

HOLY ROSARY SCHOOL



PARENT/STUDENT HANDBOOK

Revised 6/23/2015

505 California Street • Woodland, CA 95695
Phone: (530) 662-3494 FAX: (530) 668-2442
Website: www.hrsaints.com

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Who We Are

Holy Rosary School is a Transitional Kindergarten through 8th grade Catholic Elementary and Middle School under the Diocese of Sacramento Catholic School Department.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Holy Rosary School, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of California Common Core guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

Mission Statement

The Mission of Holy Rosary School is to continue the ministry of Jesus Christ in a faith-filled atmosphere; to lead our children to academic excellence; and to make evident the love of God through stewardship and community service.

Philosophy

Commissioned by God to care for one another and enlightened by the belief that each child is a gift from God, we at Holy Rosary School strive to provide a loving, accepting environment in which each student may fully develop spiritually, morally, academically, socially, psychologically, culturally, and physically. The administration, staff, and parents of Holy Rosary will collaborate to best care for these children of God. Students will meet challenges designed to foster maturity, develop self-confidence, master basic skills, and become active in the Church.

School Motto

“Live, love, and learn with Jesus Christ as our model”

Schoolwide Learning Expectations (SLEs)

Active Christians who:

- Understand Church Teachings
- Live the Gospel through service to others
- Demonstrate compassion
- Respect diversity
- Participate in Mass
- Pray

Life Long Learners who:

- Make responsible choices with their health, fitness and environment
- Are self-motivated and confident
- Use educational and technological resources
- Read for enjoyment and learning
- Demonstrate an appreciation of the arts

Effective Communicators who:

- Work cooperatively in group settings
- Use listening and questioning skills
- Express ideas orally and in writing
- Write effectively and in a variety of genres
- Speak publicly with confidence

Effective Self-Evaluators who:

- Make moral choices
- Demonstrate responsible behavior
- Recognize their strengths and weaknesses
- Are open to constructive criticism
- Assess work for quality

Effective Problem Solvers who:

- Think critically
- Learn and evaluate
- Formulate solutions

Partners in Learning Pledge

As a student I pledge to:

- Work as hard as I can on my school assignments.
- Discuss with my parents what I am learning in school.
- Follow the code of student conduct established in school.
- Ask my teacher questions when I don't understand something.
- Limit my T.V. watching and read books instead.

As a parent I pledge to:

- Provide a quiet study time at home and encourage good study habits.
- Talk with my child about his or her school activities.
- Reinforce the code of student conduct.
- Find out how my child is progressing by attending conferences, looking at school work, or calling the school.
- Encourage my child to read by reading to him or her and by reading myself.
- Limit my child's T.V. viewing and help him or her select worthwhile programs.

As a teacher I pledge to:

- Provide motivating and interesting learning experiences in my classroom.
- Explain my expectations, instructional goals, and grading system to parents and students.
- Explain the code of student conduct to students and parents.
- Communicate and cooperate with each parent to ensure the best education possible.
- Find out what techniques and materials work best for the students and employ them.
- Guide students in their choice of T.V. programs.

As a principal I pledge to:

- Create a welcoming environment for students and parents.
- Communicate to students and parents the school's mission and goals.
- Ensure a safe and orderly learning environment.
- Reinforce the partnership between parents, students, and staff.
- Act as the instructional leader by supporting teachers in their classrooms.
- Provide appropriate inservices and training for teachers and parents.

School Schedules & Office Procedures

Daily Schedule

The daily schedule is subject to change to meet the needs of our students and staff. Below is the schedule for 2014-2015.

7:55 a.m.	Warning Bell
8:00 a.m.	School Day begins
9:55 - 10:15 a.m.	Recess – TK – Grade 4
9:55 - 10:05 am	Recess – Grades 5-8
11:55 a.m. – 12:40 p.m.	Lunch/Recess – TK – Grade 4
12:15 – 1:00 p.m.	Lunch/Recess – Grades 5-8
3:00 p.m.	Dismissal

Minimum Days

On minimum days, school ends at 12:00 p.m. (noon). There are various minimum days during the year. Please check the school calendar for the dates.

- The first Friday of each month
- The beginning of the school year
- The end of the school year
- Parent-teacher conferences
- Other days as scheduled
 - If a student is registered in the Extended Day Program, then the student must bring a lunch.
 - After the noon dismissal, all students must be picked up by 12:15 pm unless attending the Extended Day Program

Office Hours

The school office serves the administrative and communication needs of our families and staff. The office hours are:

- Regular school days: 7:45 a.m. - 3:30 p.m.
- Minimum days: 7:45 a.m. – 12:30 p.m.

Communication

Holy Rosary School is a collaborative ministry of service. Accordingly, we need open communication between home and school. Communication is critical to the learning and growth of the student spiritually and academically.

Bi-weekly and monthly communications will be generated from the school and sent directly to parent e-mail addresses or via postings on the Holy Rosary website (www.hrsaints.com).

Telephone

Permission to use the telephone must be obtained from the School secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it

only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-School visits with friends should be made at home.

Deliveries and messages to students

- All messages and deliveries (such as lunches, homework left at home, etc.) are to be made through the office.
- All items should be marked with your child's name and grade, and left with the office personnel.
- In order to avoid an interruption to the learning process of the class, a staff member will forward the message or make the delivery to the student during the following recess.

Please note: Please do not send balloons, flowers, etc. for a child's birthday. Please do not deliver fast food for your child's lunch.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the School to prepare necessary information and settle accounts. **No student records will be forwarded to another School until Business Office accounts have been settled.** (See the section on Student Records for transcript information.)

Emergency Forms

- Emergency forms are to be completed annually or as information changes.
- Please provide names and phone numbers of those who are able to assume responsibility for your child if a parent cannot be reached when necessary.
- Please update the form when there is a change of information.

(Please know there is a separate form for sports activities.)

Health Records and Immunizations

California Law requires that all students present written documentation verifying immunization against chicken pox, diphtheria, tetanus, mumps, Hepatitis B, poliomyelitis, and rubella prior to enrollment.

First graders must present written documentation verifying a health examination or signed waiver stating that the parents/guardians do not want a health exam for their student. The screening and exam may be conducted 18 months prior to registration/enrollment in first grade, and no later than 90 days after enrollment.

State law requires ALL students who will be attending seventh grade to provide proof of receiving the Tdap (tetanus, diphtheria, and pertussis, or whooping cough) vaccination.

Leaving the School Grounds

Our school is a closed campus. Students are not permitted to leave school premises at any time without parental permission. Furthermore, students must be escorted from school grounds by a parent, guardian, or other designated adult. Written permission from a parent or guardian must be provided if an adult other than a parent is to pick up a student or if the student will be walking or riding a bicycle home.

Non-Custodial Parents

The school provides non-custodial parents access to academic and other school-related records and information regarding their child, unless a court order stipulates otherwise.

Student Records

Holy Rosary School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other Schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the school office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

Parent Review of Student Records

Parents may view their child's cumulative folder upon written request with a 24-hour notice. This is the student's official file. The school reserves the right to have a staff member present during the file review.

Weather Emergencies

If it should be necessary to close the School because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed in the student's file.

Parents as Partners

As partners in the educational process at Holy Rosary School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at School on time and is picked up on time at the end of the day;
- Is dressed according to the School dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

Parent's Role in Education

We, at Holy Rosary School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Holy Rosary School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in School are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Holy Rosary School, we trust you will be loyal to this commitment. During these formative years (TK to grade 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at School, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Sacramental Preparations and Parish Identity

Religion Curriculum

In consultation with the pastor, the school celebrates Mass weekly, provides opportunities for the reception of the Sacrament of Reconciliation, and arranges prayer services.

Sacramental Preparation

The school facilitates the preparation of students for the celebration of the Sacraments of Penance, Eucharist, and Confirmation for all baptized Catholic students. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the Sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these Sacraments. The Sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

- Grade 2: First Reconciliation and First Holy Communion
- Grades 8: Confirmation

School Celebrations

- Daily Mass on Fridays
- Prayer Services
- Sunday Eucharist Celebrations (e.g., Catholic Schools Week)
- Eighth Grade Baccalaureate Mass and Graduation

Admission/ Registration/Tuition

Nondiscriminatory Policy

Holy Rosary School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the School. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other School-administered programs.

Returning Students

Returning students have priority enrollment status for the new school year, provided the following conditions are met:

1. Parents return the registration form with the non-refundable registration fee by the deadline indicated on the registration forms.
2. All tuition and fees are paid to current date.
3. The school program is meeting the student's needs.
4. The student accepts the philosophy of the school as determined by his/her behavior and cooperation.
5. The parents accept the philosophy of the school as determined by their support and cooperation.

If the above conditions are not met, the student's space will be open to new student registration.

Transitional Kindergarten

Children entering Transitional Kindergarten must be four (4) years of age by September 1st. A non-refundable registration fee is due at the time of registration. The registration form should include copies of the following items:

1. Birth certificate
2. Immunization Records
3. Baptismal Certificate (Catholic applicants only)

Enrollment priority is given in the following order:

1. Siblings of currently enrolled families
2. Students from registered, active Holy Rosary Parish families
3. All others

Kindergarten Students

Children entering Kindergarten must be five (5) years of age by August 31st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test. A registration fee is due at the time of registration. If the student is admitted, this fee is non-refundable. If the student is not admitted, the fee will be returned. The registration form should include copies of the following items

1. Birth certificate
2. Immunization Records
3. Baptismal Certificate (Catholic applicants only)

Enrollment priority is given in the following order:

1. Siblings of currently enrolled families
2. Students from registered, active Holy Rosary Parish families
3. All others

New Student Grades 1 - 8

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Holy Rosary School will meet the educational needs of the students. An interview with the student is part of the admission process. Students new to our school will be admitted with the understanding that an assessment will be made during the initial school year, evaluating social, academic and behavior performance.

Required documents include:

1. Birth certificate
2. Immunization Records
3. Health Records
4. Baptismal Certificate (Catholic applicants only)
5. Report Cards
6. Standardized Test Results
7. Record of IEP, if applicable

Testing in some academic areas may be held for new incoming students in Grades 1-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Holy Rosary School.

Non-Catholic students whose parents accept the philosophy of Holy Rosary Catholic School will be accepted on a space available basis.

Tuition

Our school is a ministry of the Catholic Church. As such, the school is a not-for-profit enterprise.

Our tuition is determined by a calculation of the *actual* operating costs to educate the total number of children in the school. Operating costs include such items as all salaries, educational resources, the utilities to run the school, and the maintenance and repair of the property.

Please see school website for current tuition and registration rates.

Registration

Registration fees cover registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), Science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, YEARBOOK, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after School activities.

- The registration fee is an annual fee that amounts to approximately one tenth of the total tuition, for each child.
- The registration fee, which demonstrates the intention of the parents to re-enroll their child in the school, thereby reserves a place in their class and provides the necessary reserve of funds for anticipated operating expenses for the next school year.
- This non-refundable fee is due at the time of registration during the final trimester of the school year.
- Participation in the next school year still remains contingent on the payment in full of all tuition and fees for the current year.

Payment Schedule Options

1. One annual payment due July 1st (3% discount)
2. Two payments due July 1st and December 1st
3. Ten monthly payments, July through April.

Note: Choice 3 requires the use of an automated withdrawal plan, for which an additional fee is paid.

Automated Tuition Payment Plan

Holy Rosary School uses the FACTS Management Program for the collection of all monthly tuition payments. Families not already registered with FACTS can sign up online at <https://online.factsmgt.com/signin/3D020>

- Tuition payments made through FACTS are received electronically from your bank. Families may choose a debit date of the 5th, 10th, 15th, 20th or 25th.
- FACTS will assess a \$25 fee for each missed payment and will attempt collection again in 15 days.
- FACTS can be used for the Extended Day Program. You must sign up under a separate agreement from tuition.
- Accounts can be updated by following the link above.

Late Payments and Returned Checks

- Annual/Semi-annual tuition payments are considered late after the 1st of the month.
- Extended Day fees are considered late after the 10th of the month and are subject to a \$35 late fee.
- All returned checks are subject to a \$35 charge so as to cover bank fees. If two checks are returned in a school year, we will expect all future payments made by money order, cashier's check or cash. This includes automatic FACTS withdrawals.

Financial Assistance

Families, in choosing to avail themselves to the ministry of the school, should anticipate paying for the operating expenses involved in serving their children. Any financial aid will be based, in part, on the objective recommendations from FACTS. Families must complete the FACTS Grant & Aid

Assessment online (www.factstuitionaid.com) before financial assistance can be awarded. Grant and Aid forms must be completed before registration is due to be considered for the following year.

Attendance

Tardy Policy

Students arriving during or after the 8:00 am bell are considered tardy. Students must check in with the school office if arriving after morning line up.

As a collaborative learning community, engaged in God's work, we must each take responsibility to contribute. Our on-time attendance consistently completes the whole experience of learning and growing in our faith and our studies, beginning with prayer as a Catholic community each day.

Tardy Procedures

Students in all grades K through 8 will be allowed only two tardies per trimester. The child's classroom teacher will send a tardy letter to the child's family after two tardies have occurred within the trimester. The third tardy, within a trimester, requires a conference with the child's teacher, parents and the student to determine the cause for the tardies and to seek a solution.

Consequences may include any of the following:

- Detention before or after school *If student does not attend detention, then suspension will occur.
- Drop in effort grade.
- If a student reaches a sixth tardy within the trimester time frame, the student could receive an out-of-school suspension. Work would need to be completed at home and would not earn any credit. The student will not be allowed to make up any work for credit.

If tardies remain a chronic concern, the student could be placed on academic probation or dismissed.

Absences Due To Illness

If a student is kept home due to illness, parents are asked to call before 8:30 a.m. on each morning the student is absent. In order to safeguard the health of all students, a note from a doctor is required if the absence is due to a communicable disease, such as pink eye, impetigo, conjunctivitis, head lice, measles, mumps, or strep.

For the health and well-being of all, parents will be notified if the child has a fever or any of the communicable disease listed above, with the expectation that parents will take the child home. Children who are sick, and/or have a fever or any of the communicable disease listed above, must stay home for at least 24 hours (one whole school day).

Vacations

The school encourages parents to plan vacations and trips during summer and at other times when school is closed (e.g., Thanksgiving break, Christmas break, Easter break).

Make-up Work

Any absent student is responsible for all work and tests completed by the class during the student's absence. Students will be given two days for each day of absence to make up class assignments for full credit.

Our teachers are not expected to prepare homework assignments in advance. It is recommended that absent work be obtained upon return from an absence. However, parents may call the school office to request homework be ready for pick up at 3pm, on days a student was absent.

Sports Participation

When a child is absent from school, he or she may not participate in any after-school sports practice, game or activity on the day(s) of the absence.

Those students with serious physical injuries must present written permission, signed by a doctor, to resume physical education classes and sports activities.

Student Uniform and Dress Code

Holy Rosary School's uniform represents solidarity with the entire Catholic educational community and is a positive reflection of each student's own school pride. Students are best prepared for school when they are properly dressed and groomed in a school uniform which encourages better self-discipline, reducing peer pressure. By registering their children at HRS, parents indicate their intention to accept and observe the schools uniform dress code.

Hair and Make-up

- Hair – hair must be neatly trimmed, combed, and styled. For boys, hair cut should be above the collar, above the ears and not hang in the eyes. Fad hairstyles, shaved designs in hair, and dyed/streaked hair are not allowed. Hair accessories must be reasonably sized and match school uniform colors.
- Make up - All makeup is not permitted. Makeup must be removed before the student arrives at school. Neatly maintained nail polish for girls is permitted, but false nails are not. This includes nail extensions, nail decorations, temporary or fake "tattoos, etc.

Jewelry and Accessories

- Jewelry – jewelry is limited to post earrings, watches, or religious necklaces (and tucked inside the shirt during recess/P.E.) Dangling earrings, hoop earrings, bracelets, etc. are never permitted.
- Belts – plain, solid black or brown canvas or leather belt with a simple buckle.
- Hats – Holy Rosary baseball type hats may be worn outside only, bill forward, well settled on the hear. **Hats are to be removed indoors, during prayers and pledge.** No non-HR hats are permitted, even on free dress.

Shoes, Socks, and Tights

- Shoes – closed-toe, rubber-soled shoes, tied or Velcro must be worn for safety purposes. Shoes with laces must be tied securely so that the foot and ankle are properly supported and the shoe will remain comfortably on the foot. Laces are not to be worn loose. Shoes that can slip on and off

easily are not permitted; however girls may wear dress shoes to Mass provided they bring shoes to change into when going to recess.

- Girls stockings – basic white or royal blue solid color only.
- Socks – solid white, navy blue, or black. No visible logos.

Pants, Shorts, Skirts, and Jumpers

- Pants & Shorts – must be worn at the waist. “Baggy” or form fitting pants are not allowed. Pants and shorts may not be worn “sagged”. Pants may not be more than one size larger or smaller than the natural size. Short must not be more than 2 inches above the knee. Shorts may be worn year-round; but not on Mass days.
 - TK-6th
 - navy blue cotton or cotton blend.
 - 7th & 8th
 - Khaki cotton or cotton blend. Color can vary greatly on Khaki pants, please be sure to purchase from Dennis, or at minimum purchase the same shade of khaki as carried by Dennis. 7th and 8th may wear navy blue pants, but should have at least 1 pair of khaki to wear for pictures and 7th/8th grade outings.
- Skirts and/or Jumper – skirts may not be worn more than 2 inches above the knee. No baggy or form fitted skirts allowed. Shorts under uniforms should not be seen. Girls may wear:
 - TK-4th blue plaid uniform jumper sold at Dennis only.
 - 5th-8th – blue plaid uniform skirt sold at Dennis only.
- **Long pants for boys and the jumper or skirt (depending on age) for girls are required on Mass days.**

Shirts

- Shirts – long or short-sleeved, collared, knit polo-style shirt, or long sleeved turtleneck in the colors listed below. Girls may wear white peter pan collared blouses and boys may wear collared white button up dress shirts. All shirts and blouses are to be tucked in. White shirts are not required to have the HR logo. All other colored polo shirts must have the logo.
 - TK-6th
 - White blouse or dress shirt, long sleeved turtleneck, polo or royal blue polo shirt with logo.
 - 7th & 8th
 - White blouse or dress shirt, long sleeved turtleneck, polo or navy blue polo shirt with logo. 7th /8th grade may still wear the royal blue polo, but should have at least 1 navy blue polo for pictures and 7th/8th outings.

Jackets, Sweatshirts, and Sweaters

- Sweatshirts– Royal blue Holy Rosary School logo Sweatshirt. 7th & 8th will wear navy blue HR logo sweatshirts. This includes crew neck, pull over, or zippered hoodies. Sweatshirts may be worn in or out of the classroom.
- Jackets- jackets appropriate for school (no large logos, offensive content, etc) may be worn, but will be removed in the classroom.
- Sweaters– girls may wear solid color cardigans in the same colors permitted for their grade level shirt color. Boys may wear a sweater vest over shirts in the same colors permitted as the grade level shirt colors.

Please label all clothing and all personal belongings with your child’s name. Unlabeled clothes that end up in the lost and found box will be donated after 10 days.

PE Uniform

- On P.E. days students must wear proper athletic shoes.
- Students in 5th -8th grade may be given the privilege to change into appropriate PE attire, meaning shorts and shirt guidelines must still be followed. No spandex, shorts shorter than 2 inches above the knee, no tank tops with straps less than 2 inches in width, no spaghetti straps.

Free Dress, Dress-up/Theme Days

- Free-dress or dress-up days will be held with prior notice. A free dress day is a privilege.
- Free-dress means students are to dress appropriately for school.
- Students are always free to wear school uniform on free dress or dress- up days.
- Students should dress modestly and appropriately.
- Students are not permitted to wear the following: sandals, oversized shirts, lycra spandex exercise wear, skirts or shorts which are more than (2) inches above the knees, cutoffs, tank, halter or tube tops, strapless tops or dresses, spaghetti strap tops, t-shirts with inappropriate or offensive graphics or slogans.
- Students must wear closed-toed shoes and socks, stockings or tights at all times. Slip on shoes are not allowed.
- **Students may not wear free dress on Mass days, unless prior exceptions have been made.**

School Uniform Vendor Contact Information

School uniforms can be obtained through Dennis Uniforms. Information regarding Dennis is available in the school office, at their website www.dennisuniform.com, or by contacting them directly at (916) 361-6710. The uniform code is as specified by Dennis. Any uniform item not purchased through Dennis must exactly resemble the Dennis uniform. All items of clothing should fit properly.

Holy Rosary does have an order form for logo items. Parents may fill out the order form and return it and payment to the school office as another option.

Good Rule: If you think you shouldn't wear it, you shouldn't. ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

Extended Day Program (EDP)

The Holy Rosary School Extended Day Program (EDP) offers before and after school care for students. The program is operated and supervised by the school. Only children enrolled in the school may participate. Activities include supervised play and homework time. EDP provides children with a after school snack. Lunch or dinner is not provided. EDP is open any day school is in session, regardless of the length of the school day with some exceptions. See school calendar for specifics.

Regular School Day Hours - 6:45 – 7:45 am
3:00 – 6:00 pm

Minimum Day Hours - 6:45 – 8:00 am
12:00 – 6:00 pm

Students dropped off before the gate is unlocked at 7:45 am must check in with the EDP. If your child is not picked up within 15 minutes of dismissal, he/she will be placed in the EDP and you may pick your child up there. The time will be deducted from your pre-paid hours. If you do not have any pre-paid hours or are not registered, arrangements for payment for the Extension services must be made with the Extension Director. Families are usually allowed one curtesy emergency drop off – though it must be approved through the principal or EDP director.

EDP Lunch Policy

If the school has a minimum day and your child is attending EDP, you must provide a lunch for your child. If the student does not have a lunch, one will be provided for an additional fee of \$5. EDP does provide light snacks, but these are not of sufficient quantity to substitute for a meal.

There is a separate EDP handbook. Please be sure to read through this carefully if your child will be attending EDP.

Academics

Holy Rosary School is rooted in Christ and strives to teach His ways and values. Religious instruction is given on a daily basis and all students participate in a Mass celebration by the entire student body weekly.

Academically, we concentrate in grades TK – 4 on providing students with the basic skills of reading, writing and language, mathematics, social studies, science, and the establishment of good study habits. We strive to provide the opportunity for each child to establish a pattern of success and to learn according to his/her own growth pattern.

Grades 5-8 are departmentalized to give more specialized training in language arts, social studies, mathematics, computers and science. Heavy emphasis is placed on acquiring student skills in preparation for higher education, critical thinking, and becoming responsible citizens.

Music, art, and experiences for development of creative expression are a part of the basic curriculum for the students on grades TK-8. Educational field trips are planned with reasonable cost and time. If an excursion is planned for a class, a written notice will be sent home with all the necessary details. A filed trip permission form must be filled out by parents.

Grading Program

- The teachers use an on-line grading program. Parents are provided a user name and password for their children, which enable them to review their student's grades at any time. Parents are able to change the username and password at their discretion after the initial log-on.
- In addition to core subjects, students are graded on "character development areas, such as conduct, effort, and personal habits.
- Core academic subjects include: religion, mathematics, English/Language Arts (which includes spelling and vocabulary, science, and social studies.
- Grades 3-8 have a combined literature/language arts program.
- Teachers will provide a syllabus which includes grade criteria

Grading System for Grades K – 2

Student grades are reflected in the following formats:

- S = grasps and applies key concepts, processes and skills
- S- = beginning to grasp and apply key concepts, processes and skills
- U = not yet grasping key concepts, processes, skills

OR

- 5 = Exceeds grade level expectations
- 4 = Consistently meets grade level expectations
- 3 = Usually meets grade level expectations
- 2 = Below grade level expectations

Grading System for Grades 3-8

The following grading percentile system is used for all core subjects and physical education for Grades 3 through 8.

96 - 100%	A	Outstanding
90 - 95%	A -	
87 - 89%	B +	Above average achievement
83 - 86%	B	
80 - 82%	B -	
77 - 79%	C +	Average achievement
73 - 76%	C	
70 - 72%	C -	
67 - 69%	D +	Minimum achievement
63 - 66%	D	
60 - 62%	D -	
0 - 59%	F	Below minimum achievement

Honor Roll

Students in Grades 3-8 are eligible for inclusion on the academic Honor Roll. To be eligible for Honor Roll, the student must maintain a “B-“ or better in every core subject and *at least* a “B” in Character Development. Honor Roll will be broken down into 3 categories: Principals Honor List (3.90-4.00); Honor Roll (3.50-3.89); and Merit Club (3.00-3.49).

Homework

Homework is assigned for the purpose of:

- Reinforcing classroom lessons
- Developing and inspiring the curriculum beyond the school time
- Fostering and promoting habits of independent study that are critical for success in high school and college
- Written homework is ordinarily not assigned on holidays with the exception of assignments not completed and/or special projects.

Progress Reports and Report Cards

Progress Reports will be distributed mid-way between each grading period. Parent-Teacher Conferences will be held during this time during the first and second trimester. Report cards will go home within one week following the end of the trimester. Parents are required to return a signed slip acknowledging receipt of the report card.

Student Study Team

If a student is not making satisfactory (academically, socially, or developmentally), the teacher, principal, and/or parents may request a conference to discuss concerns and the consideration of recommendations for improvement to support the student's progress.

Promotion Policy and Retention Policy

Advancement to the next grade in Holy Rosary School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be TRANSFERRED to the next grade. This denotes that the student is performing at grade level, but a remedial and intervention plan is in place for the next school year to assist the student in reaching grade level by the end of the next academic year.

Discipline Code

Holy Rosary School is committed to providing a productive learning environment for all students according to Gospel value, and the teaching of the Catholic Church.

Expected Student Conduct

All students are expected among other things to:

- Conduct themselves faithfully to the Christian faith as taught by the Catholic Church;
- Conduct themselves in a manner that fosters a positive learning environment for all;
- Demonstrate respect and dignity for others and self.

There are consequences for all conduct. Students, in all aspects of their lives, both on and away from the campus, should always reflect our Catholic values and the highest standards of our Church and school.

Poor Student Conduct

Poor student choices are first addressed in the classroom whenever possible. Repeated misbehavior, or singular incidents judged severe, may be investigated by, and consequences administered through, the principal.

Poor student choices include but are not limited to the following (wherever they occur):

Harassment (always experienced by the object of the conduct, not the harasser)

- *Verbal*: belittling, sarcastic, or demeaning comments; jokes at the expense of others; threatening or intimidating words spoken to or about another student or staff member.
- *Physical*: unwanted contact, touching, or impedence; any blocking movements; assault, or any intimidating interference with the intentional movement of another.
- *Sexual* (on a standard of what would be “typically understood” by the “common” person): any advance, innuendo, degrading words, jokes, or derogatory phrases; physical contact which may be perceived as sexual, whether intended or not.
- *Visual*: demeaning or inflammatory drawings, videotaping, pictures, images, which contradict not only the essence of our Christian community, but our spirit; this includes written words, cartoons, posters, gestures, or altered photographs, offensive to others.
- Injury or harm to persons or school/personal property, including threat of same, even if such conduct was not intended to harm, but could have been reasonably foreseen.
- Disrespect toward any member of the administration, faculty, staff, or parish or the property thereof.
- Language or behavior that is objectively immoral, profane, vulgar, or obscene. This includes the possession or distribution of profane books, pictures, music, or any other media, including internet sites and addresses of the same.
- Seriously disruptive behavior to the school or parish.
- Using, being under the influence of, possessing, or participating in the distribution of any controlled substance or alcohol, including substances intended to portray such.
- Theft, forgery, or any other dishonest actions, including possession of property of another who had not given permission for such possession.
- Inappropriate physical contact not otherwise specified, but as judged by the reasonable person standard, to be inappropriate.
- Possession of any gun, knife, explosive or incendiary device; ammunition in all forms; inflammatory and/or explosive chemicals; non-lethal chemical sprays for personal protection or replicas or claim of possession of same.

Violation of Conduct Expectations

All of our students are expected to follow a code of conduct that witnesses to the faith and beliefs of the Catholic Church, and the mission of this educational ministry. Appreciating the different student capacity levels, it is important students learn to understand and develop skills that imitate a Christ-like selflessness, self-control, and behavior reflective of our Christian life.

Consequences will be related to the seriousness of the incident, previous conduct, previous opportunities given for behavioral improvement (such as community service, letters of apology, parent conferences, detention and suspension).

The principal may expel a student for repeated conduct deemed contrary to the Christian mission, and after past efforts to intervene and remediate the behavior; or, for any conduct which is deemed criminal, or outrages the conscience of the community with respect to our Gospel values.

Academic Integrity: Cheating

By definition, cheating is the act of obtaining, or attempting to obtain, credit for academic work which is not the product of the student's own efforts to learn. This dishonesty may include collusion, which is an agreement or cooperation by two or more students for the purpose, which is contradictory to the academic exercise, through dishonest means.

Cheating/collusion include, but is not limited to:

- Copying, in part or whole, or otherwise the acquiring of material from another, for whatever academic purpose (e.g., examinations, papers, homework assignments, mathematical calculation(s), research or creative project or the like);
- Submitting as one's own work this material;
- Intentional falsification or invention of data or a source in an assignment or class discussion;
- Using notes or materials not specifically authorized by the teacher during an examination;
- Any collaboration between a student and another person at times or in ways not permitted by the teacher;
- Intentional falsification or representation of academic records; or
- Providing materials, notes, or assignments to someone else.

Academic Integrity: Plagiarism

By definition, plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate documentation.

Plagiarism includes but is not limited to:

- Taking a fact or idea from another source (especially text found on an internet site or resource), and using or representing it as your own;
- Turning in another student's work (or parents or others) as your own;
- Using the wording, the essence, from a source, without identifying it;
- The act of incorporating another's intellectual or creative work such as musical composition, computer program, photograph, painting, drawing, sculpture, research, and the like as one's own;
- Turning in a paper written even in part by someone else, including a friend or relative who helped you with your paper, with or without that person's knowledge.

Consequences for Cheating or Plagiarism

Consequences may follow this incremental sequence, but depending on the nature of the offense any sanction may be deemed appropriate:

- First Offense:
 1. Student receives no credit for the assignment.
 2. Conference with teacher, parents, administrator
 3. Permanent note in the cumulative file
- Second Offense:
 1. Reduce course grade by one letter grade in class for which the second offense occurred
 2. Conference with teacher, parents, administrator

3. Permanent note in the cumulative file

Computers

Holy Rosary School provides computers for student-use at school. All students and parents must sign and return the Acceptable Use Policy before they are permitted to use the school computers.

- Any intentional visit to an inappropriate site (especially a failure to close the window to that site and reporting it); repeated, continued visits to inappropriate sites may result in loss of computer privileges and/or the disciplinary consequences discussed in this handbook.
- The use of personal e-mail, the installation of any software or apps, the download of inappropriate material, are all strictly prohibited.

Suspension

- Suspensions are indicated for serious misconduct or failures of incremental consequences for lesser but repeated offenses.
- The duration of any suspension could last one to five school days.
- A conference including the parent(s), student, principal, and teacher is required.
- While the student is suspended, they may not participate in any extra-curricular or school-related sports activities, including practices.

There are two types of suspension that can occur:

If the suspension...	then the student will...
on-house	<ul style="list-style-type: none">• work in isolation on teacher-provided assignments• complete best work and receive zero credit• not have breaks or lunch with peers• perform community service in TK or Kindergarten• possibly write an essay generated by the principal• be marked “present” for attendance
off-site	<ul style="list-style-type: none">• be under the care and custody of parent(s)• Not permitted on school grounds or near the school so as to be insight or hearing of children at school.• Be marked “absent” for attendance• Receive a zero on all missed assignments

Expulsion

A student may be expelled from school for any serious offense, which ordinarily is the last consequence after the consideration and application of lesser consequences. It may be immediate, however, if the conduct is deemed criminal or egregiously and objectively contradicts the philosophical statement at the introduction to this chapter.

Expulsion is levied at the discretion of the principal, in consultation with the pastor.

Field Trip Procedures

Overview

The field trip experience is designed to support and extend the learning in the classroom. Field trips usually involve an expense, transportation needs, and parent chaperones. The following guidelines are in compliance with the policies and guidelines of the Diocese of Sacramento.

(Please see Appendices for Field Trip Permission Form.)

Eligibility and Expectations

Field trips are a privilege. To enjoy and benefit from these trips:

1. The student must be in good-standing academically and behaviorally
2. The parents must ensure all necessary forms have been completed as required by the school, and returned in the time frame identified.
3. Students are to behave themselves on field trips in a manner that demonstrates their belief in and understanding of their discipleship in Christ, and representatives of our Church and school.

Parents as Drivers and Chaperones

The drivers and chaperones, appreciating the importance of their role, must exercise exemplary supervision of the children in their care; similarly, these parents are role models of what it means to be a disciple of Christ and are the best representatives of our Church and school.

- At least one week prior to the field trip, the parents must have completed and returned the *Field Trip Permission Form* to the classroom teacher. If the parent chooses to be a driver for the field trip, the parent will present their Driver's License (to be copied by school staff) and proof of insurance. Any drivers transporting children must:
 - Have CURRENT fingerprint clearance on file with the school office
 - Be 25 years of age or older
 - Meet the minimum insurance requirements specified by the Diocese:
 1. \$100,000 individual/\$300,000 cumulative each loss or occurrence bodily injury
 2. \$50,000 property damage
 3. \$5,000 medical damage and
 4. \$100,000 uninsured motorist insurance
 5. Copy of CURRENT insurance coverage (showing the amount of coverage) on file with the school. Note: The California insurance notification required by the DMV does not meet this requirement.
- Field trip drivers must have working seat belts in the vehicle for the driver and each passenger.
- **Children under the age of eight, and/or under 4'9" in height, must be in a Department of Transportation approved booster seat in compliance with California State Law; and finally...**
- Even if the vehicle may accommodate more, there may be no more than 7 people in any vehicle used on the field trip. (Under no circumstances, no vehicles capable of holding 10 or more persons may be used on a field trip unless they are rented from a commercial transportation company, which also provides a driver for the vehicle.)

- Please remember: **Drivers may not stop in route to or from the place of the field trip** except in case of an emergency. (This includes getting gas or stopping for food. These needs should be addressed before the field trip.)
- At no time may the teachers, drivers, chaperones, or students partake of alcoholic beverages, or illegal drugs. Teachers, drivers and chaperones who are taking any medication (e.g., prescription or over-the-counter) need to insure the medication does not interfere with their responsibilities.
- Parent drivers and chaperones must not bring younger siblings or guests with them on the field trip.

Teachers' Roles

- Teachers may not drive members of their class on a field trip. (The classroom teacher must exercise supervision of ALL students on the field trip, overseeing the entire group activity.)
- Teachers may act as drivers and/or chaperones for their own children when their child is in another grade/school, and the teacher has taken a leave of absence from their teaching responsibilities to be a driver/chaperone.

Safety and Health

Fingerprints

Diocese of Sacramento regulations require a fingerprint clearance on all volunteers who work with children. As a result of this requirement, Holy Rosary School requires that all parents, guardians and volunteers be fingerprinted through Livescan. Please note: Volunteers pays for this one time Livescan requirement. Arrangements for this may be made through the school office.

Student Drop-off and Pick-up Policies

All students should be dropped off and picked up in the designated areas. Please abide by the following traffic guidelines:

- Please drop students off in the in the front lot near the office between 7:45 and 8:00 a.m. **PLEASE DO NOT PARK IN THIS AREA.** If you would like to park and walk your child to class, you may park in the back lot. The front lot is used for non-parking drop off and pick up only.
- Maintaining a slow single lane of traffic
- Pull all the way forward, directly behind the car in front of you before you stop.
- Students should exit from the **RIGHT** side of the car only.
- Please use cross walks at all times.
- At dismissal time, students will wait with the yard duty under the covered awning in the front parking lot. Please pull forward, come to a full stop, and allow your child to enter from the right side. **AGAIN, DO NOT PARK IN THE FRONT LOT.** If you would like to park and greet your child, please park in the back lot and meet your child in our pick up area under the awning.
- The students will not be released without parent or guardian permission.
- Students who carpool must be on the school's designated pick-up list. Parents are encouraged to notify the teacher and/or when others are picking up a student. This person must be listed on the student's emergency form.
- If your child is walking to school or riding a bicycle, please plan the safest route with your child and be sure the child understands the traffic laws and safety rules. Also, please have a

letter of file with the school office (or written on the child's emergency form), giving the school the information that your child may leave the school campus unaccompanied after school.

- Students who are still on campus more than 15 minutes after dismissal, unless involved in an activity, will be checked into the Extended Day Program.

Safety Response

Throughout the school year, students and staff practice safety procedures related to earthquake, fire, and other safety incidents. Our policy requires us to notify our parents in the event of an actual emergency.

Allergies

Please note student food or other allergies on the Student Emergency Form. Please provide doctor note/medication to be administered for student to school office with explicit directions. All medications are returned at the end of the school year.

Illness Procedures

If the student has/develops...	then the student...
fever of ≥ 100 degrees	will be sent home, and is expected to be kept home for a full 24 hours after the temperature has returned to normal.
vomiting	will be sent home, and is expected to be kept home for a full 24 hours after the vomiting has ceased.
communicable disease (e.g., chicken pox, measles, head lice, etc.)	required to bring a doctor's release upon returning to school and must get re-screened by staff prior to re-entry to school.

Please Note: The school office should be notified immediately upon diagnosis of any communicable disease.

Injury Procedure

- All students are covered by insurance for injuries on the school ground as well as to and from school supervised activities.
- Injuries are normally covered by the parents' health insurance first, then by our student accident policy.
- In the event of an injury, parents should contact the school office for an insurance form.
- When students are injured at school, parents will be notified immediately if the injury is serious or of a questionable nature, requiring further investigation.
- Certain school personnel are First Aid trained and certified.

Animal Policy

Please do not bring animals onto campus. This includes the pick-up and drop-off area. This is for the safety of both the children and the animal. Special arrangements may be made with a classroom teacher for an animal to visit the school when appropriate for instructional

purposes. Please notify the school office and sign in on the visitors log when bringing an animal into the campus for an official visit.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Office in the container received from the pharmacy and must have on its label the following information:

- Child's name
- Name of doctor prescribing the child's medication
- Frequency
- Dose
- Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Office with the following information:

- Child's name
- Frequency
- Dose
- Date

Drugs and Alcohol

Students who possess drugs and/or alcohol at School or at any School function face suspension and/or expulsion.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Leaving the school grounds

Our school is a closed campus. Students are not permitted to leave school premises at any time without parental permission. Furthermore, students must be escorted from school grounds by a parent, guardian or other designated adult. Written permission from a parent or guardian must be provided if an adult other than a parent is to pick up a student or if the student is authorized to go to Racquet Club, walk or ride a bicycle home.

School Safety

Holy Rosary School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Communication

Parent-Teacher Conferences

Parents and teachers are encouraged to meet and communicate regularly regarding the student's progress, throughout the school year.

- Parent-Teacher Conferences are scheduled in the first and second trimesters. Conferences can be held at any other mutually convenient time as schedule by the Parent and Teacher.
- During the school year, other conferences may be scheduled at mutually convenient times with the teachers and principal making every effort to accommodate the schedule of the parent.

Teachers/Parents

General communication between teachers and parents is facilitated by the following:

- the school Beehively website
- notes sent home with the student
- telephone or e-mail (Teachers will respond within a 48 hour window to e-mails or phone messages from parents.)

Miscellaneous Information

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the School **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Library

Holy Rosary School Library is open to all students. In addition to regularly scheduled class visits, children are welcome to visit during recess, lunch, and after school on the days the library is open. The library budget is augmented by three yearly book fairs and by birthday and gift donations from school families.

Volunteers

All individuals who volunteer in the School must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **Pre-School siblings are not allowed to accompany parent volunteers to School for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

Electronic Devices (including but not limited to cell phones, headphones, iPads, etc.)

Students are not permitted use of any personal electronic devices during the school day. Students involved in texting at school face detention, suspension and/or expulsion.. If a student needs a cell phone, he/she should bring the cell phone to the office upon arrival in the morning to put the cell phone in the office (in the off position). The cell phone may be picked up by the student at dismissal each day. At no time during the day should a cell phone be in a student's possession. Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Lost and Found

All clothing should be clearly marked with the student's name. Articles found at school are placed in the main office or Extended Care. Any clothing or items that are found will be kept for 2 weeks. If the item or clothing has not been claimed and is not marked with the student's name it will be donated to charity. Unclaimed school uniforms are donated to "Sister's Closet." Other clothing or personal items are sent to social service agencies.

Fees

Fees may apply for the following:

- Registration
- Tuition
- Yearbook
- Parent Booster Club
- Lost/Damaged Textbooks
- Athletics
- Field Trips, if necessary

Money Handling

Money collected for HRS is not to be removed from HRS property. Money collected for class events, such as class parties or field trips, is to be collected by the school office and/or teacher. Money collected for school functions and events is to be collected by the pre-designated treasurer or volunteer for the event and is not to be taken off of HRS property. All checks are to be written out to Holy Rosary School. **Cash collected for classroom events is to be given to HRS directly, not to room parents.** Money collected from the various sales – individual raffle tickets, dinner tickets, or other fundraisers must be turned into the office as quickly as possible. **Volunteers will not be reimbursed for money spent if initial money collection does not go through the HRS office.**

Privacy and School Property

All desks, cubbies, books, computers, etc. are school property and may be inspected at any time. Holy Rosary School reserves the right to inspect backpacks, desks, all student property at any time deemed necessary for the safety and well-being of students and staff.

Birthday Observances/Classroom Parties

- We recommend the donation of a book to the class in honor of this special occasion for a student celebrating a birthday, which may include the child's name, date, and occasion in the front cover of the book.
- If treats are brought, they are distributed at LUNCH ONLY and must include the entire class.
- Students may only distribute invitations at school to parties IF all students in class are included. This is consistent to our message of Christian charity and love for all.
- Due to the seriousness of food allergies, all treats must be approved by classroom teacher prior to distribution. NO EXCEPTIONS.
- The teacher and room parents are responsible to plan classroom parties. Please coordinate any candy, goodies, etc., with the room parent and teacher.
- No money may be collected at school, or through school resources (i.e., a gift for staff, fundraising for a cause), without express written permission of the principal.
- Younger siblings who are not of school age are not permitted to attend classroom parties.
- NO balloons or flowers please!

Community Service Projects

Students at Holy Rosary School are also members of various communities (such as, parishes, a neighborhood, social organizations, etc.). Membership in any community involves the responsibility to participate in and support that community.

For our school community, students are expected to donate the following hours of community service:

- Grades 3-6 – a minimum of 10 hours
- Grades 7-8 – a minimum of 20 hours
- Additionally, our 8th grade students are required to participate in service projects for the preparation for, and appreciation of, the Sacrament of Confirmation. The pastor for the student (where his or her family goes to church), or the Sacramental Preparation Coordinator, determines the appropriateness of the service project.

All service hours must be pre-approved by the student's teacher. While it is anticipated most of these hours would be related to the school, service hours may be done in benefit to other communities, as approved.

Snacks and Lunches

Holy Rosary School offers a hot lunch program daily. Students may choose to bring their lunch each day. Student lunches and snacks should be healthy and nutritious; therefore, fast-food lunches are not permitted. Students should not bring glass bottles, soft drinks, or excessive amounts of candy.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

Holy Rosary School is not responsible for lost or stolen items that a student brings to school. This includes electronic readers, cell phones, I-pads®, etc. Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Withdrawal Procedure

Parents wishing to withdraw their children from Holy Rosary School are asked to call for an exit interview with the principal. Arrangements will then be made for the intended transfer. **The school is to be notified thirty (30) days in advance of a student's withdrawal; tuition will be charged for thirty (30) days following the date of the notice.** Parents are reminded that all fees and tuition need to be cleared before exiting. Students will need to make sure that library books, text books, and school supplies are all turned in. Upon receipt of a written request, school records will be forwarded. Records will be transferred upon written parental consent only.

Athletics

Parochial Athletic League

Currently, all athletic teams are dependent on having a volunteer coach.

The goal of our athletic program is to promote sportsmanship and self-discipline through skill development and teamwork during practices and games. All teams sponsored by Holy Rosary School currently participate under the guidelines of The Parochial Athletic League (PAL). The PAL is sponsored by the Catholic School Department of the Diocese of Sacramento. In order to participate in the league, our school must abide by the rules and guidelines expressed by the league. All coaches and the athletic director attend appropriate PAL meetings in order for our children to be included in the league schedules for each year.

Participation on Athletic Teams

Students are eligible to participate on athletic teams sponsored by our school as long as they meet the academic and conduct standards of Holy Rosary School. School-specific guidelines are listed below and may be adjusted as PAL rules change.

Grades 5-8

- Varsity teams are composed primarily of 7th and 8th grade students.
- Junior varsity teams are composed of 5th and 6th grade students.
- Junior varsity teams will be grade specific unless there is insufficient participation to fill out a 5th or 6th grade team. In that case, a mixed team may be formed. The Athletic Director will make this decision with consultation with the principal.

Grades K-4

- Little Dribblers basketball teams are open to boys and girls in grades 1-4.
- Students must participate on a team according to their current grade.
- Kindergarten students are not eligible to participate in Little Dribblers.
- Students in grades 1-4 will wear their PE Shirt and PE Shorts.

Conduct of players and parents off campus and/or during games and practices

The administration of Holy Rosary School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the School day. This off campus behavior includes, but is not limited to cyber-bullying.

- Athletes and parents must conduct themselves appropriately at all games and practices, with behavior consistent with the Catholic Church regarding how we treat our neighbor, and what our school expects, both in terms of the spirit and literal meaning of those expectations.
- It is the responsibility of the coach to ensure the expected conduct for all (both players and parents) is clearly understood. Athletes and parents represent Holy Rosary School. They are, then, expected to engender pride and respect for our school in all that is said and done. Everyone connected to the school is responsible for monitoring one another, and inspiring our best in terms of the things we do and say.
- Failure to abide by these expectations will result in a player or parent being excused from the practice or game, or even the season. These types of consequences will have an effect on a student's continued participation in the school.

Athlete's Code of Conduct

A student should...

- always remember that you are part of a Christian environment
- play because you want to play
- have fun while you are participating
- play by the rules
- never argue with an official's decision
- be a good sport, such as cheering all good plays made by any team
- remember the "Golden Rule," treating all players as you would like to be treated
- always cooperate with your coach, teammates and opponents
- remember that the goal of the game is to have a good time, improve your skills, and feel good in the collaborative experience of team sports
- remember that the use of profanity, slandering or cutting words, are unacceptable at all times

Parent/Guardian Code of Conduct

Parents/Guardians should...

- never force their child to participate in sports
- remember children are involved in organized sports for their own enjoyment, not for their parents
- encourage their child to play by the rules at all times, and model such encouragement in all they say and do
- teach their children that honest efforts are more important than victory
- remember children learn best by example - applaud good plays by whichever team makes the effort
- never question an official's judgment or integrity
- support all efforts to remove verbal and physical abuse from children's activities
- allow the coach to guide the games
- be sure that they understand the student guidelines to participate in sports

- please wait 24 hours before approaching a coach regarding a concern about a practice or game.

Practices

- Coaches should inform athletes and parents of practice.
- Parents are expect to drop off and pick up their children in a timely manner.
- Coaches are expected to be the leader of the team and all students are expected to follow the directions of the coach during practice and games.
- If coaches become aware of inappropriate behavior from our school community, it is the responsibility of the coach to address the behavior. If present, the Athletic Director, principal, or other school staff member may also intervene.
- Remain on site until all students are picked up

Emergency Form for Athletes

- All participants must have a completed emergency form turned in to the coach prior to their first practice
- No athlete may participate in any sports activity until emergency form is completed and on file.

Player Eligibility: Academic and Behavioral Guidelines

- Athletes must have a minimum grade of “B” in all Character Development areas: Conduct, Effort, and Personal Habits
- Students who have been placed on academic or behavior probation may not participate in practices, games, or tournaments
- Students must be in attendance at least 50% of the school day to participate in after-school sports practices, games, and/or tournaments for that school day

Participation Guidelines

- Parents must sign the official permission forms to allow their student to participate in our sports program. Students may not participate in practice, games, or tournaments, until these forms are signed and returned to school.
- Students must be in good physical condition. Emergency cards must be signed and returned to the coaches in order to play. Physicals are encouraged but not required by the Parochial Athletic League (PAL).
- Students are expected to attend at least 75% of all practices and 50% of all games or they may be dropped from the team.
- The principal or Athletic Director may dismiss any player from any team for not complying with the rules of eligibility.
- Any student who has been suspended from school may not participate in sports activities during the suspension and for a minimum of two weeks following their return to school.

Uniforms and Equipment

- Athletes will sign out a team uniform at the beginning of the season, and sign in the uniform at the conclusion of the season.
- Athletes are to return their uniforms clean and in good condition. All uniforms should be washed before returning them.
- If a uniform is lost or damaged beyond repair, there will be a replacement fee assigned.

- Athletes may not begin practice for another sport until they have turned in their uniform from the previous sport.
- Any athlete who abuses team equipment will need to pay for replacement equipment.
- Student athletes should assist in cleaning up after games and practices.

Transportation

Transportation to any game follows the same regulations as transportation to a field trip. Drivers who transport children other than their own must:

- have a fingerprint clearance on file with the school office
- have a copy of current driver's license on file with the school office
- be 25 years-of-age or older
- comply with the laws of the State of California regarding number of passengers, seat-belts, insurance, speed, etc.
- meet the minimum insurance requirements specified by the Diocese (\$100,00 individual/\$300,000 cumulative each loss or occurrence bodily injury; \$50,000 property damage, \$5,000 per person medical and \$100,000 uninsured motorist insurance), with a copy of their insurance coverage on file with the school office.

Reporting Injuries and Special Limitations

- Parents should report all injuries to the coach as soon as possible.
- Before the sports season begins, parents should discuss with the coach any special limitations their child may have.
- Any sports limitations should be listed on the student's *Medical Release Form* on file with the school.

Coaches

- The Athletic Director, in consultation with the principal, recommends the appointment of a coach.
- If an athlete or parent is having difficulties with a coach, he/she should address the issue directly with the coach, but after waiting for a period of 24 hours.
- If the issue cannot be resolved at this level, the athlete or parent should contact the Athletic Director. The director will work with the involved parties to resolve the issue in consultation with the principal.

Athletic Fee

The Athletic Director, in consultation with the principal, will establish a per-athlete fee for each sport. This fee helps to cover PAL dues, facility rental (if applicable), sports awards, basic picture package, uniform replacement, etc. This fee may vary by sport to cover sport-specific costs.

No student will be refused participation based on a family's inability to pay the fees. Please apply to the Athletic Director for any needed financial assistance with any sports fees.

Playing Time

"Meaningful playing time" will vary from sport to sport. The athlete's attendance and participation in practice are considered in determining playing time.

Other Extra-Curricular Activities

Diocesan sponsored events include the Jr. High Academic Decathlon, Let the Children Come to Me Religion Decathlon, Speech Contest, and Choral Festival. Participating students are under the same rules and regulations as the Athletic program regarding eligibility and participation.

Back to School Night

Orientation for parents is held at Back-To-School Night usually during the first few weeks of school. This orientation includes classroom and school policies, home and school communication, textbooks and class syllabus.

- Each teacher will discuss the academic program for the year in their respective classrooms.
- Middle school parents will meet with the core and elective teachers as a team.

All parents are expected to participate in this most critical collaboration of the school, parish, and families, for the best interest of all children.

Parent Teacher Group (PTG)

The Parent Teacher Group (PTG) works to support and enhance the educational ministry of Holy Rosary School. Fundraising, parent education, and building community are goals of this organization. The purpose of the PTG is to encourage communication among the parents and the school. It also serves a social, as well as financial purpose. Socially, it brings families together and financially, it enhances the school budget. All parents at HRS are members. The PTG hosts meetings throughout the school year and all parents are encouraged to attend. Please check the school calendar for dates and times.

Parent Service Hours

The purpose of the Parent Participation Program is to provide an opportunity to be actively involved in our children's education. Each family is required to contribute a minimum of 30 hours. All service hours must be completed by *May 30th of the current school year*. Non participation, or failure to complete the required service hours, will result in a \$500 fee. You may opt out of completing parent volunteer hours by paying the \$500 at registration time.

Participation hours will only be credited AFTER the parent records the hours with the school office. You must record your hours, even if you are participating in an automatic 30 hours activity, or it will not be counted. Only approved activities may be recorded. Participation hours *will not* be given for invalid activities.

The following is a detailed list of school activities that offer opportunities for participation. *Please note:* This list is *not* all inclusive, nor are the events listed guaranteed to occur and there may be other activities during the school year which would also count.

Baled Goods: Baked goods are needed for the Fall Festival cake booth and for various school functions throughout the year. Home baked items are preferred. If you donate a baked good you earn one participation hour for your donation – **up to a maximum of 5 participation hours per event.**

Building Maintenance: Electrical, plumbing or carpentry work may be needed on the school building. If you have skills in these areas, please contact the school office. Volunteers earn one for one participation hours.

Christmas Parade Float: If there is interest in entering a float in the Woodland Christmas Parade, which is held on the first or second Saturday of December, a chairperson will be needed for this project. Volunteers earn one for one participation hours.

Transportation: Parents can earn one for one participation hours for time spent transporting team members to games.

Fall Festival: The Fall Festival is held in October of each year. It is a major fundraiser for Holy Rosary School. Chairpersons earn automatic 30 participation hours per year. Many volunteers are needed for this event, including set-up, clean-up, game booths, ticket takers, Bingo workers, etc. Volunteers earn one for one participation hours.

Family Auction: This is a separate committee from the Fantasy Auction. This auction is for the whole family. It consists of a dinner, silent and oral auction of items that would appeal to children. Chairpersons earn an automatic 30 participation hours per year. Volunteers on a committee earn one for one participation hours.

Fantasy Auction: This auction is the school's major fundraising event of the year. It is a fun evening consisting of dinner, silent and oral auctions, and a trip raffle. Auction committees include; donations, programs, finance, hospitality, set-up, clean-up, decorations, dinner, publicity, and more. Chairpersons earn an automatic 30 hour participation hours per year. Volunteers on a committee earn one for one participation hours.

Field Trip Driver: During the school year each class may have several field trips. Many times drivers are needed to transport students to field trip locations. Hours earned include driving time to the school. Contact the school for insurance requirements. Field trip volunteers earn one for one participation hours per trip per car. This description also applies to volunteers who drive the children to Holy rosary Church for specific liturgies or practices at the church.

Grounds Maintenance: Volunteers are needed to help maintain the attractive appearance of holy Rosary School. Volunteers earn one for one participation hours.

Library Help: The school Librarian needs help during the two Book Fairs held each year and occasionally throughout the year. If you would like to volunteer to help in the library, please contact the Librarian at the school. Volunteers earn one for one participation hours.

Office Help: Occasionally we will need help in the office preparing various packets for mailing or special events. If you are available to help in this area, please contact the school office. Volunteers earn one for one participation hours.

Raffle Ticket Book Sales: (Fall Festival) One of the features of the Fall Festival is the raffle drawing for cash prizes. The Raffle Ticket chairperson earns an automatic 30 hours per year. **1 hour credit for each full book sold – a MAXIMUM of 5 hours during each event.**

Room Parent: The room parent works closely with the classroom teacher to organize special classroom events. Duties of the room parent include organizing classroom activities such as field trips, class parties, drivers for liturgies, or practices at the church, etc., depending on the wishes of the teacher. Room parents are responsible for class game booths at the Fall Festival, and other fundraising events as determined during the school year. Room parents earn an automatic 30 participation hours per year.

School Advisory Commission: Members of the Advisory Commission are appointed by the Pastor and Principal. The Commission is made up of nine parents/parishioners as well as the Pastor and Principal. The term for the Advisory Commission is three years. Advisory Commission Members earn an automatic 30 participation hours per year.

Participation Hours Coordinator: The Participation Hours Coordinator is responsible for recording all participation hours throughout the year and preparing a participation hours status report for each family. Status reports are prepared quarterly to go out with student report cards. This is an automatic 30 hours participation hours position. The volunteer must be able to spend some time at least once or twice a month in the school office during school hours) entering hours and SCRIP earnings into the HRS volunteer database.

Rainy Day Parents: Volunteer commit to a specified time period, such as once a week or every other week, to be on-call in case of rain to supervise their child's class to allow the teacher to have a lunch break. Schedules will be created at the beginning of the school year. Volunteers earn one for one participation hours.

Sister's Closet Volunteers: These people are responsible for coordinating the used uniform sales and requires that the volunteer spend some time (possibly 2-3 hours each month) maintaining the uniform stock and keeping the sales area orderly. These positions earn one for one participation hours.

Welcoming/Hospitality Committee: This Parent Club Committee organizes social events at the school such as welcoming and orientation of new families to Holy Rosary School, parent information nights, friendship coffees, pancake breakfasts, potlucks, and teacher appreciation lunches. Chairpersons earn an automatic 30 participation hours. Committee members earn one for one participation hours.

Work Party Volunteers: Maintenance work parties are held as needed. This includes window washing, classroom painting, etc. If you would like to help with a work party, contact the school office. There will be several scheduled work parties throughout the year. Look for information in the weekly newsletters. Volunteers earn one for one participation hours.

Please sign up in the school office to volunteer for one of these positions (or other volunteer opportunities).

Note: All volunteers that have access to student information (i.e. room parents, chairpersons, etc.) are **required to abide by HRS privacy policies**. Family/student information is not to be shared or published with exception of the school directory. **Information is given to volunteers in confidence that information will be kept private and not shared with other students/parents/volunteers or anyone else who wishes to obtain information for any reason.**

The following items **do not count** for participation hours:

- Providing food, treats, or drinks for any other event or function *not* listed above.
- Providing food, treats, or drinks over the allotted five (5) participation hours.
- Attendance at school sponsored events or meeting such as Back to School Night, Open House, Advent Program, conferences, or other informational meetings.
- Participating in or attending fundraising activities. (Chairing, organizing, or actually working during events would count.)
- Monetary donations or donations of goods.
- Work done when the time and/or service is paid for by the school or parish.
- Hours worked by anyone other than the parent or legal guardian of the child. Under special circumstances when **pre-approved** by the Principal, another designated person may earn hours for the family.

Fundraising

Holy Rosary is able to keep tuition costs to a minimum because the school community has been willing to organize fundraisers to supplement the cost of tuition. It is vital families actively participate in fundraisers. Parent service hours may be used to enhance fundraising efforts. No fundraisers are mandatory with the exception of the Scrip program.

Scrip

The HRS SCRIP program is a fundraiser that is *mandatory* for all families. Scrip earns a percentage of each purchase, usually ranging from 1%-10%. Each school year families are asked to help earn **\$150.00 PROFIT** for our school by using this program. Faculty, staff and our SCRIP coordinator are also available to answer questions about SCRIP.

SCRIP order forms are available on the HRS website and in the school office. Order forms are subject to change periodically. HRS depends upon SCRIP companies to provide the SCRIP. From time to time the company through which we obtain SCRIP is out of stock. We ask parents to please be patient while we try to maintain a good inventory.

Acknowledgement of the Revised 2015-2016
Parent-Student Handbook

I/We have reviewed the 2015-2016 Holy Rosary Parent/Student Handbook with my child(ren) in an effort to promote a better understanding of our Holy Rosary School rules and expectations. My/Our signature below acknowledges that I also have access to the handbook through the school website.

I/We understand that in the event that there are revisions to the handbook, I/we will be notified via email.

Family Name _____

_____ Parent/Guardian Signature	_____ Please Print Name	_____ Date
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_____ Parent/Guardian Signature	_____ Please Print Name	_____ Date
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_____ Student Signature	_____ Please Print Name	_____ Grade
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_____ Student Signature	_____ Please Print Name	_____ Grade
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_____ Student Signature	_____ Please Print Name	_____ Grade
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_____ Student Signature	_____ Please Print Name	_____ Grade
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***Parents and students must ALL sign.**

SIGNED FORM DUE TO THE Office by September 04 , 2015