.

SCHOOL IMPROVEMENT TEAM

The school improvement team meets only a few times per year and works on activities that assist the overall school program. This includes spring and fall clean-up days, special projects, alumni contacts, and occasional fundraisers. If you have ideas to improve our school and are ready to act upon them, please contact the chairman of this group.

PARENTS' CLUB

Parents club meets monthly to coordinate fund-raisers and disperse funds to assist the student programs at Holy Rosary Catholic School. They are instrumental in assisting with both necessities and “extra-curricular” items for the school. All parents are members—meetings are held monthly and all parents are invited.

EDUCATION COMMISSION

The Education Commission represents Holy Rosary Parish. They are involved in decisions concerning religious education (early childhood through adult), the Catholic School Program, and youth ministry. Meeting dates are published in the parish bulletin and school newsletter. Visitors are welcome.

SACRAMENT POLICY

Parish Policy adopted February 7, 1983 by the Education Commission
(Policy reviewed/reaffirmed by Pastor/Pastoral Staff May 1996)

“We recommend that the sacrament of Baptism, Reconciliation, Eucharist and Confirmation not be received until a school-aged student has completed a minimum of one well-attended year of formal religious instruction. The religious instruction may be in the School or REP program and must be immediately prior to the year of Sacrament reception itself. It is the responsibility of the parent, in conference with the catechist and Pastor, to decide when the child is ready to receive a Sacrament.”

Parents provide the immediate preparation for their children for Eucharist and Reconciliation.

Traditionally at Holy Rosary, Eucharist and Reconciliation are celebrated in the second grade. Confirmation is celebrated near the end of 8th grade.

PRAYER AND SCHOOL LITURGIES

As Catholic Christians, we rely on God for His guidance and strength to live out our Christian faith. We begin and end each school day in prayer. We also pray at mealtime.

Weekly school masses are generally held on Fridays at 9:00 a.m. We welcome family participation at school masses.

The Sacrament of Reconciliation is provided for students once during the school year. Prayer services, Stations of the Cross, and Rosary devotions are scheduled during the year.

CELL PHONES / SCHOOL PHONE

Students at Holy Rosary Catholic School are not allowed to bring cell phones to school. If parents wish their student to have a cell phone before or after school, they need to call and talk to the principal. The phone will be held for their student in the school office during the school day.

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.

FIELD TRIPS

Field trips are planned by individual teachers and sometimes by the school administration. These trips generally are for educational enrichment, but sometimes just for fun, too. When students are taken out of the building and off school grounds, a permission slip will be sent home in advance for your signature, verifying that you are aware of the details of the trip and are willing to have your child attend. If a deadline is given for the return of permission slips, please help us teach your child to follow these deadlines (for planning

purposes AND to teach responsibility.) Students may not leave the building on field trips without a signed permission slip. 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 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 \$300,000 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. Field trips are privileges awarded to students. A student may be denied participation in a field trip for a consistent violation of school rules, or a serious disciplinary infraction.

BUSSES

The goal of Kearsley School and Holy Rosary Catholic School is to provide the safest transportation program possible. Operating the bus requires the full attention of the driver. Your cooperation is needed in making the importance of correct behavior on the bus apparent to your child.

If there is a problem on the bus, communication in the form of a probationary letter called a "Bus Violation Report" will function as a written warning to parents and students outlining the rule that has been broken after being verbally warned in most cases. Hopefully no further discipline will be required, but if no improvement is made or further violations occur, the next step for the students would be to receive a revised "Bus Discipline Slip". A checklist of violations is printed on the slip, space for driver's comments, and a list of corrective efforts tried by the driver. Consequences are also listed. Questions may be directed to the Kearsley Transportation Department at (810) 591-8000.

Bus Rules

1. The driver is in full charge of the bus and pupils. Pupils must obey the driver
2. Stand off the roadway while awaiting the bus.
3. Sit down in your seat at all times when the bus is moving.
4. Keep arms and head inside the windows.
5. Cross the roadway in front of the bus. Wait for the driver's signal before crossing.
6. Unnecessary conversation with the driver is dangerous.
7. Outside of ordinary conversation, classroom conduct is to be observed.
8. The driver has the right to assign pupils to certain seats if necessary to promote order on the bus.
9. No drinking or eating is allowed on the bus.
10. Pupils must be on time, the bus cannot wait any length of time for those who are tardy.
11. NO CHEWING GUM.
12. Respect the rights of others and their property.
13. Leave the bus only at your designated stop,
14. Follow all school rules.

HEALTH RELATED ISSUES

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

Emergency Cards: Individual pupil emergency information will come home with students at the beginning of the school year. This information sheet must be corrected if needed, signed by a parent or guardian, and returned promptly to school. This information is 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 information sheet.

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 submitted on the emergency card.

Hearing and Vision Screening: Hearing and vision screening is done every year by the Genesee County Health Department. Hearing: Kdg, 2nd grade, 4th grade Vision: Kdg, 1st grade, 3rd grade

Immunizations: 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.

	<u>Ages 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	
HEP-B Series	Any new student entering the school.	

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 is to be given.
2. The parent will give written permission for the school to dispense the 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 year 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 school office.
5. It is the parent's responsibility to notify the school office when medication has been discontinued.

LOST AND FOUND

Lost articles are turned into the school office and placed on a lost and found shelf near the front entrance to the school. If articles are not claimed they are disposed of at the end of each semester. Please label your student's coats and lunch boxes.

LOCKERS AND PERSONAL PROPERTY

Students in the Middle School are assigned a locker close to their homeroom. Students are to keep their lockers locked and are not to give combinations to any other student in the school. The homeroom teachers will keep a list of locker combinations for each student. It is the responsibility of the student to keep their locker clean and free of refuse. No decals or stickers of any kind are allowed. The school reserves the right to inspect lockers at any time.

Students in the primary grades will use coat closets within the classroom.

All students are reminded that other student's property and belongings are not to be disturbed or touched, particularly any items that may be in a locker or closet, or even on a desk. Students are not to leave books, bookbags, purses, etc. unattended anywhere in the school except in their assigned locker or closet. The school does not take responsibility for any lost or stolen items that were carelessly left unattended.

Students are discouraged from bringing unnecessary items to school. Radios, tape players, headphones, hand-held games, toys, etc. are not allowed in school without special permission. Students should not bring large amounts of money to school.

TEXTBOOKS

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 books that reduces the items 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.

SCHOOL FUND RAISERS

Various types of sales occur during the school year to aid the school. These are supervised by the faculty or Parents Club and occur with permission of the principal. Individual sales are not permitted unless approved by the school office.

PARTIES

Holiday parties on Halloween, Christmas and Valentine's Day will be celebrated on or near the holiday.

If a parent wishes to bring in a birthday snack for their child, please contact the teacher in advance. To assist the classroom teacher, please make birthday snacks easy to serve and clean up. It is only necessary to send enough for each student in the class and the teacher. Although we want to appropriately recognize each student's birthday, we don't want to spend a large amount of class time on birthday celebrations; we also don't want parents to feel obligated to spend a lot of time or money on this treat. Simple, small, and easy!

Invitations to out-of-school parties may not be given out at school, on the bus, or at school activities unless all children receive one, or all the boys are invited, or all the girls are invited. If you only wish to invite a few children to your child's party, invitations must be mailed.

OTHER PARTIES/CELEBRATIONS: If any other parties or celebrations are planned, they must be approved by the classroom teacher or administrator ahead of time. Please call!

VISITORS & PARENT VISITS

We welcome visitors to Holy Rosary Catholic School. However, it is a good policy to screen visitors so that the students' welfare and the proper operation of the school are assured. Therefore, we ask all visitors, including parents, to report to the school office upon arrival at school.

If a student wishes to bring a guest to school, permission must be granted by the principal.

Parents and other interested persons are invited and encouraged to sit in and 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 students to their classroom in the morning, but we ask that children be allowed to enter the classroom alone to put away their own materials and prepare for the school day with their classmates. If students arrive late for school, we ask that parents not accompany them to class, as the day has already started.

TECHNOLOGY AND COMPUTER USE

Students and their parents are required to sign an "Acceptable Use Contract For Student Technology" before using any form of technology. Please read this document carefully when you sign it. Please note that it does include *all forms of technology* (such as phones, fax, video, etc.) as well as computers. Also, please note that it includes the use of these technologies *not only at school but also at home or any other location*. At this time our computer lab does not have internet access; students are only allowed access to the internet when under the direct supervision of a teacher or other school adult.