



**HANDBOOK FOR
STUDENTS AND PARENTS
2015-2016**



Holy Rosary Catholic School
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Mascot: Ram
Colors: Green and Gold

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MISSION STATEMENT

In a nurturing environment and through the cooperative effort of families, teachers, and parish community, all children at Holy Rosary Catholic School will develop a sound foundation of Catholic faith along with an excellent base of knowledge that prepares them to be lifelong learners.

PHILOSOPHY

Holy Rosary Catholic School is a part of the teaching mission of Holy Rosary Parish. The parents are recognized as the primary educators of their children. The success of the teaching mission requires the teamwork of the principal, school staff, parents, priests, and children. Cooperation between these parties will guide the children in the teachings of Jesus, specifically in the areas of message, community service, peace, and justice.

Holy Rosary Catholic School is a living and growing faith community. As such, all persons involved strive to live according to the teachings of Jesus. Through a strong, clear witness to their faith, the staff models caring, confidence, perseverance, responsibility, teamwork, trust, and giving their personal best.

RELIGIOUS EDUCATION

Religious Education, as stated in the Philosophy, is a joint effort on the part of parents, teachers, and the Holy Rosary Catholic Parish Community, as we enter into the mission of the Church in fulfilling the last recorded words of Jesus before His Ascension, "Go teach all nations..."

The Holy Rosary religious curriculum presents children with accurate and comprehensive religious instruction based on the following:

- Sacred Scripture and Tradition
- The Catechism of the Catholic Church (U.S. Council of Catholic Bishops – USCCB, 2000)
- The General Directory of Catechesis (USCCB, 2005)
- An Ageless Faith for a New Generation (Diocese of Evansville, Nov., 1999).

This curriculum offers daily religious instruction including Catholic doctrine, scripture, morality, lives of the saints, social justice, as well as preparation for Liturgy. Each year, the students at Holy Rosary Catholic School have a particular focus of study in terms of Catholic Doctrine and Tradition.

Kindergarten – God Loves Me

Grade 1 – The Trinity

Grade 2 – Sacraments of Eucharist and Reconciliation

Grade 3 – Church and the Liturgical Year

Grade 4 – Commandments and Beatitudes

Grade 5 – The Seven Sacraments

Grade 6 – Old Testament

Grade 7 – New Testament

Grade 8 – The History of the Church

Religious formation goes far beyond the formal instruction of Catholic doctrine and traditions. It involves leading our young people to a life centered on Christ. This is where our partnership is essential. It is our belief that weekly participation in Sunday worship and the sacraments, as well as participation in the life and mission of the parish community, will enhance the effectiveness of our religious education program and build faithful Church leaders for years to come. Therefore, families are urged to worship together every Sunday and make a commitment to participate in the parish community.

Each year our Catholic Identity Committee, as well as the school and parish staffs take a closer look at how we express our Catholic Identity through our words, behaviors and through the atmosphere and environment that we create around our campus. We are pleased to recognize the following areas in which we feel a strong sense of Catholic Identity:

At Holy Rosary, students and faculty/staff

- ✠ Attend Mass one day a week and on special feast days and Holy days.

Classrooms are given the opportunity to plan and serve as ministers at several school day Masses throughout the year. They may serve as lector, cantor, greeter, gift bearer, etc. Students in grades 5-8 are also invited to be Altar Servers.

- ✠ Participate in special liturgies and prayer experiences for Advent/Christmas, Lent/Easter, Catholic Schools Week and other special feast and holy days. These include The Living Rosary and The Stations of the Cross.
- ✠ Begin and end the day with prayer and classrooms provide other opportunities to pray together throughout the day.
- ✠ Celebrate the Sacrament of Reconciliation during Advent and Lent.
- ✠ Participate in special grade level days of retreat in grades two through grade seven.
- ✠ Observe statues and posters which depict Mary and the saints, the seasons of the church year, and other traditions and symbols of our faith.
- ✠ Pray for vocations through their classroom participation in Vocation Chalice program.
- ✠ Pray for the needs of others through Families in Touch prayers and special intentions in class.
- ✠ Participate in random acts of kindness and intentional service/outreach projects like the Giving Tree and Operation Rice Bowl.

As with any community we strive for continuous growth in our *faith* and *expression* of our Catholic Identity. To that end, we continue to enhance our appreciation for and reverence at liturgy, promote service/outreach opportunities and work together with our words and actions and to build God’s kingdom. We look forward in the 2015-2016 school year to celebrating *Christ the Cornerstone of Catholic Schools* with our Holy Rosary family and preparing today’s students for tomorrow’s world.

ACCREDITATION

Holy Rosary Catholic School is accredited by AdvancED and the Department of Education, State of Indiana and has earned an “A” rating (Exemplary) and Four Star status. Holy Rosary is a member of the National Catholic Education Association and the Indiana Non-Public Education Association.

CURRICULUM OF STUDY

Holy Rosary Catholic School follows the Curriculum Guidelines established by the Catholic Diocese of Evansville Catholic Schools Office and the Department of Education, State of Indiana.

NON-DISCRIMINATION POLICY

Resolved, that it has been, is now and shall hereafter be the policy of Holy Rosary Catholic School that students of any race, color, sex, national and ethnic origin be admitted to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. Resolved further, that we have not, do not, and shall not discriminate on the basis of race, color, sex, national and ethnic origin in administration of educational policies, admission programs, grant-in-aid programs and athletic and other school-administered programs.

HOLY ROSARY FACULTY

All Holy Rosary Teachers are licensed by the State of Indiana. The faculty includes 21 full-time teachers, including music and physical education instructors and a technology teacher/coordinator. Part time faculty includes an Art Teacher for grades K-8, two Resource Teachers, a Kindergarten Assistant, a middle school Spanish teacher, middle school band teacher and a Librarian.

Special needs of students are met by a part-time school social worker, a part-time speech therapist and a part-time band instructor all of whom are shared with other area schools.

ORGANIZATION

Holy Rosary consists of a Preschool/Pre-Kindergarten Program called Holy Rosary Totten Hall Preschool and two homerooms each of full-day Kindergarten through eighth grade. Grades K-4 are self-contained and grades 5–8 are departmentalized.

Holy Rosary provides after-school care on site as well as a Summer Camp program.

CLASS SIZE POLICY

Kindergarten may have a maximum of 22 students per classroom. Grades 1-2 will have a maximum of 22 students per classroom. Grades 3-4 will have a maximum of 24 students per classroom. Grades 5-8 will have a maximum of 25 students per classroom.

SCHOOL HISTORY

Bishop Henry Grimmelman, the first Bishop of the Evansville Catholic Diocese, being a strong supporter of Catholic education,

wanted every Catholic child in the diocese to have the opportunity to receive a Catholic education. To further that goal, the Bishop began construction of several new parishes and schools. In 1950, Holy Rosary Parish was established with Monsignor Aurelius Bilskie as its first pastor. Under his leadership the parish grew from a small parish in the midst of cornfields and gravel roads to be the largest Eastside parish in the midst of Evansville's suburban expansion. In 1950, Holy Rosary Parish began building its temporary church building. It was renovated in 1995 and it now houses the school's computer lab, science lab and library. Holy Rosary Parish opened its school on September 8, 1953. Since that time, it has undergone several additions and renovations. In 1961, an additional eight classrooms were built; in 1988 another wing with a gym, kindergarten rooms, and office space was added; most recently, in 2001, the Children's Center was renovated to provide space for preschool aged children. In 1953, Holy Rosary School was completely staffed by the Benedictine sisters from the Monastery of the Immaculate Conception in Ferdinand, Indiana. The school is now completely staffed by lay men and women; however the Benedictine tradition of "Prayer and Work" is still very much a part of the school's tradition. Central to this school is its faith---the Catholic tradition. "Christ is the reason for this school." In 1975, the first Mass was said in the new Holy Rosary Church. This church replaced the temporary church built in 1950. Liturgies are celebrated weekly in this church with the school children. The Church has become the symbol of our commitment to providing a Christian atmosphere in which to grow and learn.

HANDBOOK ORGANIZATION

This handbook contains information needed by both students and parents during the school year. The information reflects the requirements, policies, and procedures that are in effect as of the printing date. The school reserves the right to institute changes

that alter any of the information. If during the school year, a situation arises that is not addressed in the handbook, the principal is empowered to implement procedure that supports the common good of the school community. The principal is also empowered to grant exceptions to any of the requirements, procedures, or policies set forth in this handbook. If the school makes changes or additions to any of the requirements, procedures, or policies set forth in this handbook, the changes or additions will be distributed in the parent packs and will be effective immediately.

ACADEMICS

Homework

Homework provides for practice of skills and applications of principles based upon work begun in the classroom. Homework should enrich school experiences and promote an interest in life-long learning, as well as stimulate individual initiative, personal responsibility, and the use of good study skills.

Parents are urged to help rather than do the assigned work. Parental help should include arranging a quiet, comfortable place for the student to work and seeing that assignments are completed.

(Memorial Feeder Schools)

Students require different amounts of time for completing their homework depending on grade level and student ability. If a parent has concerns regarding homework, the parent is encouraged to contact the teacher.

A weekly newsletter/assignment sheet is given to each student in grades 1 and 2. It is to be signed by the parent daily or at the end of the week as determined by the homeroom teacher.

Assignment books are issued to students in grades 3-8. The

signed assignment paper or book is to be turned in to the homeroom teacher on the following day or at the teacher's discretion.

Grading System

In cooperation with the eastside feeder schools of Reitz Memorial Catholic High School, Holy Rosary will utilize the Grade Scale below in grades 3-8.

94-100	A
85-93	B
77-84	C
70-76	D
0-69	F

Honor Roll

Honor Roll for students in grades 5-8 will be determined using the following GPA categories:

3.75 – 4.00 = High Honors

3.50 – 3.74 = Honors

3.00 – 3.49 = Honorable Mention

Any student receiving High Honors, Honors, or Honorable Mention will receive a certificate of recognition at the end of each quarter. All subjects receiving a letter grade will be used to determine the honor roll.

Reporting Procedure

Students deliver mid-term progress reports to their parents/guardians midway through each nine week quarter in grades K-2. Parents of students in grades 3-8 have access to student progress through an online gradebook program throughout the school year. Printed mid-terms for third through

eighth graders will be sent home with students only if requested by parents.

Report Cards

The school year is divided into two semesters, each having two quarters. Report cards are issued at the end of each quarter. Students in Kindergarten through second grade will receive skills-based report cards. Students in grades three through eight will receive a print out through an online gradebook program at the end of each quarter.

Parent/Teacher Conferences

Conferences are scheduled at the beginning of the second quarter for students in Kindergarten through eighth grade.

Cumulative Records

The school office maintains a cumulative folder on each student. This folder contains: Semester I and II grades, standardized test results and results from other professional sources. With prior arrangements, these records may be examined upon request.

According to the regulations of the Family Educational Rights and Privacy Act of 1974, a child's records will not be released to another school or agency without the parent's written permission. Directory information is excluded from this permission.

Testing

Standardized Testing Program: Students in grades 3, 4, 5, 6, 7 and 8 take part in the Indiana Statewide Testing for Educational Progress (ISTEP+). Third graders participate in an additional assessment during their spring semester called IRead-3. It is a high stakes assessment and passing is required by the state in order to be promoted into fourth grade level reading curriculum and instruction. Should the State of Indiana Department of Education require ISTEP+ testing at additional grade levels, HRS

will comply with changes as part of the state accreditation process.

Holy Rosary also utilizes running records, STAR, and Achieve 3000 to gauge student progress and guide instruction.

High School Placement Test: These tests are administered to the 8th grade students in January at Reitz Memorial Catholic High School. Results from these tests as well as teacher recommendations are used for placement purposes in the freshman year of high school for students attending Memorial.

Academic Eligibility for Extra-Curricular Activity

(See Extra-Curricular Activities/Athletic Eligibility Policy p. 52 and 53)

ADMISSION/REGISTRATION

Preschool Registration

For Preschool Registration information, please contact the preschool directly at 471-7228.

ADMISSION GUIDELINES

Families making application to Holy Rosary Catholic School will meet with the principal to discuss the application process. In all cases, the principal will also meet with the students prior to acceptance. In some cases, the school may require an evaluation or assessment for the purpose of appropriate grade placement. Holy Rosary Catholic School will endeavor to meet the learning needs of all students, whenever possible.

Kindergarten Enrollment

Students are accepted into kindergarten based on chronological age and readiness. The child is to be 5 years of age on or before

August 1st. Our school recognizes that students who are age eligible may not be developmentally ready for kindergarten. In order to make decisions in the best interest of the child, a parent, pre-school teacher or prospective kindergarten teacher may request additional evaluations. The purposes of the screening program are to provide an opportunity for discussion regarding readiness levels required in the kindergarten environment, and to help provide the best possible educational program for the child's development.

The screening may include, but not limited to the following: classroom observation, questions in language development, auditory and visual discrimination skills, assessment of fine and gross motor coordination, and assessment of social awareness and emotional maturity.

Kindergarten Early Admission Process

Holy Rosary Catholic School recognizes some children may mature faster than others mature and are ready for kindergarten at a younger age. If a parent feels the child is ready for early kindergarten enrollment, the following appeal process can be utilized:

1. A request, in writing, should be provided to the principal explaining why the request is being made. A copy of the birth certificate must accompany the request.
2. The teacher or designee will arrange for the kindergarten screening.
3. An evaluation of the child may be required to document the child's emotional, social, and academic development. The parents will be responsible for any fees that may be incurred.
4. A conference will be held with the parents, teachers, and the principal.
5. The school will approve or deny the kindergarten enrollment.

Student Transfers

In the case of a family's desire to transfer from one school to another, the principal of the receiving school shall explain the expectations for communication between the two schools.

Consideration must be given to the reason(s) expressed for the requested transfer. Other factors to be considered may include the following:

1. Whether the student has behaviors that negatively impact his or her academics and/or the learning/social environment.
2. Whether reasonable efforts to manage the student or correct the behavior at the sending school have failed; and/or
3. Whether the student's parents have provided their full cooperation and support of the sending school's efforts concerning their child.

Any of these factors shall be sufficient reason to deny a student transfer. The transfer of junior high level students is strongly discouraged.

Holy Rosary Catholic School Admission Policy

Applications Accepted Prior to April 11:

1. Holy Rosary active parishioners who have children currently attending Holy Rosary Catholic School. Active parishioners demonstrate a commitment to parish life by weekend Mass attendance and by contribution of time, talent, and financial support.
2. Holy Rosary active parishioners who want to enroll a child for the first time.

3. Parishioners of Catholic parishes who do not have a school, who have children currently attending Holy Rosary Catholic School.
4. Siblings of Non-Catholic students currently enrolled.
5. Parishioners of Catholic parishes who do not have a school, who are enrolling their first child.
6. Parishioners of other Catholic churches whose schools have full enrollments.
7. Non-Catholic families.

Applications Accepted after April 11:

8. New parishioners moving into Evansville who have joined Holy Rosary Catholic Parish.
9. Families new to Evansville who have joined parishes without a school.
10. Siblings of non-Catholics already enrolled.
11. Parishioners of other parishes with a school.
12. Non-Catholic families.

Non-Discrimination Policy

Holy Rosary Catholic School does not discriminate against students on the basis of race, color, sex, age, national origin, disability, or any other status or condition protected by applicable state or federal law.

Holy Rosary Catholic School does not offer special education classes, but reasonable accommodations will be made for students who can be largely mainstreamed into general education classes. The Evansville Vanderburgh School Corporation provides limited consulting services for qualified Holy Rosary students with learning disabilities.

Students with certain learning disabilities and mild mental handicaps may be better served by the Holy Spirit Special Education Program, which is located on Holy Spirit School

premises. Enrollment in this program is established by the principals of Holy Spirit and Holy Rosary schools.

Tuition at Holy Rosary Catholic School

Tuition at Holy Rosary Catholic School reflects that portion of the total cost of education per child for the year *for which the parent is directly responsible*. Because the educating of our children is a fundamental ministry of the Catholic Church, tuition for Catholic parishioner families is also subsidized by the parish at large. Some Catholic parishioner families may also receive assistance from their parish that reduces the amount of tuition paid directly by that family. Interested families may request a tuition assistance application from the school or parish offices. Holy Rosary Catholic School is also an approved Choice School and may accept School Choice Scholarship (vouchers) for qualifying families who have been approved for enrollment.

In the spring of each academic year, families will receive tuition information for the upcoming school year. This information will include tuition amounts, payment method options, and approximate cost per student. Each family must return a signed Tuition Payment Commitment Form to the parish office to ensure continued enrollment.

Tuition must be paid in a timely manner based on the payment option chosen by the family. It is the responsibility of each family to communicate with the school or parish officials regarding any difficulties making timely tuition payments.

The Instructional Materials and Technology Fee (IMT Fee) is charged to each student regardless of the date of entrance. This fee pays for textbooks, workbooks, materials for each subject area such as audio visuals, lab equipment (dissecting materials, chemicals, etc.), art supplies, student subscriptions, construction

paper, stamps, chalk, etc. It also provides technology-based resources for teachers and students.

Holy Rosary Catholic School PTO makes the **Scrip Makes Cents** program available to our families. Participating families can earn rebates from vendors through their everyday purchases. Of the rebates that come back to Holy Rosary in each family's name, 75% goes toward that family's tuition and fees the following year. 25% of the rebates from each family's purchases goes to the PTO and is their primary source of funding. For more information on **Scrip Makes Cents**, please contact the school or parish office.

Scrip Makes Cents – Options for Non-Returning Families

(A **non-returning** family is a family graduating their last child from Holy Rosary or any school family who will not have students enrolled in school beyond the current school year.)

Scrip Makes Cents is a fundraiser for the PTO to support our school through activities and programs which benefit our students, families and school. Our HR PTO has chosen to allocate 75% of funds raised through the Scrip Makes Cents program to benefit our school families through tuition/fees reduction. It is with this understanding that all funds generated through the Scrip Makes Cents program remain with the school or parish to continue to provide for all of our children here at Holy Rosary.

A non-returning family is welcome to continue to participate in the Scrip Makes Cents program. A family's accumulated total scrip account at the end of April when the accounts are totaled will be applied to any outstanding bills a family may have at Holy Rosary, such as Afterschool Care, Summer Camp, Cafeteria, other.

Any remaining funds will then be applied to the following options as chosen by the family: Sunday collection, Financial Assistance to Holy Rosary School (general fund or specific family), or PTO.

ARRIVAL/DISMISSAL

ARRIVAL PROCEDURE

Parents dropping off their children in the **K-8 school** should enter Holy Rosary property at the traffic light on Green River Road, then drive around the gymnasium and NEW PRESCHOOL CONSTRUCTION to the NEW Morning Drop Off Zone on the north side of the current Preschool building. Children should exit their cars from the passenger-only side of the vehicle and follow the footpath/walkway to the school building and the 1988 West doors. Drivers should exit by circling to the north end of the parking lot and leave the property via the traffic light where they entered on Green River Road. At 7:50AM the 1988 West door will be locked.

Hints to help make drop off go smoothly for you and for others...

- Enter school property by the traffic light only. Do not enter through the driveway between church and Raben Tire. You will not be able to merge into the traffic along the Drop Off Zone.
- Please have children ready to exit the car when you arrive. They should have books, lunches, etc. ready. Please say your good-byes before you reach the Drop Off Zone. Long “good-bye” conversations should be avoided.
- Please allow children to exit the car as soon as you have reached **any part** of the Drop Off Zone. Pull forward as far as you can to allow more cars to line up along the Drop Off Zone. Please do not wait until you are the front vehicle for

your student to exit. *This will cause delays in the drop off procedure.*

- Do not attempt to go around or pass a vehicle that has stopped in the Drop Off Zone.
- If a student arrives at school after 7:50, he/she should enter through the office doors close to the gym by using the buzzer, check in at the office to sign in with the secretary, receive a pass, and then proceed to class. Parents dropping off students late for school are asked to pull in to the school visitor parking spots along the south side of the SAC building.
- REMINDER: Students are expected to be IN THEIR HOMEROOMS by 7:50am when the tardy bell rings. A student who is in the building but not in their homeroom is considered tardy to school. Please plan accordingly in the mornings. Drop off has traditionally been busiest from 7:35 to 7:50. If you plan to drop your students off by 7:30, parents and students should not have to worry about being late to school.
- **Do not drop off or pick up students in the front parking lot along Green River Road or along the south driveway to enter through the Office/Gym doors. Students will not be allowed to enter the building through doors other than the 1988 West door.**

Parents dropping off students in both the K-8 building AND in the preschool should follow the procedure above to drop off your K-8 students. After dropping off older students, proceed around the first median (north of the preschool building) and park. Parents should walk their students to the east or south entrance of the preschool. Please be ALERT. You WILL have to cross traffic. There will be less traffic before 7:30 and between 7:50 and 8:00 if you are able to drop off during those times.

Parents dropping off a preschooler only should follow the procedures provided in their back to school folders.

DISMISSAL PROCEDURE

Parents should enter the property at the traffic light on Green River Road, drive around the gymnasium and NEW PRESCHOOL CONSTRUCTION, and turn right at the NEW drive along the north side of the current Preschool building. From there, vehicles will be directed around the boulevard to face west (toward the playground) where cars will begin to line up in rows that fill the parking lot.

- Teachers will be stationed throughout the parking lot to direct traffic. Please follow the flow of traffic. Please do not attempt to go around or pass a vehicle that has stopped.
- When the cars have stopped completely, children may walk to their cars.
- When children are in their vehicles and the lot is cleared of pedestrians, teachers will direct the vehicles to exit the parking lot by way of the driveway to Green River Road.
- Children not picked up in the first round of cars will wait under the porch of the Parish Hall or in the school building for their ride. When the first round of children has been picked up, the procedure will be repeated.
- **Drivers who leave their vehicles should be aware when it is time to leave and be ready to exit on a timely basis.**
- **Drivers should not allow pets out of vehicles at dismissal as this can slow the dismissal procedure and potentially cause safety concerns for students.**
- **Children who have not been picked up by 3:00 pm will be taken to After School Care at the parents' expense.**

- **Drivers who do not arrive in time for normal dismissal procedure will need to come in to the school building to pick up students from the gym.**

Children should...

- ...stay with their carpool.
- ...listen to the teachers and watch for their car to arrive in the pick-up area.
- ...not play, do homework, or use their phones during pick up.
- ...not cross the lane of traffic unless supervised by an adult.

All students leaving by car are expected to be picked up in the back parking lot of the school through our normal dismissal procedure. Students will not be permitted to walk to the front church parking lot to meet rides unless a special circumstance has been communicated to and approved by the principal.

Parents of Kindergarteners and ***new students*** are invited leave their vehicles and wait for their children between the preschool and the parish hall to help them find their way to your vehicle.

It is helpful for parents of our older/more experienced students to wait in or near your vehicles. Teachers will be present to help them find you if they need help. This makes our dismissal procedure run more efficiently and safely.

See diagrams for arrival and dismissal procedures on the last page of the handbook.

Walkers

- At dismissal, students exit and walk via sidewalk with supervising teacher to the safety patrol station at Green River Road. ***There will be no crossing guard stationed at Green River Road at dismissal.***
- Students crossing Green River Road are to stand and wait in the area designated by the teachers.
- Students are to follow the directions of the supervising teachers and safety patrol stationed at the crosswalk.
- **All students being picked up by car are expected to be picked up in the back parking lot of the school.**

Bicycles

- At dismissal, students exit by the south doors to the bicycle rack.
- Walk one bicycle at a time on the sidewalk all the way to Green River Road.
- Follow the directions of the supervising teachers and safety patrol while at the waiting area.

After School Care

At dismissal, students report directly to the specified After School Care area to meet After School Care staff.

Weather Related Conditions and Emergencies

In inclement weather, children not picked up in the first round of cars will wait at dismissal under the porch of the Parish Hall or in the school building for their cars to come around.

SCHOOL CLOSINGS

- When the school day is cancelled by the Evansville-Vanderburgh School Corporation, Holy Rosary's school day will also be cancelled.

- When there is a change in the weather while classes are in session and the Evansville-Vanderburgh School Corporation closes school early, Holy Rosary will also close school at the time the Evansville-Vanderburgh Schools are closing.
- When the Evansville-Vanderburgh School Corporation announces a delay, the school day at Holy Rosary will also be delayed.
- After School Care will not operate if school closes before the end of the normal school day.
- There will be no after-school activities at school if school is cancelled or closes before the end of the normal school day.
- The radio and television stations will broadcast school closings and delays.
- Beginning with the 2009-2010 school year, Holy Rosary will use our SchoolReach communication system to notify families by phone and/or email when a delay, early dismissal or cancellation occurs.

Earthquake Preparedness

Each classroom is equipped with a disaster kit containing water, survival items, and First Aid Supplies to be used in the event of an earthquake or any other disaster. Periodic earthquake drills are conducted in each classroom. In the event of a disaster such as an earthquake, parents are to pick up children at the softball field behind Holy Rosary. No student will be dismissed from Holy Rosary unless a parent (or individual designated by a parent) comes for him/her. No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect, or if that particular person is listed on the student's emergency card in our files.

If your child needs medical attention, remain at school with him/her, as schools will receive emergency help prior to individual households.

Pick-Up Procedures in Case of Other Disasters

At the time of a disaster (earthquake, fire, etc.), all students and teachers will exit the building and report to the main baseball field on the west side of school.

The parent or legal guardian must check in with each child's teacher. Parents must then sign each child out with the child's teacher.

ATTENDANCE AND TARDY POLICY

Consistent school attendance is needed for a Holy Rosary student to progress in sequential learning experiences. Furthermore, a student needs to arrive at school on time and ready for schoolwork.

Holy Rosary Catholic School not only encourages regular attendance, but also discourages tardiness. To this end, a student will not be eligible for a perfect attendance certificate if he/she has more than three tardiness infractions per semester. Regular attendance and punctuality are critical to the progress of each student. Morning announcements and morning prayers are an important part of the learning process. In addition, excessive tardiness disrupts the regular schedule of the classroom and starts a student off behind schedule for the day. It is important that students arrive at school on time and ready for schoolwork.

The policy that follows will be used in response to situations involving tardiness or absence from school.

- ✓ Students should report to their homerooms by 7:50am. Students who arrive after 7:50am should report to the office to sign-in and receive a tardy slip. A tardy warning will be issued

for the third tardy and fourth tardy in a quarter. The 5th tardy and the 10th tardy in a quarter will result in an after school detention. All other subsequent tardies after 10 will result in after school detention. Excessive tardies will be reported in accordance with Diocesan Policy.

- ✓ If a student is ill, a parent/guardian must call the school office by 8:20am each day the student is absent. Students must be fever free and non-contagious for 24 hours before returning to school.
- ✓ If a student signs in after 9:50am or signs out before 12:45pm, the student will be considered absent for one-half day.
- ✓ In the event of an absence due to illness, arrangements must be made with the teachers regarding tests and homework. Homework should be picked up in the school office by the parent between 3:10-3:45pm unless other arrangements have been made.
- ✓ The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school.
- ✓ An excuse for a known future absence (appointment, vacation, etc.) should be written in advance and presented to the office, the homeroom teacher, and any other teacher whose class will be missed. Students must make arrangements with their teachers regarding tests, class work and homework missed during their absence.
- ✓ Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.
- ✓ The parent/guardian must sign out students leaving school during the day (appointment, illness, etc.) at the office. If they

return during the school day, they must sign back in at the office.

Excused Absences

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but are not limited to the following:

- Illness or appointment verified by a note from a physician or other qualified professional
- Illness up to three days reported/verified by communication from the parent/guardian
- Attendance at a family funeral
- Absence related to deployment and return for military connected families.

Unexcused Absences

An unexcused absence shall be defined as any absence not covered under the diocesan's definition of an excused or exempt absence.

Truancy

A student is considered "truant" when no just reason is presented for the absence within three days, or if a student has acquired three unexcused absences within a quarter.

- When truancy occurs, parent/guardian will be notified.
- If the attendance does not improve immediately, a certified letter will be sent to the parent/guardian requesting an attendance conference stating the seriousness and legal implications of their child's absences.
- If the parent is not in attendance at the conference and student attendance does not improve, the principal will contact the school liaison officer.

Vacation Policy

Holy Rosary Catholic School strongly encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and keep up with studies. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian. Your cooperation in this matter will be greatly appreciated. Absences due to vacations will be considered **UNEXCUSED** according to state law.

If a student is absent for an extended period of time, the parent must expect their child to have the class work made up within five days upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to give some assignments in advance, but the student who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

Approved: Memorial Feeder Schools, 6/2012

Only parents or adults authorized by the parents in writing are allowed to take the student from school. If parents send a relative or a friend to pick up a student, the person may be asked to show identification. No student will be permitted to leave with an unidentified person.

In cases of child abuse or suspected child abuse, an agent of the Vanderburgh County Child Protective Service may interview a student. The agent may take the student from Holy Rosary Catholic School, after signing the proper release form. The Principal (or designee) will attend the interview between the student and the agent while at Holy Rosary.

Attendance Awards

Semester attendance awards are given to students who have perfect attendance records and less than three tardies per semester. Awards are also given for perfect attendance for the school year.

BEHAVIOR AND DISCIPLINE

As a member of a Christian Community, the school expects every student to observe a code of behavior compatible with Gospel values. An orderly environment permits the teachers and students to work together to promote a positive academic and spiritual atmosphere. The school's goals of discipline are:

- To provide the best possible teaching and learning atmosphere.
- To help each student achieve self-discipline.
- To help students develop a sense of responsibility for their own behavior.
- To ensure respect for each member of the school community.
- To allow natural and logical consequences to do the teaching so that students are able to learn from their mistakes and become problem-solvers.

CODE OF BEHAVIOR

The following standards of behavior are offered as guidelines to the development of responsible, civic-minded, Christian students.

1. Exercise self-control.

- Use courteous language.
- Resolve conflicts in an age-appropriate manner.

- Be appropriately dressed and groomed, and otherwise comply with the school's dress code policies.
 - Be honest.
 - Make choices that are ethically and morally responsible.
2. Demonstrate a positive attitude.
 - Take a leadership role.
 - Be polite.
 - Be cooperative.
 3. Respect the rights and feelings of others.
 - Behave in a manner that does not disrupt others.
 - Treat others with courtesy and respect.
 4. Take responsibility for school property.
 - Respect the school buildings, grounds and property.
 - Keep the campus free from trash and graffiti.
 5. Support the learning process.
 - Attend all classes regularly and on time.
 - Be prepared for class, including books, supplies and assignments.
 - Complete schoolwork and tests on one's own.
 - Participate in class activities.
 - Obey classroom policies.

The students are expected to observe these codes of behavior in Church, in the classroom, on the playground, in the cafeteria and in the hallways.

Playground:

- Slide – Only one person on the ladder and one on the slide at a time.
- Swings – One person on each swing at one time. It is unsafe to hook legs, swing sideways, run under the swing and jump out of the swing.

Indoor Recess:

- Stay seated, speak in a conversational tone of voice, play games that are calm, and do not leave classroom unless given permission by the teacher on recess duty.

Cafeteria:

- Walk quietly to and from the cafeteria.
- Say “thank you” as you receive your tray.
- Sit at assigned tables, and stay seated while eating.
- Speak in conversational tone of voice.
- Keep table and floor neat.
- Wait for teacher on duty to dismiss each table.
- Finish lunch in cafeteria.
- Empty tray according to procedure.

Hallways:

- Keep hands off other persons in the hall.
- Walk in the halls.

BULLYING STATEMENT

Bullying is an intentional act of aggression causing embarrassment, pain, or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power which can take many forms: physical (hitting, kicking, shoving, spitting); verbal (taunting, teasing, degrading social or sexual comments, rumor spreading); non-verbal (threatening gestures, exclusion, Internet, text messaging via cell phones, Instant Message). Bullying may constitute grounds for detention, suspension, or expulsion.

Our school embraces the following as school rules against bullying:

- We will not bully others.
- We will help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

The full Anti-Bullying Plan for Holy Rosary Catholic School is available in the school office.

GUIDELINES FOR CONSEQUENCES

Students are responsible for following the school's code of behavior. If a student chooses not to follow these guidelines, disciplinary action will result. Consequences are designed not only to correct misconduct, but also to encourage and motivate students to become responsible, Christian citizens of the school community. To that end, the teachers and administrators use their professional judgment to appropriately address student behavior based on the following:

- Seriousness of the offense
- Student's age
- Grade level
- Ability and functioning level
- Frequency of misconduct
- Student's attitude
- Effect of misconduct on the school environment
- Parental participation and support.

Demerits

A demerit is a minor infraction of the code of behavior. A demerit form is issued to the student. The student is responsible for notifying his/her parents. **Parent signatures are required on the demerit form before the demerit is returned to school.** Each classroom teacher records demerits for missed assignments. A missed assignment may include not returning test material.

Demerits are accumulated for one quarter. Three demerits warrant a detention. Any teacher in the school can issue demerits and detentions. When a student receives a detention for accumulated demerits the student "starts over" in the accumulation process. At the beginning of each quarter, the student begins with a "clean slate".

Detentions

A detention is a serious infraction of the code of behavior.

The parent is notified (Detention Form). ***Detentions must be returned, signed by a parent/guardian, on the day after the detention is issued. A demerit will be issued to a student who fails to return a signed detention when it is due.*** Students will

serve **40 minutes** of detention, supervised by a teacher, on assigned days. Detention period is from **2:50 pm – 3:30 pm**.

Students will serve the detention by taking part in appropriate activity related to the reason for the detention. (i.e. missed assignments will require completion of assignments).

A parent/teacher/principal conference will be required when a student receives his/her 5th detention, and then as needed.

Students who receive 15 detentions in a school year may be expelled. Special circumstances must be proved to avoid expulsion.

Examples of infractions:

- Non-compliance with school rules: school crossing, arrival and dismissal, emergency procedure, recess, classroom.
- Non-compliance with detention procedure: behavior during detention, unsigned detention.
- Unprepared for class on a consistent basis.
- Cheating, copying homework, etc.
- Bullying behavior.
- Disrespect toward school personnel, students, playground supervisor and visitors, other.
- Obscene or vulgar language, signs, or gestures spoken or written.
- Going off school grounds during school hours without permission.
- Serious roughness, fighting, throwing rocks, snowballs, or dangerous objects.
- Theft, defacement, spitting, destruction or loss of others' property. (Restitution is to be made.)

- Received 3 demerits.
- Teachers will record missed assignments for their own classes. A detention will be issued upon the 3rd missed assignment in any particular class for one grading period in grades 5-8.

Suspensions

A suspension is an extreme infraction of the code of behavior. The parent is notified (Suspension Form). A suspension may involve one to five days out of school depending on the severity of the infraction. The Principal, following a joint conference with teachers and parent(s) or guardian(s), will determine if the length of the suspension will be extended. Suspensions will be considered as the equivalent of three detentions per day suspended.

- **Suspension from Classroom:** If a teacher suspends a student from the classroom, immediate verbal communication must be given to the Principal. The reason(s) for such action should be submitted in writing to the Principal prior to the close of the school day. The Principal confers with both the student and the teacher prior to the student being reinstated. Repeated suspensions from the classroom necessitate conference with the parent(s)/guardian(s).
- **Suspension from School:** The Principal shall notify the student of the extreme infraction for which disciplinary action is being instituted. The parent is notified (Suspension Form may be used). A suspension may be in or out of school and may involve one to five days out of school depending on the severity of the infraction. The Principal, following a joint conference with teachers and parent(s) or guardian(s), may extend the duration of a suspension.

Teachers may excuse a student from the classroom to an appropriate space as an opportunity for the student to recover from an episode or compose him/herself before returning to the classroom.

Expulsions

An expulsion is the permanent dismissal of a student from the school for disciplinary reasons. Notwithstanding more specific school rules, the following are examples of student conduct which is unacceptable wherever it appears. Such behavior may constitute grounds for expulsion of a student from diocesan schools:

- Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes.
- Damaging or stealing school property.
- Damaging or stealing the property of another.
- Threatening or intimidating any student for the purpose of obtaining money or anything else of value.
- Doing harm to a fellow student.
- Threatening or doing physical harm to a school employee.
- Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
- Knowingly possessing, handling, or transmitting any object that might be considered a weapon.
- Engaging in any unlawful activity that interferes with the school process.
- Insubordinate conduct.
- Violation of school attendance policies.
- Sexual harassment.

Although Holy Rosary Catholic School intends to use sequential discipline (demerit, detention, suspension, expulsion), the school reserves the right to use suspension or expulsion as a first action depending on the severity of the student's behavior.

Note: The school reserves the right to issue consequences to students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

SEARCH POLICIES

Student Searches

The Principal and teachers may search students and their personal belongings if they have a reasonable suspicion, based on the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules.

Desk and Locker Searches

School desks and lockers are the property of the school. A student who uses a school desk or locker may not expect privacy in that desk or locker or its contents. The Principal may search student desks or lockers at any time. The Principal may also authorize any school official or law enforcement officers to search any student desk or locker at any time.

INFORMATION REPORTING

Pursuant to existing binding agreements between the Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of its discipline process, to report to law enforcement ANY offense involving possession or use of ANY illegal substance or alcoholic beverage by ANY student which occurs at ANY school function or ANYWHERE on school property.

SEXUAL HARASSMENT BY STUDENTS

Sexual harassment by students is unacceptable conduct that may constitute grounds for expulsion. Sexual harassment may include unwelcome sexual advances, requests for sexual favors or language or conduct of a sexual nature when such activity is

sufficiently severe, persistent or pervasive so as to limit a person's ability to participate in or benefit from school programs or so as to create a hostile or abusive educational environment.

Any person who has a complaint of a sexual harassment by a student must bring that complaint to the attention of the school Principal. Forms for reporting alleged sexual harassment may be obtained from the school Principal's office. All such complaints will be promptly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all allegations and investigations of student sexual harassment confidential and take appropriate corrective action including disciplinary measures if justified to remedy violations of this policy.

ZERO TOLERANCE

Zero tolerance is the policy of the Evansville Diocesan schools that "any" incidents involving threats, intimidation, harassment, or violence may result in suspension or expulsion.

Comments by students to do physical harm or "threaten to kill" themselves, other students or staff members must be taken seriously. This is true whether the threat is heard by the staff member directly or is reported to a staff member.

ORGANIZATIONS

Faith Formation and Education Commission

The Holy Rosary Parish Faith Formation and Education Commission is committed to helping all members of our faith community to live the faith. Holy Rosary Catholic School and the Religious Education program receive special attention by this commission. Areas of responsibility include school, religious education, Vacation Bible School, youth ministry and adult education.

Booster Club

The Booster Club provides the leadership and financial support for all sports programs through Holy Rosary Catholic School. Membership is open to all Holy Rosary families. Parents are strongly encouraged to show their support of our athletic programs by joining the Booster Club.

School Board

The Holy Rosary School Board is developed to specifically concentrate on school issues. The Board consists of nine members who must be registered Catholic members of Holy Rosary Parish and who serve three-year terms. The pastor, school principal, the director of religious education, preschool director, teacher representative, PTO representative and Booster Club representative are ex-officio members of this Board.

Parent Teacher Organization (PTO)

The PTO holds as its purpose:

- To promote communication and participation between the school and the parents through activities such as: PTO meetings, projects and proposals, classroom helpers and parent volunteers, membership, publicity, hospitality, school directory, and parent packs.
- To assist the school in educational activities that might not otherwise be available. Committees include: Health, Drug Education and Awareness, Art Fair, Aluminum Can Recycling Project and more.
- To support student events, rewards and parties. Committees include: Field Day, 8th grade Graduation Reception and Luncheon, and Student and Staff Appreciation to name a few.
- To form special Committees as needed and as issues arise.

The budget of the PTO includes planning for (but is not limited to) the following: Library support, Tuition Assistance, Technology

Support, Speech Program, Art Fair/Framing, Science Lab, Music Program, Student Appreciation, Safety Patrol, Teachers' Christmas Gifts, Catholic Schools Week, and Physical Education Equipment.

Scrip Makes Cents is the primary fundraiser for the Holy Rosary PTO (box tops and recycling generate some funds). PTO dollars support programs and projects (see above) which benefit our students and our school. Strong participation in Scrip Makes Cents makes it possible for PTO to support our school without our students selling candy, pizza, magazines and so forth. Scrip Makes Cents also directly benefits each participating family through a tuition reduction sponsored by our PTO. Participation in Scrip Makes Cents is strongly encouraged.

Membership in the PTO is open to anyone with children enrolled at Holy Rosary Catholic School and to all members of the faculty. All school parents and teachers are considered members of the HR PTO and are not assessed dues. Each school family will receive a complimentary school directory. Meetings are posted in the school calendar and are open to all members.

SCHOOL LIFE

School Hours

- 7:00 a.m. School Doors are open.
- 7:00 a.m. Supervision begins in cafeteria.
- 7:50 a.m. Homeroom bell rings/Class begins.
- 2:45 p.m. Dismissal.
- 2:45-6:00 p.m. After School Care is available.

First Day of School Procedures

The first day of school will follow regular school hours. Students report directly to homeroom on the first day of school.

Homeroom assignments are available at the Back to School Meeting held prior to the beginning of the school year, or in the school office following the meeting date. Inform your child's homeroom teacher of medical problems at the beginning of school.

Students are assigned textbooks during the first week of school. They are responsible for keeping the textbooks in good, clean condition. Hard cover books must be covered at all times.

Homeroom Assignment

Students are placed in homerooms using these guidelines:

1. Mixture of ability levels.
2. Balance of boys and girls.
3. Best interests of the students.
4. A mix of the previous homeroom.
5. Teacher suggestions.

School Supply List

Each student is requested to purchase school materials as the Supply List requests. PTO provides the opportunity to purchase prepackaged school supplies. Materials are to be brought to school the first day school is in session, labeled with the student's name. Student supplies should be replaced if lost, broken or used up. The Supply list is sent home prior to the end of the previous school year and is also available at the PTO Back to School Meeting.

Wellness Policy

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture recently verified that all schools, including private schools, which participate in the National School Lunch Act or the Child Nutrition Act, must develop a School Wellness Plan for the 2006-2007 school year. Each school in the Diocese of Evansville will engage students, parents, teachers, food service staff, and health professionals in developing,

implementing, monitoring, and reviewing school nutrition and physical education policies. To achieve these goals, schools will form wellness committees, set campus nutrition guidelines, and determine nutrition education and physical activity opportunities. Copies of the plan can be found in the school office.

School Lunch Program

Lunch menus are published monthly and sent home in the Parent Pack. Lunches are served each day in the school cafeteria. Lunch is \$2.25 per day. Payments should be made at the beginning of each week with checks payable to **Holy Rosary Cafeteria**.

During the 2014-2015 school year we will be transitioning to a new system, **Sycamore**, for managing our cafeteria program. Updates on the launch of the new program will be provided through the school newsletter and email system.

If a student forgets lunch or milk money, the student will still be allowed to eat the school lunch and our cafeteria program will charge a meal to the student's account. Parents will be informed when they are out of money or when the family has an IOU by email or by a note sent with their student. All IOU's are expected to be repaid as quickly as possible. Delinquent cafeteria accounts cause difficulty in the cash flow and must be repaid. If a family incurs financial difficulty, please contact the school or cafeteria immediately to request a Reduced/Free Lunch (see Reduced/Free Lunch Program below) application or to arrange alternate payment plans.

Reduced/Free Lunch Program

Children from families whose income is at or below the levels listed on the annual eligibility scale are eligible for free or reduced price lunch through the Federal School Lunch Program. The application forms are provided for every school family in the back-to-school meeting folder prior to the beginning of each school year.

Schools are far more responsible for wellness/health education issues for students during the hours they are in school than in the past. To that end, Holy Rosary Catholic School in participating in the diocesan Wellness Policy will implement the following in the best interests of its students:

- Students may buy school lunch or bring lunch from home. Bringing lunch in from a restaurant will not be allowed.
- Parents are welcome to eat lunch with their students at school. In order for your visit to be least disruptive, please plan to eat at your child's table or you and your child(ren) may eat at another table if there is no room.
- Students will not be allowed to purchase sodas during the school day nor will they be allowed to bring them from home. Parents who visit their children at school for lunch will not be allowed to bring sodas in for the children. Exceptions allowed only for field trips and field day.
- Students in K-4 may bring in a morning snack. Snacks must be healthy choices. Do not send candy, cake, etc.
- A helpful guide for parents will be provided at the start of the school year to help facilitate compliance with the Wellness Program. The guide will also be available through the classroom contact parent and the school office.

Lost and Found

Articles found on school premises are brought to the office; lost articles may be identified and claimed there. Items should be marked with the child's last name, thereby facilitating the identification process. Unclaimed items will be donated to charity on a quarterly schedule.

Physical Education Uniform

Physical Education attire for boys and girls in **grades 5-8** is a gym uniform. This is required attire for the school year. The gym uniform is a t-shirt and shorts ordered through the school. The

Physical Education teacher takes P.E. uniform orders at the beginning of the school year.

Boys and girls in Kindergarten through grade eight are to have one pair of gym shoes (rubber soles) for P.E. class. ***This pair is to be worn only on the gym floor.***

Gym Lockers

Lockers are provided in the gym area for students in grades 5-8, a privilege only allowed the upper grades. A blue, school combination lock is purchased or rented at the beginning of school. It will be the responsibility of the student to lock everything in his/her locker.

School Pictures

A local photographer takes school pictures each year. The exact dates are listed on the school calendar. The students may wear clothing of their choice according to free dress guidelines. The purchase of pictures is optional.

Book Clubs

Advertisements for Book Clubs are distributed to the students according to grade levels, usually on a monthly basis. Software Club advertisements will be distributed by the Technology Teacher. Participation is optional.

Homeroom Contact Parents

Volunteer Contact Parents are appointed by the PTO for each homeroom. These are parents who act as the communication link between the teacher and all parents who volunteer for various activities during the school year. Some of the activities include: field trips, parties, and special classroom activities. A special goal for the Contact Parents is to promote volunteerism and participation among parents and families.

Party Treats

Treats for birthdays, holidays or special events are permitted but not expected. Please check with your child's teacher to schedule an appropriate time to celebrate. Snack ideas are provided in the back-to-school folders and are available at the school office. Sodas will not be allowed as a classroom treat.

Party Invitations

Students bringing party invitations to school instead of using the postal system may distribute them to their classmates provided **ALL** students in the class receive an invitation.

Electronic Equipment/Music

Electronic equipment, i.e. walkmans, CD players, games, cell phones (See Telephone Policy), Nooks/Kindles may not be brought to school for any reason without permission of a teacher or written agreement between a parent and school. CD's or other music devices may not be brought to school without a teacher's permission, and then, only in the original cases and after approval by a teacher. Inappropriate music at school will result in appropriate consequences.

OFFICE INFORMATION

Parent Packs

In our continued efforts to be more "green" at Holy Rosary, we will put as much of our parent communication information on the school website as possible. A reminder page highlighting Parent Pack items will go home with students on the day the information is posted on the website (see Parent Pack schedule in the back to school folder information). Occasionally additional items will be delivered to the parents via students such as field trip permission slips, athletic or other sign-up sheets, menus, etc.

School Directory

A school directory is available shortly after the beginning of the school year. All HR school families, via our Scrip Makes Cents program, are considered members of the PTO and will receive one school directory at no cost.

Teacher Appointments and Messages

Since class time belongs to the students, visits with the teacher are difficult during school or recess periods. To ensure sufficient time, appointments with the principal or teachers are encouraged. Appointments may be made by note or by calling the school office and leaving a message.

Telephone Policy

Students may use the office phone ONLY in case of emergency. Calling home for forgotten homework, lunch, gym clothes, etc., will NOT be permitted. If a cell phone must be brought to school, that phone must be turned in to the school office or to the homeroom teacher and picked up at the end of the school day. Using cell phones after school during the dismissal procedure presents an unsafe situation for the user and others and is not allowed.

Visitors/Security System

In order to protect the students, all guests must use the Office doors near the gym entrance which is designated the visitor entrance. It is important that all visitors report to the office upon entering the building. Visitors should enter at the gym doors **after being buzzed in by the office staff**, sign in at the office, and pick up a visitor badge before going to the classroom. Parents and friends are encouraged and welcome to visit the classroom, however, they are asked to notify either the teacher or principal in advance of their visit. Random visits during school hours or before school in the morning are discouraged. Forgotten lunches and other items are to be left in the office with the secretaries who will see that the children receive them.

Educationally Related Activity (Field Trip)

Diocesan school non-classroom activities, (field trips away from school premises,) are one-day, age-related outings for the purpose of broadening the educational experience and/or faith development of our students. School field trips must conform to the following guidelines:

- The field trip is consistent with and promotes the educational philosophy and goals of Holy Rosary, The Diocese of Evansville and the Indiana Department of Education.
- The trip must facilitate the objectives of an approved course or curriculum.
- The students should be prepared for the observations they will make and the information they will obtain on the trip.
- The students should be given a follow up assignment to help them express and assimilate what they have observed on the trip.

Policy:

Each class may attend a maximum of five trips per year. All field trips must be proposed in writing to the principal and approved by the principal. Field trips may not be planned for Church Holy Days, National holidays or during Holy Week.

The student pays for field trip costs.

Note: It is to be understood and acknowledged by the parents and guardians that neither the school, principal, teachers, nor the Catholic Diocese of Evansville, will be the insurer of a student's health and safety while the student is at school or engaged in a school-supervised activity, including sports. It is the parent's or guardian's obligation to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

HEALTH PROGRAM

The Holy Rosary School Health Program is responsible for the following:

- Record the height and weight of all students.
- Conduct vision screening of all students.
- Administer hearing tests to students in Grades 1, 4, and 7, and any teacher referrals.
- Screen students in Grades 5 – 8 for scoliosis.
- Keep a sufficient amount of First Aid Supplies in the School Office.
- Keep an accurate health record of all students, which includes immunizations. Records are updated annually.
- Written documentation of a physical check-up by a physician is required for students entering school for the first time (Kindergarten or Grade 1) and for 6th grade students, due by the first day of school.
- Initiate a health record for all new students who enroll throughout the school year.
- Submit the annual Immunization Statistic Record to the State Board of Health by November 1 of each school year.
- Assist the principal to see that the proper Policy and procedure is followed according to the Health Manual provided by the Evansville Public Health Department.
- Distribute the required health forms to parents

The Health chairperson works closely with the Evansville Vanderburgh Public Health Department who provides a Public Health Nurse to conduct any necessary re-checks of vision, hearing, and scoliosis. The Holy Rosary health chairperson works closely with the P.T.O.. Holy Rosary does NOT employ a school nurse during the school day.

Medication

The school secretary, principal and his/her designee are the only authorized personnel to administer medication to students and ONLY IF THE FOLLOWING CONDITIONS ARE MET:

- The prescribed medication shall be in the original container bearing the original pharmacy label, including the directions from the physician, name of medication, date, and student's name;
- The non-prescription medication shall be in the original container with the date, student's name, and a written note from the student's parent or guardian;
- The parent shall sign the Authorization for Administering Medication by School Personnel form.

The parent is encouraged to send limited amounts of medication to the school and to schedule times of administration so that a minimum number of doses will be given during the school day. The medicines are to be kept in the school office.

Emergency Information

The school secretary or his/her designee will treat any minor accident. If the accident or illness is of a serious nature, the parent will be contacted. In case neither parent can be reached when an emergency arises, the name and phone number of two persons who could be contacted should be listed on the EMERGENCY INFORMATION CARD. This card is to be filled out at the beginning of each school year and changes in any telephone numbers, job, home, should always be reported to the school office.

See Arrival/Dismissal for information on picking up a child due to illness.

Asbestos Information

Holy Rosary Catholic School has met federal guidelines pertaining to inspection of the building for asbestos containing materials. All material has been identified and is being maintained and

monitored in accordance with federal guidelines. The inspection report is on file and may be inspected by interested parties.

STUDENT DRESS CODE 2015-2016

(4-6-15)

The purpose of the dress code is to promote neatness, discipline, a sense of school identity, and to provide an atmosphere of learning that is free from emphasis on clothing.

The enforcement of the dress code is a joint responsibility of students, parents, teachers and administration. Parents must see that children leave the house properly attired and teachers and administrators must see that students follow the dress code. While we have built in grace in following up on dress code violations, students and parents should expect consequences for consistent dress code violations.

Dress Code is to be followed on the first day of school.

Since the Handbook cannot make provisions for the continual changing of fads in dress/accessories, the school administration reserves the right to decide what is acceptable and appropriate.

- Hair must be kept clean and properly styled.
- Boys' hair may be no longer than collar length **in back and mid-ear on sides.**
- Hairstyles bordering on the extreme will not be permitted.
- Basic jewelry is acceptable. Earrings must lie flat and close to the earlobe, **post-style only.** Dangling earrings pose a safety concern and may not be worn. **No hoops.** Boys may not wear earrings.
- Girls in grades K-6 may not wear make-up. Make-up for girls in grades 7 and 8 must be minimal and age appropriate. Boys may not wear make-up.

Boys and Girls Grades K-8

Pants

Navy* UNIFORM pants. All uniform pants **MUST** be purchased from a uniform vendor or another store or company's school uniform clothing department. Pants must be ankle length, not over the shoe. No rolling the cuff of the pant leg. No oversized pants. No low rise or hip-hugger pants will be allowed. NO LOGOS present anywhere on the outside of the pants. NO POCKET FLAPS. It is the parent's responsibility to see that the uniform pants fit all policy guidelines.

*Note: Students in **grades 7-8 may** also choose to wear khaki uniform style pants that follow the same style guidelines as listed for navy.

Shirts

Navy, white, or hunter green solid color with collar and STANDARD LENGTH short or long sleeves. Only the Holy Rosary logo is acceptable, no other logo is permitted. T-shirts worn under the shirt must be short sleeved and of the same color as outer shirt, or **plain** white, with NO designs. Shirts must have a modest and appropriate fit.

Oxford-style dress shirts in navy, white or hunter green are also permitted. SHIRTS MUST BE TUCKED IN AT ALL TIMES!! **(Arrive at school and leave school with shirts tucked in. If a shirt becomes un-tucked during recess, it must be tucked in before returning to the next class.)**

Turtlenecks

Turtlenecks must be navy, white or hunter green solid color.

Socks

Socks must be worn with all shoes. Socks must be solid color (navy, white, hunter green, black or grey). Socks must match each other. ***Other than a simple logo, SOLID colors will be enforced at school. Alternate color stripes on socks will not be allowed.***

SOLID color tights in navy, white, hunter green, black or grey may be worn with jumpers or skirts not with shorts.

Shoes

Tennis or dress shoes may be worn. Shoes may not light up. **Sandals may not be worn.** Shoes must be laced and neatly kept. **Boots may be worn to school for weather-related reasons only and only during the months of November through March. It is the intention of this dress code to allow boots when it is cold, rainy or there is snow, not simply for style.**

This restriction was removed: **Uniform pants MUST fit over boots worn to school.**

Sweaters

Sweaters must be navy, white or hunter green solid color. V-necks, crew neck sweaters/vests or cardigans (no hoods) may be worn. Uniform shirt must be worn under sweaters.

Sweatshirts

Sweatshirts must be navy, white or hunter green solid color **crew neck sweatshirts (no hoods)**. Only school logo is acceptable. **Tunic style half zip sweatshirt/fleece sold by PTO is allowed as part of regular dress code.** Uniform shirt with collar must be worn under sweatshirts. All other Holy Rosary sweatshirts are allowed on Spirit or Free Dress days only.

Walking Shorts

Walking shorts must be navy* (or Black Watch Plaid for girls), with or without cuff, UNIFORM BRAND ONLY, with NO LOGOS present anywhere on the outside of the shorts. NO POCKET FLAPS. No oversized shorts. Hem must not be more than five inches from the floor when student is kneeling. They must fit modestly and appropriately. No undersize shorts.

Shorts may not be worn to school from November to Spring Break.

*Note: Students in **grades 7-8 may** also choose to wear khaki uniform style shorts that follow same style guidelines as listed for navy.

Belts

Belts must be SOLID color. Belts MUST be worn with pants or shorts. Belts must be navy, white, hunter green, black, grey or brown.

Girls Grades K-8

Blouse

Blouses must be navy, white or hunter green solid color with collar and sleeves, tailored with no contrasting color on body, sleeves or collar, including buttons. Blouses must be tucked in at all times. Blouses that are worn too tight or otherwise inappropriately will be considered as disregarding the dress code policy.

Skirt, Skort or Jumper – K-4 girls only

Skirts, skorts or jumpers must be uniform material (Black Watch Plaid) or navy. Wearing shorts under the uniform jumper or skirt is suggested and permitted as long as the length of the shorts does not exceed the skirt length. Wearing sweat pants under the

skirt or jumper is not allowed. Hem must not be more than **five** inches from the floor when the student is kneeling. **Girls in grades five through eight may not wear skirts, skorts or jumpers to school.**

Free Dress

All clothing must be appropriately modest and reflective of Christian values. Clothing that draws attention to the student is not acceptable! Shirts must have standard short sleeves or longer. No cutoffs allowed. Jeans may be worn if they are hemmed and do not have holes. Athletic pants may be worn. There should be no wording across the seat of the athletic pants. Pajama pants, lounge pants and yoga pants are not allowed. Tops worn with leggings must completely cover one's seat. The regular uniform policy regarding shoes and socks should be followed. **The schedule of free dress days will be published at the beginning of the school year.**

Spirit Dress

In an effort to celebrate our school spirit, students and staff of Holy Rosary Catholic School will be invited to participate in spirit dress days during the school year. Spirit dress for students K-8 will include **Holy Rosary spirit tops** sold by the PTO. Holy Rosary lettering must be present on spirit dress items. Holy Rosary team shirts may be worn. Regular dress code rules apply for pants, skirts, skorts, jumpers, shoes and socks. **JEANS ARE NOT PERMITTED.** *Only students in grades 7 and 8 will be allowed to wear Memorial spirit wear on Spirit Dress days.* K-6 students may wear Memorial wear on Free Dress days if they choose to do so. **The schedule of spirit dress days will be published at the beginning of the school year.**

Please Note:

- Solid color means all one color on the entire item. No contrasting colors or stripes on body, sleeves, or collar.
- Dress Code is addressed as a separate item on the students' Behavior Code.
- All parts of the uniform are to be neat, clean, and fit appropriately and modestly.
- Students must be appropriately dressed for all weather circumstances.
- Coats are not to be worn in the classrooms without teacher permission.

PLEASE, for easy identification, label ALL articles of clothing and personal belongings with last name!!!

STUDENT PROGRAMS

Athletic Eligibility – Academics

The athlete must not be failing any classes. Grades will be reviewed as report cards are issued whether that is on a 6 or 9 week cycle. Upon release of a report card not meeting minimum standards, the student will be suspended from play for 15 school days from the day report cards go home (student may practice with the team). On the 15th school day, the grade situation will be reviewed by the school administrator. At that time, the student will be reinstated to the team if the grade problem is corrected. If grades are not up to standard, the student will continue play suspension and the right to practice will also be suspended for three more weeks. After the second fifteen school day play and practice suspension, the grades will be reviewed again. If grades are up to minimum, the student will be returned to eligibility. If the grades are still inadequate, the student will be removed from the school team and denied practice and play until the student receives a report card that is up to minimum standards.

Students who are academically ineligible at the end of school year will be able to participate on sports teams but will be closely monitored at the beginning of the next school year.

Exceptions on academic eligibility to participate can be granted at the discretion of the school administrator for appropriate reasons. It is expected that any exception will be documented for future reference. Students may be disqualified from participation in sports activities based on behavioral reasons established by individual schools.

Extra-Curricular Eligibility Policy - Behavior

Students are eligible to participate in extra-curricular activities if they comply with the Behavior Code of Holy Rosary School. When a student receives his/her third detention in a grading period, he/she will be declared ineligible for extra-curricular activities for a period of 15 school days. If a student receives additional detentions during the suspension period, the suspension period shall be extended one week for each additional detention. A student who receives six detentions during a grading period will be declared ineligible for participation for the remainder of the semester.

The principal will monitor student academic and behavioral progress. If a student becomes ineligible, the principal or the athletic director will notify the student, his/her parents, and the appropriate coaches/coordinators.

Programs available to students

(Availability determined by grade level):

Academic Teams
Advent Program
Art Fair/Art Show
Athletics
Authors Event – grade 1
Band (Grades 6-8)
Boy/Girl Scouting
Catholic Schools Week
Coffee House Poetry – grade 2
Drug Awareness Curriculum/Red Ribbon Week
Eighth Grade Play
Fire Wardens
Geography Bee
Health Week
Hop-N-Ing
Library/Book Fairs
Liturgy of the Word
Preschool
Safety Patrol
Science Fairs/Robotics
Serra Club Essay Contest
Service Projects
Speech Team (Grades 6-8)
Spell Bowl (Elementary and Junior High teams)
Spelling Bee (Grades 4-8)
Student Council
Talent Showcase
Yearbook
Young Authors

Athletics

The aim of the extracurricular athletic program at Holy Rosary is to promote teamwork, sportsmanship, enjoyment of sports, physical fitness and knowledge of the rules of the game. Holy Rosary encourages participation and attempts to provide each student an opportunity to play. The Holy Rosary Booster Club sponsors the school athletic program.

The extracurricular sports offered include:

- Archery Boys and Girls: Gr. 4-8
- Baseball Boys: Ages 5-14
- Basketball Boys and Girls: Grades K-8
- Cheerleading Girls: Grades 5-8
- Football Boys: Flag – Grades 1-2
 Tackle – Grades 3-4 and 5-6
 Cub – Grades 7 and 8
 (through Memorial High School)
- Soccer Boys: Grades 5-8
 Girls: Grades 3-8
 Boys/Girls: K-2 program at HRS
- Softball Girls: Ages 5-14
- Track/Cross
 Country Boys and Girls: Grades 5-8
- Volleyball Girls: Grades 5-8
- Wrestling Boys: Grades K-8

Athletic Eligibility

The eligibility requirements for athletics follow the same guidelines as outlined in the Extra-Curricular Activities Policy regarding grades and behavior, with the following additions:

- Parents must sign a consent paper as to the physical condition of the student and to give permission for the student to participate; and,

- If a student becomes ineligible, the principal will delegate the athletic director to notify the coach. The principal will notify the parents and student.

Band

Students in grades 6-8 have the opportunity to participate in the Junior High Band program. Band classes meet twice a week during the school day. Band members also have the opportunity to participate in a variety of programs through Memorial High School, including Junior High Band, Pep Band, Concert Band, and Marching Band. Students may also choose to participate in state solo, ensemble, and concert band competitions.

Safety Patrol

Holy Rosary tries to ensure the safety of students who walk to or from school. Safety patrol personnel guard the crosswalks in front of school.

A position on the safety patrol is a big responsibility. Crossing guards are trained to make sure our students safely cross the street. They patrol both before and after school, rain or shine. Students from grade 7 are eligible on the basis of punctuality, dependability, responsibility and interest.

Many safety patrol members attend a special summer training camp sponsored by the Evansville Police Department at Camp Carson.

Fire Wardens

Holy Rosary has six 8th grade Fire Wardens who serve the school. Wardens assist during fire drills, tornado alerts, and other emergencies and report safety problems in the school. They receive training from the Evansville Fire Department's School Safety Coordinator and Holy Rosary teacher leader. Monthly fire drills are conducted, and disaster/tornado drills are held on a regular basis.

Student Council

The Student Council is a service organization. Its purposes include:

- Fostering a cooperative working relationship between faculty and students.
- Promoting leadership skills for the students.
- Encouraging good citizenship behaviors.
- Organizing worthwhile and fun activities for the school.
- Instilling strong school spirit.
- Fostering community involvement.

Student Council Selection

To become a member of the Student Council you must be elected.

Elections for Student Council are conducted as follows:

- Room representatives for grades 5-8 will be chosen in each homeroom in the fall. Students will give a short speech in their homerooms, with elections to follow that day. A representative will be the student with the majority of the homeroom votes.
- The council of students will elect the Student Council officers.
- Once elected to the Student Council students must demonstrate responsibility, have assignments in promptly and always represent their school to the best of their ability. They must maintain at least a “C” average each quarter, and receive no more than two detentions in a year. The third detention will result in automatic removal from the student Council.
- Members must be punctual for meetings. If a member is unable to attend a meeting, he/she must give a written note to the sponsor in advance of the meeting. Two unexcused absences are reason for dismissal from the student Council.

AFTER SCHOOL CARE

The After School Care Program has been developed to provide a facility at school for children to have a safe, secure and caring environment until their parents are available after work. It is designed to provide an alternative care program free from additional transportation at an affordable cost to the parent. Program information is available in the school office.

GRADE EIGHT GRADUATION ACTIVITIES

Holy Rosary Catholic School celebrates the achievements of its graduating class in the following ways:

- The annual overnight trip to Camp Ondessonk each fall
- The achievement award presentations
- The PTO graduation luncheon
- The Graduation Mass followed by a social reception and dance

Neither Holy Rosary Catholic Parish or School nor any of its affiliate organizations shall authorize, sponsor, organize, or finance any eighth grade graduation class trip. School faculty members shall not be permitted to chaperone any graduation trip sponsored by a group independent of the school. Information regarding a non-school sponsored trip may not be distributed through the school. Departure and arrival may not take place on Holy Rosary Parish property. Holy Rosary Catholic Church and School assume no liability for any trip not sponsored by the parish or school.

HOLY ROSARY SCHOOL SONG

Hail, Hail, the Green and the Gold,
We Are The Strong and We Are The Bold.
We Are Holy Rosary, Fighting For Victory.

Others Have Put Us To The Test,
But We Have Proved That We Are The Best.
We Are Holy Rosary, Fighting For Victory. (Tune of Notre Dame fight song)

CODE OF CHRISTIAN CONDUCT

CATHOLIC DIOCESE OF EVANSVILLE
CODE OF CHRISTIAN CONDUCT COVERING
STUDENTS AND PARENTS/GUARDIANS
HOLY ROSARY CATHOLIC SCHOOL

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

CRISIS/CONFRONTATION POLICY

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments that are intended to

directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway or may occur absent intervention:

- A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;
- A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct.
- A student has knowingly possessed, used, transmitted, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
- A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
- A student knows, but fails to disclose to school authorities, that another student either:

- has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons;
- has possessed, handled, concealed, or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents/guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents/guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

INTERNET USE POLICY AND AGREEMENT

We are pleased to bring Internet access to Holy Rosary Catholic School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in

or outside of the school by mobile devices of any kind (including but not limited to cellular telephones, BlackBerrys, Pocket PCs, Sidekicks, pagers and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of Internet communications may include, for example, the posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another; or
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

STUDENT AGREEMENT

1. **Personal Responsibility.** I will accept personal responsibility for my misuse of the Internet and electronic information system. “Misuse” may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, inappropriate sexual content or intentionally wasting limited resources.

2. **Acceptable Use.** My use of the Internet and e-mail will be in support of educational research and the education goals and missions of Holy Rosary Catholic School as defined by the teacher in charge. I understand that “surfing” the Internet can result in congestion of the school network slowing it down for others.

3. **Network Etiquette.** I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, or other inappropriate language.

4. **Privacy.** I will not reveal my home address or my personal or family phone numbers or those of any member of my school community to anyone over the Internet at any time.

5. **Electronic Mail (“e-mail”).** I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.

6. **Security.** Under no circumstances will I order any material over the Internet. I will not download and/or attach file from any user or users I am not familiar with.

7. **Copyright.** I understand that to copy another person’s work on the Internet and call it my own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people’s work, I will ask permission when possible and credit the author accordingly.

Use of the Internet and e-mail at our school is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of my Internet use or access privileges may be revoked and school disciplinary action may be taken.

Student’s Name: _____

(Printed Name)

(Signature)

(Date)

Date: ____/____/____

I hereby permit_____ I hereby do not permit_____

Holy Rosary School to place the name and /or photo of my child(ren) in the school yearbook.

Please print name of Parent or Guardian

Signature of Parent or Guardian

Date: ____/____/____

SAFE ENVIRONMENT PROGRAM



Catholic Diocese of Evansville

Office of the Bishop

4200 N. Kentucky Avenue · Evansville, IN 47711-2799 · Tel. 812-424-5536 · Fax 812-436-7450

DECREE

In reference to Article 12 of *The Charter and Essential Norms* of the United States Conference of Catholic Bishops, regarding the protection of children and youth, I hereby reaffirm the approval of these programs as being in accordance with Catholic moral principles, made by my predecessor, Bishop Gerald A. Gettelfinger, dated 1 October 2003.

Given at the Catholic Center, in Evansville, Indiana, on the 2nd day of August, in the year of our Lord, 2011.

+ Charles C. Thompson

The Most Reverend Charles C. Thompson, D.D., JCL
Bishop of Evansville



Judith A. Neff

Mrs. Judith A. Neff
Chancellor

SCHOOL POLICY AGREEMENT

I have read the Holy Rosary Catholic School Handbook for Students and Parents.

I understand what is expected of my child and me at the school. I agree to abide by all rules, regulations, and expectations described in this handbook, including the Diocesan Code of Christian Conduct. I further understand that I am expected to cooperate with Holy Rosary School and the Diocese of Evansville to promote a positive, successful school atmosphere.

Please print Parent or Guardian name

Signature of Parent or Guardian

Date

Please print Parent or Guardian name

Signature of Parent or Guardian

Date

I have read the Holy Rosary Catholic School Handbook for Students and Parents, or it has been explained to me by my parents. I understand what is expected of me at the school. I promise to obey the policies and procedures set forth in this Handbook, including the Code of Christian Conduct. In addition, I understand that if I choose to violate any school rules or policies, I am choosing to accept the consequences. I agree to accept responsibility for my actions.

Please print Student name

Signature of Student

Date

SECLUSION AND RESTRAINT STATEMENT

Holy Rosary Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office.

SCHOOL PEST CONTROL POLICY

All applications of pesticides will be made in strict compliance with diocesan policy, label instructions, and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice will be given to you no later than two days before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

ADDENDUM- ARRIVAL AND DISMISSAL MAPS

Holy Rosary School Morning Drop Off Plan



Holy Rosary School Dismissal Plan

