

Holy Rosary Catholic School
Diocese of Sacramento



Parent/Student Handbook

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Letter of Welcome

The Holy Rosary Catholic School staff, Catholic School Advisory Committee, and Parent Club would like to take this opportunity to welcome you to Holy Rosary Catholic School. We are truly proud of our school and its more than 130 years of rich history and tradition. Holy Rosary Catholic School is dedicated to assisting our children meet the needs of the new millennium. The comprehensive religious, service, and academic opportunities are available for the social growth and intellectual development of each student. Our Student Learning Expectations (page 11) outline our vision of a Holy Rosary Catholic School graduate.

This handbook is designed to provide you with important information concerning Holy Rosary Catholic School such as admissions, attendance, discipline, guidance, etc. We want you to read it and be familiar with it.

Learning is an active process wherein you must participate in order to benefit. Therefore, we ask that students do everything that they can to learn and parents actively support their child. Holy Rosary Catholic School believes parents are the primary educators and the school facilitates the learning process to help each child recognize and reach their full potential. As a Catholic school, the primary goal is the same as the Church, to evangelize and teach the faith in actions and words.

Through your involvement, your school experience will be greatly enhanced and will prove to be both rewarding and meaningful. With all of us working toward a common goal we cannot help but succeed.

We hope you enjoy success during this school year, and we look forward to working with you throughout the year.

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Important Information Regarding Enrollment and this Handbook

SCOPE of this HANDBOOK

Enrollment at Holy Rosary Catholic School is a privilege. Ongoing student status is subject to the school's academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

PARENT/STUDENT HANDBOOK AGREEMENT

Signing the Parent/Student Handbook Agreement Form, including acknowledging receipt and acceptance digitally, is deemed an agreement on the part of the student and his/her parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent/Student Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians and students agree that Holy Rosary Catholic School has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with Holy Rosary Catholic School and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

RIGHT TO AMEND

Holy Rosary Catholic School reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of Holy Rosary Catholic School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of Holy Rosary Catholic School if the parent/guardian expects the student to remain in good standing with the school.

GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at Holy Rosary Catholic School on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a 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 Parent/Student Handbook and contract 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 religious, 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. Parents/guardians and students may not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and Holy Rosary Catholic School. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at Holy Rosary Catholic School and/or parish in regards to a policy, homework, assignments, or any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.

5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, athletics, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).
7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

About Holy Rosary Catholic School

Holy Rosary Catholic 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.

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

To Live, Love, and Learn with Jesus Christ as our model.

PHILOSOPHY STATEMENT

Holy Rosary Catholic School, a ministry of the Roman Catholic Church, acknowledges parents as the primary educators. The school encourages students to grow in their relationship with God in an environment that nurtures the development of the whole person - spiritual, intellectual, and social. Aware of the diversity of God's gifts, the school inspires students to cultivate their talents. The faith-filled academic environment fosters sound Catholic values, emphasizes academic excellence, and instills the importance of local and global service. Holy Rosary Catholic School promotes service and participation in the ministerial life of Holy Rosary Parish to nurture our students, the future of the Church.

STUDENT LEARNING EXPECTATIONS (SLEs)

Holy Rosary Saints are....

Self-evaluators who...

1. Accept responsibility for their actions
2. Recognize strengths and opportunities to improve
3. Set goals and persist to achieve them

Active Catholics who...

1. Know, love, and serve Jesus
2. Participate in our faith community through prayer, Mass, and the sacraments
3. Understand and live out Church teachings
4. Appreciate and protect all God's gifts

In-depth Learners who...

1. Welcome all learning opportunities
2. Listen and communicate effectively and respectfully
3. Read for enjoyment and learning
4. Use educational and technological resources responsibly

Navigators through all aspects of life who...

1. Make moral and responsible choices
2. Consider and appreciate different points of view

Tenacious people who...

1. Persevere through challenges without fear of failure
2. Are self-motivated and confident
3. Are proud and enthusiastic about being a Saint!

HISTORY- CELEBRATING OVER 130 YEARS

Holy Rosary Catholic School carries with it a story of rich tradition. From the founding of HRS by Reverenced John McGinty in 1885, it was known as Holy Rosary Academy and had a staff of nine Holy Cross Sisters as a branch of St. Mary's Academy and St. Mary's College at Notre Dame, Indiana. The school officially opened August 16, 1886, and was described in the *Weekly Mail of Woodland* as a "pride and ornament to Woodland." The grounds were spacious and well maintained creating a serene environment surrounding the three-story Victorian style building on Main Street.

In no time, the Academy became known as one of the best educational landmarks of north-central California, serving primary through senior classes. The school was well known for academics, as well as outstanding music and fine arts curriculum. The school was originally opened as place where young girls could explore their vocations under the guidance of the sisters, but not long after the Academy opened, it added a co-educational day program in the elementary and junior high grades. This; however, did not alter the goal of the school- to guide those with a vocation to the religious life. In 1920, Holy Rosary Academy was awarded full accreditation by the University of California.

On October 6, 1952, Holy Rosary Academy was destroyed by fire. Students were assigned to surrounding Catholic schools in Sacramento and as far as Salt Lake City, Utah. What is known today as Holy Rosary Catholic School was opened in its current location in 1956.

The first lay principal was appointed in 1973, after the death of Sister Francis James, and in 1977 the last of the Holy Cross Sisters left Woodland. The Sisters from the Religious of the Virgin Mary were assigned to HRS to serve as teachers and principals between 1980-1986. Since their departure, faith-filled Catholic lay teachers and principals have served the HRS community.

ACCREDITATION

Holy Rosary Catholic School enjoys accreditation granted by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality

periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

NONDISCRIMINATION POLICY

Holy Rosary Catholic School, in the Diocese of Sacramento, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. Holy Rosary Catholic School in the Diocese of Sacramento does not discriminate on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administered programs.

School Structure and Organization

BOARD OF DIRECTORS

Catholic Schools Association of Sacramento (CSAS), a fiduciary board of directors made up of Catholic laity under the governance of the Bishop of Sacramento, supervises the Catholic School Department (and specifically the Superintendent) in the delivery of the Bishop's vision for Catholic education. The CSAS board has no direct supervisory or managerial role over individual schools.

CATHOLIC SCHOOL DEPARTMENT

The Catholic School Department (CSD) endeavors to support the mission of the Diocese of Sacramento in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSD is committed to the mission of the Church by supporting Catholic faith formation and academic excellence for all to ensure life-long learning and the development of responsible and compassionate citizens. The CSD is comprised of an Executive Director (Superintendent), a Chief Academic Officer (Associate Superintendent), a Director of Professional Development & Leadership Formation (Associate Superintendent), four Regional Directors (Associate Superintendents), a Chief Financial Officer, a WCEA Commissioner, a Communications Coordinator, and an Administrative Assistant.

EXECUTIVE DIRECTOR (SUPERINTENDENT)

The Executive Director oversees the entire program of the CSD.

REGIONAL DIRECTOR (ASSOCIATE SUPERINTENDENT)

A Regional Director is responsible for overseeing an assigned group of Catholic schools within the Diocese of Sacramento and works as a liaison between the pastor, principal, and the CSD.

PASTOR

The Pastor is the ex officio administrative officer of the parish school. As the Bishop is the chief pastor of the diocese, so is the Pastor the head of the parish; he is also responsible for all educational programs within the parish. Just as the Bishop delegates school-related responsibilities to the Superintendent, so does the Pastor delegate the administration of the school to the Principal and the Regional Director.

PARISH FINANCE COUNCIL

The parish finance council assists the pastor in the administration of all financial aspects of the parish.

PRINCIPAL

The school principal is delegated by the Pastor and the CSD to serve as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe, traditional, Catholic learning environment that meets the approved curricula and mission of Holy Rosary Catholic School.

ADMINISTRATIVE TEAM

Two members of the faculty, in addition to the principal, make up the Administrative Team. The functions of the Administrative Team include assisting the principal in specific delegated functions and receiving suggestions from teachers and presenting them at regular administrative or faculty meetings.

FACULTY and STAFF

The faculty and staff are selected by the principal in consultation with the pastor and the CSD. A directory of faculty and staff may be found on the school website.

CATHOLIC SCHOOL ADVISORY COMMISSION (CSAC)

The local Catholic School Advisory Commission (CSAC) consists of the pastor, principal, and nine to eleven members of the school or parish community, including a parent club officer and a rotating faculty representative. The CSAC works interactively with the Principal to fulfill the CSAC's consultative responsibilities regarding the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

PARENT CLUB

The Parent Club works to support and enhance the educational ministry of Holy Rosary Catholic School. The purpose of the Parent Club is to encourage communication among the parents and the school to enhance fundraising, parent education, and community building. Socially, it brings families together and financially, it enhances the school budget. All parents at HRS are members. The Parent Club hosts meetings throughout the school year, typically once per month, and all parents are encouraged to attend. Please check the school calendar for dates and times.

Schedule

Daily Schedule

The daily schedule is subject to change to meet the needs of our students and staff. Below is the tentative schedule.

7:45-8:00 a.m.	Morning Recess/Arrival Time
8:00 a.m.	School Day begins
10:15 - 10:30 a.m.	Snack Recess
12:25 a.m. – 1:00 p.m.	Lunch/Recess
1:55-2:05	Afternoon Recess for TK-4 th grade (on non-PE days)
3:00 p.m.	Dismissal

Minimum Days

On minimum days school ends at 12:00 p.m. (noon). 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 12:10 pm unless attending the Extended Day Program.

There are various minimum days during the year. Please check the school calendar for the specific dates, including:

- Select Fridays of each month
- The beginning and end of the school year
- Parent-teacher conferences
- Other days as scheduled

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.

Students' arriving before the arrival gate is unlocked at 7:45a.m. must proceed to EDP. EDP billing will apply.

Admissions, Registration, and Financial Policies

PARTNERSHIP of SCHOOL and FAMILY

Holy Rosary Catholic School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to Holy Rosary Catholic School is a privilege, not a right. Parents have a right to apply to Holy Rosary Catholic School for admission of their child (ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into Holy Rosary Catholic School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

ADMISSION PRIORITIES

The order of priority for acceptance to Holy Rosary Catholic School follows:

1. Continuing students in good standing at Holy Rosary Catholic School who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of currently enrolled families attending Holy Rosary Catholic School
3. New Catholic Families, with priority given to Holy Rosary Parish families
4. New non-Catholic families

PROBATIONARY ADMISSION

All students are admitted to Holy Rosary Catholic School on a probationary basis. Probation covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time.

AGE for ADMISSION

- A child may be admitted to Transitional Kindergarten who is 4 years of age on or before September 1st of the current year; these children do not yet meet the age requirement or the social and/or academic requirements for the school's Kindergarten program.
- A child may be admitted to Kindergarten who is 5 years of age on or before September 1st of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.
- A child may be admitted into the first grade who is 6 years of age on or before September 1st of the current school year.

DOCUMENTATION REQUIREMENTS

At the time of initial registration, the school will require parent(s) to provide the school with copies of:

- Birth certificate
- Baptismal Certificate (Catholic applicants only)
- Health Records, including an up-to-date immunization record
- Release of Records from prior school
- social security number

PHYSICAL EXAMINATION

Every new student must have a physical examination report on file in the school office by the first day of attendance. The report must be dated within 18 months of entrance. Students may not attend class until this information is on file.

The school will require all children to submit proof of having received a health assessment during the 18 months prior to entrance into first grade. The principal may grant permission to extend this to 90 days after entrance.

IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician).

The California Health and Safety Code sections 120325-120380 set forth current California law on this topic; a summary follows:

- Required immunizations for grades TK – 12 currently include the following: polio (OPV or IPV); diphtheria, tetanus, pertussis (DTP, DTaP, or DT); measles, mumps, rubella (MMR or MMR-V); hepatitis B (HepB or HBV); and varicella (chickenpox, VAR, MMR-V, or VZV).
- Students entering 7th grade are required to have Tdap (or DTP/DTaP given on or after the 7th birthday).
- The California Dept. of Public Health may require vaccination for "any other disease deemed appropriate."

- Public or private elementary schools are prohibited from admitting any child without documentation that the child has been immunized for the specified diseases, unless there is a documented medical exemption, based on attestation from the child's licensed physician that immunization is not safe, due to medical circumstance, such as family medical history.
- Regarding former exemptions for personal reasons, any student who, prior to January 1, 2016, had submitted a letter/affidavit of exemption on grounds of personal belief will be allowed to continue enrollment or be enrolled, without proof of immunization, but only until the child reaches the next "grade span." The statute specifies three grade spans: (1) birth to preschool; (2) kindergarten (including transitional kindergarten) through 6th grade; and (3) 7th through 12th grade.
- The school will be permitted to temporarily exclude a student who has not been immunized, if there is good cause to believe the child has been exposed to one of the itemized diseases, until the county or city health department is satisfied that the child is no longer at risk of developing or transmitting the disease.

Questions regarding immunizations should be directed to the principal. The following website provides thorough information: www.shotsforschool.org

APPLICATION PROCESS

New student applications are accepted online on the school website beginning in January and may require an in person meeting with the principal and family. Applications are considered incomplete until all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received.

APPLICATION INTERVIEWS, TESTING, or SCREENING

Students applying for admission in grades K-8 must present a copy of the current report card and standardized test results (if available). These will be reviewed to determine whether the program at Holy Rosary Catholic School will meet the educational needs of the students. An interview and/or placement screening test may be part of the admission process. Tours and a shadow day are highly encouraged, and may be required prior to enrollment.

REGISTRATION and TECHNOLOGY FEE

These fee helps offset various costs including online student access, online student information systems, chrome books, apple tvs, ipads, classroom projectors, standardized testing, student insurance, a student planner, FACTS Tuition payment account access, Renaissance Learning Accelerated Reader access, and textbook use.

- A non-refundable registration and technology fee for each student is due and payable upon registration; students will not be considered registered until the registration and technology fee is paid in full. Please contact the office for current registration and technology rates.
- The registration fee for continuing students is due no later than March 1st ; priority status for any student is forfeited if the registration fee is not received by the due date.

- ALL financial obligations for the previous school year, including fees due for the Extended Day and extra-curricular and co-curricular programs, must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at Holy Rosary Catholic School.
- A penalty fee of \$750.00 per family is added for unserved parent hours at the end of each academic year.

TUITION

Tuition rates are determined each year and typically made public in the spring each year for the upcoming academic year. Please contact the school office for current rates.

Holy Rosary Catholic School offers two tuition rates: Parishioner and Non-Parishioner. Parishioners are those who are registered Catholic members of Holy Rosary Catholic Church in Woodland, California, attend Mass regularly, are active in the parish community life, and financially contribute to the parish. This status will be assessed regularly by the school and the parish staff. Failure to meet these criteria will result in the assignment of non-parishioner status and the assessment of the non-parishioner tuition.

OTHER FEES

Holy Rosary Catholic School includes other optional activities that may incur a fee. Such fees may include, but are not limited to: field trip fees, yearbook fee, athletic/sports fees, retreat fees, and Extended Day Fees (EDP). These fees are intended to cover only the cost of participation and not a source of revenue for the school. Fees are due at the time the parent/student elect to participate in the activity or the publicized deadline.

In addition, each student pays a class fee which helps cover science and art supplies, may help cover field trips, and pays for Auction and Holiday Boutique class projects. Class fees are used for the benefit of the student/class at the discretion of the classroom teacher with approval from the principal.

TUITION COLLECTION

Holy Rosary Catholic School uses the FACTS Tuition Management Program for the collection of all 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 from several debit dates. However, 8th grade parents are required to choose the 5th of the month payment option.
- FACTS will assess a fee for each missed payment and will attempt collection again in 15 days.
- FACTS must be used for the Extended Day Program and will be automatically collected for all “contract EDP rates.” Drop-in fees will be invoiced through FACTS, but required the parent to log-in and pay monthly.
- Accounts can be updated by following the link above.

Parents may select one of the following tuition payment options:

- One payment: due at the time of registration.
- Two payments: Due by June 30 and Jan 15 each year
- Monthly Payments
 - Ten payments: July – April or August – May (for late enrollees)
 - Eleven payments: July – May or August – June (for late enrollees)
 - Mid-year enrollees can make monthly payments as long as the balance is paid in full by May 30

If an account is in arrears, a student may be excluded from class until the account is brought current. For special circumstances, arrangements must be made with the pastor and principal. All monies owed to the school must be paid before a student can enroll for the following year.

FINANCIAL AID

Families, in choosing to avail themselves of 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 and comes from unbacked funds. In order to be considered for Financial Aid, 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 April 1 each year to receive preferential treatment.

Angel Fund

In 2016-2017, Holy Rosary Catholic School set up the Angel Fund. This fund relies solely on donations, primarily from Holy Rosary Parishioners to support the education ministry of the school and parish. The support provided to each student depends on the amount raised and number of qualifying children. To qualify for an Angel Fund Tuition Distribution:

- Registration and Technology fees must be paid in full by March 1
- The school family must be an active, qualifying parishioner of Holy Rosary Church as determined by the parish active emailing list on March 1

All students determined to be eligible for an Angel Fund Tuition Distribution for the upcoming year will be notified in April.

COST to EDUCATE

Tuition and fees do not cover the actual cost of educating a child at Holy Rosary Catholic School. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to Holy Rosary Catholic School.

In order to close the gap between the cost to educate and the tuition and fee schedule, Holy Rosary Catholic School puts on several fundraisers throughout the year. The largest and most successful fundraiser for Holy Rosary Catholic School is the annual Fleur De Lis Dinner and Auction. Parent volunteers are necessary to the successful operation of all events.

OTHER ENROLLMENT REQUIREMENTS

Families agree to fulfill the following additional commitment(s):

- 35 Parent Service Hours minimum total per family. The hours must be provided in the following areas:
 - 5 Hours to the annual Fleur De Lis Auction
 - 15 Hours between: Fall Festival, Holiday Boutique, and/or Crab Feed
 - 15 Hours in other approved areas such as field trip supervision, classroom volunteers, item donations at office request, and other school events, or principal approved activity.
- A penalty fee of \$750.00 per family is added for unserved parent as outlined above

WITHDRAWAL

Parents wishing to withdraw their children from Holy Rosary Catholic 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 in writing thirty (30) days in advance of a student's withdrawal; tuition will be charged for thirty (30) days following the date of the notice. Tuition and monthly extension contracts are prorated by day. All other fees/obligations will not be prorated. The registration fee is non-refundable. Students will need to make sure that library books, text books, chrome book, and school supplies are all checked back in with the classroom teacher in.

The school reserves the right to withhold student records until all financial obligations have been settled.

Extended Day Program

The Extended Day Program (EDP) at Holy Rosary Catholic School provides professional care, supervision, homework support, and recreation and enrichment activities for the children of working families who desire both Catholic school education and supplementary day care in a Christian environment as an Extended Day Program of the school day. All policies of school, including the contents of this handbook, apply during the Extended Day Program which is only available to students enrolled at Holy Rosary Catholic School for an additional fee.

HOURS and DAYS

The Extended Day Program is available before school from 6:45am to 7:45am (breakfast is not provided) and after school from 3:00pm to 6:00pm. The Extended Day Program operates only on regular school days and is not available on holidays, vacations, or in the summer months (except during summer school).

MINIMUM DAYS

The Extended Day Program is available on minimum days from 12:00pm to 6:00pm for children enrolled in the program and for drop-in students. Minimum days are included in monthly rates. All children must bring lunches on minimum days as no lunch program is available.

MONTHLY PAYMENT PLAN

The monthly “contract rate” payment plan is designed for families who know they will be using the Extended Day Program on a regular basis. Rates are significantly lower than the drop-in rate and require a ten-month contractual commitment. Rates are calculated using 180 academic days, and payments are prorated over ten months, July through April (or to match the family’s tuition schedule). Credit is not offered for unused days, absences, or on days that the Extended Day Program is closed. Monthly contracts are handled through FACTS. Contact the school office for current rates.

DROP-IN RATE

Students who are not on a monthly Extended Day Program contract will be charged the drop-in rate, billed in ¼ hour increments, on a monthly basis. Drop-in Extended Day Program fees are due at the school office on the 10th of each month. Non-payment of Extended Day Program fees will result in removal from the Extended Day Program and a \$35 late fee will be accessed. Contact the school office for the current drop-in rate.

EXTENDED DAY PROGRAM POLICIES

All policies of school, including the contents of this handbook, apply during the Extended Day Program.

- The program is limited to those students who attend Holy Rosary Catholic School.
- Any students on campus before 7:45am or after 3:10pm must use the Extended Day Program.
- Students are NOT allowed to wait unsupervised off campus before 7:45am or leave school unsupervised at any time to avoid signing in to the Extended Day Program.

- If a student remains at school after 3:10pm, he or she must be enrolled in the Extended Day Program. The teacher supervising dismissal will escort students not picked up by 3:10pm to the Extended Day Program. Parents will be charged the per student hourly rate if their child is not contracted.
- If a student has a reason to remain at school, such as tutoring, math lab, sports practice, or another *supervised* activity, his or her siblings may not remain at school after 3:10pm unless they are enrolled in or attending the Extended Day Program.
- If a student has a reason to remain at school, such as tutoring, math lab, sports practice, or another *supervised* activity, and is not picked up at the time the activity ends, the student will be required to attend the Extended Day Program. Parents will be charged the per student hourly rate if their child is not contracted.
- All children must be signed in and out by a parent or authorized adult each time they use the Extended Day Program. Children will be released to authorized adults only those listed on the emergency form. Any changes to authorized adults must be in writing, signed, and dated. NO EXCEPTIONS! Emergency cards MUST be kept current.
- The Extended Day Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Parents must not take children from the playground or other areas without notifying the Extended Day Program staff and signing out the children.
- Students who attend the Extended Day Program after school must check in immediately after school. Students arriving late are required to have a written excuse from their classroom teachers.
- The Extended Day Program must be notified by 3:00pm on the day that a student will be attending the Extended Day Program. In accordance with Diocesan Policy, students must either be signed into Extended Day Program or checked into an approved school activity. Students may not remain unsupervised on campus.
- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Day Program staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification.
- Time is based on the Extended Day Program Program's clock. After 6:00pm, parents will be charged a late fee of \$2.00 per minute. Parents are asked to pay this fee before their child re-enters the program the next day. After three instances of late pickup after 6:00 pm, parents must meet with the Director and develop a plan for pickup.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

EXTENDED DAY PROGRAM CONTACT

- During office hours 7:45am – 3:30pm 530-662-3494, use x 204 before or after these hours.

Communication

SCHOOL CONTACT

School Office: 530-662-3494
Office Fax Number: 530-668-2442
Extended Care: 530-662-3494 x 204
Website Address: www.HRSAINTS.com
SchoolSpeak Address: www.schoolspeak.com

PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the school office and in SchoolSpeak.

CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear “need to know.” In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergency only and are to be left with the school secretary.
- Permission to use the telephone must be obtained from the School secretary. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-School visits with friends should be made at home.
- The telephone in a teacher’s office is for the use of the teacher only.

COMMUNICATION from the SCHOOL

- The SchoolSpeak portal is the school’s primary mode of communication. This login-protected site is for parents to have access to announcements, week-at-a-glance calendars for the school and each class, grades, and homework and progress reports.
- Holy Rosary Catholic School provides a weekly newsletter posted on SchoolSpeak with an email notification when the newsletter is published.

CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voice mail, or email the teacher directly. Messages will be answered within 48 hours (counting business days only). In the case of an urgent message, the office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone.

E-MAIL USE

Email is a great means of communication which been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate e-mail use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- E-mail should not to be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should not be used when the sender is upset.

DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will not be delivered to the classroom but may be picked up by a parent.

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.

PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest

good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve a vice-principal or dean of students, if applicable. A conference will be held with the parties listed previously.
- The final appeal at the local level is to the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if she/he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- After consultation with the pastor, it is the responsibility of the principal to render the final decision.
- In the event that irreconcilable differences remain, an appeal may be made to the Catholic School Department through the Regional Director only when all steps above have been followed. The Catholic School Department will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
- Local advisory commissions (or School Boards) and parent organizations are NOT part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it away from the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.

Visiting the School and Volunteering

VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of Holy Rosary Catholic School are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.
- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- The principal reserves the right to refuse a request, in his or her discretion.

VOLUNTEER REQUIREMENTS and GUIDELINES

All parents, guardians, grandparents, relatives, or friends who wish to volunteer at school events, drive on field trips, help in the classroom, or volunteer at parish events where the school children are present, **MUST** be fingerprinted (fee due at the time of fingerprinting) **AND** have clearance through the Safe Haven Program. All volunteer coaches or aides over the age of 18 must be fingerprinted. The time frame for fingerprint results can be anywhere from 48 hours to several weeks. All results are sent to the Diocese. It is **REQUIRED** that this clearance be on file **BEFORE** anyone can volunteer in any capacity. Volunteering is a privilege granted at the discretion of the principal.

- Fingerprinting: The school office will provide forms and information regarding fingerprinting.
- Save Haven training: A link is available through the office to take this online training for identifying and preventing child abuse and neglect. Volunteers will submit a copy of the certificate of completion to the school office. Volunteers should contact the school office for assistance or more information. This training must be renewed every 3 years.
- Signed Volunteer Agreement Form: This form can be obtained from the school office.
- Driving and Insurance Requirements:
 1. All volunteers who drive children for school-sponsored activities must be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office.
 2. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.
 3. No vehicle larger than an 8-passenger vehicle may be used.
 4. The number of persons in a car should not exceed the number for which the car was constructed, and all children must wear a seat belt.

5. Any child under the age of 8 or less than 4' 9" must be transported in an age-appropriate car seat or booster seat. Holy Rosary Catholic School requires a car seat for all students in TK-2nd grade, even if the student may not be required under California law. All HRS students must be secured in the back seat of a vehicle. Link to current California law: <https://www.chp.ca.gov/Programs-Services/Programs/Child-Safety-Seats>
6. The school must have a copy of the driver's license and current proof of automobile insurance for any volunteer who will be driving students in connection with the school activity.
7. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
8. Drivers may not bring siblings or younger children.

VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Sacramento must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact ;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth will **not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;

- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or
- Use profanity in the presence of children and/or youth.

FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.
- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-one (21). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by teacher; no detours or unscheduled stops may be taken.
- As students are representing Holy Rosary Catholic School, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.

VOLUNTEERING OPPORTUNITIES and REQUIREMENTS

The purpose of the Parent Volunteer hours is to provide an opportunity to be actively involved in our children's education. Each family is required to contribute a minimum of 35 hours in the following manner: 5 hours in the annual Fleur De Lis Auction; 15 hours over the Holiday Boutique, Fall Festival, and/or Crab Feed; and 15 additional 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 as outlined above, will result in a \$750 fee.

Participation hours will only be credited AFTER the parent records the hours with the school office. You must record your hours 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.

Baked Goods: Baked goods are needed for the Fall Festival cake booth and the Crab Feed Dessert Auction, as well as 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.

Fleur De Lis 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 35 hour participation hours per year. Volunteers on a committee earn one for one participation hours. 5 hours are required per family in this event.

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 holds two Book Fairs held each year. The Chair earns one for one participation hours. In addition, help is often needed in straightening up and shelving books. If you would like to volunteer to help in the library, please contact the 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.

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, but will still need the 5 Fleur De Lis Auction hours.

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 one for one participation hours.

Rainy Day Parents: Volunteers 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.

Parent Club: Parent Club 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, and attends monthly Parent Club Meetings. 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.

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 over the allotted five (5) participation hours, or to events without prior approval from the principal.
- 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.

Curriculum

Holy Rosary Catholic School embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at Holy Rosary Catholic School are developed and implemented in cooperation with the Catholic School Department of the Diocese of Sacramento. The curriculum is carefully coordinated from Kindergarten through eighth grade. Teachers and school administration review and evaluate textbooks cyclically and sequentially according to specified curriculum areas to insure that Diocesan standards are met. In math and language arts, the school has adopted the California State Common Core Curriculum Standards; in science, next-generation science standards have been adopted. All other subjects will remain aligned to the California State Standards and Diocesan Religion standards. Further specifics regarding the curriculum can be provided by the principal.

ESSENTIAL, CORE CURRICULUM

Holy Rosary Catholic School provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, religion, mathematics, science, history/social studies, physical education, and religion.

ENRICHMENT CURRICULUM

Students participate in programs of study in music, art, and computer technology as an enrichment of the academic curriculum. Currently, Holy Rosary Catholic School partners with Music Town to provide private music lessons (arranged and at the expense of the parent) during the school day. In addition, Holy Rosary Catholic School has an art program ran and funded by a group of retired educators and parishioners. The docents typically provide an in-depth art lesson at least once per month to each class reviewing classical artists or art elements and then lead students in creating a related art project. Holy Rosary Catholic School is also a one-to-one Chromebook school for grades 1st through 8th, and all classrooms are equipped with Apple TVs, teacher iPads, projectors, and document cameras. Students in middle school also have the opportunity to participate in Student Council each year.

MODIFIED CURRICULUM and/or ACCOMMODATIONS for STUDENTS with DISABILITIES

- Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.
- Students with identified learning disabilities who require that the curriculum be reasonably modified to meet their learning needs will have such modifications noted on grade reporting or

transcripts with an “M”; however, such notification will not indicate the reason for the modification. A modified curriculum will be the result of collaboration with the family, teacher(s), and principal.

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

STUDENT SUCCESS TEAM

A Student Success Team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Success Team consists of the classroom teacher, principal, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- Holy Rosary Catholic School provides daily religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God’s activity in their lives and to encounter and know the faith of our Catholic Christian community.
- Students in 2nd Grade prepare for, and receive, the sacraments of First Reconciliation and First Eucharist during the school year.
- Students in 8th Grade prepare for, and receive, the sacrament of Confirmation during the school year.
- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community weekly.
- Opportunities for the sacrament of Reconciliation are offered to students during Advent and during Lent.

FIELD TRIPS

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

LIBRARY

Holy Rosary Catholic School has a library on premise for student use. Frequency and duration of each visit varies by class. Any reading book checked out from the library or classroom library that is missing or damaged will result in a fee.

Volunteers to straighten up and file books is always needed.

TEXTBOOKS

Necessary and required textbooks will be provided by Holy Rosary Catholic School and checked out to individual students. All books and consumable materials are the property of the school and it should be assumed that no textbooks should be written in unless directed by the teacher to be a consumable book. Damage to and loss of textbooks will result in a fee billed to the family.

CHRISTIAN SERVICE PROGRAM

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, typically part of the school day/offering
- Grades 7-8 – a minimum of 20 hours, typically part of the school day/offering
- Additionally, our 8th grade students are required to participate in service projects for the preparation for, and appreciation of, the Sacrament of Confirmation outside of the school day. 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.

Student Evaluation

PARENTS as PRIMARY EDUCATORS

As the primary educators of their children, parents are expected to make frequent use of SchoolSpeak to monitor student progress and to take the initiative to contact teachers should they develop a concern.

STANDARDIZED TESTING

The Catholic elementary schools in the Diocese of Sacramento use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K - 8 four times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards. In addition, students in grades 3 - 8 take the ACT Aspire test in the spring which provides predictive information on their high school/college readiness.

HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework is an effective method for enrichment, as well as, extending the curriculum beyond school hours.

Written homework is ordinarily not assigned on holidays with the exception of assignments not completed and/or special projects.

HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays with the exception of assignments not completed and/or special projects. Homework time allotment guidelines per day for Catholic schools within the Diocese of Sacramento are as follows:

Grades 1 st and 2 nd	20-30 minutes
Grades 3 rd and 4 th	30-45 minutes
Grades 5 th and 6 th	45-60 minutes
Grades 7 th and 8 th	60-120 minutes

MISSED HOMEWORK DUE to ABSENCE

Any absent student is responsible for all work and tests completed by the class during the student's absence.

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have two days for each day absent to make-up the missed assignments, quizzes, or tests for full credit. For example, a student who was absent three days would be given six school days to complete the missed work.
- 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 3:30pm, on days a student was absent should the classroom teacher be able to make accommodations.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

GRADING

The following academic grading scale has been adopted by Holy Rosary Catholic School for essential curricular subjects in accordance with the Report Card Standards determined by the Catholic School Department of the Diocese of Sacramento:

GRADES K, 1, 2, and 3

Exceeds grade level expectations	5
Consistently meets grade level expectations	4
Usually meets grade level expectations	3

Below grade level expectations	2
Far below grade level expectations	1

GRADES 4-8

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

GRADE POINT AVERAGES (GPA)

Grade Point Averages are calculated as follows:

A, A-	=	4.0
B+, B, B-	=	3.0
C+, C, C-	=	2.0
D+, D, D-	=	1.0
F	=	0.0

CONDUCT/EFFORT CODE

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each Trimester, students' conduct (Christian Citizenship) and effort (Work Habits) in Grades K through 8 will also be evaluated. For grades 4-8, Citizenship and Work Effort grades will be included in the G.P.A. calculation.

PROGRESS REPORTS

At a minimum, progress reports will be sent home at the mid-term of each Trimester for students in Grades K through 8.

It is the responsibility of the student and parent to inquire at progress report time as to the steps which should be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card, but rather an indication of progress to date in a specific area. Dates for progress reports to be sent home are indicated on the school calendar.

REPORT CARDS

Report cards are given in Grades K-8 at the close of each trimester of instruction. Report cards are to be signed by the parents and returned to the teachers within three school days. Students who have been absent 10 or more days during a trimester may receive an incomplete in the subject areas affected.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held for preschool – eighth grade during the middle of the first trimester. Students in grades 4-8 are encouraged to attend. There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. Parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.

ACADEMIC/BEHAVIORAL PROBATION

- If a student receives unsatisfactory grades in either conduct or effort on trimester report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.
- If a student receives a grade below (C-) in academics, or if a student does not maintain a grade point average of (C) or higher on trimester report cards, she/he may be placed on academic probation.
- Students will remain on academic or behavioral probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate standing will be removed from probation. If not, they will remain on probation and may be asked to acquire special remedial assistance. If a student does not remediate her/his academics or behavior after two grading periods, the school administration will reconsider her/his continued enrollment or re-enrollment.
- Students on behavioral probation are ineligible for extra-curricular activities. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

PROMOTION

- 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.

RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible. Students may also be TRANSFERRED to the next grade. This denotes that the student is not performing at grade level, and a remedial or intervention plan is needed for the next school year to assist the student in reaching grade level by the end of the next academic year.

ACCELERATION

Acceleration of the student may be cautiously granted on the recommendation of the teacher, at the discretion of the principal, and with the approval of the parent(s). The child's social and emotional maturity must be seriously evaluated whenever acceleration is considered.

HONOR ROLL (GRADES 4-8)

Each academic trimester, students who earn either a G.P.A. of 3.0-4.0 will be placed on the Honor Roll.

- Principal's Honor: Students who achieve a Grade Point Average (G.P.A.) of 4.0, with all courses scoring 96% or higher.
- High Honors: Students who achieve a Grade Point Average (G.P.A.) of 3.50-4.0.
- Honors: Students who achieve a Grade Point Average (G.P.A.) of 3.00-3.49 earn Honors.
- Any student with an unsatisfactory grade (D+ or lower) in conduct or effort will not be eligible for the Honor Roll.

AWARDS

The following awards may be available to eighth grade graduates:

- Honor Roll Awards (3rd Trimester)
- American Legion Award: typically given to one boy and one girl from each graduating class that demonstrates great civics, patriotism, and honor.
- Altar Server Award
- Athletics Award
- Student Council Recognition Award
- Academic Excellence by Core Subject

- SAINT of the Month Award (May)
- YLI #122 Scholarship Award: typically available to 8th grade graduates that plan on going on to Catholic High School

EIGHTH GRADE PROMOTION/GRADUATION

Graduation from the 8th grade requires the following:

- Achievement of a passing grade in all subject areas. Students not passing all core subjects, but not being retained in 8th grade may be “transferred” to 9th grade at teacher and principal recommendation.
- Completion and submission all assignments
- Return all school property in good condition
- Return of athletic uniforms (if any)
- Payment of all financial obligations to the school, including fines, by May 15th

Eighth Grade graduation marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school. To mark the spiritual significance of the Catholic elementary and middle school experience, the Bishop celebrates a diocesan-wide Baccalaureate Mass at the Cathedral of the Blessed Sacrament for all of the eighth grade graduates. Each year, families of eighth graders will receive specific information regarding this very special event.

School graduation celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation or whose school financial account is in arrears may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

Graduate families are responsible for the fundraising or payment of all graduation and awards ceremony expenses.

The School Day and Attendance

SCHOOL and 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.

CLOSED CAMPUS

Holy Rosary Catholic School is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

ARRIVAL

Students may be on campus at 7:45 AM. Earlier arrivals must go to Extended Care. Students requiring additional supervision should be enrolled in the Extended Day Program. Any child on the school grounds before 7:45 AM will be sent to Extended Care and the parents/guardians will be billed for this service.

DISMISSAL

- All students must be picked up promptly after school unless they are to remain for athletics or other supervised activities. After 10 minutes, students will be sent to Extended Care for supervision, and parents will be billed accordingly.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at Holy Rosary Catholic School cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Extended Day Program (with prior arrangements having been made with the director) for the period of time that the activity requires; parents will be billed accordingly.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- No student may leave the school grounds once he/she has arrived at school.
- Children are to remain in uniform when leaving school.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with written notice indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such

an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

DROP-OFF and PICK-UP PROCEDURES

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 or in spaces near the old preschool building. The front lot, especially the area nearest the school office is used for non-parking drop off and pick up only.
- Maintaining a slow single lane of traffic and do not cut in front of waiting pick up/drop off cars
- Pull all the way forward, directly behind the car in front of you, before stopping.
- 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 or in the parking spaces near the old preschool and meet your child in our pick up area under the awning.
- The students will not be released to walk or bike ride without parent or guardian permission.
- Students who carpool must be on the school's designated pick-up list. Parents are encouraged to notify the office 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 10 minutes after dismissal, unless involved in an activity, will be checked into the Extended Day Program.



WALKERS and BIKE RIDERS

Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds, but must be walked to and from the bicycle rack. Bicycles are not to be left at school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

MINIMUM DAYS

Certain school days are designated minimum days; dismissal is at 12:00pm. These days are noted on the calendar.

ABSENCES

- If a student is absent, a parent/guardian must notify the school before 8:30am on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- A written excuse or phone call from the parent/guardian stating the reason for an absence must be presented to the office by the student upon returning.
- Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.
- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).

TARDIES

- It is the responsibility of parents/guardians to see that their children arrive by 8:00am. A child is considered tardy if he/she is not in line or in the classroom by the 8:00am bell.
- The parent/guardian must sign-in the tardy student at the office; students must not be taken directly to class. Students who are tardy may receive a tardy slip from the office prior to admittance to class.

EXCESSIVE ABSENCE and TARDINESS

- Excessive absence is considered a total of 18 days per school year.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in decreased academic credit or disciplinary action including dismissal from school.

- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes may be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.
- Holy Rosary Catholic School will not modify grades due to excessive absences.
- Excessive absence for reasons of chronic illness will be handled on an individual basis.

ABSENCES AND MAKE-UP WORK

- For policies regarding make-up/absent assignments, please see the HOMEWORK section above.

Appearance and Student Uniform Requirements

INTRODUCTION

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. Student dress, grooming, and personal cleanliness impact the image of Holy Rosary Catholic School and it is school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students' attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the Holy Rosary Catholic School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

By registering their children at HRS, parents indicate their intention to accept and observe the school's uniform dress code. It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

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, religious necklaces (and tucked inside the shirt during recess/P.E.), or a medical alert necklace and/or bracelet when necessary (no other bracelets may be worn). Dangling earrings, hoop earrings, bracelets, etc. are never permitted.
- Belts – plain, solid black or brown canvas or leather belt with a simple buckle.

- Hats/Beanies – Holy Rosary baseball type hats or beanies may be worn outside only. Bills must be forward, well settled on the ear. Hats are to be removed indoors, during prayers and pledge. No non-HR hats are permitted, even on free dress days.

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

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.

****Only required on Mass days or formal dress days specified by the principal/teacher.**

P.E. 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.

GENERAL DRESS CODE and UNIFORM REGULATIONS

- All clothing should be marked clearly with student first and last name
- Uniform items need to be size-appropriate and may not be modified in any way (e.g., purchasing smaller sizes than are appropriate or hemming skirts, etc.).
- Sandals and open-toed shoes are never allowed.
- 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.

WHEN A STUDENT IS OUT OF UNIFORM

Students will first be given the opportunity to correct a uniform violation when possible by using a “Free Dress Pass”, by borrowing uniform pieces from Sister’s Closet, or otherwise correcting the violation. If these options cannot correct a violation, students must call home for a change of clothes.

SPIRIT DAYS/JEANS FOR \$1

Typically one day each week is designated Spirit Day. On these days students may wear any HRS Spirit T-Shirt and tradition uniform bottoms (shorts, skirts/jumpers, or pants). In addition, Student Council typically holds Jeans for \$1 on Spirit Days which would allow a student to pay \$1 for the privilege of wearing jean pants or shorts.

FREE DRESS/ DRESS-UP/THEME DAYS

- Free-dress or dress-up days will be held with prior notice or by using a “Free Dress Pass”. . A free dress day is a privilege. Abuse of free dress days or dress passes will prevent the student from participating in all future free dress/theme days.
- Free-dress means students are to dress appropriately for school.
- Modesty and simplicity are guiding principles for free dress.
- No extreme fads
- Jeans in good repair (with no holes, intentional or otherwise) will be acceptable for casual “free dress” (not on “dress up” days or addressing the student body at Mass).
- Pants of any kind must fit appropriately (i.e. not skin tight, no spandex and no skinny jeans).
- Pants should be worn at the waist (no sagging).
- Halters, tank tops, or spaghetti straps are not allowed.
- No midriff shirts, loose baggy trousers, cutoffs, see-through shirts, or bike shorts are allowed.
- Objectionable clothing displaying images (e.g., alcohol, tobacco, drugs, controversial rock groups, or themes) are not allowed.
- If there is doubt as to what is appropriate, a plain T-shirt (w/ sleeves) and jeans in good repair should be acceptable.
- Students are always free to wear school uniform on free dress or dress- up days.
- 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.

Health and Safety

IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section

EMERGENCY CARDS

Each child must have a completed emergency form on file in the school office. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on SchoolSpeak as well.

SCHOOL INSURANCE COVERAGE

All Holy Rosary Catholic School students are covered by insurance for injuries incurred on the school grounds, during school-supervised activities, and to and from school and school-supervised activities. The registration fee includes coverage by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage. Insurance information is sent home the first week of school to familiarize parents with the coverage.

ILLNESS and NOTIFICATION

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- A handwritten absence note or call from the student's parent or guardian is required upon the child's return to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.

MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.

- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours.
- If it is essential that medications be administered at school, these medications must be administered from the school office only.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
 1. A signed written statement from the parent or guardian of the child
 2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
 3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
 4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.

MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form MUST be completed by the physician and parent each school year if the need continues.

ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may not leave the school on their own; parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
 - safe and unsafe foods and exposures
 - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (if age-appropriate)

HEAD LICE

Head lice (or pediculosis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

MANDATED REPORTING

Holy Rosary Catholic School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated "mandated reporters" by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential,

if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

STUDENT THREATS OF HARM TO SELF OR OTHERS

Holy Rosary Catholic School will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Catholic School Department, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student's suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without possibility of returning to the school.

PREGNANCY

Human life at all stages, including the preborn child, is a sacred gift from God, and an abortion is never an alternative at any stage of pregnancy. Students who become pregnant deserve and need the full support of the school administration, teachers, and other students.

- Ordinarily the expectant student shall be allowed to remain in school.
- The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling will be required of the students involved.
- Any student who publicizes and advocates an abortion either planned or already obtained will be asked to leave school.

- This policy pertains to the boy or girl directly involved, or to any student continuing to spread rumors about an alleged abortion.

PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side **ONLY** during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.
- No traffic will be allowed on the playground during school hours except during the designated drop-off and pick-up times.

SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Staff and Custodians will disinfect surfaces and door handles.
- Preschools may act independently from schools.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.

Concussion Policy

CONCUSSION DEFINITION

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed

- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

FOLLOWING INJURY

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

1. Remove the athlete from play immediately.
2. Call 911 and/or administer first aid as appropriate.
3. Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
4. Ensure that the athlete is evaluated by a health care professional.**
5. Keep the athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Athlete should limit all forms of physical activity.
7. Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

**"Health care professional" means a physician of medicine, physician of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed physician of psychology; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

RETURN to SPORT

Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. **UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.**

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeat concussions.

SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by the physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on home study.

Emergency Procedures

EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated SchoolSpeak system will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, Holy Rosary Catholic School has arranged safe haven at Holy Rosary Church on Walnut Street.
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through SchoolSpeak emergency features and/or school emergency phone contacts.
- No student will be released until all Holy Rosary Catholic School students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

EMERGENCY DRILLS and EVENTS

- FIRE
Fire drills take place regularly. The school will follow instructions of the Fire Department.
- EARTHQUAKE
An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- LOCKDOWN/ACTIVE SHOOTER
Lockdown drills will take place periodically. In event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via SchoolSpeak as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.

- **BOMB THREAT**

Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.

- **FLOOD**

The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via SchoolSpeak.

For any other emergencies, the steps of the Emergency Care Plan above will be followed.

Student Discipline

GENERAL POLICY

The values of Catholic education are the foundation for all interactions and relationships at Holy Rosary Catholic School. A student is considered at all times and places a member of the Holy Rosary Catholic School student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct. Holy Rosary Catholic School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school; such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

EXPECTATIONS

Students at Holy Rosary Catholic School are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
- To cooperate positively with fellow students, teachers, and school personnel;
- To respect always the person and the rights of all;
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;
- To be responsible for the care of all materials loaned to the student for the course of studies during the year; and
- To respect parish and school property at all times.

ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.

- Knowingly enabling another student to cheat.

Sanctions for cheating are the discretion of the teacher (and, if necessary, the principal) and may include receiving a zero on the exam or work in question, loss of privilege, or suspension.

RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, automobile, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

INTERVIEWS by OFFICIALS

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians. In all events, an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

DISCIPLINARY ACTIONS and SANCTIONS

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. 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.

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 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. The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal.

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 following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges
- Detention: Students are assigned to before or after-school detention by a member of the faculty or school administration. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Written notification of all detentions will be given to the student at least 24 hours in advance of the detention date assigned. Failure to serve detention will result in additional disciplinary action, including possible suspension.
- Probation: The principal may place a student on behavioral probation; the student and parent will be notified in writing of the reason for probation, resulting consequences and/or restrictions, the period of the probation, and how the probation may be ended.
- Suspension: see below
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion: see below

SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive

school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. A student placed on suspension is automatically placed on behavior probation for the remainder of the academic year. Suspension may carry an academic penalty, and the student should keep up with classwork and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

REASONS for IMMEDIATE SUSPENSION

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
 - refusal to obey school rules;
 - refusal to follow directions;
 - refusal to answer when spoken to directly;
 - giving sharp, rude answers in a disrespectful tone of voice;
 - causing interruption in classroom procedures;
 - cheating, plagiarism, or dishonesty of any kind;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
4. Injury or harm to persons or property or serious threat to same;
5. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
6. Hazing;
7. Sale of any material on school grounds without proper authorization;
8. Unauthorized absence or continued tardiness;
9. Assault with, or possession of, a lethal instrument or weapon;
10. Serious theft or dishonesty;
11. Outrageous, scandalous, or seriously disruptive behavior;
12. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
13. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement; or

14. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and the pastor of the parish if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up the moment of withdrawal or expulsion.

DISCIPLINARY RECORDS

Disciplinary records are private documents of the principal and are kept separate from the student's cumulative file and will not follow the student beyond enrollment at Holy Rosary Catholic School; they are not available to students or parents.

Information and Communication Technology Policies

ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

Holy Rosary Catholic School recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

ETHICS AND RESPONSIBILITY

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as CSAC, Parent Club, Boosters Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are

solely my own and do not necessarily reflect the view of Holy Rosary Catholic School, or Parish, or the Diocese of Sacramento."

- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

Holy Rosary Catholic School has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals. No set of policies and procedures can provide rules to cover every possible situation. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of

computers and electronic devices including, but not limited to, iPads and other tablets, the wireless network, the network, the Internet, and all peripherals.

SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, the Diocesan Online Social Media and Networking Policy for Parents and Students, and the Harassment and Bullying Policy.
- Students are reminded that they are always Holy Rosary Catholic School students, both on and off campus, and that ALL electronic content is both public and permanent.
- Holy Rosary Catholic School reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school.

USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school).
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use my chromebook and my other electronic devices in ways that are appropriate, educational, and meet Holy Rosary Catholic School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of my chromebook
- I will never leave the chromebook unattended, and I will know where it is at all times.
- I will protect my chromebook by keeping it stored in the provided case at all times.
- I will never loan out my chromebook or give my password to other individuals.
- I will not let anyone else use my chromebook other than my parents or guardians.
- I will charge my chromebook's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my chromebook since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my chromebook or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover, or do anything to permanently alter the chromebook in any way.
- I will not remove or deface the serial number or other identification on any chromebook.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the chromebook and power cords in good working condition.

CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and Holy Rosary Catholic School administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from Holy Rosary Catholic School.

Harassment and Bullying

Holy Rosary Catholic School affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct).

Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
- C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending,

receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor and the Regional Director or superintendent in cases of diocesan schools.
3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:
 - A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
 - B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.
 - C. The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
 - D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
 - E. Once the facts of the case have been gathered, the principal, in consultation with the Pastor and Regional Director (or Superintendent for Diocesan high schools), will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
 - F. If a party disagrees with the decision, he or she has the right to appeal the outcome to the Catholic School Department of the Diocese of Sacramento. The Department will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.

4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

CYBER BULLYING/SOCIAL MEDIA

Definition of Cyber Bullying:

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos.

Examples of this behavior include, but are not limited to:

- Sending false, cruel, vicious messages
- Creating website that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into an email account and sending vicious or embarrassing materials
- Engaging someone in electronic communication, tricking that person into receiving sensitive personal information and forwarding that information to others
- Posting of a student picture or video without their permission

Bullying of this nature, that creates a hostile, disruptive environment **on the school campus** is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment that spills over to the school campus will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear or harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by student engaged in Cyber Bullying include, but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messages, computers, cell phones and person digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communications.

Action Steps to Respond to Cyber Bullying or Harassment

- Save the evidence. Print online harassing conduct.
- Identify the cyber bully
- Clearly tell the cyber bully to stop
- Ignore the bully by leaving the online environment and/or blocking communications
- Report cyber bullying to the internet or cell phone company
- Contact the cyber bully's parents

- Contact school administration
- Contact the police

Cyber Bullying or harassment are considered “poor student conduct” and will be addressed using the same outline of discipline, ranging from a loss of privilege to expulsion. Please see below under “Violation of Conduct Expectations” for more detail.

Controlled Substances

Holy Rosary Catholic School emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-alikes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.
- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student’s belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.

- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration.
- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school's controlled substance policy should be construed to mean that, as a result of this policy, Holy Rosary Catholic School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

Extra-Curricular Activities

DIOCESAN EVENTS

- Academic Decathlon: a team-based academic competition (grades 6-8)
- Choral Festival: choral performances for all choirs
- Let the Children Come to Me: a team-based religion competition (grades 5-6)
- Mental Math Bowl: a team-based mental math competition (grades 1-5)
- Respect Life Workshop and Mass for student councils (grades 7-8)
- Speech Contest: an individual speech competition (grades 7-8)
- Student Council Workshop (grades 5-8)

STUDENT COUNCIL

The Holy Rosary Student Council is comprised of three committees, each headed by an officer, who is each responsible for a different facet of Holy Rosary's student life. Members of all committees will be expected to collaborate and contribute to other committees' projects periodically. Student Council positions will be filled on an application basis and all students who are invited to join Student Council must be able to attend weekly meetings, and on occasion will contribute time before or after school as needed.

- **Officers:** 7th and 8th grade students are invited to apply for officer positions. Each officer is responsible for chairing a committee and acting as their committee's secretary. Officers report directly to the advisors and may attend periodic officer meetings. Officers also assume additional leadership roles, including but not limited to Morning Prayer.
 - President – Chairs Faith/Service Committee OR Spirit Committee
 - Vice President – Chairs Spirit Committee OR Faith/Service Committee
 - Treasurer – Chairs Finance Committee
- **Committees:** Each committee is headed by a Student Council Officer. Students in 5-8th grade are invited to apply for committee positions.
 - Faith/Service Committee: The Faith/Service committee works to develop Holy Rosary's commitment to growing together in God's love and extending that love outward to our community. This committee assists in the planning, set-up, preparation, and participation with daily line-up prayer services, weekly Mass, monthly Family Liturgies, special school prayer services, and school-wide service projects. This Committee will actively promote Mass participation and encourage student prayer life, as well as coordinate Altar Server scheduling and trainings.
 - Spirit Committee: The Spirit committee cultivates a sense of unity and pride in HRS through all-school events and faith family activities. Such events as spirit rallies, faith family parties, and the Halloween Parade will be coordinated by the Spirit committee. Occasionally, the Spirit committee may work closely with the Faith/Service and Finance committees to raise funds for a charity through a school event. Those on the Spirit

committee must bring creative ideas for school events and a strong sense of pride in HRS.

- Finance Committee: Chaired by the student council Treasurer. The Finance committee plans, organizes, sets up, cleans up, and runs student Snack Shack activities if this is something that Student Council decides to take on. Finance committee members also create documents to track payment and spending for various events throughout the school year. The Committee is responsible for all income and expense reports and requests for the entire Student Council. Expenses require advisor and principal approval prior to reimbursement or expense. The Committee must track all income and expenses to report to the Student Council Board. It is of the utmost importance that those on the Finance committee are able to maintain good financial records and a balanced budget.

Applications for all Student Council positions are due in May each school year for consideration for the following year.

Qualifications:

- Students must be in the 7th or 8th grade if applying for Officer position
- Students must be in 5th-8th grade if applying for Committee Member positions
- Students must maintain good behavioral standing (conduct/citizenship grades may be used to determine eligibility)
- Students must maintain a 3.0 GPA for Officer positions and a 2.0 GPA for all other positions
 - These GPAs must be met in the 3rd trimester of the previous year (this trimester) for acceptance into Student Council
- Students must be willing and able to attend weekly meetings before, during, or after school
- Students must be willing to contribute extra time during large projects, as needed

Members of Student Council are Expected to:

- Serve as spirit and faith filled leaders on campus
- Bring ideas to carry forth the mission of Holy Rosary
- Diligently work on projects undertaken
- Ask for help when necessary
- Be flexible
- Collaborate with other members of student council
- Actively participate in meetings
- Act as a role model for other HRS students academically, personally, and spiritually
- Fulfill duties required by the student council position held

A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal.

SOCIAL EVENTS/DANCES

Holy Rosary Catholic School sponsors supervised social events and dances to help students develop appropriate social skills in a Christian, Catholic context. Such events will be held on school or parish premises and are only open to students enrolled at the school. A fee may be charged. Rules and guidelines will be published prior to any event.

STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are asked that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

Athletics

ATHLETIC TEAMS

Students in grades 1 - 8 are given the opportunity to participate in the athletic program, and grades 5-8 participate in an after-school sports program. An athletic fee of \$40.00 is charged per player, per sport. This fee covers the cost of tournament fees, equipment, uniforms, and referees.

PARTICIPATION on ATHLETIC TEAMS

Students enrolled in 1st – 8th grade who are planning to on participate in school sports are required to have a sports physical form completed annually by their physician. This form must be on file in the school office prior to the student participating in any sport game or practice. In addition each family is required to attend a seasonal sport meeting before the child can participate. Participation in after-school sports is contingent upon the following:

- Availability of qualified volunteer personnel
- Try-outs, if deemed necessary by the coach
- Payment of the athletic fee (\$40.00 per sport)
- Parental permission emergency form
- Student's continuing satisfactory deportment both in school and on the team
- Physical examination form completed by physician, required yearly, prior to the beginning of participation in practice or competition.
- \$40 refundable deposit for uniforms
- A student must attend at least half of the regular school day to participate in that day's practices or games.

PAROCHIAL ATHLETIC LEAGUE (PAL)

The Parochial Athletic League (PAL) is an integral part of the educational mission of the schools who participate in the league as part of the Catholic Diocese of Sacramento – Parochial Athletic League. In order to participate in the league, Holy Rosary Catholic School must abide by the rules and guidelines of the league. The PAL is dedicated to fostering Christian and Human development, encouraging a positive vision in boys and girls through exercise, example, and athletic competition and fully recognizing the dignity of each student in Christ's image. With this Mission in mind, the following goals have been determined:

- To build a community which strives to image Christ;
- To develop Christian spirit, school spirit, team spirit and personal acceptance;
- To instill Christian sportsmanship in the life-styles of the participants;
- To teach the participants the proper attitude towards winning, losing and competing with dignity;
- To develop acceptance and appreciation of others;
- To train, instruct and follow athletic/sport rules;
- To develop the students' physical abilities and coordination;

- To help form well-rounded students by fostering good health habits;
- To provide a Christian environment and outlet for youthful energy;
- To teach the positive value of athletic participation; and
- To show the necessity of practice, hard work, and time management.

These goals are founded upon the principle of the infinite worth of each person because he/she is created in the image and likeness of God.

PLAYER ELIGIBILITY

- Players must have a “B” average in conduct/citizenship from every teacher to be eligible to play.
- A student must attend at least half of the regular school day to participate in that day’s practices or games.
- Students on behavioral or academic probation are ineligible.
- Students not regularly attending practice sessions will not be allowed to participate in games.

CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent Holy Rosary Catholic School in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

CONDUCT of PARENTS and FANS

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.
- Non-compliance with the above guidelines may place the enrollment of the students in jeopardy.

PLAYING TIME

Playing time is the prerogative of the coach who will follow PAL guidelines on this issue; coaches are encouraged to play every player as much as possible. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices.

REPORTING INJURIES and SPECIAL LIMITATIONS

Parents and athletes must 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.

COMMUNICATION with COACHES

- Players are to report all injuries to the coach as soon as possible.
 - Students should express any concerns to the coach first before involving parents.
 - If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.
 - If resolution cannot be achieved, all parties should involve the athletic director.
 - The principal should only become involved if none of these steps has achieved resolution.
- Decisions of the principal in athletic matters are final.

UNIFORMS

Sport uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete's name. Uniforms may only be worn during games and not during practice. Participants may lose their uniform fee deposit if uniforms are returned late, damaged, or dirty.

TRANSPORTATION

All students who require a ride to any school-sponsored sport activity must have a Pre-authorized Driver form from their parent/guardians allowing them to ride with pre-authorized drivers. These forms will be distributed at the first meeting of the team. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parent/guardian.

PARENT PARTICIPATION

All parents/guardians of athletes are required to sign up for work hours in the snack bar, at game entrance, or score keeping for league games/tournaments held at Holy Rosary Catholic School.

Transfer, Custody, and Student Records

TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Parental interference in matters of school administration and abusive language toward principal, pastor, or teacher(s) are some of the reasons for recommending a transfer. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed.

TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss student performance, parent financial obligations, family involvement, etc.

CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.

3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized) .

RIGHTS of NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's approval in writing or a court order. The new location must meet with the school's approval. Students must reside with a responsible adult of at least 25 years of age; this does not include a boyfriend or girlfriend of the parent or guardian.

ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Permanent records may be withheld for non-payment of fees.
- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish

this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.

- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

Miscellaneous Information and Policies

CLASSROOM PARTIES/BIRTHDAYS

- All birthday activities must be coordinated with the classroom teacher in advance.
- HRS recommends 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 and meet food allergy restrictions for the class. Due to the seriousness of food allergies, all treats must be approved by classroom teacher prior to distribution. NO EXCEPTIONS.
- Students may only distribute invitations at school to out of school parties IF all students in class are included. This is consistent to our message of Christian charity and love for all.
- 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.
- NO balloons or flowers please!

FUNDRAISING GUIDELINES and RESTRICTIONS

All fundraising done under the name of Holy Rosary Catholic School must have prior approval from the principal. All fundraising for specific HRS groups must benefit the entire group.

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 located outside the EDP entrance. Items placed in the Lost and Found remain there for 10 days. After 10 days, unclaimed school uniforms are donated to "Sister's Closet" and other clothing or personal items are sent charity. HRS encourages families to clearly mark all student property and uniforms with the child's name.

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.

LUNCH PROGRAM

Holy Rosary School offers a hot lunch program daily in conjunction with Woodland Joint Unified School District. At the start of each school year, HRS will send home applications for Free and Reduced lunches (families may also apply online at WJUSD webpage). Additional applications can be obtained throughout the school year from the front office.

Hot lunches are \$2.50 and follow the WJUSD lunch calendar on days when both WJUSD and HRS have school. Parents may make a payment in the HRS office for WJUSD or by using the WJUSD app found on the WJUSD webpage or on the HRS webpage.

Students may choose to bring their lunch each day and are required to do so on days WJUSD does not have school or if staying in EDP on a minimum 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.

2018-2019 Parent/Student Handbook Agreement

Please detach, sign, and return by the first day of school.

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the current Parent/Student Handbook on file and agree to comply with all policies, regulations, and directives stated therein as well as any updates and revisions made to the handbook during their time of enrollment. ***Students may not attend classes or participate in any activities until this agreement is signed and returned.***

By enrolling in Holy Rosary Catholic School, all students and parents grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, parent and student also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Please ***print*** Family Last Name: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature(s):

Date:

Volunteer Agreement Form

Diocese of Sacramento — Human Resources Services

Volunteer name (please print): _____

Parish / School location name: _____

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School), nor will I be covered under the Parish's/School's workers' compensation insurance in the event I am injured while engaging in the volunteer services I will provide.

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: _____

Volunteer signature

Date: _____

Volunteer signature

Date: _____

Authorized Parish/School Representative