



HOLY ROSARY

CATHOLIC SCHOOL

EXCELLENCE IN EDUCATION SINCE 1941

PARENT/STUDENT HANDBOOK

BASP HANDBOOK

2023-2024

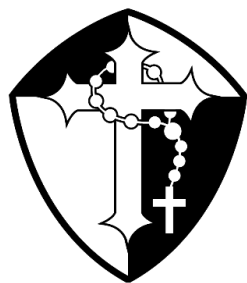
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WWW.HOLYROSARY-SCHOOL.ORG

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**CATHOLIC
SCHOOLS**

THE ARCHDIOCESE OF GALVESTON-HOUSTON





HOLY ROSARY

CATHOLIC SCHOOL

August, 2023

Dear Holy Rosary Catholic School Parents and Students,

It is with great honor and excitement that I welcome you to the 2023-2024 school year as your principal. The pages of this Parent/Student Handbook will provide you with an understanding of the mission, philosophy, policies, and procedures followed at our school.

Please read this handbook carefully and in its entirety and review the contents and information with your child/children. Please sign the acknowledgement page at the back of this handbook and return it to your child's teacher. Holy Rosary Catholic School and the administration retain the right to amend this Parent/Student Handbook and you will be notified of any necessary changes. Please refer to this handbook as a source of information throughout the year and to our website, www.holyrosary-school.org.

Thank you for being part of this faith filled community dedicated to "educating the mind, heart, and spirit" of our young people.

In faith,
Adrienne Rodriguez
Principal

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Holy Rosary Catholic School Code of Responsibility

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NON-DISCRIMINATION POLICY

Holy Rosary Catholic School is accredited with the Texas Catholic Conference of Bishops Education Department (TCCB ED) and the Texas Education Agency. Holy Rosary Catholic School is fully accredited. Holy Rosary Catholic School is a member of the National Catholic Education Association and the Texas Association for Non-Public Schools.

The Catholic schools of The Archdiocese of Galveston-Houston admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate based on race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

HOLY ROSARY CATHOLIC SCHOOL PARENT CODE OF RESPONSIBILITY

Holy Rosary Catholic School encourages the parents to work in partnership with us; we encourage your involvement, ask for your support and understanding, and share your vision for your child's education. By enrolling your child in Holy Rosary Catholic School, you agree to certain important responsibilities:

1. I will be familiar with school rules and will assist Holy Rosary Catholic School in their application with my child.
2. I will communicate directly with the teacher if I have concerns or questions regarding my child's progress and observe parent-teacher conference dates. I will support this handbook and respect the wishes of my child's teacher. If for any reason I am in doubt over any judgments, I will confer with my child's teacher.
3. I will read everything that comes home in a timely manner and will discuss the information with my child when necessary.
4. I will understand and support the religious nature of the school.
5. I will be as actively involved as I can be in the life of the school and volunteer my assistance when possible.
6. I will promote our school and speak well of it to others.
7. I will meet all my financial obligations to the school in a timely manner and support fundraising efforts.

HOLY ROSARY CATHOLIC SCHOOL CODE OF RESPONSIBILITY

1. To have students receive quality education in a Catholic environment.
2. To have all students supervised in a safe and appropriate learning environment.
3. To nurture the spiritual growth of students through Catholic traditions and rituals.
4. To have open communication with parents in dealing with their own children.
5. To offer activities and learning opportunities to develop social and emotional growth.

MISSION – OUR REASON FOR EXISTENCE

Grounded in our Catholic faith and focused on academic excellence, Holy Rosary Catholic School educates the whole child – mind, heart, and spirit.

PHILOSOPHY – OUR BELIEFS

Holy Rosary Catholic School is a Catholic community dedicated to the spiritual, academic, physical, and emotional growth of all students. We seek to instill a Catholic identity in students who must function in the secular world. We believe that the parents and school should be partners in not only fostering learning experiences that promote the development of life-long learning, but also spiritual experiences that allow our students to actively participate in our Catholic faith.

OUR GOALS

- Foster a Christian atmosphere that embodies our Catholic faith in all aspects of campus life
- Maintain a high standard of academic excellence that focuses on each individual student
- Produce graduates that are academically prepared, self-disciplined, physically fit, and willing to volunteer their time to make the world a better place
- Encourage support from our families in carrying out our goals

OUR VISION

Holy Rosary Catholic School envisions a vibrant school with full classrooms, resources to accommodate our student body, a large pool of volunteers, and support from our local community.

CURRICULUM OBJECTIVES

The purpose of the Catholic schools is to proclaim the gospel message and to promote stewardship of our students in their community.

The basic curriculum of Holy Rosary Catholic School complies with the requirements of both the Texas Catholic Conference of Bishops Education Department and the Archdiocese of Galveston-Houston. The curriculum of the Catholic Schools within the Archdiocese of Galveston-Houston focuses on a total, Christ-centered environment. The Archdiocese of Galveston-Houston has identified the Texas Essential Knowledge and Skills (TEKS) as the academic standards that serve as the foundation for curriculum development. The objectives for Religion are from the Archdiocese of Galveston-Houston. All textbooks are selected from the approved textbook list developed by the State of Texas and the Archdiocese of Galveston-Houston. Supplementary material is used to enrich and expand the curriculum

Religion is an integral part of Holy Rosary Catholic School, and the students are trained to prepare liturgies along with para-liturgies. Students are taught to have respect for the rights of others as individuals with moral and spiritual values.

HANDBOOK AND POLICIES

In as much as it is true that loopholes may be found in any code, it is the expectation of Holy Rosary Catholic School that parents/guardians and students will use good judgment in complying with the behavior code, dress code, and/or school policies. The finding of a loophole and the exploitation of that loophole to avoid compliance with the spirit of the code will not be considered valid; rather, such incidents will be treated as violations of the code. To avoid such a misunderstanding, use the following rule: If you are not sure that it is allowed, do not do it!

Communities are successful to the degree to which the members are knowledgeable and are in accordance with the rules, regulations, and policies that govern them. Parents assist and support the teachers and administration in the implementation and enforcement of the student code of conduct, school policies, and regulations. It is expected that families abide by the policies, procedures, and regulations set forth in this handbook. The school and/or the principal retain the right to amend this handbook at any time. Parents and students are expected to sign the Handbook Acknowledgement Form (at end of handbook), along with Technology Use Agreement within the online enrollment. However, **ALL handbook policies are in effect even without your signature.** If you have any questions about the contents of this handbook, please contact the school at 281-342-5813.

SCHOOL SUPPORT SYSTEM

HOLY ROSARY CATHOLIC PARISH:

Pastor – Father Orrin Halepeska
Parochial Vicar – Father Vipin George
Deacon – Charlie Buhay
Deacon – Jason Sulak

SCHOOL ADMINISTRATION:

Principal – Adrienne Rodriguez
Administrative Assistant – Cheryl Wehring
Communications and Development – Katie Boudreaux
Front Office/Receptionist – Claudia Vega and Amy Sopchak
Health Coordinator – Claudia Vega
School Counselor – Dr. Valerie Kerne, PhD
Second in Command – Cheryl Wehring
Before and After School Program Coordinator (BASP) – Ann Dubay

LEADERSHIP TEAM:

Kristi Carter, Early Childhood Representative
Michele Foster, Early Childhood Representative
Sara Perez, Religion Coordinator
Dolores Rosales, Instructional Specialist
Melissa Stavino, Middle School Representative
Amy Sundberg, Elementary Representative
Cheryl Wehring, Second in Command

HOLY ROSARY ADVISORY SCHOOL COUNCIL:

Ex-Officio Members:

Father Orrin Halepeska, Pastor
Adrienne Rodriguez, Principal

Members:

Dan Hoelscher, President
Matt Gubbels, Secretary
Amy Sundberg, Teacher Liaison
Emily McMahon, Parent Liaison
Audrey Park, Parent Liaison
Cally Whitt, Parent Liaison

PARENT TEACHER COMMITTEE (PTC):

President – Gina Nelson
Vice President – Joy Al-Jazrawi
Secretary – Lori Matheny
Treasurer – Emily McMahon
Head Room Parent Coordinator – Susan Duncan and Jackie Howell

BOOSTER CLUB:

Athletic Director – Arturo Barillas-Batarse

ACADEMIC EXCELLENCE

The Archdiocese of Galveston-Houston recognizes that curriculum guides instruction in all content areas. A well-designed curriculum ensures that all students have access to challenging content and provides a resource for teacher use in planning for instruction. We are committed to providing a curriculum that is coherent, guaranteed, and viable so that our students are prepared for heaven, college, and career.

In order to meet our commitment, the Catholic Schools Office developed the Curriculum Growth Continuum as an ongoing process for updating, revising, and creating the next generation of resources for schools in the Archdiocese. Resources support the delivery of an excellent academic program for the students we serve. The process ensures our Catholicity, raises the bar through rigor, and incorporates 21st Century Skills all while shining the light of Christ from every classroom.

ADMINISTRATOR ON DUTY

Each Catholic school must have a designated person responsible for decisions/actions that must be made or taken. When the principal is on duty, he/she will be the administrator on duty. The principal will designate a person to serve as the administrator on duty whenever he/she is off campus. This designation will be known by the pastor, faculty, and staff.

ADMISSIONS

AGE REQUIREMENTS

Students must meet age requirements as outlined by the Archdiocese: Three (3) years old on or before September 1 to enter pre-kindergarten (3), four (4) years old on or before September 1 to enter pre-kindergarten (4), five (5) years old on or before September 1 to enter kindergarten, and six (6) years old on or before September 1 to enter the first grade.

APPLICATION DOCUMENTS REQUIRED FOR ADMISSION:

1. Copy of applicant's original state-issued birth certificate
2. Copy of Baptismal certificate and First Communion certificates (where applicable)
3. Current immunization records stamped or signed by the doctor
4. Copy of current report card
5. Copy of previous standardized test scores
6. Teacher or daycare recommendation letter (sent directly to Holy Rosary Catholic School from current school/ daycare)
7. Release of Records Form (completed and signed)
8. Entire copy of the most recent legal custody agreement if parents are separated or divorced, signed by the judge, and stamped as the official court copy.

Baptismal certificates are to be submitted for all students entering school for the first time. If the student has been baptized in Holy Rosary Church, it is necessary to obtain a copy of the baptismal certificate from the parish office.

ADMISSIONS SCREENING/TESTING

All student applicants (including home-schooled and non-accredited school student transfer applicants) are required to take an entrance or screening exam for skill and age-appropriate placement and may have a brief interview with the principal, principal's designee, or a teacher. The screening/testing will be scheduled by our front office staff once all required admissions documents are received in our school office.

All first-time students at Holy Rosary Catholic School are accepted on a probationary basis for nine (9) weeks.

LEGAL SEX IDENTIFICATION FOR OFFICIAL ADMISSION RECORDS

A student must be identified in school by the student's legal sex, as it appears on the student's birth certificate. ("Sex" means the biological condition of being male or female as based upon physical differences at birth).

POTTY TRAINING (Pre-K and Kindergarten)

All students must be completely potty trained prior to the first day of school. Holy Rosary Catholic School does not have staff to assist your child with potty training and complete potty training is expected. Potty training is defined as verbally identifying the need to use the bathroom, independently removing his/her article of clothing for toileting, independently wiping him/herself, and independently replacing article of clothing removed for toileting.

ADVISORY SCHOOL COUNCIL

The principal and pastor work together to form an Advisory School Council to support the work of forming, researching, and fulfilling the needs of the strategic plan for the school community. The Advisory School Council studies and advises the principal and pastor. Councils assist the principal and pastor to recommend policy, identify and articulate the educational needs and aspirations of the school and school community, achieving enrollment goals, financial stability and engage in long-range strategic planning. These goals become the basis for program objectives, policies, and action plans for the educational program and the continued vitality of the school.

The principal acts as a member of the executive committee, which includes the pastor, principal, and council president of the Advisory School Council. The Advisory School Council supports the work of the principal and is advisory only. It does not direct the work of the principal. The Advisory School Council Handbook is provided by the Catholic Schools Office and the Archdiocesan School Council which hosts one annual Advisory School Council Workshop for the orientation and education of members of Advisory School Council.

ADVISORY SCHOOL COUNCIL MEMBERSHIP CRITERIA

The council consists of the pastor, principal, faculty representative, three parishioner positions and four or more parent positions; all positions have three-year terms. The council should reflect the cultural diversity of the school served as much as possible. Membership of the council should be at least 5 members and no more than 11. Officers should include a president, vice-president, and secretary. Any member of the council is eligible to hold office.

Persons in the following categories may not be considered as candidates for the council:

- employees of the parish and school
- spouses, children, or siblings of employees of parish and school
- more than one member of an immediate family at a time; and - board members or professional educators of another school system.

ADDRESSING THE ADVISORY SCHOOL COUNCIL

Persons may wish to address the Holy Rosary Advisory School Council at regularly held council meetings. Persons may address the Council on an issue or policy of the school. (Grievances are handled through the Archdiocesan Grievance Procedure discussed in this handbook. The Advisory School Council does not handle parent or staff grievances.) Persons who desire to address the Advisory School Council should contact the president of the council or the principal in writing **at least 10 days prior to the next meeting**. The council president and the principal shall decide if the issue is appropriate for consideration and at which meeting of the council the issue will be presented. Persons who attend a meeting of the Advisory School Council without first having been placed on the agenda will be allowed to address the Advisory School Council only if the president determines there is time to hear the issue. During and following the presentation, questions of clarification can be asked by the council. The council will give no response during the board meeting. In executive session, council members discuss the presentation and assist in formulating the response that the board president will send in writing to the person making the presentation.

ARRIVAL/DISMISSAL

Safe arrival and dismissal of students is a concern for every faculty member and parent. **At no time should a child walk in the parking lot unattended, including crossing the covered area to the front door.**

After serious observation and evaluation of our arrival/dismissal circumstances by a Rosenberg Police Sergeant, a committee designed a plan to improve traffic flow.

CELL PHONE USE IS PROHIBITED IN THE CARPOOL LINES

For the safety of all, especially our students, the use of cell phones in carpool line is not allowed. In addition, it is illegal to use a wireless communication device in a school zone unless the vehicle is stopped. The City of Rosenberg has posted school zone signs for our school. Please help us protect our students and follow the law.

ARRIVAL – DRIVE SLOWLY

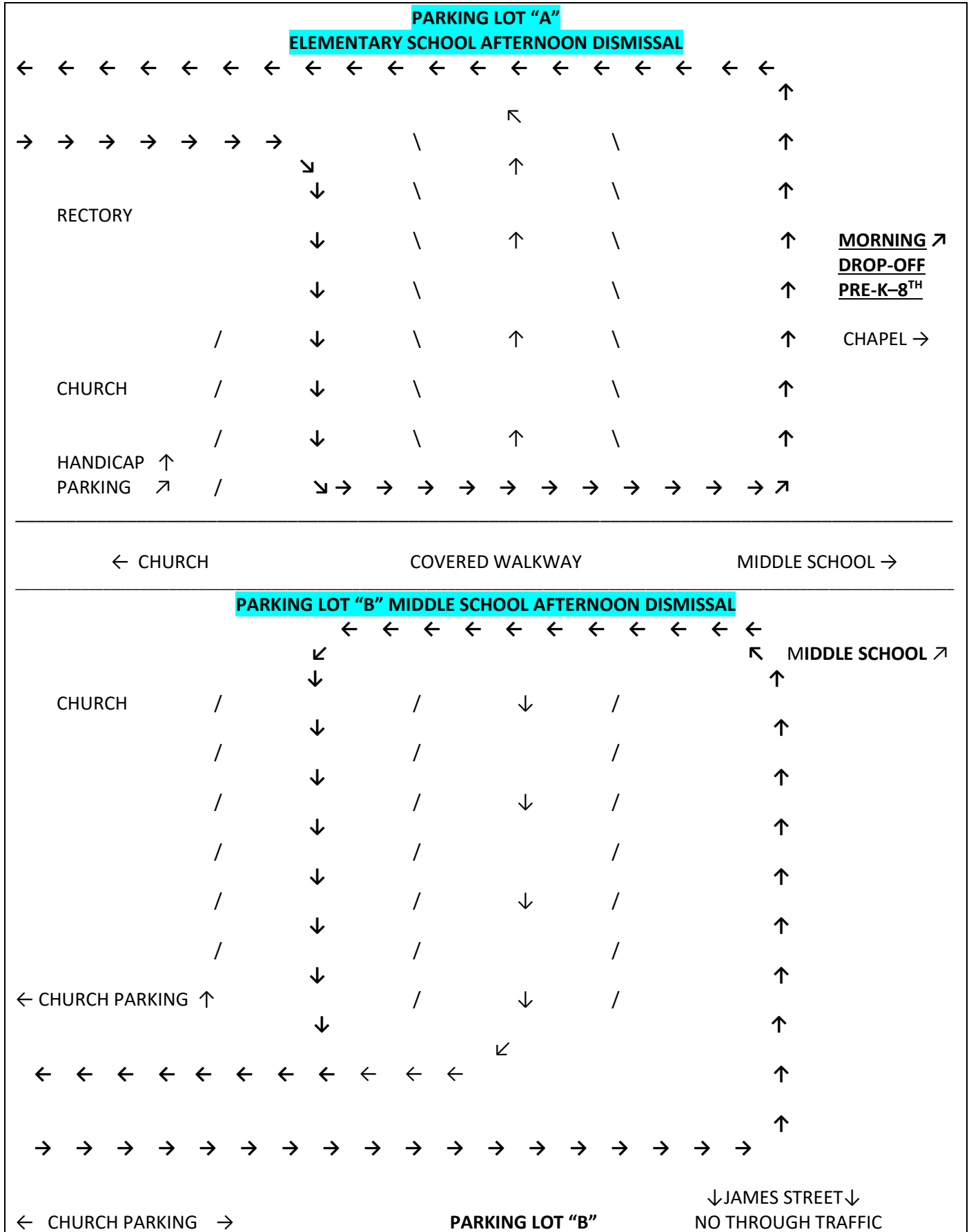
1. Before and After School Program should follow the rules given by Before and After School Program. BASP drop-off begins at 7:00 a.m. Parents must park and walk students to BASP (Gym) and sign them in.
2. Cars dropping off children during regular drop off time (7:30 a.m.) MUST be in a single file at all times.
3. We will be unloading numerous cars at one time. Please pull forward as far as you possibly can so that we may successfully help all cars at one time.
4. **DO NOT GO AROUND CARS IN LINE.**
5. ALL students arriving between 7:30 – 7:55 a.m. should be dropped off in Parking Lot A only when faculty/staff are there. This also includes pre-k students. **No morning drop-off in Parking Lot B.**
6. **PLEASE STAY IN YOUR VEHICLE.** It is much faster for parents to remain in their vehicle and wait in line.
7. **VEHICLES ARE NOT TO BE LEFT UNATTENDED.**
8. If it is necessary to park, no parent should ever park in the spaces marked as “**Reserved**,” no matter what time it is.

DISMISSAL – DRIVE SLOWLY

1. All students will be dismissed at 3:15 p.m. Pre-k, kindergarten, first, second and third grade will be dismissed in Parking Lot A, and fourth through eighth grade will be dismissed in Parking Lot B. NONE of the classes will be dismissed early. Everyone picking up students must remain in his/her vehicles. Students will be escorted to their cars. **Marian Hall parking lot shall not be used for parking to pick children up from school.** There are two designated carpool pickup areas. They are to be used for individual and carpool pickups **ONLY**.
2. **No one should be walking up to the carpool pickup areas to get children.** Please follow these rules for the safety of all children.
3. If you need to pick up your child before dismissal, notify your child’s teacher(s) and the front office. You may pick up your child in the front office before 2:45 p.m. After 2:45 p.m., you must wait in the carpool line. **Please call with changes in carpool arrangements before 2:00 p.m. or email frontdesk@holyroary-school.org**
4. Please hang your family’s number from your vehicle’s rear-view mirror using a plastic pant hanger so that the number may be seen from a distance.
5. Students are dismissed and escorted to the car by a teacher on duty. If you are at the front of the line, and your child is not outside, you may be asked to move to another pick-up location to prevent traffic congestion; your child will be brought to you there.
6. To avoid delays in the carpool line, please pull out of the car line completely before putting books in the trunk of the car or helping your child adjust their seatbelt.
7. Electronic devices are not permitted because they can cause delays in the dismissal process in our vehicle lines.
8. Parents and others are asked to be polite about waiting their turn in the carpool line – **PLEASE DO NOT BREAK OR ‘CUT’ IN LINE** because this does not model Christian behavior for our students and other families. This includes refraining from passing other cars in line.
9. At times parents need to schedule medical and dental appointments before school is out. If necessary, students must be picked up early from school **before 2:45 p.m.**
10. Students will not be allowed to leave with anyone other than their assigned carpool without written permission from a parent or guardian. **CARPOOL CHANGES MUST BE OF AN EMERGENCY NATURE ONLY.**
11. Instead of names issued, numbers will be issued. These numbers are issued in the information packets sent to parents in April or at time of enrollment if after April. Students should memorize these numbers and they are to be hung on your rearview mirror using a plastic pant hanger.
12. No uber services allowed.

HOLY ROSARY CHURCH/SCHOOL PARKING LOT

PARISH/SCHOOL ADMINISTRATION & ELEMENTARY BUILDING



ASBESTOS

In accordance with the AHERA requirements, an inspection of Holy Rosary Catholic School for asbestos containing materials is completed every three (3) years.

ASSIGNMENT BOOKS (PLANNERS), HOMEWORK FOLDERS, AND WEEKLY FOLDERS

Depending on the grade level, each student will bring home a planner/assignment book or folder each day. It may contain homework assignments, communication from teachers and/or daily work. Please take the time to review this each day. The assignment book/folder is the responsibility of the student, not the parents. Many teachers use weekly folders (Tuesday) for returning graded papers to students. Please review with your student, sign, and return if requested.

Individual middle school teachers will explain expectations and procedures to the students and parents at the beginning of the year and will review, as necessary. Middle school students will be required to have a behavior card signed once a week.

ATHLETICS/EXTRA CURRICULAR ACTIVITIES

Holy Rosary Catholic School belongs to GHCAA, Galveston Houston Catholic Athletic Association. This is the competitive league organized by the Archdiocese for the middle school level student. Coaches are hired by Holy Rosary administration. There is a fee paid to our Booster Club for each sport. To be eligible for practice or game participation, a student must attend school that day. Students are only eligible to participate on our school's sport teams consistent with their biological sex (as stated on the birth certificate).

Students have opportunities to participate in sports and other extra-curricular activities. To participate in these activities, students must maintain passing academic and satisfactory conduct grades. Students having one (1) failing mark at the conclusion of any grading quarter, the said student shall not be permitted to continue practice nor play. The student may become eligible again at the next grading interval, which is the progress notice date, and if not then, at the next grading quarter, whichever comes first. At that next grading interval, they must be passing. Students may also be placed on probation for conduct issues (behavior/responsibility) based on their responsibility card and kind and number of infractions. Students are responsible for having their teacher(s) sign a form stating they are passing all subjects/conduct. Forms will be turned into the principal for verification. The principal will notify the coach/sponsor if students are not eligible.

To participate in summer camps (not open to the public) where students will be representing Holy Rosary Catholic School, you must be enrolled for the upcoming school year and all financial obligations for the school must be current.

No Catholic School employee may transport any student(s) to or from a school sponsored event or extracurricular activity. However, this policy does not prohibit any parent who is employed by a Catholic School to transport their own child or children. Any other relative by blood or marriage may transport a related child with the permission of the parent/guardian upon approval of the principal.

ELIGIBILITY TO PARTICIPATE IN SPORTS OR A CLUB

Only those students enrolled in our in-person, traditional model of instruction are eligible to participate in school clubs or the athletic program.

ACADEMIC ACTIVITIES/COMPETITIONS

Students have an option to join and participate in several academic competitions. For the elementary students, they may have the choice of Spelling Bee and Chess Club. Students in fifth through eighth grade have more rigorous competitions. All activities are optional and may necessitate an additional participation fee. Transportation will not be provided for Saturday or after-school practices and/or events. Science Fair individual projects are also required in some grades, encouraged in others. Students must maintain a conduct grade of E or S in all subject areas in order to represent Holy Rosary Catholic School in any sport, club, or competition.

ATHLETICS AND ATHLETIC BOOSTER CLUBS

Students are only eligible to participate on our school's sport teams consistent with their biological sex (as stated on the birth certificate). Students in fourth through eighth grade may choose to participate in our athletic programs, where a variety of sports are optional. Second through fifth graders are eligible to participate in fall soccer. If students choose to participate, parent permission and a health exam are required. Transportation to competitive events is not provided by Holy Rosary Catholic School. Students will participate in after-school practices approximately two times per week, in addition to game days one time per week (usually). At this level, students are taught proper game skills and team-building skills. The goal of athletics in the middle school is not to "showcase" extraordinary athletes, but to allow all students an opportunity to play sports and participate. More competitive athletic competitions are expected at the high school level. For girls in third through sixth grade,

a “Spirit Squad” is offered. Students are taught to respect competition, learn team-building skills, and learn basic pep squad routines for cheering. We encourage parents to support their children in both their academic, spiritual, and athletic endeavors. Athletic booster clubs are volunteer parent organizations established to support students in athletic programs. Typically, booster clubs raise funds for student athletes and the school. While booster club parents are encouraged to make suggestions regarding the expenditure of these funds, the discretion for spending relies totally with the school principal and pastor. Booster parents are expected to model the highest ideals of the Christian Code of Conduct.

ATTENDANCE POLICY

In compliance with Texas Catholic Conference of Bishops Education Department (TCCB ED) and the Archdiocese of Galveston-Houston, Catholic schools have 75,600 instructional minutes for students each year.

Holy Rosary Catholic School establishes and publishes a school calendar prior to the beginning of each school year. Parents/guardians will honor the calendar established by the school.

ABSENCES - STUDENTS

The school must be informed by 10:00 a.m. if a student is absent. Please email frontdesk@holyroary-school.org AND your child/children’s teacher/teachers.

Students are to attend school unless there are valid reasons for absence. Excessive absences, as well as habitual tardiness, seriously affect school performance. Parents will be contacted when this situation arises, and consequences discussed.

Ordinarily, a student may not receive credit for a class unless the student is in attendance for at least ninety percent (90%) of the days the class is offered. Promotion or credit may be jeopardized if a student misses more than eighteen (18) days, excused or unexcused (10% of the school year). **One-half day absences count as an absence – the student will not be eligible for a Perfect Attendance Award.** A student who checks out and misses 3.5 hours of instruction in school will be counted absent one-half day.

A student who checks out during the day, and does not return for the last class of the day, may not return to campus for any reason – for example, athletics practice or game, tutoring, etc.

School absence is categorized as follows:

- **Family Emergency** – A death in the immediate family and/or serious or prolonged illness is always handled on an individual basis.
- **Absence Due to Illness** – If a student is unable to come to school due to illness, including all dental and doctor appointments, the parent/guardian is expected to notify the school office and teacher(s), and send a written note to the clinic upon return to school.

If it is necessary for parents or guardians to remove children from classes for reasons other than family emergencies, illness or other medical concerns, a written request must be submitted to the principal indicating the reason for the absence and the number of days the student will be absent.

Students who are absent shall be responsible for completing work missed according to the Holy Rosary Catholic School requirements. **Teachers are not required to give make-up tests or assignments for absences due to vacations.**

For FAMILY EMERGENCY or ABSENCE DUE TO ILLNESS, students will be given a reasonable amount of time to make up assigned work and tests. A suggested gauge would be an allowance of one school day for each day the student was absent.

In all cases, students are subject to the discretionary authority of the principal for determination of whether absences are excessive and what consequences will be enforced.

ABSENCE FOR OTHER REASONS

When a student is absent from school for any reason other than a doctor’s appointment, illness, or family emergency, the student will not be permitted to make up the work that he/she missed. The school staff is not obligated to provide special services when a parent opts to schedule activities that warrant student absence on compulsory attendance days. The principal has the final say regarding absences for other reasons.

If a student is absent from school, he/she is not allowed to participate in an after-school sport or social activity the day of the absence. Students must be present at school the day before a field trip to be eligible to participate in the field trip.

A valid reason for absence does not mean a student will not be marked absent.

PERFECT ATTENDANCE AWARDS

Perfect attendance awards, along with all other school awards, are provided at the end of the school year. To qualify for a perfect attendance award, students must have **NO tardies and NO absences**. Parents should carefully monitor FACTS SIS for accuracy in the reporting of tardies and absences and notify the school immediately if an error is suspected. When a child leaves early for a doctor's appointment, the doctor's note should be presented to the school the very next day so as not to be counted against attendance. **Perfect attendance awards will not be granted to students who check out of school early for trips, vacations, etc. Seven (7) hours of instruction is required to have a full day of school counted.**

Attendance will be counted for all instructional models.

REQUIRED NOTE FOR ABSENCE

Students absent from school must bring a note from home to the homeroom teacher stating the dates of their absence and the reason. The note must have a signature of a parent or guardian.

If students are absent for more than two (2) days, parents should call to request assignments on the morning of the second day. These assignments will be ready for pick up in the school office at the end of the day, only after the second day. If a student is absent from school due to illness for three (3) days a physician's note must be presented.

When middle school students (6th, 7th, and 8th) are absent, please call the front office at 281-342-5813, ext. 109 or email frontdesk@holyroary-school.org **AND** your child's teachers.

TARDINESS POLICY

Tardiness has a direct impact on self-discipline and the overall discipline of the school. Habitual tardiness seriously affects school performance. To ensure an orderly, disciplined, and academic focused environment, school begins promptly at 7:55 a.m. Monday through Friday. Students must be in their seats at 7:55 a.m. **A student is tardy if he or she is not in the classroom by 7:55 a.m.** A student who is late is required to report to the school office before being admitted to class. In addition, accreditation depends on adhering to a "Bell to Bell" schedule and requires a specific number of minutes per day for instruction. Please be supportive of the 7:55 a.m. daily start of school so that we may provide your child with an exemplary education. Students in fourth through eighth grade may experience even more disruption of their schedules if they are tardy because of their classroom locations (a distance from the entry door).

- The first bell rings promptly at 7:55 a.m. and the student is tardy if he/she is not seated in his/her classroom at 7:55 a.m. (Monday – Friday).
- Students may not be in the halls, at lockers, etc. when the bell rings.
- A student is tardy if he/she arrives after the designated time set by the school schedule. Tardies will be issued beginning at 7:55 a.m. for all students, including pre-k.
- On most Thursdays, and any mass days, students should also arrive promptly before 7:55 a.m. so they may arrive on time for 8:15 a.m. mass. If tardy on mass days, parents should bring their children to the receptionist office so that the children may be checked in and escorted to the church.
- A student who is late is required to report to the school office, with their parent, before being admitted to class. This includes being tardy on mass days.
- On the fifth and subsequent tardy in a nine-week period, a student's parents may select one of the following:
 - One-hour student detention, or
 - \$10.00 administrative fee charged to parent.

We encourage parents to make the decision on whether the tardy is the child's fault or the parent's fault and choose the consequence accordingly. A parent-principal conference may be called each nine weeks for excessive tardies of ten or more.

Exceptions to the tardy/absence policy are physicians' appointments. If a student has a doctor's or therapist's appointment in the morning, he/she must bring a doctor's or therapist's excuse/note and arrive to school prior to 10:00 a.m. in order NOT to be counted tardy or absent. Any student entering the classroom after the 7:55 a.m. bell will be counted tardy. If a middle school student is tardy during the school day, during the change of classes, the student's homeroom teacher is responsible for tallying tardies and assigning consequences. Parents will be notified of the consequences.

UNEXCUSED/EXCUSED ABSENCES/TARDIES

Invalid reasons for absences/tardies are considered unexcused. Valid reasons for absences/tardies are considered excused.

The school staff is not obligated to provide special services to a student when a parent opts to schedule activities that warrant student absence on compulsory attendance days as indicated on the school's calendar.

A student not physically present at school, excused or unexcused, is marked absent.

BEFORE AND AFTER SCHOOL PROGRAM (BASP)

The Before and After School Program is a term used to identify an accredited school that extends class hours for before and/or after the regular school day. The purpose of BASP is to provide educational activities for children in all grades of the accredited school, whose parents find it necessary to leave children at the school until they or their authorized persons can pick them up.

BASP is an organized program in which the children participate in study activities and physical exercise. A time for homework and light snack will also be provided.

The principal is in charge of the BASP since it is an extension of the school curriculum. The principal need not be present during BASP.

BASP is open to all children enrolled in Holy Rosary Catholic School. All fees for attendance in BASP are in addition to and not included in the regular school tuition. The annual registration fee of \$40.00 and the monthly invoices will be sent to you via email to be paid through your FACTS financial account. The invoice you receive will include the prior month's attendance fees and the due date for your payment. Fees paid after the specified due date will be charged an additional \$20.00 late fee payment.

Please see the BASP Handbook beginning on page 64.

BEHAVIORAL STANDARDS IN CATHOLIC SCHOOLS

Holy Rosary Catholic School uses a formative, developmentally appropriate, choice-based discipline program that encourages self-discipline. The intent of this program is to form responsible individuals with values rooted in Christian precepts. The program is corrective in nature rather than being merely punitive. It is modeled after the sacramental life of the Church, in particular the sacrament of reconciliation. In this sacrament, a faith-filled person acknowledges and takes responsibility for the wrongful actions he or she has chosen, atones, and makes a sincere effort to do better. Similarly, in the formative discipline program, a student is challenged to acknowledge and to take responsibility for the inappropriate behavior, learn from this mistake, and make amends by consistently trying to avoid this behavior in the future.

This disciplinary program is by no means all-inclusive. Administration and staff will exercise professional judgment and discretion to address each situation fairly and consistently. Each grade level has specific disciplinary guidelines that are generally shared with parents at the beginning of the year. **Please understand that Holy Rosary Catholic School is a very traditional and structured campus – our families expect that children are disciplined to keep everyone safe and allow all our students to learn.**

Parents should note that disciplinary/conduct grades do not impact academic grades. However, conduct grades could impact the recognition of academic grades – for example, Honor Roll recognition.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Holy Rosary Catholic School utilizes Positive Behavioral Interventions and Supports which is an evidence based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. Each teacher may develop their own classroom expectations and system for behavior that will be communicated to parents and students at the beginning of the school year and referenced constantly and consistently. The shared vision for a positive school social culture revolves around these core beliefs and commitments. Holy Rosary Catholic School students SHINE.

S trive for academic excellence.
H elp others through service with compassion.
I lluminate God's love through prayer and actions.
N urture respect for all God's creation.
E mbrace hard work and discipline.

Practices for all students include:

- Collaborating with students, families, and educators to define positive school/program-wide expectations and prioritize appropriate social, emotional, and behavioral skills
- Aligning classroom expectations with school/program-wide expectations

- Explicitly teaching expectations and skills to set all students up for success
- Encouraging and acknowledging expected behavior
- Preventing and responding to unwanted behavior in a respectful, instructional manner
- Fostering school/program-family partnerships

RESPONSIBILITY FOR BEHAVIOR

Holy Rosary Catholic School has the highest expectations of appropriate behavior for its students and believes our students should be held to a higher standard of behavior. To facilitate an orderly and productive atmosphere, it is necessary to provide guidelines and present responsibilities for all those involved in achieving a positive learning environment. It is through the combined efforts of the educational trinity: student, parent, and teacher, that a student can become truly successful. By reviewing the guidelines for conduct and listed responsibilities, parents and teachers can assist and guide the student's efforts toward behavioral and academic success. Christian principles of respect for the rights of others govern the actions of all. Students are expected to follow all the explicit and implicit rules of good order. An important key for developing responsibility in children is by allowing them to experience logical and natural consequences. Teachers communicate with parents by note, discipline form, email, or telephone call when the student's behavior does not meet these high standards. The parents' cooperation is encouraged, expected, and essential for effective resolution of the child's discipline issue. Please understand that Holy Rosary Catholic School is a very traditional and structured campus – our families expect that children are disciplined to keep everyone safe.

ADMINISTRATIVE INTERVENTION MODEL FOR ALL GRADES

Behavior should always contribute to an atmosphere that supports a good learning environment. Students need to avoid any disruptive behavior, and they should avoid any disrespectful actions to the teacher or fellow students. A student who continually disrupts the class or fails to follow classroom rules will be sent to the principal for an administrative intervention.

Step One - Student and the principal will develop an incident report with future consequences stated if the student returns to the office. The incident report will stand for one year. At the end of the year, the report will be destroyed. A copy will be sent home to the parents to sign.

Step Two – If a student returns to the office, a behavioral contract will be written with the student. A time period with no office referrals will be specified in the contract that the student must achieve for the contract to be null and void. A copy of the contract will be sent home for the parents to sign and a phone conference with the parent, whenever possible, will be conducted.

Step Three - If the student does not meet the conditions of the behavioral contract, an office detention will be served. Parents will be notified, and a conference scheduled, if necessary. This detention is not time based but behavior based.

After the fourth and subsequent referrals, before or after school detention will be served. Detention will be from 7:20-7:50 a.m. or 3:45-4:15 p.m. or will be arranged by the teacher. Students will not be allowed to complete homework or to merely sit without working. Staff members will supervise the detention time.

These discipline forms or referrals notify both the student and his/her parent of a need for improved behavior. These notices must be signed by the parent and student, then returned to the teacher. The teacher has discretionary options for assigning consequences or suggesting consequences to the principal.

A visit to the principal will result after the teacher has provided the student an opportunity to correct his/her behavior, and the parent has been contacted for assistance to correct the behavior. **If a student does not respond to repeated efforts by the teacher and/or parent to encourage his/her appropriate behavior, he/she will be sent to the principal's office.** Additionally, when a major offense occurs (fighting, physical aggression, or repeatedly bullying, for example), a student will immediately be sent to the office without the above-listed steps being followed.

Whenever we feel that a student cannot conform his/her behavior to that expected by the school officials, we will consider separation of the student from the school on either a temporary or permanent basis. Before this takes place, however, parents will be called in to confer with the principal regarding the student's inability to conform. Attending Holy Rosary Catholic School is a privilege. We require adherence to our standards of education and behavior as a requirement of attendance.

If a student's consequence is an in-school suspension, the parents will be billed for a substitute for their child if necessary. All students must have adult supervision; hence, a substitute must be hired.

SUSPENSION

In-school or out-of-school suspensions result in an automatic "U" for a discipline grade for the pertinent 9-week marking

period. Suspensions will result in removal from the end of year Field Day. The family will incur the cost for the substitute if the student is placed in in-school suspension. Further disciplinary infractions could result in a longer out-of-school suspension or withdrawal from the campus. The students will be responsible for all work they miss while they are in the office. The work will be completed with a 20% reduction on the total grade of each assignment missed. It is expected that students will follow school rules and improve their behavior.

Types of suspension are as follows:

1. A student who has "in-school" suspension must attend school but is unable to attend class or associate with classmates. The student receives a 20% reduction on the total grade for each assignment missed. An "in-school" suspension may last up to four (4) days.
2. A student who has "at-home" suspension is not allowed at school during the time of suspension and receives a zero for each assignment missed. **Any behavior resulting in two "at-home" suspensions may be cause for withdrawal from Holy Rosary Catholic School.** A student who receives an "at-home" suspension may not return to campus for any reason until that suspension is fulfilled – for example, Girl Scout meeting, athletics practice or games and any other competitions.

If the behavior caused any damage to physical property owned by Holy Rosary Catholic School or Holy Rosary Parish, the student and/or parents will be billed for the repair or replacement of such property, and students will be required to perform compensatory activities as deemed appropriate.

IMMEDIATE EXPULSION

Expulsion is an extremely serious matter and, generally, every other possible solution will have been explored with the student and his/her parents prior to taking this action. A student's continued enrollment at the school will be subject to his/her meeting the scholastic and behavioral standards set by the school's administration. If any student fails to meet these standards, and if the principal believes that continued enrollment of the student is not in the best interest of the student or the school, the principal shall so advise the pastor. A written notification of the expulsion, stating the circumstances and dates of the matter shall be sent to the Archdiocesan Superintendent of Schools. Parents may appeal the expulsion through the appropriate grievance process.

Expulsion Exclusions A parent who has withdrawn his/her student from the school may not avail themselves of the grievance process.

Immediate expulsion can take place when a student:

- Participates in disruptive activities by a group, including but not limited to gangs and consistent bullying or harassment
- Possesses, uses, or delivers narcotics, dangerous drugs, harmful substances, or alcohol on the school campus or school-sponsored activities
- Smokes or uses any tobacco product on school property or at school-related activity
- Possesses, uses, or conceals a weapon or any item construed to be a weapon on school property or at a school-related activity (a weapon is any instrument which might produce bodily harm or death)
- Threatens bodily injury or harm to a student/school personnel
- Assaults a student or any school personnel
- Leaves the school ground without authorization, disrupting the learning environment
- Vandalizes school property or the property of others
- Commits persistent acts of incorrigible behavior
- Is accused of a felony and waiting trial
- Conduct detrimental to the reputation of the school

HOME STUDY/EXTENDED LEAVE

During an investigation by school, local, state, or federal officials, a student will be placed on Home Study/Extended Leave (off campus). A student who is accused of serious wrongdoing may be placed in this home study/extended leave program (under the direction of the parent/guardian), pending adjudication or an investigation into the matter. The length of time of the home-study/extended leave program may vary for each child/offense, depending upon the amount of time remaining in the school year, the type of infraction, and other factors. These absences will be excused, and the student will have an opportunity to complete assignments without reduced credit during the leave. The parent/guardian will be responsible for the education of the student. A parent/guardian may not avail themselves of the grievance process when a student is placed on Home Study/Extended Leave.

Students will be referred to the office administration when:

- The student has engaged in a serious misbehavior or infraction of a school rule.
- Physical and/or verbal aggression including fighting, profanity, or harassment bullying will always result in an office referral.

- The student has engaged in on-going behavior and has been unable to regain control.
- The student has received repeated teaching/consequence in the classroom for the same behavior over a length of time.
- Cyber-bullying.

Harassment, including bullying, is considered a severe infraction. The result of such behavior is the student being sent to the principal immediately.

Therefore, consequences up to and including expulsion, shall be taken against any person who engages in any type of harassment including electronic harassment (cyber-bullying).

Harassment includes, but is not necessarily limited to the following:

- Unwelcome and persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe.
- Verbal conduct such as racial slurs, the use of vulgar or obscene language, derogatory jokes, or comments, social ostracization, and/or personally damaging statements made about others.
- Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.
- Behavior that is intimidating, including but not limited to, threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play.
- Bullying and Cyber-bullying.

Cyber-bullying is defined as use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person.

Cyber-bullying includes, but is not necessarily limited to, the following:

- Cruel instant computer messaging or threatening e-mails.
- Mean, repeated cell phone text messages.
- Creating a website for the purpose of mocking certain students or school personnel.
- Posting humiliating "photo shopped" or digitally modified images of certain students or school personnel.
- Forwarding "private" photos or videos to other students.
- Pretending to be someone else by using someone else's online screen.

Students referred to the office meet with the administrator. The administrator will decide the procedures to follow. The procedures available to the administrator include steps of administrative intervention (printed below), in-school suspension, out-of-school suspension, and expulsion. Parents will be notified of student office visits and procedures used either in a phone call or a written note from the administrator within 24 hours of the office referral.

Students are encouraged to report any incident of harassment or bullying to a teacher or the principal. The principal has the responsibility to investigate a harassment or bullying complaint in an expeditious manner.

Bullying of a student and retaliation against any person, including a victim, a witness, or other person, who in good faith, provides information concerning an incident of harassment or bullying is strictly prohibited. Acts of retaliation will result in disciplinary action.

HOLY ROSARY CATHOLIC SCHOOL RESERVES THE RIGHT TO ASK A STUDENT TO LEAVE THE SCHOOL AT ANY TIME DUE TO THE INABILITY OF THE STUDENT TO MEET THE BEHAVIORAL REQUIREMENTS.

ARCHDIOCESAN POLICY REGARDING POSSESSION OR USE OF CONTROLLED SUBSTANCE

A student is subject to removal from class, suspension, expulsion and/or referred for prosecution if he or she:

- Uses a chemical substance, possesses for consumption, sale or dispensing of illegal drugs and narcotics (hard or soft drugs; alcohol, inhalers, marijuana, or a controlled substance); or
- Acts under the influence of an illegal drug-alcohol, narcotic, marijuana, or a controlled substance; or
- Misuse of or overdose on prescription or over-the-counter medication.

Upon discovery of a drug-related situation stated above, the principal reports the incident to the superintendent, notifies parents/guardians immediately and requests a conference.

After a conference with the parents/guardians and student, the student is subject to removal from class, suspension, expulsion, or referral for prosecution. A recommendation to the parents/or guardians is made for evaluation and possible treatment for the student.

OFF CAMPUS BEHAVIOR

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

PROHIBITED ITEMS

Any object or substance found in the possession of a student that faculty/staff deem inappropriate and/or dangerous will be confiscated, and the student will be disciplined accordingly.

GENERAL CONSEQUENCES FOR INAPPROPRIATE PARENTAL BEHAVIOR

Parents who consistently disregard or question the Holy Rosary Catholic School Code of Conduct and campus expectations will most likely be asked to withdraw their child/children. Disruptive, threatening (including bullying of others), or illegal behavior of a parent/guardian may result in the expulsion of that parents' child/children. (This includes inappropriate remarks on social media.) The authorities will be immediately notified if parents disrupt, threaten or engage in illegal behavior, including but not limited to, assaulting student or school personnel. Assault is a crime that occurs when one person tries to physically harm another in a way that makes the person under attack feel immediately threatened. Actual physical contact is not necessary; threatening gestures or language that would alarm any reasonable person can constitute an assault. Parents or family members using profane language targeted to a student or another adult may face charges after a police officer has been called. Even without formal charges, the parent and student may be banned from campus.

CALENDAR FOR SCHOOL YEAR

A copy of the school's yearly calendar may be found on our school's website: www.holyrosary-school.org under "PARENTS". Please keep in mind that it is sometimes necessary to make changes to the yearly calendar after it is published, so please refer to the Google calendar on our website and to the weekly email blasts during the school year. Both are updated as information is received.

CAMERA SURVEILLANCE

To enhance your child's safety at school, the campus uses a closed-recording camera surveillance system. Cameras are placed at numerous high-traffic areas on the campus. Cameras are not present where there is a reasonable expectation of privacy – for example, the clinic and restrooms. These digital recordings are kept for a limited period and are kept and viewed, as needed, in a very confidential manner. Parents may at times request to view the video recording of incidents in which their child (ren) are involved. In this situation, the school may allow the parents to view a brief recording of the specific interaction involving their child, as long as the recording does not breach the confidentiality or identify other students. Parents are to view the recording in a secure location with the principal (or designee). The recording may not be copied, shared, or disseminated in any manner, unless requested or authorized by the Catholic Schools Office or Legal Department or is subject to a Subpoena.

CAMPUS VISITORS/PARENTS

- All visitors entering the campus must enter through the main entrance and communicate their purpose of visit.
- Visitors will be viewed by both exterior and interior cameras. Cameras are also in use at every entry/exit, in large areas such as the cafeteria, gym, school foyers and in the hallways to monitor for safety.
- To ensure the safety of all children, staff, visitors, and volunteers of Holy Rosary Catholic School, all visitors must check in through the Raptor system at the receptionist's desk. Raptor is a picture ID system used to screen ALL visitors. The Raptor system runs your picture ID through its system and checks the Department of Public Safety and state police forces' databases for active charges of sexual abuse or for outstanding warrants.
- All visitors/parents on campus must wear a visitor's badge at all times. Please return to the front office after the completion of the visit and return your badge. Visitors/parents will be asked to show identification in the form of a driver's license or other government issued identification.
- Visitors without a badge should be escorted to the front office by school personnel.
- Ordinarily, parents and other persons shall confer with teachers after school or at other appointed times so as not to interrupt class instruction.

To promote student independence and responsibility, the children are to walk to their classrooms without parents after the first week of school.

Visitors are expected to dress appropriately. Extremely low-cut and revealing clothing and short shorts or skirts should not be worn to campus as they pose a distraction to the learning process. Additionally, spandex and other clothing that allow undergarments to be seen are not appropriate for visitors or volunteers. In general, volunteers and visitors should follow the dress guidelines cues established by staff.

Visitors who bring children not currently enrolled at Holy Rosary Catholic School must be monitored at all times. For those events when childcare is not provided, but needed, visitors/parents are asked to refrain from bringing children who are not currently enrolled at Holy Rosary Catholic School.

Visitors must be CMG CONNECT: SAFE HAVEN trained in order to interact with students.

CARE OF SCHOOL PROPERTY

All buildings, equipment, supplies, materials, and books are considered to be the property of Holy Rosary Catholic Church and School. Students who cause willful damage to such property will be assessed all costs to cover repair and/or replacement. Students may also be subject to disciplinary action.

CELL PHONES/ELECTRONIC DEVICES/TOYS

Parents, please turn your cell phones off when in attendance at Holy Rosary activities and in the school office.

Cell phones are not allowed to be used at any time during the school day without staff/teacher permission. Electronic devices should also not be used during before/after school activities (clubs, groups, etc.) unless the sponsor has given specific permission to do so. A fine of \$50.00 will be imposed if a student is found with a cell phone, iPod, camera, game machine, "Smart" watch, or other electronic device on campus that is being used without permission, inappropriately, or is in violation of our technology policy. The \$50.00 fee must be paid in the presence of a parent and the electronic device will be returned only to the parent by the principal.

In the case of cell phones, if they are found in the "ON" position or in use during the school day without permission, they will be confiscated. Additionally, this confiscation policy also applies to Apple or "Smart" watches. (It is recommended that students keep all devices in their backpacks/book bags and carry those backpacks with them during the day. An exception to this may be using an "Apple" watch during P.E., with teacher permission, to track physical activity. **During all other classes, Apple or "Smart" watches should NOT be worn or carried into the classroom).**

All electronic devices must be used with the permission of the teacher. Holy Rosary Catholic School uses a "BYOD" (Bring Your Own Device) policy. All devices, school-owned or personal, must only be used for approved instructional purposes, for example – reading, research, or note-taking. Not following teacher directions for use may result in confiscation of the device. Students are responsible for their own electronic devices. For security purposes, students should NOT leave them in their lockers.

Toys do not need to be brought to school except when instructed by the teacher i.e. Show and Tell for classroom activity.

CHILD ABUSE OR NEGLECT

Provisions of the Texas Family Law Code, House Bill No. 1441 and Senate Bill No. 168, and Acts of the 63rd Legislative, Regular Sessions 1973 which became effective January 1, 1974, requires reporting of all suspected child abuse under penalty of fine or jail sentence or both for failure to report. Holy Rosary Catholic School will follow the required steps in reporting suspected child abuse or neglect.

REPORTING PROCEDURES

School personnel suspecting child abuse or neglect shall observe the following steps in reporting such cases:

Texas State Law requires that the person suspecting the abuse should be the reporter. Reporting may not be delegated to another person. You cannot rely on someone else to make the report. The law requires reports of suspected abuse, not an inquiry or investigation whether abuse occurred. In fact, the mental health professionals ultimately responsible for assessing a child and the prosecutors responsible for proving abuse ask that the reporter not attempt to validate the abuse.

REPORT... DO NOT INVESTIGATE!

Texas State Law requires anyone suspecting the abuse or neglect of a child to report the suspected abuse or neglect, preferably to the Child Protective Services (CPS) Child Abuse Hotline at 1-800-252-5400 or at their website: http://www.dfps.state.tx.us/contact_us/report_abuse.asp. The hotline, located in Austin, is staffed 24 hours a day, seven days a week. Texas Law specifically requires that a person make a report to Child Protective Services or to a local law enforcement agency immediately, no later than 48 hours after first suspecting a child has been abused or neglected. All reports of suspected child abuse or neglect are confidential. If the report is made in good faith, reporters are immune from civil or criminal liability. A report to Child Protective Services is FIRST priority.

CHRISTIAN CHARITY

Christian charity and respect are at the heart of who we are at Holy Rosary Catholic School. It should be at the forefront of everything we say and do at all levels (personnel, students, and family members) within our community. Certain actions are in direct violation of Christian charity and **may result in dismissal from school**. Examples are, but not limited to:

- Public criticism, including social media, of school personnel, policies, or procedures.
- Threats of any nature toward others involved with school.
- Verbal/non-verbal acts of aggression including yelling, screaming, pushing, etc. at any school related function.
- Public discussion of a student or family matter based upon confidential information obtained as a result of volunteer duties, substitute teaching, etc.
- The spread of gossip and untruths that cause harm to the school or an individual.

CHRISTIAN EXAMPLE

The ultimate model for our behavior is Jesus Christ, whose actions were entirely guided by His love of God and man. We, therefore, should strive to follow in His footsteps, treating teachers, classmates, and visitors to our school with Christ-like respect and consideration. It is in this atmosphere that we can best achieve academic, as well as spiritual growth. Parents and children should set a Christian example.

Christian behavior and respect shall be observed during any verbal and nonverbal communication at all levels within the school community. The following actions will be termed in violation of Christian example and may result in dismissal from the school:

- Public criticism of school personnel, policies, or procedures or ANY behavior which does not promote the school in a positive manner (this includes social media sites).
- Publishing negative comments on blogs or other sites which complain about or criticize teachers, homework, the administration, or any of the school policies.
- Threats of any nature (implies or actual) toward personnel or families (this includes social media sites).
- Verbal/nonverbal acts of aggression including yelling, screaming, pushing, threatening pictures of gestures, etc. either on campus/church or in the parking lot areas.
- Public discussion/generation of rumors about students, family matters, staff, faculty, or procedures or ANY behavior which does not promote the school in a positive manner (this includes social media sites).
- Consistent and persistent disagreement with the administration or teacher policies (this includes social media sites). Rules are established to maintain order, provide a faith-based religious education, and teach strong academics.
- Blatant disregard to follow and support the requirements and expectations of all handbook policies.

We acknowledge that we are not the school for all families, and we will exercise the right to ask families to leave when the standards for Christian conduct are not followed.

Holy Rosary Catholic School reserves the right to enact withdrawal of any student and/or students who they, themselves, or their parents, create situations considered to be detrimental to the welfare and/or learning process of the other students within the school.

CLASS SIZE

Class size must be in compliance with accreditation guidelines and regulations. In all cases, class sizes are appropriate for effective teaching and learning. Texas Catholic Conference of Bishops Education Department class size requirements are as follows:

<u>Grade Level</u>	<u>Maximum Size</u>
Pre-K 3/4	18 students (19 – 25 with full time paraprofessional)
Kindergarten	22 students (23 - 25 with full time paraprofessional)
Grades 1 – 4	26 students
Grades 5 – 8	30 students

CLINIC AND HEALTH POLICIES

As Christian parents, we are responsible for the health and welfare of our children. Please assist us in keeping a healthy environment by not sending children to school with any symptoms of illness.

The Catholic School Health Program is intended to enhance the student's ability to utilize his or her intellectual potential and to make responsible decisions affecting present and future physical, emotional, spiritual, and social well-being. Archdiocesan

School Health programs in Texas Catholic Schools are congruent with the educational philosophy, policies, and mission of the Catholic School.

NOTES FROM THE CLINIC

1. If your child has a temperature of 100° or greater **at night or in the morning, please keep them home.** Please do not give them a fever reducing drug, such as Tylenol, and send them to school. **Children with fever relieved by fever reducing drugs are still contagious.** They may return to school when they are fever free for 24 hours without medication.
2. If a child has been vomiting or has diarrhea during the night or in the morning before coming to school, **please keep them home.** They should be symptom free for 24 hours before returning to school.
3. A child suspected of a contagious disease such as pink eye, chicken pox, flu, etc., will be sent home.
4. Teach and practice good hand-washing techniques. Encourage children to wash their hands often. Children should wash their hands with soap and water for 15-20 seconds (long enough to sing “Happy Birthday” song twice). If soap and water are not available, an alcohol-based hand gel is a good option.
5. Teach children to cover their nose and mouth when coughing and sneezing. Remind children to throw away their tissues in a wastebasket.
6. Holy Rosary Catholic School’s cafeteria is cleaned during and after lunch. Restrooms, sinks, and water fountains are cleaned during the day.
7. Please help keep Holy Rosary Catholic School a healthy and happy one **by following the guidelines in the handbook.**

CHRONIC ILLNESS

Allergy Asthma Diabetes Epilepsy Food allergies General/Unspecific

1. Parents will inform the principal if their child has a serious and possibly life-threatening chronic illness or condition before entry into school.
2. Prior to the first day of school, parents will meet with the school nurse or appropriate staff to Develop an “Individualized Health Care Plan” that will include:
 - a. Instructions for observation of the illness
 - b. Care and treatment
 - c. Medication orders and special instructions such as calling EMS or parent notification
 - d. “Individualized Health Care Plan” forms are available in the school clinic.
 - e. If medications or treatments are involved, the “Medication Permission Form” must be filled out and signed by the physician **and** parent. Any medication must be provided to the school by parents.

IMMUNIZATION SCHEDULE – ALL UPDATES DUE BY FIRST DAY OF SCHOOL

Every student enrolled in a Catholic school in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. **A student who fails to present the required evidence shall not be accepted for enrollment.** The **only exception** to the foregoing requirement is a **medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.** [The Pontifical Academy for Life, “Moral Reflections on Vaccines Prepared from Cells Derived from Aborted Fetuses”, 2005: +DEF]. This policy was adopted by Texas Catholic Conference of Bishops Education Department, December 2008 and voted on April 3, 2017, to keep as written with no changes by the Bishops of Texas.

Vaccines	Pre-K	Kinder – 4th	5th - 6th	7th	8th
Diphtheria, Tetanus, and Pertussis (DTaP/DTP/DT/Td/Tdap) ¹	4 doses	5 doses or 4 doses	5 doses or 4 doses	3 doses 1 Tdap/TD Booster within last 5 years	3 doses 1 Tdap/Td Booster within last 10 years
Polio ¹	3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses
Measles, Mumps, and Rubella ^{1,2} (MMR)	1 dose after age 1	2 doses	2 doses	2 doses	2 doses
Hepatitis B ²	3 doses	3 doses	3 doses	3 doses	3 doses
Varicella ^{1,2,3}	1 dose	2 doses	2 doses	2 doses	2 doses
Meningococcal				1 dose	1 dose
Hepatitis A ^{1,2}	2 doses	2 doses			
Hib	1 dose minimum for children				

	younger than 5, after age 1				
PCV	1 dose minimum for children younger than 5, after age 1				

¹Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

²Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in place of vaccine.

³Previous illness may be documented by filling out "Parent Validated History of Varicella (Chicken Pox) Illness" Form.

NOTES:

For K-6th grade:

DTaP/DTP/DT/Td: Five doses of diphtheria-tetanus-pertussis vaccine; one dose must have been received on or after the 4th birthday. However, 4 doses meet the requirement if the 4th dose was received on or after the 4th birthday. For students aged 7 years and older, 3 doses meet the requirement if one dose was received on or after the 4th birthday.

For 7th grade: 1 dose of Tdap is required if at least **5 years** have passed since the last dose of tetanus-diphtheria-containing vaccine.

For 8th – 12th grade: 1 dose of Tdap is required when **10 years** have passed since the last dose of tetanus-diphtheria-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.

Polio: Four doses of polio; one dose must be on or after the 4th birthday. However, 3 doses meet the requirement if the 3rd dose was received on or after the 4th birthday.

MMR: The first dose of MMR must be received on or after the 4th birthday. For K, 1st, 2nd, 3rd and 4th grades, 2 doses of MMR are required. For 5th – 12th grades the requirement is 2 doses of a measles-containing vaccine, and one dose each of rubella and mumps vaccine.

Hepatitis B: For students aged 11-15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax) was received. Dosage and type of vaccine must be clearly documented. (Two 10 mcg/1.0 ml of Recombivax). If recommended vaccine was not received, a 3-dose series is required.

Varicella: The first dose of varicella must be received on or after the first birthday. Two doses are required for K, 1st, 2nd, 3rd, 4th, 7th, and 8th grade. One dose is required for all other grade levels. For any student who receives the first dose on or after 13 years of age, 2 doses required.

Hepatitis A: The first dose of hepatitis A must be received on or after the first birthday. Two doses are required.

MEDICATION

- If possible, all medication should be given outside of school hours. "Three times a day" medications should be given before school, after school, and at bedtime by parents. If you have any health-related or medication questions, please call the Clinic office.
- Only medication which is necessary for a child to remain in school will be given during school hours. Parents/guardians are encouraged to schedule the administration of student medication in such a manner that medication brought to school will be kept to a minimum.
- Prescription medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist will be administered during school hours by authorized school personnel. **The medication must be accompanied by a properly completed Archdiocesan Medication Permission Form, signed by the parent/guardian and physician may be administered. (See Medication Permission Form in the Addendum, also copy available on Holy Rosary Catholic School website) Some prescribed medications also require a care plan provided by the prescribing physician (Epi Pens, asthma, diabetes, seizures, etc.)**
- Non-prescription medication including Tylenol, Advil, etc., will not be given unless prescribed by a licensed physician and in its original container. Students are not allowed to carry any medication with them. All medications **must** be sent to the clinic. **The medication must be accompanied by a properly completed Archdiocesan Medication Permission Form, signed by the parent/guardian and physician may be administered. (See Medication Permission Form in the Addendum, also copy available on Holy Rosary Catholic School website)**

- If there is a medication discrepancy that might be injurious to the student, the school nurse/principal designee has the responsibility to question the discrepancy or refuse to give medication. A consultation from the nurse consultant, student's physician or parent/guardian must be documented by the school nurse/principal designee.
- Parents need to bring all medications to the office, and if the medications are to be sent home daily, parents need to pick them up in the office at the end of the day.
- **No stock medications for student use are to be kept in the clinic.**
- Substitution of medication from one student's supply for another student (even if it be the same medication) is not allowed.
- The parent/guardian is responsible for making sure that all medication is properly labeled.
- The parent/guardian is responsible for bringing in all medications; no student will be allowed to carry medications in school.
- The student will be responsible for coming to the clinic and asking for his or her medication or for removing ADHD patches.
- Medications are **not** kept from one school year to the next. **At the end of the school year, the parent or legal guardian should pick up all medications or they will be destroyed.**
- **A student may not give any medication to other students. (this could result in expulsion)**

GUIDELINES FOR EXCLUDING AND RE-ADMITTING ILL STUDENTS

If your child is sent to the clinic because of illness or accident and needs to go home, you and/or the person you name on your emergency card will be notified. **Students must be picked up within thirty minutes of notification.** For the protection of all students, the following rules have been set up and will be followed at all times. A child having one or more of the following symptoms will be sent home and may not return to school according to the following:

Exclusion Guidelines	Return to School Guidelines
Oral temperature of 100° or above	Fever free for 24 hours WITHOUT fever reducing medication
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold, or persistent cough	Symptom free
Red, inflamed, or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears & neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Written physician release
Earache	Symptom free
Pediculosis (head lice)	Lice and nit free
Diarrhea; runny, watery or bloody	Symptom free for 24 hours WITHOUT the use of diarrhea suppressing medication
Other symptoms suggestive of acute illness	Written physician release

If your child has any of the above symptoms in the morning before coming to school, please keep him/her home. A student may not return to school until fever free for 24 hours without fever reducing medication.

DISEASE CONTROL MEASURES

The following conditions require exclusion from school attendance in accordance with the guidelines adopted by the Texas Department of Health effective September 1, 1977.

- **Chicken Pox:** Exclude until the lesions become dry or lesions are not vesicular, until 24 hours have passed with no new lesions occurring.
- **Conjunctivitis (bacterial and/or viral):** Exclude until physician permission to return or until symptom free.
- **Gastroenteritis, viral:** Readmit when diarrhea subsides.
- **Head Lice (Pediculosis):** Exclusion requirements for head lice have been removed. See below.

- **Hepatitis, viral type A:** Readmit after one (1) week from onset of illness, immune globulin should be considered for all children and parents involved.
- **Impetigo:** Readmit when treatment has begun.
- **Influenza:** Readmit when fever subsides.
- **Measles (Rubeola):** Exclude until 5 days after the onset of swelling.
- **Meningitis, bacterial:** Readmit after a physician's certificate or health permit is obtained. Depending on which bacteria is causing the illness, prophylactic antibiotics may be recommended for family members. Occasionally, close contacts at school are also treated.
- **Mumps:** Readmit after nine (9) days from the onset of swelling.
- **Pertussis (whooping cough):** Readmit after five (5) days of antibiotic therapy. Unimmunized contacts should be immunized and receive antibiotic prophylaxis. Report suspected cases immediately to local health department.
- **Ringworm:** No exclusion if infected area can be completely covered by clothing/bandage, otherwise exclude until treatment has begun.
- **Rubella (German measles):** Readmit after seven (7) days from rash onset. In an outbreak, unimmunized children should be excluded for at least three (3) weeks after last rash onset occurs. Report suspected cases immediately to local health department.
- **Salmonellosis:** Readmit when diarrhea and fever subside.
- **Scabies:** Readmit when treatment has begun.
- **Strep Throat and Scarlet Fever:** Readmit after 24 hours from time antibiotic treatment was begun.
- **Tuberculosis, pulmonary:** Readmit after antibiotic treatment has begun and a physician's certificate of health permit is obtained. All classroom contacts should have TB skin tests. Antibiotic prophylaxis indicated for newly positive reactors.

HEALTH SCREENINGS

1. **Hearing, Vision, Weight, and Height Screenings** are done by the clinic and clinic volunteers every year. All students are screened, and any referrals are reported to parents soon after the screening.
2. **Scoliosis Screening** is also done each year. Fifth grade girls, seventh grade girls, and eighth grade boys are screened.
3. **Texas Risk Assessment for Type 2 Diabetes (TRAT2DC)** screening is done in first, third, fifth, and seventh grades along with blood pressure and BMI index when indicated. TRAT2DC is a skin marker present on the back of children's necks indicating high insulin levels in the blood which could be an early indicator of Type II Diabetes.
4. Health screenings are mandatory by the state of Texas.

LICE

Any child sent home with lice may not return until all signs of lice are gone. The Archdiocese of Galveston-Houston follows the nit-free policy of many local, county health departments. The school nurse or clinic assistant must check the student before he/she is allowed to return to class or participate in school activities. A student sent home with lice may not return to school, including all school activities, until all signs of lice are gone, approximately 48 hours.

PANDEMIC SCREENING REQUIREMENTS, PROTOCOLS, MITIGATION MEASURES, AND GENERAL INFORMATION

There are numerous practices we will utilize to prevent the virus from entering campus. The campus will follow all operational procedures to prevent, mitigate and limit the spread of the virus inside the school, as required by the Archdiocese and TCCB ED. "Health and Safety Protocols" is a document published on our website.

COMMUNICATION

Open, honest, and constructive communication is essential in creating a positive school environment. Various methods of communication exist to communicate school business with families, including email blasts, administrative letters, schedules, the school website, and social media. Parents are strongly encouraged to read and to be aware of the enclosed information from the principal, teachers, and school/parish groups. Communications are sent home throughout the week. Please check daily for memos in your child's folder/planner and/or your child's backpack. **If you wish to communicate a question, problem, or concern with a teacher or staff member, you should go directly to that person before going to the principal.** If parents have a complaint about a teacher, they must discuss the difficulty first with the teacher. Parents or teachers may request the principal to be present at a conference.

If parents would like to schedule a conference with the principal, they are invited to contact the school office. **If parents wish to discuss their child's progress, the conference should first be scheduled with the teacher. Parents wishing to log a complaint against their child's teacher should FIRST address the issue with the teacher.** To voice a concern against a staff member who does not teach their child, parents should contact the principal. A good rule of thumb is to always go to the source of the issue so to avoid the "middleman" and get the problem resolved faster.

Parents wishing to inquire about the school community's attitudes regarding specific teachers, qualifications, programs, curricula, schedules, etc. should schedule an appointment with the principal. Parents who seek to promote or advocate personal causes, or question school policy and rules, with other parent groups via the calling of "special meetings," sending out personal electronic communications or surveys, establishing group "blogs," etc. will be asked to withdraw their children and relocate to another campus. The appropriate means to gather information is to schedule a meeting with the principal and request information. Seeking to disrupt the school community by promoting a personal agenda is disruptive to the school and, ultimately, impacts your child. Our campus is not a public school and is not suited for all families.

COPYRIGHT RULES

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COUNSELING AND GUIDANCE

The Archdiocese of Galveston-Houston Comprehensive Development Guidance Program is utilized as the campus program at Holy Rosary Catholic School. The curriculum is designed to build positive self-worth and self-esteem, the ability to self-manage and regulate emotions, build empathy, create positive and long-lasting relationships with others, and make responsible decisions in our daily lives.

Holy Rosary Catholic School has one licensed psychologist and one certified school counselor. They work with students individually and in groups to assist with a wide range of academic and personal concerns to promote the effectiveness of student education and success. They conduct activities with students by providing comprehensive services encompassing the areas as outlined by the Archdiocese of Galveston-Houston Comprehensive Development Guidance Program: *Guidance, Responsive Services, Individual Planning, and System Support*.

A **Guidance Curriculum** with integrated Catholic identity to support student's educational program is provided during monthly classroom lessons. Instruction focuses on the core competencies based in the research by the Collaborative for Academic, Social, and Emotional Learning (CASEL) and built on by Catholic Teacher Resources. Catholic schools offer additional guidance opportunities for all students. These include value-oriented lessons, meaningful liturgical celebrations, the Sacrament of Reconciliation, frequent affirmation, and the consistent application of Catholic principles of social justice.

A **Response Support** component to provide individualized intervention for any concerns to a student's academic, social, and emotional learning. If the counselor or psychologist is unavailable, the principal or clinic staff will assist with personal and social/emotional issues. Sometimes, counseling referrals to outside agencies will be recommended.

An **Individual Planning Support** to guide student academic planning, monitoring, and social emotional learning. Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about educational opportunities for their child.

System Support assists students, parents, and the staff in establishing and monitoring student support services. Counselors will collaborate with the school principal and staff to select and design appraisal programs and instruments to help students identify abilities, aptitudes, achievements, and interests.

CURRICULUM

The curriculum of Archdiocesan Catholic Schools focuses on a total, Christ-centered environment. Catholic Schools in the Archdiocese of Galveston-Houston plan according to requirements of the Texas Catholic Conference of Bishops' Education Department (TCCB ED) and on the Texas Education Agency (TEA) essential elements as part of the Texas Essential Knowledge and Skills (TEKS).

Core curriculum at Holy Rosary Catholic School is an Archdiocesan curriculum (founded on Christian values and authentic Catholic doctrine) based on the Texas Education Agency (TEA) essential elements as part of the Texas Essential Knowledge and Skills (TEKS). Our campus curricula program is accredited by TCCB ED. Master Teachers from The Archdiocese of Galveston-Houston Catholic Schools develop, review, and revise these guides as needed. Our curriculum guidebooks include English/Language Arts (reading, grammar, phonics, spelling, handwriting, creative expression, and writing), math, science, social studies (history and geography), fine arts, physical education, and religion. These subjects are taught in a self-contained classroom setting (grades pre-k-3) with departmentalized settings for grades 4-8. There are special classes scheduled, such as physical education, music, art, computers, and Spanish for all grades.

ENRICHMENT OPPORTUNITIES

Holy Rosary Catholic School students have many opportunities for enrichment including the following:

- Accelerated Reader
- After school clubs
- Archdiocesan Spelling Bee
- Athletics
- Camp Kappe School for Environmental Education (5th graders);
- High School Academic Credits for Algebra I and Spanish I
- National Junior High Honor Society
- National Elementary Honor Society
- Robotics/STREAM classes (after school)
- Science Fair (Grades K-5) (6-8)

DELINQUENT ACCOUNTS

Student records/transcripts, report cards, and access to the online parent portal will be withheld if all financial obligations to Holy Rosary Catholic School have not been reconciled each quarter and at the end of the school year. If payment is thirty (30) days or more delinquent, Holy Rosary Catholic School reserves the right to refuse the student's attendance at school and shall be relieved of any further duty to provide instruction to the student. Tuition payments on delinquent accounts must be cleared with FACTS and transferred to Holy Rosary Catholic School before records are released. Payment made to the school with a personal check must clear the bank before academic records are released. Parents must meet all financial obligations before registering their student for the next school year. It is the responsibility of the parents to schedule an appointment with the principal to discuss payment arrangements in the event of a hardship such as illness, job loss, etc.

DELIVERIES

Holy Rosary Catholic School will not accept delivery of restaurant food, flowers, balloons, etc. for students. Deliveries of materials and lunches cause too much disruption for class instruction. The office staff is few in number, and they often cannot deliver items to students. Please be prepared that if you drop-off something for your child, it may not be delivered to them on that day.

DRESS CODE – UNIFORM STANDARDS

DRESS CODE, UNIFORM DESCRIPTIONS AND POLICIES

Parents are responsible for seeing that students comply with the dress code of Holy Rosary Catholic School. Faculty members share the responsibility for enforcement. The way a student dresses affects the way the student behaves and learns. To maintain an atmosphere conducive to learning, we expect our students to be neat, clean, tidy, and modest in appearance at all times, while they are representing Holy Rosary Catholic School.

The official uniforms are to be purchased from Flynn O'Hara; however, parents now have the option to purchase uniform knee shorts, dress pants, skirts, and skorts from local stores like J.C. Penney, Academy, The Children's Place, Target, Walmart or Amazon. All uniform pieces with our school logo MUST be purchased from Flynn O'Hara.

Online: Go to <https://flynnohara.com/shop/holy-rosary-catholic-school-tx047/>

Store: 1022 Wirt Road, Suite 322, Houston, TX 77055. Call 346-201-3490 for more information.

OFFICIAL DRESS (MASS) /REQUIRED UNIFORM

The DRESS UNIFORM is REQUIRED to purchase. Appropriate each day **but must be worn for Mass, yearbook photos and special Liturgies, special assemblies, and some field trips.** Students will be told in advance.

GIRLS (PRE-K THROUGH 3RD GRADE)

1. Plaid jumper
2. White collared blouse, short or long sleeved, with Holy Rosary Catholic School logo
3. Navy, black, or white socks (must be visible)
4. Navy, black, or white tights or leggings are allowed
5. Modesty shorts for under jumper
6. Shoes should be clean and dressier than regular athletic shoes (navy, black, white, blue, brown, gray) Ex. include Sperry's, Mary Janes, ballet flats, plain Ked's, etc.

7. Navy cardigan with Holy Rosary Catholic School logo if needed

GIRLS (4TH THROUGH 8TH GRADE)

1. Plaid skirt
2. White oxford blouse, short or long sleeved with Holy Rosary Catholic School logo, tucked in at all times
3. Solid navy continental tie - fastened
4. Navy, black, or white socks (must be visible)
5. Navy, black, or white tights or leggings are allowed
6. Modesty shorts for under skirt if not built into skirt
7. Shoes should be clean and dressier than regular athletic shoes (navy, black, white, blue, brown, gray) Examples include Sperry's, Mary Janes, ballet flats, plain Ked's, etc.
8. Navy cardigan with Holy Rosary Catholic School logo if needed

BOYS (PRE-K THROUGH 8TH GRADE)

1. White oxford shirt with Holy Rosary Catholic School logo (short or long sleeved), tucked in at all times.
2. Navy pants with dress belt (belt may be black or brown) (Belts required for 2nd - 8th)
3. Navy, black, or white socks (must be visible)
4. Plaid Tie (new 2023-2024) there will be a grace period 23-24 school year.
5. Shoes should be clean and dressier than regular athletic shoes (navy, black, white, blue, brown, gray) Examples include Sperry's, boat shoes, loafers, Oxfords, etc.
6. Navy cardigan or sweater vest with Holy Rosary Catholic School logo if needed

CASUAL UNIFORM PIECES FROM FLYNN O'HARA UNIFORMS – pieces of clothing that can be worn on days not designated as official dress or (mass) uniform days.

GIRLS

1. Navy or khaki shorts/pants
2. Navy or khaki skirt or skirt
3. Navy or Hunter Green polo shirts (long or short sleeve) with school logo
4. Modesty shorts are **required** under all skirts that do not have built in shorts
5. Navy, black, or white socks (must be visible)
6. Shoes must have laces and accents of solid color only (navy, black, white, blue, brown, gray)
7. Only Flynn O'Hara Cardigan, Fleece Jacket, Nylon Shell Jacket with logos, or HRCS Spirit Sweatshirts are allowed to be worn inside the buildings.

BOYS

1. Navy or khaki shorts/pants
2. Navy or Hunter Green polo shirts (long or short sleeve) with school logo
3. Navy, black, or white socks (must be visible)
4. Shoes must have laces and accents of solid color only (navy, black, white, blue, brown, gray)
5. Only Flynn O'Hara Cardigan, Sweater Vest, Fleece Jacket, Nylon Shell Jacket with logos, or HRCS Spirit Sweatshirts are allowed to be worn inside the buildings.

P.E. UNIFORMS REQUIRED for 5th through 8th GRADES

Students in grades 5th through 8th are required to dress out for P.E. class. P.E. uniforms consist of a Holy Rosary Catholic School t-shirt, shorts/sweatpants, and athletic shoes. T-shirts can be prior year's spirit shirts. Shorts or sweatpants may be purchased wherever as long as they are solid colors and at appropriate length. Athletic shoes are required for P.E.

POLOS, WINDBREAKERS, SWEATSHIRTS, VARIOUS STYLE SWEATERS, FLEECE JACKETS

These are casual uniform items sold by Flynn O'Hara.

1. Polo shirts (tucked in at all times), windbreakers, sweatshirts, sweaters and fleece jackets can be worn on any day not designated as dress uniform day. These items **are not** considered dress uniform and **cannot** be worn during Mass.
2. Polo shirts and other Holy Rosary Spirit shirts (such as Field Day shirts, Booster Club shirts, crew neck t-shirts – collarless) can be worn on Fridays with uniform pants, shorts, nice blue jeans, blue jean shorts or blue jean capris (girls). Each of these items must be appropriate, not too tight, too baggy, no holes or rips and proper length in shorts. **On Fridays during Lent, we wear the regular school uniform or a purple shirt with jeans.**

DRESS AND GROOMING – PRE-K THROUGH 8TH GRADE

BELTS

Belts are required for students in 2nd through 8th grades when students wear any bottoms with belt loops. Belts must be navy, brown or black. Belts are not required for pre-k through 1st grade.

CLOTHING – GENERAL GUIDELINES FOR ALL

1. Girls must wear the modesty shorts under uniform jumpers and skirts if not built in.
2. Jumpers, skirts, and shorts may not be shorter than two inches above the knee.
3. All shirts and blouses are to be tucked in with waistbands visible at all times and only the top button may be unbuttoned. Shirts with missing buttons are not allowed. All shirts, blouses, sweaters, and fleeces must have a Holy Rosary Catholic School logo positioned on the left side.
4. **Only school sweatshirts, sweaters or fleeces may be worn during the day in the classrooms.**
5. No printed t-shirts are to be worn under the school shirts.
6. Students may not wear jeans with holes, rips. Jeans must not be low cut, or skin-tight.
7. No tight revealing clothing, and midriffs must be covered.
8. No T-shirts with advertisement or messages for cigarettes or alcohol.
9. If clothing is deemed a distraction to the learning environment, students will be asked to change. The clinic has shirts in this case.

DRESS CODE VIOLATIONS

Parents are responsible for student compliance with the dress code of Holy Rosary Catholic School. Faculty members share the responsibility for enforcement. The school reserves the right to decide whether a student's grooming is in accordance with the school's high standards. Because the campus values tradition and high standards, those students in violation of the uniform and personal appearance code are given notice of the violation. Generally, warnings will be given to offending students and parents. Then consequences to uniform violations will be earned. The consequences of a violation to the dress code are as follows:

1. Consistent disregard for uniform violations will result in a consequence determined by the teacher or principal.
2. Behavior Cards will be marked in the middle school.
3. Parents will be contacted and asked to bring other clothes when students wear inappropriate clothing on dress down days.
4. Parents may be required to pick their child up from school so that the student can change into the appropriate uniform for school.

DRESS DOWN DAYS

These are days designated by sponsoring organizations or the principal. The same clothing guidelines are followed such as the length of shorts. Some of these days may have a theme associated with them, and the organization may charge a small fee as a fundraiser. If this privilege is abused, a student may no longer participate in Dress Down Days. Leggings may only be worn if the shirt is long enough to completely cover the student's bottom.

HAIR

1. Boys' hair length must be above the collar and must not cover the ears. Hair in the front must not touch the eyebrows. Facial hair is not permitted and must be shaven.
2. All students' bangs must be above the eyes. For girls, hair must be kept out of the eyes with barrettes, clips or headbands.
3. Severe haircuts and styles that are disruptive to the learning environment are not allowed (examples – "Mohawk" or extreme cut-in designs).
4. Girls' and boys' hair color must be of a natural color, not dyed, bleached or highlighted with shades that are not natural or distracting. Contact the office with specific questions.
5. The teacher and/or principal will contact parents regarding their child's hairstyle when it is not approved or is inappropriate. Students may be sent home to remedy the situation.

JEWELRY

Jewelry can be a necklace with a small religious pendant, one small ring, a watch and, for girls, one pair of stud earrings or hoops smaller than a dime. Earrings may only be worn in the ear lobe. Boys are not allowed to wear earrings of any kind. A student may wear one colored wristband for an appropriate cause or a small religious bracelet. Students may be asked to remove any jewelry that might be disruptive to the learning environment.

MAKE-UP, NAIL POLISH, FALSE NAILS, FALSE EYELASHES, BODY PIERCINGS OR TATOOS are not permitted.

PERSONAL GROOMING REQUIREMENTS

When girls reach a certain stage of development, modesty requires they should wear undergarments, no matter the age. Parents are asked to monitor their child's development and buy undergarments and bras for their female child so that classroom disruptions do not occur and embarrass the student or the class.

Both boys and girls, at certain times in their development, may need to be conscious of body odor. Usually by third grade, we begin discussing with students the need for deodorant. Please be mindful of your child's personal hygiene needs to avoid embarrassment and help him/her to remember to use specific products for different body odors that are natural to their bodies.

SCOUT UNIFORMS

Students actively participating in scouts are allowed to wear scout uniforms on meeting days (girls or boys).

SHOES & SOCKS

- Students must wear socks with their school uniforms, and they may be white, black or navy socks. Socks must be visible. Only white or navy socks may be worn with the dress uniform.
- Tennis shoes or another footwear must be predominantly SOLID-COLORED blue, black, brown, white, or gray. (For example, yellow, red, pink, or any other BRIGHT colors are a distraction and not permitted, even as an accent color.)
- **No** bright or neon colors, or other accent colors or glitter may be present on a student's shoe (colors which would make the shoes lack a predominant solid color).
- No lights, wheelies, pictures, cartoon characters, glitter, etc. should be present on any shoes.
- Shoes must be non-skid soles for safety purposes.
- For safety reasons, flip-flops, open-toed, opened-back, high-heeled, or high-top shoes are not permitted.
- Heels must be two (2) inches or less.
- Boots are not allowed on regular school days.
- Not wearing appropriate shoes, socks, or dress will be a dress code/uniform violation.

CLICK THIS LINK FOR A VISUAL OF THE OVERALL DRESS CODE REQUIREMENTS (to be updated as of 7/26/23)

<https://www.holyrosary-school.org/school-uniforms-1>

EMERGENCIES AND EMERGENCY DRILLS: CRISIS MANAGEMENT AND SAFETY

General Crisis Management Guidelines

Catholic Schools within the Archdiocese are required to have a written comprehensive Crisis Management Plan (CMP) on file. It is updated annually. Each faculty and staff member receives a copy of the CMP and should be familiar with it. Evacuation drills and lock-down procedures should be practiced per semester in the school. Drills are also practiced in the after-care program.

When an emergency occurs and the teacher/faculty member is the only adult present, he/she should call 9-1-1 as soon as possible. Health emergencies should be handled quickly and calmly.

Should an emergency necessitate the closing of school, the school day will need to be "made up." Notification of this make-up day will be provided to parents, staff and students prior to the day.

EMERGENCY DRILLS: FIRE/DISASTER/SEVERE WEATHER

Fire Drills

Fire drills are held in accordance with the Rosenberg Fire Department regulations. These drills are worked out with the faculty and the Fire Department to ensure safe and orderly evacuation and precautionary measures. We are required to conduct fire drills monthly. Each teacher must have posted in his/her room the planned evacuation route. In the case that the classroom exit is obstructed, classes must leave by an alternate exit. Students are instructed in the proper procedures for fire and all drills, including leaving in an orderly manner, silence, and speediness. Warning alarms are directing inhabitants to vacate the building.

Lock Down or Intruder Drills

We have periodic lock down drills or other crisis management drills to ensure safe and orderly procedures in case of a crisis.

Severe Weather Drills

Drills for severe/inclement weather are also held periodically.

POSTED EMERGENCY ROUTES

Every classroom and office area used by staff or students should have a visible floor plan indicating the exit route to be used for emergencies and an alternate plan.

RELEASE OF STUDENTS DURING DISASTERS

In the event of a major disaster, (chemical leak or hazardous material situation, SWAT team presence, weapons on campus, etc.) **school will not be dismissed** and children will remain under the supervision of school authorities until the campus is deemed ready to release students. Students are to be released only according to a predetermined plan and only to persons authorized by parents. In order to release a student that is not related to the person transporting, the school must have a letter on file.

SEVERE WEATHER, HURRICANES, PANDEMIC CLOSURES AND OTHER SCHOOL CLOSURES

Parents should listen to local news stations for any school closings. **We typically follow Lamar CISD closings for inclement weather.** In the event of inclement weather or an emergency dismissal, we will activate the **Immediate Response Information System (IRIS)** to notify parents and staff. Also, check our website (www.holyrosary-school.org) and Facebook page. An email blast may also be sent.

If a tornado warning is in effect in the locality of our school, students will be moved to a safe place, preferably away from exterior doors and windows. Students will be kept inside, away from windows/glass and in an interior hallway. Students will be directed to sit on the floor facing a wall, in a “duck and cover” position – head between raised knees, clasped hands covering the head and neck area.

We will consider that we are not a “neighborhood” school and realize that many families drive in from other areas to reach us. Safety will be our primary consideration. The closing of school due to a pandemic outbreak will be determined by the local public health agency, the Archdiocese and state government mandates. Closures will be broadcast to parents.

EMERGENCY FORM

For the utmost safety of your child, the school **MUST** have in its possession two (2) properly completed emergency forms. The emergency form should have names on it of two (2) designated persons that may pick up your child from school. **Please send a note to the school immediately if any information changes regarding phone numbers or contacts.**

FIELD TRIPS

Field trips are scheduled during the school year by the classroom teachers to enrich the students’ spiritual, academic and social lives. Field trips are for the student to have a special learning experience with their classmates. Field trips are not meant to be family trips. We encourage families to share in these experiences at other times.

Field trips are a privilege. Students may be denied participation if they fail to meet academic or behavioral requirements.

A student must have the official Archdiocesan permission slip filled out in its entirety by his/her parent in order to leave school grounds for a field trip. For your convenience, a copy of the permission form is included on our website. Telephone calls will not be accepted in lieu of properly signed forms. Any student not participating in a field trip is required to attend school as usual.

As a chaperone on a field trip, you will be expected to monitor students as assigned by the teacher. Due to this responsibility, siblings are not allowed on the field trips.

Students under 12 must ride in the backseat only. Chaperones and students must follow seatbelt/car seat laws.

PARENTS/CHAPERONES WHO PARTICIPATE ON FIELD TRIPS:

- Must have attended a CMG CONNECT: SAFE HAVEN/VIRTUS Workshop and have a current Criminal History Check on file.
- Chaperones must be able to devote their full attention to the supervision of students. For this reason, designated chaperones are not permitted to bring other children on field trips. Generally, the policy is that the younger children are chronologically and mentally in requirement of a greater standard of care.

PARENT DRIVERS FOR ALL FIELD TRIPS:

When parent drivers are used, they must have a current criminal background check on file, be Safe Environment compliant, and provide a copy of their Texas state issued driver's license and full coverage insurance. It is important for administrators to communicate clearly to parents that their insurance will be primary in the case of any accident.

Additionally, the parent must:

Request a copy of their driving record from the Texas Department of Public Safety (TX DPS) and turn it in to the school principal and have no moving violations for 3 years as reported by the TX DPS. All copies of documents shall be kept on file at the school.

The school accepts no liability or responsibility for accidents or events that may occur during the course of the field trip, including transporting of students to and from the event.

FEAST DAYS

FEAST Days (Families Eat at School Together) are scheduled for Friday, September 15, Friday, November 17, Friday, February 9, and Friday, April 19, unless otherwise noted on the Google calendar or by school newsletter. Please see the newsletter and Google calendar for scheduled times. **Parents are required to sign-in at the front office before entering the cafeteria and must be Safe Environment Trained.** Please notify the teacher at least one day in advance before joining your child for lunch on FEAST Day. In addition, please give your full attention to your child and do not give food to other children than your own.

FORGOTTEN SCHOOL ITEMS

We ask that you **NOT** bring students' forgotten items to school. An important part of building responsibility in children is allowing them to experience logical and natural consequences. When a student must leave class to call home, he/she is losing valuable instructional time. Classrooms will not be interrupted due to forgotten items. Students may come to the office before lunch to pick up forgotten lunches.

FUNDRAISING

There will be no class fundraisers. All monies raised in fundraising events will go to Holy Rosary Catholic School General Fund. Should the school be mandated to close due to unforeseen circumstances, any funds paid to the school for potential fundraisers might not be reimbursed to the parents. For example, the cost of a dress down week pass may not be reimbursed to the family due to the time spent in recording reimbursements.

FUNDRAISING/VOLUNTEER SUPPORT

To provide a quality Catholic education for children, the school must have the necessary funds to provide the best-qualified teachers possible, as well as current technology and textbooks. Tuition does not cover the cost per pupil to educate our students. Holy Rosary Catholic School respectfully requests positive parental participation in required school fundraising activities and in serving the school. The school holds fundraisers such as the Catholic Life Raffle, Halloween Carnival, Spring Gala, Day of Giving, Poinsettia Sales and Steps 4 Students.

FUNERALS

Sometimes, the school is asked to provide altar servers for funerals in the church. Parents will be asked for permission and students will be supervised moving back and forth to the church. Students may count this time as a service hour/work of mercy but may not accept remuneration if they choose to use the time as service. Families, like our school family, sometimes experience the grief of death and losing a loved one. When family members or staff pass away, our practice is not to bring entire classes to funeral services. However, if parents wish to have their children attend funeral services, they may check the children out from class and accompany them to services.

GRADING/REPORT CARDS

Students (first through eighth grade) receive report cards quarterly (every nine weeks). The teacher is the determinant of student grades; the principal may not require a teacher to change a grade, as long as the teacher entered and computed the grade according to policy.

In 1st -5th grade, computation of grades will follow these guidelines:

- Formative Assessments – 50%
- Summative Assessments – 40%
- Homework - 10%

In 6th-8th grade, computation of grades will follow these guidelines:

- Formative Assessments – 30 – 50%
- Summative Assessments – 40 – 60%
- Homework - <=10%

In 6th-8th grade, calculation of Semester Average is as follows:

- 1st or 3rd Quarter – 45%
- 2nd or 4th Quarter – 45%
- Semester Exam – 10%

In 6th-8th grade, calculation of the Final Average is as follows:

- 1st Semester – 50%
- 2nd Semester – 50%

Test Definitions

Teachers will relay information on testing and protocols to parents/students. Especially for students in fourth through eighth grade, the terms “pop quiz” and “major/unit/chapter test” are used frequently.

Formative assessments measure student learning before and during the instructional unit that is being taught.

Summative assessments measure student learning and understanding at the end of the instructional unit.

Pop quizzes are used to measure a student’s immediate acquisition and progressive learning of the concepts presented in the classroom, notes, materials read, homework completed, etc. Pop quizzes do not require lengthy test review and studying but may need a simple review of notes or textbook materials. Pop quizzes usually count as daily grades and can indicate if students are attentive in class and are completing classwork and homework.

Major tests or unit/chapter tests are used to measure a student’s cumulative learning of major concepts and units of study. In general, students should study for major tests by reviewing materials from class, notes, textbook selections, etc. Studying for a major test requires more time than studying/reviewing for a pop quiz. Major tests are weighted differently (see percentages provided above in “weighted grades.”)

Parents are encouraged to participate in the scheduled fall report card conference on the designated conference day or as arranged by the teacher.

The marking code on the report cards for grades Pre-K-8th grade is as follows:

Pre-K Academics

NY- Not Yet
S – Sometimes
C – Consistently

Kindergarten Academics

NY- Not Yet
S – Sometimes
C – Consistently

1st-8th Grade Academics

100-93	A = Outstanding
92-85	B = Above Average
84-77	C = Average
76-70	D = Below Average
69 or Below	F = Failing

Conduct Grades Pre-K - 8th

E – Excellent/Almost Always
S – Satisfactory/Most of the Time
N - Needs Improvement/Some of the Time
U – Unsatisfactory/Usually Does Not

Conduct Grading

Conduct is to be marked using an E-U system (see above). All classrooms have classroom rules and consequences for behavior. **Each grade level will send home a description of how conduct grades are calculated for parent information. Students should respond appropriately to redirection from the teacher during periods of hybrid/remote learning or conduct grades will be impacted.**

Discipline Grading (*the below standards are for students in **grades 6-8 only**; students in grades Pre-K-5th grade have another discipline grading policy communicated by their teacher, appropriate for each grade level*):

- 0 - 1 signatures - E on report card
- 2 - 4 signatures - S on report card
- 5 - 7 signatures - N on report card
- 8 or more - U on report card

(Additional referrals may result in the student's withdrawal from campus. For more information, see section entitled, "Discipline of Students.")

FACTS SIS (Student Information System) – Electronic Gradebook

Holy Rosary Catholic School uses a version of an electronic parent communication and student management system called FACTS SIS. FACTS SIS allows you, as parents, to view your child's grades after they are entered by the teacher. All families will be given new enrollment information for FACTS SIS access soon after the start of the new school year. FACTS SIS is Internet based. If you are unable to access it, you may need to check your computer settings because the school is unable to assist you with this issue.

- Students in Pre-K through Eighth grade will have their grades and attendance posted on FACTS SIS.

Grades will be posted at least once per week by teachers (except for specials).

GRADUATION

Students finishing the eighth grade with the required credits will receive their diplomas, certificates and special awards at a special graduation mass. All fees and tuition to the school must be current before students take exams, receive their certificates, awards, and graduate. All records/transcripts will be withheld for non-payment.

GUNS AND WEAPONS

We are a weapons-free campus. Guns and other weapons are clearly a hazard to the welfare of human beings and a safe learning environment. They will not be permitted nor tolerated on our campus. Possession of such results in immediate notification of the appropriate authorities.

OPENLY CARRIED HANDGUNS

PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN). A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THE PROPERTY OF HOLY ROSARY CATHOLIC SCHOOL OR CHURCH WITH A HANDGUN THAT IS CARRIED OPENLY.

HOMEWORK

Homework and studying are different tasks. Homework is between the student and the teacher. It is not between the teacher and the parent. **Homework is the student's responsibility.** It is the opportunity to learn self-discipline defined here as the habit of doing what one needs to do rather than what one wants to do. It is the student's opportunity to demonstrate responsibility, learn time management skills, and develop a sense of achievement. It is the child's opportunity to experience accountability to someone other than his parents.

Through homework assignments the parent can become aware of the scope and sequence of the instructional program. Assignments are an outgrowth of the instruction in the classroom and sufficient instruction is given by the teacher to ensure that the student can work independently in most instances.

Homework assignments are given to reinforce the material taught to the students during the day and to foster a habit of independent study. (In general, homework is student practice of previously taught material.) The student is responsible for written and study assignments. Parents cooperate by providing the necessary quiet time and a designated location for homework. It is especially important for parents to encourage their children to put forth their best effort and together examine assignments. But it is equally important to allow the child to complete his/her own work and build stamina and independence.

Assignment/student planner notebooks are used in first through eighth grade to record class work and homework assignments. These notebooks encourage students to learn responsibility and organizational skills. They are to be signed by the parents. It is essential that parents allow students to be responsible for their own homework assignments and consider the consequences when assignments are not done.

Parents are strongly discouraged from returning to school to collect forgotten student assignments. Please allow the student to accept responsibility for his/her own behavior and actions by allowing them to experience natural consequences for their own behaviors. By allowing the child to accept responsibility, parents are not only teaching a valuable "life skill," they will effectively eliminate the need to return to school for forgotten items in the future.

The following times reflect the **AVERAGE** timeframe for homework at each grade level. Please note, if your child is in any of our high school credit classes in grades 6-8, he/she will most likely need to plan for additional time to be spent on homework and/or studying. If your child is having trouble completing homework assignments in the recommended time allotments, please contact the teacher immediately for problem-solving. It is critical that parents alert the teachers when their child is unable to complete work in the allotted time frame so that adjustments might be made and problem-solving occur.

HOMEWORK TIME ALLOTMENT

The following times are approximations only:

- Grade Pre-K 5-10 minutes
- Grade K 15-30 minutes
- Grades 1-2 30 minutes
- Grades 3-4 45 minutes
- Grades 5 60 minutes
- Grades 6-8 90 minutes

Class assignments and homework are a student's investment in his or her education. It not only provides the teacher with necessary feedback but also provides the students with the opportunity to demonstrate the skills and knowledge he or she has acquired. Assignments are an essential part of the learning process. Homework and class assignments will usually reflect four general types of categories of activities as listed below:

1. Practice – given to help students master specific skills and to reinforce materials presented in class.
2. Preparation – given to prepare students for upcoming lessons.
3. Extension – given to decide if students can transfer new skills and ideas to new situations. Extension assignments require abstract thinking skills.
4. Creative – given to help students integrate many skills and ideas while producing a requested response. These assignments usually take more time to complete – several days to weeks.

HONOR CODE

Holy Rosary Catholic School's Honor Code helps to clarify the principles we hold for respecting intellectual values and protecting the personal growth of each student in the atmosphere of our Catholic faith. The Honor Code holds that each student believes in respectfulness, honesty with self and others, and in taking responsibility. The Holy Rosary Honor Code is:
"On my honor, I have neither given nor received any unauthorized aid on this (assignment)."

In order to maintain our quality of education, we must all work together to protect the integrity of each person's word and deed. The next few items describe the types of behavior that will not be tolerated within our community of trust and with the idea of each of us doing our best.

CHEATING:

Cheating is the act of wrongfully using or taking the ideas or work of another in order to gain an unfair advantage. Cheating is a very serious offense. It is a violation of moral standards, not simply a disciplinary infraction. Depending on the severity and the level of cheating, teachers have discretion to submit a disciplinary referral and/or allow the child to earn a "0" on the assignment in question. Cheating includes but is not limited to:

- Plagiarism is an offense of academic dishonesty. Students learn about plagiarism and copying beginning in second grade. Also, older students may be assigned an "N" or a "U" on their report card for a cheating offense
- Giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or projects

EXAMPLES OF CHEATING INCLUDE:

- Copying someone else's homework
- Giving homework to someone else to be copied
- Talking or any other form of communication during a test or quiz
- Asking or giving answers to tests or quizzes
- Looking on another student's paper
- Communicating contents of a quiz/test to a student who has not yet taken the quiz/test
- Opening a book or other materials about the topic being tested when the teacher has not given permission to do so
- Using any kind of cheat sheets, notes or electronic devices, including cell phones, during the quiz or test

COMMITMENT FROM TEACHER AND STUDENT

For this Honor Code to be effective, both teacher and student must be responsible for maintaining an atmosphere that encourages academic honesty and everyone doing his/her best.

TEACHERS ARE RESPONSIBLE FOR:

- Reviewing the Honor Code with their students
- Teaching students how to avoid plagiarism
- Communicating to students when collaboration is permissible
- Communicating to students when books, notes and other study aids are usable to complete a test or assignment
- Taking reasonable steps to reduce the possibility of cheating
- Checking sources when students do work
- Trying to minimize the opportunity for students to share grades with each other

STUDENTS ARE RESPONSIBLE FOR:

- Understanding the Honor Code and its consequences
- Learning to cite information properly and avoid plagiarism
- Not divulging information about a test/quiz to others who will be taking the same test/quiz in the future
- Encouraging peers to refrain from dishonesty
- Not sharing grades and personal information with others; remember each is to do his/her personal best

CONSEQUENCES FOR VIOLATING THE HONOR CODE

Consequences can include any or all of the following:

- A grade between a zero and a sixty on the assignment
- A chance to redo the assignment at the discretion of the teacher
- A talk with the teacher and with the Administrator
- A call by the teacher to the student's parents
- Resignation from a class office, if applicable
- In-school suspension

HONOR ROLL

Grades 4-8 All A's Honor Roll: The student must have an "A" in Reading or Literature, English, Language Arts, Mathematics, Science, Social Studies or History, and Religion. Spanish will be included if taken for high school credit.

A/B Honor Roll: The student must have at least one "A" and all "B's" in Reading or Literature, English, Language Arts, Mathematics, Science, and Social Studies or History, and Religion. Spanish will be included if taken for high school credit.

All E Honor Roll: The student must have an E in every subject including specials.

Parents should note that disciplinary/conduct grades do not impact academic grades. However, conduct grades could impact the recognition of academic grades – for example, Honor Roll recognition.

HONOR SOCIETY MEMBERSHIP

To be admitted into the Holy Rosary Catholic School Chapter of the National Junior Honor Society (6th-8th Grade) and the National Elementary Honor Society (4th – 5th Grade), students must exemplify all of the expected criteria for admittance:

- Scholarship Service

- Leadership
- Citizenship, and
- Character

For consideration of membership, students must complete an application packet and must have both a 93 average and an overall conduct grade of E (excellent). However, simply meeting the grade and conduct requirements does not automatically provide induction into NJHS or NEHS. All of the criteria for admittance is considered. Teacher sponsors are responsible for disseminating information about NJHS and NEMS to students and for conducting meetings and projects. Induction ceremonies are held each spring.

HUMAN SEXUALITY

In the spring, Holy Rosary Catholic School will follow the guidelines set forth by the Archdiocese of Galveston-Houston for a program of study on Human Sexuality in the fifth through eighth grades. The Archdiocesan guidelines are followed very closely in a scripture enriched program using an approved series by the National Catholic Education Association.

In pre-k – 4th grade the objectives are embedded in the religion program and materials.

All course material and information is available for review. The teachers are specially trained by the Archdiocese to conduct these classes, but you are the primary educators of your children in human sexuality. We support this role and recognize your right and duty to choose the most appropriate method of sexuality education for your child.

IRIS – IMMEDIATE RESPONSE INFORMATION SYSTEM

IRIS is used to dispense important information within minutes to the entire Holy Rosary Catholic School community using home phones, cell phones, and/or e-mails. It is necessary for the school to have the most current contact information for each family at all times. We limit the use of the IRIS response system to emergencies and/or urgent notifications in the event of inclement weather, emergency dismissals, and unplanned school closings.

LATE WORK/MAKE UP WORK GUIDELINES

When students do not complete an assignment in class, it may be assigned for homework. Homework, and all other assignments, is to be submitted on time. For each day late, each individual teacher will determine the points deducted from the final grade. Variances to this policy may occur in some middle school classes, but the teacher will communicate “late work” policies to families at the beginning of the year.

LIBRARY PROCEDURES AND POLICIES

It is the policy of Holy Rosary Catholic School Joerger Library to provide an atmosphere that reflects the school’s mission statement of incorporating Christian, Catholic values into the library curriculum. The hope is to give students an opportunity to become responsible library patrons in both the school and public library environment, and to generate an enthusiasm for books and a love of reading.

PHILOSOPHY

Holy Rosary Catholic School Joerger Library follows the philosophy published by the Texas Catholic Conference Education Department:

The library is central to the school’s total educational mission. As such, the library program is fully integrated into the curriculum, serving the school’s education goals and objectives. The principal works together with the librarian, teachers, and students to ensure that the program contributes fully to the educational process of the school. The library offers both traditional resources and new technologies as teaching and learning tools. The program is housed in a school library that provides adequate and appropriate space for all the resources and activities of the program. The library is accessible, comfortable, and aesthetically inviting.

PROCEDURES

1. **Check outs/fines/lost books** – allows that no more than three (3) **books** can be checked out to a patron at one time for grades Kinder-8th. If the patron has proven that they can be responsible by returning books in a timely manner, there may be exceptions for more than three (3) books when using them for special projects and reports. **Fines** are not collected on past due books. Past due notices are sent home for books that have not been returned in a timely manner. There is a charge for books that have been **lost or damaged** of \$20.00 per hardcover book and \$20.00 per soft cover book. Report cards may be held pending payment of lost/damaged book fee.
2. **Licensing Copyright Policy** – follows the copyright restrictions of the Title 17, United States Code, and the Archdiocese

copyright policy.

3. **Challenge Policy** – If a school library book is challenged, a committee will be created to address the issue. The committee will include the principal, librarian, 1-2 teachers, and a parent. The committee will have the challenger complete a form, read the challenged book, discuss, and take appropriate action as the group sees fit. Both challenger and committee members will read the entire book before making a decision.
4. **Weeding Policy** – follow the CREW method of weeding.
5. **Computer Policy** – follow the guidelines for technology provided in the AUP (Acceptable Use Policy) signed by all parents, located in the computer lab.
6. **Accelerated Reading Test-Taking Policy** – students follow appropriate computer etiquette when taking A/R tests.
7. **Donation Policy** – cash and book donations are accepted. Used books are accepted with the understanding that they may be forwarded on to individual classroom libraries or put on the used book cart if found that the books are not appropriate for the library due to outdated material, inappropriate material, overly worn items or the CREW policy applies. Hardcover books are preferred over soft cover.
8. **Funding** – the library is funded through private donations, book fairs, and birthday book club.

LUNCH PROGRAM

The school does have a hot lunch program every day that meets general nutrition requirements of the State of Texas. Children will be expected to clean up after themselves after lunch and dispose of their trash appropriately. Please bring all late lunches to the front office. **Do not bring “fast food” lunches or send carbonated drinks, except on FEAST Days. Left-over “fast food” may be brought the next day, but it MUST be in the lunch kit. i.e.: pizza, Subway, etc.** There are microwave ovens for the eighth grade students’ use.

If parents provide a sack lunch or a purchased lunch for their children, please note that carbonated or highly caffeinated beverages are not allowed. Parents are also reminded that sugar-intake impacts student attention, behavior, and learning. Please refrain from sending too much of these items with your child to school.

The hot lunches are \$4.00 or bring a lunch from home for your child. If you wish to bring fast food to your child, please do so on FEAST Days, when other students are eating this type of food. If students do bring a sack lunch from home, only milk, juice, or water is permitted. Students may not bring glass beverage containers. Lunch visitors are not permitted to “feed” the child he/she is visiting because we are promoting age-appropriate independence in all areas.

BIRTHDAY PARTIES

The parent may choose to bring a lunch and treat student who has a birthday. School siblings are not allowed to participate and must remain with their class. Also, according to the Texas Department of Agriculture FMNV (foods with minimal nutritional value) Policy, a parent cannot provide restricted food items to other children at school. Parents are welcomed and encouraged to join their student in the cafeteria after signing in at the front office. Balloons, flowers, and presents are not permitted. **Please notify the teacher at least one day in advance before joining your child for lunch on their birthday.**

FEAST DAYS

FEAST Days (Families Eat at School Together) are scheduled for Friday, September 30, Friday, February 3, and Friday, April 28, unless otherwise noted on the Google calendar or by school newsletter. Please see the newsletter and Google calendar for scheduled times. **Parents are required to sign-in at the front office before entering the cafeteria and must be Safe Environment Trained. Please notify the teacher at least one day in advance before joining your child for lunch on FEAST Day. In addition, please give your full attention to your child and remember to abstain from using your cell phone.**

ADDITIONAL LUNCH VISITS WITH CHILD

Aside from the scheduled FEAST Days and a child’s birthday, parents may request to eat lunch with their child (ren) another day per semester. Parents only must send an email at least 24 hours prior to the chosen date to the front office at frontdesk@holyroary-school.org requesting the day and you will receive approval by email.

MESSAGES FOR STUDENTS/DELIVERIES

Only messages of an emergency nature can be relayed to students. Students may not receive flowers, balloon bouquets, or other gifts during the school day.

MIDDLE SCHOOL

For us at Holy Rosary Catholic School, we will work as a community to understand more completely our sixth, seventh and eighth graders as a middle school. This is a time of challenge and conversion for students, parents, and teachers. This is a time like no other with drastic changes for our students in physical development, cognitive-intellectual development, moral development, psychological development, and social-emotional development. Middle school is the place to help them make the transition from elementary school to high school. Our goal is to make this transition smooth for all considering each as individuals.

Middle school offers new opportunities for adolescents to develop their leadership skills, to explore interests, to define talents and refine life skills. It is important for parents and educators to support each child's pursuit of varied interests. Participation in a variety of activities is the goal of middle school, not just competition.

"Teachers in successful middle level schools skillfully interweave the planned curriculum with the unplanned, ensuring that interactions with students are positive, all students are valued, and all students are treated equitably. The curriculum of a successful middle level school must be relevant, challenging, integrative and exploratory, from both the student's as well as the teacher's perspective." (This We Believe)

As partners in the lives of our students, parents and teachers will share high expectations regarding the child's character, behavior, and caliber of work. All middle school students take six (6) academic classes each day with their special classes. Homework is to be expected in some form each night. These may include completing worksheets, completing some daily work, rereading notes, studying for upcoming tests or quizzes, practicing a new skill, researching for a class project, and reading ahead. Each student is to use their planner daily to keep track of assignments and due dates. Many of our students are not capable of consistently completing assignments or need assistance with organization, parents reinforce the high expectations that we all share for our students by checking student's planner and assignments nightly, reviewing grade logs and conduct sheets.

Middle school students are still more like children being thrust into an adult world, especially when they are inundated with media that is not appropriate for them. At Holy Rosary Catholic School students can make mistakes, reflect on their actions and consequences in a supportive environment.

At this time peer relationships are becoming more important, and they are testing the limits from authority figures. Young adolescents are trying different personas, to figure out who they are. They are wavering between a feeling of accepting self and having a sense of belonging. Students begin to develop their attitude and outlooks based on acceptance of peer groups. They begin analytical thinking and thus begin to question authority and want reasons for everything or try to argue many things. Sometimes they do not even understand their own thought processes, and they change rapidly.

By accepting and supporting the school policies and consequences, parents validate the high expectations established for students, strengthening the home-school connection. Parents and teachers will work together to supply the positive environment and encouragement that every middle school student needs. By preparing our students in mind, heart, and spirit, middle school years and the transition into high school will be smooth and rewarding.

BEHAVIOR CONSEQUENCES

When middle school students receive a set number of signatures on either their behavior section or the responsibility section, they will be required to serve a lunch detention. Students may not be excused from detention because of extracurricular activities. Failure to serve a detention or arriving late to a detention will result in additional detentions or an office referral.

CLASSROOM BEHAVIOR

Classroom behavior refers to both conduct and responsibility issues that take place in the classrooms. Students must have acceptable classroom behavior to participate in sports and after school activities and clubs.

BEHAVIOR CARDS

Middle school students are required to carry their behavior card with them at all times in the front of their planner. Conduct and responsibility codes are listed on the top portion of the card. Conduct and responsibility infractions are issued in the middle section of the card. A parent/guardian signature section is on the bottom of the card. Students are required to get their parent/guardian's signature each Monday. Consequences for the different infractions are listed on the card to keep students and parents aware of the process and procedures.

GRADUATION CEREMONIES

Students in eighth grade who have passed all required courses, are in good standing with disciplinary issues and with the business office, and/or who are being promoted to the ninth grade, will participate in the school's graduation ceremony. The eighth grade graduation ceremony is held in the church (6:30 p.m., special baccalaureate mass). The eighth grade homeroom teacher and/or class sponsor will provide families with additional information regarding graduation in the spring semester. Students who are not being promoted to the ninth grade will not be permitted to participate in the graduation ceremony as a graduate. The graduation reception will be planned by the 8th grade teacher. Holy Rosary Parish will provide the cake and punch.

LOCKERS

Each middle school student is issued a locker with a combination. Here the students will store textbooks, binders, supplies and P.E. uniforms. In Holy Rosary classrooms, backpacks and heavy coats will be stored. Holy Rosary Catholic School reserves the right to inspect lockers at any time. Lockers should be locked at all times.

SERVICE HOURS- MIDDLE SCHOOL

Each middle school student is required throughout the school year to give back to the community in service. Sixth grade is required to give back five (5) hours and that can be done with their parish in some manner, seventh grade is required to give back ten (10) hours, five (5) of which can be with their parish community, and eighth grade is required to give back in service fifteen (15) hours, five (5) of which can be with their parish.

Corporal Works of Mercy (of the body)(Most service hours earned by students and families fall into this category):

- Give drink to the thirsty
- Feed the hungry
- Shelter the homeless
- Clothe the naked
- Visit the sick
- Visit the imprisoned
- Bury the dead Spiritual

Works of Mercy (of the spirit):

- Instruct the ignorant
- Counsel the doubtful
- Admonish the sinner
- Forgive offenses
- Comfort the afflicted
- Bear wrongs patiently
- Pray for the living and the dead

A few acceptable examples of service for students:

- Altar serving/choir (outside of the school day: Sunday, for example)
- Catholic Charities (helping stock/organize shelves)
- Lunches of Love (summer sacking lunches)
- Helping with the set-up/clean-up of the gala or other school functions
- Helping in any aspect of the Church Bazaar/Family Day
- Helping with Vacation Bible School
- Helping as an aide in any of the Faith Formation classes

NO FOOD SHARING POLICY

We participate in the NO FOOD SHARING POLICY in the cafeteria. Parents may provide for their children but not for their friends due to food allergies. This applies to food purchased in the serving line, food brought from home or restaurants. Classrooms may have snack time in the morning or afternoon under the teacher's guidance. The classroom snack may be provided by the parent. Healthy snack ideas include animal crackers, rice cakes, vanilla wafers and cheese and crackers, etc.

NON-CUSTODIAL PARENT/PARENT CUSTODY RIGHTS

Buckley Amendment

Holy Rosary Catholic School abides by Buckley Amendment provisions with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no

information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order and/or copy of the custody section of the divorce decree.

Catholic schools in the Archdiocese of Galveston-Houston conform to appropriate Court Orders governing rights and duties of parents regarding their child(ren). Divorced and/or separated parents are required to file with the Catholic school their child(ren) attends certified copies of the most recent Court Orders together with all amendments, modifications and supplements. Parents are to ensure that the school has a complete and unaltered set of certified copies of the applicable Court Orders. Failure to follow this policy may result in the involuntary withdrawal of the child(ren) from the school.

When parents choose to litigate their disputes in Court, both the Catholic Schools Office and the Archdiocesan Legal Department will attempt to minimize the involvement of the school, its teachers, and personnel. School administrators inform the legal department, immediately in the event the school or any of its employees are served with subpoenas. School administrators are encouraged to contact the legal department with questions regarding interpretations of the Court Orders and any other questions that arise. Ordinarily the schools will endeavor not to take sides in disputes between parents in recognition of the crucial role of both parents in the lives of their children.

Continued strife between the parents is harmful to the children and does not set a good example for them. It is expected that even divorced and separated parents will treat one another with Christian charity and will display a spirit of forgiveness.

Ongoing parental disputes can be counterproductive to the mission of the school and in some cases, it is appropriate that the principal contact the superintendent to discuss whether continued enrollment of the child(ren) is a viable option.

In Loco Parentis

The Latin term "in loco parentis" means "in the place of a parent." It refers to the legal responsibility of a person or organization (school, for example) to take on some of the functions and responsibilities of a parent. Legally, it allows schools to act in the best interests of the students as they see fit. All staff at Holy Rosary assume "in loco parentis" for students enrolled here. By enrolling their children on campus, parents grant "in loco parentis" rights to the staff. Parents will not be permitted to selectively remove "in loco parentis" rights from some staff members when the parents disagree with the staff member's decisions regarding their child.

OFFICE HOURS/SCHOOL HOURS

Office hours are 7:45 a.m. to 3:30 p.m. Monday through Friday except for designated Early Dismissals and holidays. School hours are 7:55 a.m. to 3:15 p.m. except for designated Early Dismissals and holidays.

PARENT/ADMINISTRATOR COMMUNICATION

The principal can be reached through email, phone messages and notes. If parents would like to schedule a conference with the principal, they are invited to contact the school office. If parents wish to discuss their child's progress, **the conference should first be scheduled with the teacher. Parents wishing to log a complaint against their child's teacher should FIRST address the issue with the teacher.** To voice a concern against a staff member who does not teach their child, parents should contact the principal. A good rule of thumb is to always go to the source of the issue so to avoid the "middleman" and get the problem resolved faster.

PARENT AMBASSADOR PROGRAM

The Holy Rosary Catholic School Parent Ambassador Program is a sponsored initiative. It was implemented to provide initial and ongoing guidance and support to new Holy Rosary families and their students. Through this program, new families can more easily access and gain understanding of school processes and procedures with support from their ambassador.

Parent ambassadors who volunteer in this program are seasoned families who volunteer to assist our new families with integrating into and joining our mission of growing students in "mind, heart and spirit". The "veteran" family is paired with a new family and assist them with questions and solutions to common first year issues. This program is critical in merging new families with existing families, to create an advantageous environment for all within the school community.

PARENT/TEACHER CONFERENCES AND REPORTS/FACTS SIS

Parents/guardians will be contacted by the teacher at any time during the reporting period when there is an indication the student is doing unsatisfactory work and/or whose grade average has dropped significantly. Formal progress reports can be given around the midway point of each grading period and any other time deemed necessary. FACTS SIS Grade Program is available on our school website. Parents are given an activation code.

Parents will also be contacted if there are behavioral issues that disrupt the learning process for their child and if the behavior is disruptive to other students' learning process.

Ideally, the home and school should work hand in hand every day to insure the education of the children. Many factors in the growth and development of your children can be shared by using the scheduled parent/teacher conferences. Two (2) conferences are scheduled each year, one during the fall which is mandatory and the other during the spring which is optional.

INDIVIDUAL CONFERENCES

In the event parents should have any questions or concerns about their child in relation to school or the child's schoolwork, the first person to contact is the child's teacher. The teacher is usually the best person to talk with regarding your child's progress; however, should the parent still have questions or concerns after a parent-teacher conference, the parent should then seek an appointment with the principal. The principal tries to maintain an open door for communication. Phone messages and/or emails are good forms of initial communication.

PARENTS/VOLUNTEERS/SAFE ENVIRONMENT

1. The Archdiocese of Galveston Houston uses CMG Connect: Safe Haven "All-Online" Safe Environment Training and Background Check. This program is required for all volunteers. All Safe Environment trainings will only be online. The link and instructions are available at <https://www.holyrosary-school.org/required-safe-haven-training> Please contact Claudia Vega, Safe Environment Coordinator, at cvega@holyrosary-school.org with any questions accessing the CMG Safe Haven website.
2. Volunteers are required to sign in and out each time they visit and wear a name badge at all times.
3. Volunteers represent the school. Please show support for the school and all of its policies. A Volunteer Code of Conduct Form must be signed before volunteer activities can begin. This holds all volunteers to our Ethical and Moral Conduct policies and Code of Confidentiality.
4. All volunteer activities are coordinated through the administration in conjunction with the various organizations.
5. Time of activity, room and number of people attending for a volunteer activity or meeting must be registered in the office three (3) days before taking place.
6. The administration may terminate services of any volunteer who fails to uphold the policies and procedures of the school.
7. All volunteers must know that the school office closes at 3:30 p.m. All volunteer activities in the school buildings must end at that time unless authorized by the School or Parish Administrator.

PARKING

No child is to be left in an unattended car. Children are unsafe left in a parked car that is running. Park your car in designated spaces, not under the carport. When it is raining, you may drive under the portico to pick up or drop off students at times not designated as drop off or pick up for the student body. Unattended and "running" cars are a serious safety concern. Please do not park in spaces that are reserved for School or Church Staff.

PARTIES

Parties are scheduled by teachers with parent volunteers.

1. Halloween (Pre-K – 1st grade)
2. Thanksgiving (Pre-K – Kindergarten)
3. Christmas (Pre-K – 8th grade)
4. Valentine's Day (Pre-K – 4th grade)
5. Easter (Kindergarten – 2nd grade)
6. Graduation for Kindergarten and 8th grade
7. End of Year

Siblings may not come to parties with parents who are volunteering. Parent volunteers are needed for supervision and will not be able to effectively supervise both siblings and classroom students.

PARTY INVITATIONS – Private Events

Party invitations may not be given out at school unless all students in the class or all students of the same gender in the class are included. If that is impossible, then invitations must be mailed or distributed off campus. This includes not handing out invitations before or after school when everyone is not invited because it may be impossible to include all classmates in outside parties.

P.E. CLASSES

Physical education (P.E.) classes are a required part of the curriculum. Grades for P.E. classes are based upon participation and student's efforts to improve their gross motor skills. Poor behavior in P.E. class will impact participation grades.

If a child has a minor injury or concern, the parent may write a note to the P.E. teacher and clinic to excuse the child from P.E. The child will either sit quietly in the gym area or report to the clinic when excused from P.E. The parent note will be valid for only two (2) days. If there is still a concern, a physician's note must be brought to school to excuse the student from P.E. for a limited time.

Because P.E. is part of our core requirements, alternate assignments will be provided for students who miss P.E. for medical reasons. The assignment usually is a writing/research assignment pertinent to physical activity. This assignment will be used as a grade in place of the daily physical participation grade.

PROBATION - ACADEMIC AND BEHAVIORAL

All newly enrolled students are conditionally accepted with a status of academic and behavioral probation for the first nine-week quarter. At the end of the first quarter, the administration may send a parent letter indicating the conclusion or extension of the probationary period. This procedure is also followed for students enrolling midyear. Any student can be put on probation at any time during the school year for academic or behavioral reasons. The principal reserves the right to put the student on probation or to suspend, place on home-study, expel or withdraw, as deemed appropriate to the circumstances. The pastor and the Catholic Schools Office will be consulted in cases of expulsion. The pastor's decision in all these cases will be final.

PROBLEM AND CONFLICT RESOLUTION/GRIEVANCE PROCESS

The Archdiocese has a grievance policy in place. This policy is kept in the principal's office.

Every effort shall be made to resolve situations so that the education process can continue. Before differences become formalized grievances, both parties shall make every effort to resolve problems through open communication. If a parent seeks resolution of a situation relating to a student, the following steps should be taken:

- The parents should request a conference with the teacher to check their understanding and try to resolve the problem.
- If the matter cannot be satisfactorily resolved with the teacher, the parent may then discuss the issue with the teacher and principal jointly.
- After discussion with the teacher and principal, if the case is still unresolved, the complainant may then present the grievance in accordance with the Archdiocesan Appeals Process (Contact the Catholic Schools Office for appropriate forms).

Scope and Statement of Non-Discrimination

No person shall be discriminated against because of filing or participating in this grievance process, and no reprisals of any kind shall be taken against any person because of participation in this complaint process.

The process is not intended to be adversarial in nature and **neither party to the grievance shall be represented by legal counsel during any phase of the process.** This process replaces all previous processes and statements regarding the institution and processing of complaints at both the local and AGH levels.

Archdiocesan Appeals Process and Grievance Policy

The purpose of this process is to provide parents/guardians of students enrolled in any parish or regional school within the Archdiocese of Galveston-Houston (AGH) with an orderly procedure or the equitable and prompt resolution of complaints. This process is intended to resolve disputes through subsidiarity, at the lowest possible level, in a cooperative, conciliatory Christian atmosphere.

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance.

Exclusions

- A parent who has withdrawn their student from the school may not avail themselves of this grievance process.
- During a behavioral/conduct review by school, local, state, or federal officials, a student will be placed on Home Study/Extended Leave. A student who is accused of serious wrongdoing may be placed in this home-study/extended leave program (under the direction of the parent/guardian), pending adjudication or an investigation into the matter. The length of time of the home-study/extended leave program may vary for each child/offense, depending upon the amount of time remaining in the school year, the type of infraction, and other factors. These absences will be excused, and the student will have an opportunity to complete assignments without reduced credit during the leave. The parent/guardian will be responsible for the education of the student. A parent/guardian may not avail themselves of the grievance process when a student is placed on Home Study/Extended Leave.

Grievance Process

Level One – Informal Resolution/Conciliation (Campus Level) Prior to following a formal grievance process, the parent/guardian shall meet with the person with whom he/she is having a dispute. If the concern is not resolved, he/she should move to the person's direct supervisor in an effort to find resolution. If the matter is not satisfactorily resolved with the person's direct supervisor, the parent/guardian should request a meeting with the principal. If the matter is not satisfactorily resolved with the principal, the parent/guardian should request a meeting with the pastor and principal. If the pastor agrees with the principal's decision, the pastor may decline to meet. If the pastor agrees to meet, but the matter is not then settled satisfactorily, the parent/guardian may appeal the decision to Level Two after the parent/guardian has informed the pastor and principal of their intent to do so. (Parents should note that Pastors make the final decision in grievance matters, no matter the recommendation of the Catholic Schools Office).

Level Two – Grievance Committee (Catholic Schools Office/AGH)

If a satisfactory resolution is not reached at Level One, the parent/guardian may appeal, in writing, to the Level Two Grievance Committee. The CSO for the AGH has established a Parent/Guardian Grievance committee for the purpose of hearing complaint appeals from Level One of the process. The committee reviewing the complaint will consist of an assistant superintendent from the CSO and two AGH principals.

To begin the Level Two process, the parent/guardian shall contact the CSO at 713-741-8704 to request the Level Two Appeal/Grievance Form. The parent/guardian has five (5) working days following the receipt of the Level Two form to complete it and return it to the Catholic Schools Office via an email addressed to csogeneral@archgh.org, along with any additional materials or documentation the parent/guardian would like reviewed by the committee.

Other steps, the complete process, and the appeal/review functions of this grievance policy will be explained in the documents sent by the CSO to the parent/guardian requesting a Level Two grievance.

Procedural Issues

While the grievance process is designed to accommodate all parent/student disputes that may arise within the AGH, it is understood that some situations require flexibility. Any issues regarding the use of Level One or Two forms and processes, or the appropriate administrator at those levels, shall be resolved by the Archdiocesan Superintendent of Catholic Schools.

Computation of Time for Complaints

The time limits of the complaint process shall be based on working days, i.e., Monday through Friday. If any of the timeline falls on school holidays or breaks, the timeline shall be extended to add the corresponding number of working days to the timeline. Time limits may require flexibility and, if necessary, may be modified at the discretion of the CSO.

PROMOTION/RETENTION

Pre-K and Kindergarten students are expected to maintain satisfactory marks for the year. Promotion shall be based upon accomplishment of the essential elements in the curriculum as well as social, emotional, and physical growth. Retention will be discussed if satisfactory marks are not made.

First through eighth grade students are expected to maintain a yearly average of 70 or better in every subject to be promoted to the next grade. If a student falls below 70, the student is required to attend summer school in order to be promoted. The student cannot return to Holy Rosary if he/she does not attend summer school. Upon return, the student must take an end of the year exam in order to be promoted to the next grade.

After all avenues have been explored and the school cannot meet the needs of the student or the parent(s) have not acted on the school's recommendations regarding diagnostic evaluation, and/or interventions, the principal has the right to request

withdrawal of the child (if currently enrolled) or refuse admittance.

RECESS PERIODS/SOCIAL TIME

Research has shown that short, frequent breaks improve academic retention. Besides the short breaks provided during the school day during typical transitions, students also have an assigned recess period in grades pre-k-8. Pre-K-Kindergarten students sometimes have two (2) recess periods per day – one in the morning and one in the afternoon. Students in grades 1-8 usually have one recess period/social time per day, at the time scheduled by the teacher.

RECORDS/RELEASING STUDENT INFORMATION

No information contained in student records will be released to anyone except the parents/legal guardian, and the school personnel with the following exceptions:

1. Student information requested by courts, governmental agencies, probation department or community agencies working with school personnel will be furnished by the principal.
2. Student information relating to matters of litigation may be obtained by issuance of a subpoena to the principal.
3. Individuals employed by Fort Bend County Protection and Child Welfare Unit, as child protection workers, or in a related assignment may be permitted to review applicable student records if they have on their person an official picture identification badge. The parent or guardian does not need to be notified or grant permission for the above; however, full disclosure should be made to the parent or guardian if there is an inquiry from the parent.
4. In making investigations of legal cases of potential and or alleged violations of the law, it may be necessary for law enforcement officers to interview school personnel, students, and review student records. The principal will, as required by law, cooperate with officers of the law when they present their official picture and badge identification in every way possible. The principal will attempt to notify the parents except in cases of child abuse and when requested officially by the law officers not to notify the parents.

RELIGION PROGRAM

Central to Holy Rosary Catholic School's curricular goals, and to the mission of the school, is the teaching of religion. The religion curriculum stresses the catechetical and moral dimensions consistent with the developmental stages of students. Religion is taught daily to all students regardless of religious affiliation. Other methods of integrating religion into the curriculum include:

- Participation in weekly mass for all students regardless of religious affiliation.
- Participation in classroom or grade level para-liturgies.
- Scheduled opportunities for Sacramental Reconciliation for Catholic students.
- Reflection and/or retreat for students.
- Stations of the Cross during Lent.
- Participation in Adoration at the church.
- Service field trips.
- Middle school students (grades 6-8) are required to attend retreats and/or days of prayer.

All school masses are celebrated in the Church. During remodeling of the Church, Mass may be held in the Parish Hall or gym. As on other days, students are tardy at 7:55 a.m. on Mass days (usually Thursday) since Mass begins at 8:15 a.m. Students (grades pre-k-8) must be in full dress uniform for mass. Shorts are not allowed in the Church or Chapel. Students not properly attired are in violation of the dress code.

Sacramental preparation for First Reconciliation/First Eucharist is provided for students in second grade with parental assistance. Mandatory parent formation/information meetings are provided by your family's home parish to assist families in these sacraments. To be eligible, students must be attending the day school regularly. For additional information, contact Holy Rosary Church's Faith Formation office: 281.342.3089.

As part of our Religion curriculum, students are taught about human sexuality through an Archdiocesan-approved curriculum program. Parents are encouraged to preview this program and talk with their child's teacher if there are any questions about the program.

CIRCLE OF GRACE

In August 2017, Cardinal DiNardo has directed that every parish in the Archdiocese implement the Circle of Grace program, children and youth are taught to identify and maintain appropriate physical, emotional, spiritual, and sexual boundaries; recognize when boundary violations are about to occur; and demonstrate how to take action when boundary violations are threatened or violated. Along with a strong parent component, the program teaches children that God is with them at all times, especially in difficult situations. The Office of Adolescent Catechesis and Evangelization oversees the formation and reporting process.

REQUESTS FOR TEACHER ASSESSMENTS/REFERRALS

Parents sometimes request that teachers complete outside referral instruments for personnel in the medical or educational assessment fields. The staff will complete these instruments in a timely manner; however, parents should note that the completed documents must be sent directly to the medical or educational consultant. **Staff are not permitted to return the completed documents directly to the parent/guardian.**

REPORT CARDS

RELEASE OF REPORT CARDS AND SCHOOL RECORDS

Students and parents need to reconcile all obligations before the end of each nine weeks, as well as the end of the school year; i.e., discipline, financial, make-up work, library fines, return of all library books, textbooks, equipment, and/or media materials. The report card is not issued to parents (either party with custody rights), nor is it forwarded to another school, until all obligations are fulfilled, including, but not limited to, discipline and/or financial obligations. (This includes access to FACTS SIS) **Students' records are not released before all tuition, fees, and fines owed to the school are paid in full.** The school's budget is based on the commitment of each child completing his/her attendance for the entire school year.

Parents are responsible for storing their child's school records each year, including report cards, test scores, honor roll certificates and other awards, etc.

Please submit your records requests in writing, detailing what records are needed and the reason. Address your request to our administrative assistant. Please expect 3-5 business days before your request can be processed. As always, your accounts must be in good standing for the school to release records.

RETURNED CHECKS

There will be a charge of \$25.00 added to your account for the first returned check, and \$35.00 for each check returned after that. The total due must be paid with cash, cashier's check, or a money order. If more than three (3) checks are returned, the only forms of future payments that will be accepted are cash, cashier's check or money order.

RIGHT TO AMEND

Holy Rosary Catholic School and administration retains the right to amend this handbook. Notice of amendments will be sent to parents.

ROOM PARENTS

The room parents support the classroom teacher in facilitating good communication among parents and students, and they help coordinate the following extracurricular activities: Halloween Carnival, classroom parties, Catholic School Week, and other activities throughout the year.

SAFETY

Safety concerns and needs have been addressed in various sections of this handbook. Our primary responsibility, beyond spiritual and academic needs, is to maintain the safety and security of both our students and the staff. Should you see or hear anything which concerns you about the safety of our Holy Rosary community, please report it immediately to the school office, the principal, and/or the appropriate authorities if it is an emergency situation.

Staff have access to the campus' Crisis Management Plan for information and directions regarding possible crisis or critical incidents. Students and staff frequently practice drills for fire, weather safety, and intruders on campus, lockdowns, etc. to keep us prepared for emergencies. The security camera system on campus also provides us with needed safety information. Holy Rosary Catholic School will utilize the Standard Response Protocol. More information can be found here- <https://txssc.txstate.edu/tools/srp-toolkit/about>

When events occur beyond our control, you will receive an alert/text/email as soon as we can provide you with necessary information about the event. We request that all parents and students follow all safety warnings from our staff to keep everyone free from harm.

ARMED GUARD

Beginning August of 2023, Holy Rosary Catholic School will have an armed guard on duty during school hours. The Armed Guard will patrol the campus, walk the grounds, but also visit students in the halls and cafeteria and possibly engage with students

through guest speaking activities. The Armed Guard will not be an education disciplinarian. They are here to provide security and protection for students, staff, visitors/guests and equipment/property. They will actively respond to incidents/issues that threaten the safety of students, staff, and or visitors/guests, as well as crisis situations such as fire, inclement weather, etc. The Armed Guard will assist to implement the school crisis management plan and they will be Safe Haven certified. They will be prohibited from directing traffic on any public roadway.

SCHOOL FUNCTIONS/CURRICULAR ACTIVITIES

There are distinct traditions which Holy Rosary Catholic School shares with parents and the parish. It is highly recommended that the students fully participate in the special programs listed below. These programs are considered a part of our curriculum guidelines. **If they will not be participating, we ask that a note be sent to the teacher.**

Feast of the Holy Rosary – The Feast of the Holy Rosary is celebrated during the school day in the month of October.

Halloween Carnival – The carnival is a major fundraiser sponsored by the PTC. It provides the opportunity for students, parents, and teachers to be together for a recreation and social activity.

Veteran's Day – Celebration of the service given to our country by men and women.

Christmas Program – The Christmas program is a time when the students perform and have an opportunity to present a program to show off their talents and present a gift to their parents. Whether it be choral or a complete show, it is important for them to perform, thus developing self-confidence.

Catholic Schools Week – All students, faculty and staff are involved in different activities to show off what Catholic schools have to offer. A special Liturgy, along with open house and invitations to the dignitaries of the community, help make Holy Rosary Catholic School an important part of Rosenberg. An open house will be held in January. The Religion Fair is also held at this time.

May Crowning – May Crowning is an incredibly special evening of reflection and prayer to honor Jesus' Mother, Mary. The eighth grade students crown the statue of the Blessed Mother. It is an honor reserved for the eighth grade students to perform as their last duty before leaving Holy Rosary Catholic School. We ask all students to attend. They will sit with their class.

Spring Concert – Students will perform through song.

Awards Day – On this day students are awarded for their academic achievement.

Field Day - Fun games and physical activities.

SCHOOL HOURS AND SCHOOL DAY

The school is open at 7:00 A.M. daily for drop-off for students enrolled in the Before and After School Program (BASP). Staff duty hours are from 7:30 A.M. – 3:30 P.M. Students may enter the gym at 7:30 A.M. The school day runs from 7:55 A.M. – 3:15 P.M. Dismissal and pick-up of most students is finished by 3:30 P.M. After School Care enrollees may remain on campus until 6:30 P.M.

SCHOOL NOTES, ETC.

School notes, written teacher communication, and many other items are sent home with your children in the Tuesday take-home folder. It is the responsibility of all the students to bring these items home and give them to you. Please help us by holding your children accountable for bringing home school communications. Perhaps you can teach your child to put all school notes in a designated place in your home as soon as they arrive home.

SCHOOL ORGANIZATIONS

School associations and organizations (such as PTC and Booster Club) are under the direction and leadership of the school principal. To provide sound structure, by-laws should be established for associations and organizations. All funds raised by these organizations belong to the school and are managed by the principal (in consultation with the pastor) through the school account number. No separate account numbers are allowed. The principal or pastor (as determined by the pastor) must approve all fund requisitions and disbursements.

SEARCH AND SEIZURE

Schools can search for and confiscate personal belongings of students, not just student lockers, if it is suspected the belongings are illegal, unsafe, material to an investigation, or disruptive to the operation of the school. This includes backpacks, handbags, gym bags, lunch kits, "cubbies," clothing pockets, etc. In certain circumstances, students may be asked to "deposit" their electronic devices in a safe area and keep them out of classrooms. For example, during mid-term exams for middle school.

SEXUALITY

The learning environment and religious nature of Catholic schools are guided by the Catechism of Catholic Church (CCC). The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops. Among

other things, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his/her sexual identity.” (CCC)

If a student’s expression of gender, sexual identity or sexuality should cause confusion or disruption at school, if it should mislead others, cause scandal, or have the potential for causing scandal, then the matter will be discussed with the student, his/her parents, the principal, and the pastor. **If not resolved to the satisfaction of the school and pastor, seeking to uphold Catholic principles, then the student will be expelled from the school AFTER the parents are first given the option to immediately withdraw the student from the school.**

As in the case of students, if serious concerns arise as to a parent’s or guardian’s (herein “parent’s”) position or action with respect to the tenets of the Catholic faith regarding sexuality, then he/she will be counselled by the school and pastor. If the matter involving the parents/student(s) is not resolved to the satisfaction of the school and pastor, seeking to uphold Catholic principles, then the parent will be asked to withdraw the child(ren) from the school and they must agree to do so immediately. If they fail to do so, the child(ren) will be expelled immediately from the school.

SEXUAL HARASSMENT

It is the policy of the Archdiocese of Galveston-Houston that all students should attend school in an environment free of gender discrimination that encompasses freedom from sexual harassment. Sexual harassment is immoral and reprehensible and will not be tolerated in the Catholic schools. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individuals and to the Church/School community as a whole.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of a student's education.
- Submission to or rejection of such conduct is used as the basis for academic decisions affecting the student.
- Such conduct has the effect of substantially interfering with the student's academic performance or creating an intimidating, hostile, or demeaning educational environment.
- Such conduct directly impacts the student's physical or mental health or welfare.

Sexual harassment includes, but is not limited to the following behaviors:

- Unwelcome sexual advances, including advances or inappropriate comments via social media.
- Physical contact, such as attempted or actual assault, unwanted touching, including pinching or brushing against another's body; blocking normal movements or interfering with work, study, or play because of sex.
- Verbal conduct such as sexually oriented kidding, teasing, joking or flirting.
- Verbal abuse of sexual nature.
- Leering, whistling, sexually suggestive gestures or sounds.
- Displaying pictures that are sexual in nature.

In addition, retaliation against students who report sexual harassment or who assist the Archdiocese of Galveston-Houston in an investigation of a sexual harassment complaint is strictly prohibited. Acts of retaliation will result in disciplinary action.

SPECIAL NEEDS LEARNERS AND REFERRALS

INTRODUCTORY STATEMENT

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special needs students. However, Holy Rosary Catholic School and the other Catholic Schools understand that admission of students with special needs must be considered and reviewed on an individual basis.

LEGAL REFERENCE TO SPECIAL SERVICES

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability. For Holy Rosary Catholic School, the local district is the Lamar Consolidated Independent School District (LCISD). The “Child Find” process must be conducted in consultation with private schools’ representatives to ensure equitable access for private school students. In IDEA, these children are often referred to

as “parentally placed private school children with disabilities,” and the benefits available to them differ significantly from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called “Section 504”), provides that no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in any program receiving federal assistance. Catholic educators are committed to recognizing and addressing the needs of all those who seek a Catholic education. Within our resources, Holy Rosary and other Catholic schools will offer services to eligible students with special needs, when possible. Private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

RECORDS FOR SPECIAL NEEDS LEARNERS

All psychological and diagnostic evaluations or reports regarding testing of students with special needs received from local public school districts or private agencies are forwarded to Holy Rosary Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and in an area accessible only to the principal and any other appropriate personnel working with the student. Parents may view their child’s record any time. These records may not be forwarded to any other individual or agency.

CRITERIA FOR ACCEPTANCE OF STUDENTS WITH SPECIAL NEEDS

In making a determination regarding the admittance of a particular student, Holy Rosary Catholic School will review the child’s ability to meet the school’s academic, behavioral, social and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- The student’s demonstrated ability to meet grade level requirements;
- The record of student’s ability to follow school rules and regulations;
- The student’s ability to meet socially acceptable behaviors; and
- The student’s ability to meet the physical requirements of attendance.

HOLY ROSARY’S SERVICES FOR LEARNERS WITH SPECIAL NEEDS

New Students – When the Admission Office or principal is notified that an incoming student may have special learning needs, the principal and other appropriate school staff will review current academic, social, medical, and psychological/diagnostic evaluations to determine if the applicant is qualified to enroll, with or without his or her disability. If the applicant is qualified for enrollment, the principal and Intervention Specialist will then determine if reasonable adjustments can be made to the educational program which will accommodate the student’s needs. If an admission is determined the school will begin the procedures with parents to discuss a *Catholic School Accommodation Plan*.

Currently Enrolled Students – If a teacher or parent is concerned about a child’s academic, behavioral, or emotional progress and feels that testing may be needed, he or she will discuss concerns with the parent and Principal, and then meet with the Intervention Specialist as soon as possible. Our aim is always to work as a team to do what is best for the child. Because this is a critically important and individualized process, we will review and discuss:

- The student’s current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational interventions and strategies provided for the student and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist Holy Rosary Catholic School in educating the student. The principal and staff may recommend educational alternatives and/or referrals to the local school district and/or private agency of the parent’s choice for further diagnostic evaluation.

Holy Rosary Catholic School will keep documentation for all referrals on file. This documentation will be included in the student’s records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*. If, upon review of a diagnostic evaluation, it is determined that the student cannot be served through minor accommodations, the principal may assist the parent in educational alternatives. Accommodations for a student may be noted on the progress report and report card but not on the permanent school record. Modifications for a student will be noted on the progress report, report card and the permanent record.

STUDENT SUCCESS EXPECTATIONS FOR SPECIAL NEEDS LEARNERS

Holy Rosary Catholic School will deploy all available school resources to promote student success. We are committed to keeping the lines of communication open and informing parents about student progress in all areas. The classroom teacher and parent will first discuss any concerns about a student's progress. School success is the outcome of a strong academic partnership between parents, teachers and staff, and Holy Rosary strives to maintain strong collaborative ties with all our families. In order to provide the greatest educational benefit to our students, parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in Holy Rosary's efforts to adequately support their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s) or guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

ACCOMMODATIONS FOR SPECIAL NEEDS LEARNERS

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a thorough diagnostic/psychological evaluation, a student meets certain criteria to qualify for accommodations to his or her schoolwork. In many instances, accommodations (changes in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system may be referred to private agencies for special assistance and interventions after the educational team has obtained verification through a diagnostic evaluation. The number of intervention sessions per week, length of sessions, and goals will be determined by the Intervention Specialist, tutor, principal, and classroom teacher after all available information has been reviewed. Accommodations for a student are noted on the progress report and report card but not on the permanent school record.

MODIFICATIONS FOR SPECIAL NEEDS LEARNERS

Modifications are changes in what a student is expected to learn. They refer to changes made to curriculum expectations in order to meet the needs of the student. Modifications are made when the grade level expectations are beyond or below the student's level of ability. The changes are made to provide a student opportunity to participate meaningfully and productively, along with other students, in classroom and school learning experiences. Modifications include changes in instructional level, content and performance criteria.

Catholic Schools understand that admission of students with special needs must be considered and reviewed on an individual basis. Catholic Schools strive to recognize and address the needs of all those who seek a Catholic education. Within the resources of each school, schools will offer services to eligible children with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Catholic schools are only required to make minor adjustments to accommodate eligible students. Modification of a child's program must be noted on the progress report, report card and the permanent record card, if curriculum is modified. Any modifications made to a student's educational program must be requested from the Catholic Schools Office by the school via special request to the Director of Support for Students with Exceptionalities.

STANDARDIZED ASSESSMENT FOR STUDENTS WITH SPECIAL NEEDS

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocesan standardized assessment program. Accommodations are provided to students who are diagnosed with a disability and have provided the school with a diagnostic and/or psycho-educational evaluation. A student must have a *Catholic Accommodation Plan* on file with documented testing recommendations from the local school district or private agency to receive testing accommodations. These testing arrangements must be planned for in advance through a meeting with the Intervention Specialist. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

RE-EVALUATION FOR STUDENTS WITH ACCOMMODATIONS

It is required that psychological/diagnostic evaluations are updated at least every three years by the local school district and/or private agency. It may be conducted more often if the parent or school request a more thorough comprehensive evaluation. This three year time frame is an IDEA and Archdiocesan requisite in order to assess current accommodations and identify any further changes to meet the student's needs. If the child is not meeting the academic objectives and/or exhibiting new challenging behaviors in their educational setting then a re-evaluation is required to reassess specific areas of concern. If a parent refuses to have a re-evaluation completed for their student, the school is not required to accommodate for the student and the school will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student. In order to have formal accommodations in place, an updated evaluation is required. A re-evaluation may be in areas of demonstrated need or concern. Re-evaluations are also required to be updated if a student is scheduled to take College Board exams (SAT, SAT subject tests, PSAT/NMSQT, PSAT 10, or AP Exams) and requesting accommodations.

WAIVER OF ACCOMMODATIONS

If a student is exhibiting success in their educational program and the parents, principal and educational team decide that accommodations are no longer necessary, this must be documented on a Waiver of Accommodations form. After the waiver is signed the student will then continue his/her educational program without any accommodations. Documentation of the release must be on file at the school, and parents, principals, and educational team will meet after each grading period to determine the student's academic, behavioral, emotional and social progress without accommodations. If the student is successful without accommodations after two full school years, then no further waiver reviews are required. If the student is not successful without accommodations, then the Catholic School will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student.

STANDARDIZED TESTING AND OTHER ASSESSMENTS

NWEA has been adopted by the Archdiocese of Galveston-Houston and is administered to students at the beginning, middle and end of the year to show student academic progress. The tests are a means to give teachers and the administrator a certain amount of information regarding the educational growth of the students.

A religion exam (measuring religious knowledge) is given to students in grades 5 and 8 in the spring of each year. Other assessments include regularly scheduled classroom tests, quizzes, formative assessments, I-Ready, Renaissance 360, etc. The teachers strive to provide a secure testing environment. They also attempt to plan tests so that students are not overwhelmed with more than two tests on the same day.

STRUCTURE OF HOLY ROSARY CATHOLIC SCHOOL

Early Childhood	Pre-K and Kindergarten
Primary	Grades 1-3
Intermediate	Grades 4-5
Middle School	Grades 6-8

STUDENT RELEASE TO IMPAIRED PARENT/GUARDIAN

No student will be released to a parent, guardian, or parent designee if the school personnel believe the person to be impaired (such as inebriated) and, therefore, unable to care for the student. Another person from the student's emergency contact list will be called.

STUDENT PROGRESS

Lines of communication will be kept open to inform parents of student progress in all areas, academically and behaviorally. Concerns about a student should be and will be addressed initially by the classroom teacher. Success can only be attained through cooperation between parents and educators. Parents are expected to share any pertinent information from private resources which would be of value in creating a successful educational environment. If it is determined that the school's resources cannot meet the needs of a student, or if parents/guardians fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal will request the withdrawal of the student or deny admission for the following year.

TECHNOLOGY

USE OF TECHNOLOGY

INTERNET

It is the policy of the Archdiocese of Galveston-Houston the Diocesan Catholic Schools Office, and Holy Rosary Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students. These policies are set forth below in the Term, Conditions, and Regulations for the use of the Internet and related technologies. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

INTERNET TERMS, CONDITIONS, AND REGULATIONS

ACCEPTABLE USE

The use of the Internet and related technologies must be in support of education and research consistent with the educational objectives of the Archdiocese and the school. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

UNACCEPTABLE USE

Transmission of any material in violation of any U.S., State, Board, Diocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, gambling, unauthorized chat, or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, and inappropriate language and communications. Accessing social networking websites, except those used for educational purposes, are off-limits on school property. The use of circumventors to get around school network security is prohibited. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another person's computer, access accounts, and/or files is prohibited.

PRIVILEGES

The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.

INSTRUCTION – TECHNOLOGY IN CURRICULUM

Teachers and students shall be instructed in the use of technology in the curriculum with an understanding of the implications of its use as a tool of communication, analysis, and research. The school administration shall adopt a plan for the efficient and effective use of technology in the instructional program. The plan shall provide for the understanding and use of current technology by staff and students and shall include a procedure to review the school's utilization of technology as a teaching and learning tool, in conjunction with Diocesan and state curriculum guidelines. Staff meetings should include regular technology updates in all areas, especially acquisitions, grants, and workshops.

INSTRUCTION – LIBRARY/MEDIA CENTER

The school administration is responsible for materials used by the school. The administration collaborates with qualified media specialists/aides, in cooperation with the staff, for the selection of instructional materials for the library media center. The selection of materials is ongoing and involves other members of the school community. In selecting materials to purchase for the library/media center, the media specialist/aide will evaluate the existing collection and the curriculum needs and will consult with reputable professionals for prepared aids and other appropriate sources.

The materials selected must comply with these criteria:

1. Related to the program and curriculum.
2. Age appropriate.
3. Viewed as acceptable by professionals.
4. Reflective of the philosophy of the school.
5. In accord with Diocesan standards and policies.

The media specialist shall assess the instructional materials. All non-functional, worn, or lost materials will be replaced appropriately, considering the needs of students and faculty.

E-MAIL

E-Mail, like the telephone is intended primarily for business purposes. Incidental and occasional personal use of electronic mail is permitted, but such messages and access will be governed by this policy.

Users need to use public mailing lists appropriately by ensuring the right mailing lists are used for mailings and not send messages unnecessarily to every list within the directory. (SPAM)

Transmissions of copyrighted material are to be done only with permission. All copyright laws must be followed.

E-Mail should not substitute for all personal meetings.

Electronic snooping for any purposes or transmission of discriminatory or harassing language by any student, volunteer or school employee is a violation of policy and grounds for disciplinary action, up to and including termination, in accordance with standard Personnel policies and procedures.

Use of E-mail for inappropriate messages is prohibited. Inappropriate messages include, but are not limited to, those containing discriminatory or derogatory language or remarks that may be construed as sexual harassment, and unsolicited (SPAM) e-mail.

Misaddressed mail should be routed immediately, without reading, to intended recipient OR deleted without reading.

Improperly used, E-Mail can result in a loss of privacy and potential legal liability for individuals and employers. Users should be aware that electronic mail messages which have been deleted by both sender and recipient may reside on the system, and may be accessible for a period of time, until the files are written over.

CYBER-BULLYING

Neither the Holy Rosary Catholic School's network nor the broader internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber-bullying are unacceptable.

Cyber-bullying is defined as use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person.

Cyber-bullying includes, but is not limited to the following:

- Cruel instant computer messaging or threatening e-mails.
- Mean, repeated cell phone text messages.
- Creating a website for the purpose of mocking certain students, or school personnel.
- Posting humiliating "photo shopped" or digitally modified images of certain students or school personnel.
- Forwarding "private" photos or videos to other students.
- Pretending to be someone else by using someone else's online screen.

Students are encouraged to report any incident of harassment to the teacher or principal. The principal has the responsibility to investigate harassment or bullying complaint in an expeditious manner.

Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations, is strictly prohibited. Acts of retaliation will result in disciplinary action.

Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official (the principal or technology coordinator). All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from Holy Rosary Catholic School.

READING DEVICES

Forms can be found in the enclosed Technology Handbook.

TECHNOLOGY USAGE

Access to the technology resources of Holy Rosary Catholic School by its faculty, staff, volunteers, and students is for purposes of instruction, research, assignment completion, and school administration. Technology resources for students may include computer hardware and software licensed to the school. These resources are not to be used for personal or non-school related communications.

The servers, desktop PC's, printers, and all other school technology equipment are the property of Holy Rosary Catholic School. The school retains the right to search any and all equipment at any time. Appropriate language and etiquette are essential in using any aspect of the school's technology program. Facebook, Instagram, Snapchat, or any other social networking sites, are not appropriate for use at school. Students must refrain from accessing them or their access to technology may be revoked.

When a student's use of electronic communication (on devices either owned by the school or student) jeopardizes the safe environment of the school or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including the revocation of the student's technology use.

A Catholic school administrator can impose consequences for conduct involving technology use occurring outside school that detrimentally affects the school. Whether occurring within or outside of school, when a student's, staff member's, parent's,

or volunteer's use of electronic communication jeopardizes the safe environment of the school, detrimentally affects the school's reputation, disrupts regular school communications, or is intended to promote or advocate a certain cause, or is contrary to Gospel values, the staff member may be discharged or the volunteer may lose his/her privileges of volunteering at the school. The parent may be asked to withdraw their students. Below are the guidelines to follow when using technology.

Use of Technology Resources/Mobile Phones/E-devices

Respecting the rights and property of others is paramount. No improper access or misuse of files, memory storage, data, or information, or improper use and waste of technology resources, such as disk space or printing supplies will be tolerated. Students all have the responsibility to respect their own, others', and the school's technology resources.

Students may use personal electronic devices under the direction of the teacher, only for the purposes of reading appropriate materials or engaging in classroom instruction/assignments. Devices such as watches, rings, jewelry, etc. with the ability to access the Internet or message others are not permitted to be worn. If a student is discovered using a personal electronic device or other electronic equipment without permission or using it for inappropriate measures, the technology will be collected and held in the principal's office for parent pick-up. A discipline referral will ensue. Additionally, a **\$50 fine will be assessed**, and the parent/guardian will be required to personally collect the device from the office (this policy also applies to cell phones or communication devices that are found in the "on" position during the school day). Additionally, students are not permitted to use electronic devices during their wait time for dismissal.

School-Issued Devices Students in grades 6-7-8 will be using a Google Chrome Book for ease in accessing assignments and for use during both traditional and remote learning instruction.

Any inappropriate material found on the device is the responsibility of the parent/student and may result in loss of use of the device. Damage caused by irresponsibility or mistreatment of the device will be billed to the parent as a replacement cost for the device.

Students in other grades who require a device for remote learning must alert their homeroom teachers. We will provide a loaner device to assist in instruction and learning. Any inappropriate material found on the device is the 64 responsibility of the parent/student and may result in loss of use of the device. Any damage caused by irresponsibility or mistreatment of the device will be billed to the parent as a replacement cost for the device.

Software

Both operating systems and program applications must be approved by the school administration and Technology Consultant and installed by the appropriate, designated Technology staff. The illegal installation of copyrighted software or files for use on school computers is prohibited. The school's Technology Consultant is to install any software on school computers following the licensing agreement. The Technology Consultant or office staff will secure all license agreements and keep them on file.

Copyright

It is the policy of the Archdiocese of Galveston-Houston that all employees, volunteers, and students are to abide by the federal copyright laws. Employees, volunteers, and students who willfully disregard copyright laws are in violation of this policy, doing so at their own risk and assuming all liability. This includes technology and other materials.

TELEPHONE USE AND MESSAGES

Students may not use the school's telephones unless it is an emergency. Forgetting one's homework, P.E. uniform, lunch, etc., is not considered an emergency. Students and parents must arrange after school rides ahead of time. The office staff is available to serve you in an emergency, but they are not responsible for non-emergency messages. Unless it is an emergency, please limit your requests for messages to be delivered to your child. Student use of cellular phones is not permitted during school hours.

TEXTBOOKS and OTHER TOOLS

Textbooks are selected from the State of Texas Adopted Textbook List or from other publishers with Archdiocesan approval (see the Internet for "Texas Instructional Materials Adoption Bulletin" which includes multiple publishers in each subject area). Many of our textbooks are now online – please inquire of your teacher about optional textbook resources. Textbook selection is a function of the local Catholic school. Selection is based upon teacher input, and teachers are directed to choose what is best for their students' needs and the curriculum objectives.

It is expected that textbooks, traditional or online, are used in all major subject areas. Textbooks are provided on a rental basis and are distributed to students at the beginning of the school year. Students will be fined for damages beyond the normal wear

or asked to pay full replacement cost for lost books. Supplementary material is also used to enrich and expand the curriculum. In general, textbook adoptions are made every 5 years, depending upon recommendations from the state of Texas.

TUITION, ENROLLMENT/RE-ENROLLMENT, AND FEES

Holy Rosary Catholic School provides an outstanding affordable Catholic education. We count on your commitment to us. Please remember that supplies, textbooks, and teachers have been hired based on the number of registered students. It is with the tuition dollars that you have agreed to pay that the school counts on to give your students a quality education.

ENROLLMENT/RE-ENROLLMENT

There is an annual enrollment/re-enrollment fee, which is to be paid at the time of enrollment/re-enrollment to secure a place in Holy Rosary Catholic School. This fee is non-refundable. Re-enrollment for current students is not automatic. Families with outstanding financial obligations will not be eligible for re-enrollment until all accounts are clear. Families who consistently violate policies or who do not promote the campus in positive communications will not be eligible for re-enrollment. Students who consistently pose discipline or academic concerns will not be eligible to re-enroll. Students with parents/guardians who consistently disregard or question the Holy Rosary Catholic School Code of Conduct and campus expectations will not be eligible to re-enroll. In order to participate in summer camps (not open to public) where students will be representing Holy Rosary Catholic School, you must be enrolled for the upcoming school year and all financial obligations for the school must be current.

FEES

Holy Rosary Catholic School is contracted with FACTS Management Company (FACTS) to help manage our school fees and tuition payment program. Enrollment fees, school fees and tuition are billed and paid through your online account with FACTS. School fees are collected for each student each school year and are **non-refundable**. These fees secure the rental of hard-cover textbooks, purchase of consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment, audio-visual licenses, Science lab fees for consumable materials, technology equipment, maintenance and internet connections; DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.

School fees are not part of the tuition payment plan. FACTS Incidental Billing will be set up once your tuition payment plan is finalized, and your school fees invoice will be emailed to you. School fees are due in full by June 15, 2023. If enrolling after June 15, you will be billed at time of enrollment and payment will be due as indicated on your invoice. Incidental Billing payment options include online payment, mobile online payment, mail in payment, telephone payment or auto pay (you elect incidental invoices to be debited from a designated account on the invoice due date).

TUITION PAYMENT

Please review the tuition payment plan options below and choose the plan most convenient for your family. All families will complete an Enrollment Packet in FACTS Family Portal (www.factsmgt.com) yearly. The FACTS payment plan setup is a required step in the Enrollment process. Tuition is added by the business office and the agreement will be finalized. Once your information is received and processed by FACTS, you will receive a confirmation notice. This notice will confirm your payment plan information. Please check this information for accuracy and contact cwehring@holyroscary-school.org or FACTS Customer Service at 866-441-4637 with any discrepancies.

FULL PAYMENT PLAN (FACTS Yearly Enrollment Fee: \$25.00)

FACTS is a quick, secure method for paying your tuition balance in full. Payment methods offered are Credit Card (2.95% fee added) or Automatic Bank Draft with your choice of full payment on the 10th or 20th of August 2023. There is a **2% tuition discount** for full payment on these dates. If after this time, the 2% tuition discount will not apply.

SEMESTER PAYMENT PLAN (FACTS Yearly Enrollment Fee: \$25.00)

Pay your tuition in two installments. Payment methods offered are Credit Card (2.95% fee added) or Automatic Bank Draft with your first semester payment choice of the 10th or 20th of August 2023, and your second semester payment choice of the 10th or 20th of January 2024.

Monthly Payment Plan (FACTS Yearly Enrollment Fee: \$55.00)

Spread your tuition balance over monthly installments. Payment methods offered are Credit Card (2.95% fee added) or Automatic Bank Draft on your choice of the 10th or 20th of each month. Total tuition is for ten (10) ten months of school (August – May); however, to reduce monthly payment amounts, we have set up an eleven (11) month payment plan for those families who are enrolled in Holy Rosary Catholic School and enrolled in FACTS prior to June 15, 2023. Payments begin in July 2023. **Late fees will be applied to each late payment. Fees will also be applied to each dishonored payment.** The final payment is in May 2024. **Late enrollment in Holy Rosary Catholic School and/or**

FACTS will be set up at time of enrollment and will be spread across the remaining months through May 2024, resulting in slightly higher monthly payments.

FACTS Customer Care Representatives are available at 866-441-4637. You may also direct questions to cwehring@holynosary-school.org. FACTS Tuition Management works on behalf Holy Rosary Catholic School and all accounts are monitored by the school's business office.

Enrollment in Holy Rosary Catholic School is not considered complete without ALL forms, fees, and enrollment in FACTS.

USE OF SCHOOL CAMPUS AND FACILITIES

All organizations must fill out an approved facility request form and present it to the principal for approval for any special events on campus.

VOLUNTEER OPPORTUNITIES

PARENT ORGANIZATIONS

Under the leadership of the principal are:

BOOSTER CLUB – a supporting organization for Holy Rosary Catholic School sports teams. All families are included in membership. The principal or pastor must approve all fund requisitions and disbursements.

PARENT/TEACHER CLUB (PTC) – a fundraising and community building organization with minimal dues collected each year. The principal or pastor must approve all fund requisitions and disbursements.

SAFE ENVIRONMENT/CMG CONNECT: SAFE HAVEN TRAINING

All prospective school parent volunteers must attend the CMG Connect /SAFE HAVEN training. (Formerly known as VIRTUS training "Protecting God's Children") This training program is offered by the Archdiocese, free of charge.

- Safe Haven is a workshop on child sexual abuse prevention. Applicants must register for CMG Connect SAFE HAVEN training on-line on the Holy Rosary Catholic Church website.
- As part of the SAFE HAVEN training process, volunteers must sign an Ethics Code of Conduct and submit an authorization form for a background check. All parts of the process must be completed in order to be fully certified by SAFE HAVEN.
- The campus CMG Connect / SAFE HAVEN Coordinator is Claudia Vega, cvega@holynosary-school.org
- **ALL VOLUNTEERS MUST BE SAFE HAVEN CERTIFIED PRIOR TO WORKING ON CAMPUS – NO EXCEPTIONS!** (Please allow 3-4 weeks for your SAFE HAVEN certification to be processed and for you to be able to volunteer on campus.)
- Please keep your certification current. By not doing so, you will not be able to volunteer for campus events. If the prospective school volunteer has attended the training previously, the SAFE HAVEN Coordinator will verify the "active" status of the volunteer. If it has been 5 or more years since the volunteer has taken the initial training, the volunteer must register for the next level of training. If it has been less than 5 years since the prospective volunteer has taken the first training, the SAFE HAVEN Coordinator, Claudia Vega, will alert the volunteer as to when their initial volunteer approval will expire.
- If a SAFE HAVEN trained volunteer has lost or forgotten his/her user name and/or password for the CMG Connect SAFE HAVEN site, please email Claudia Vega cvega@holynosary-school.org

All individuals participating in volunteer activities involving direct contact with students (i.e. coaching, eating lunch with your child, classroom helper, fieldtrip supervision or transportation, etc.) must be Safe Environment trained before they are allowed to volunteer. The training and background check are all online.

EXAMPLES OF VOLUNTEER OPPORTUNITIES

Church Bazaar booth coordinator (September)

Church Bazaar booth worker/set-up/breakdown/clean up (September)

Halloween Carnival Chairman (October)

Halloween Carnival worker/set-up/breakdown/clean up (October)

Thanksgiving Feast Helper (November)

Catholic Life Raffle Sales Coordinator or sales booth at masses (November – January)

Poinsettia Fundraiser (November-December)

Catholic Schools Week Helper (January)

Steps for Students Coordinator (February)
Texas Cultural Day Assistant (February)
Field Day Assistant (May)
Talent Show Assistant (May)

ON-GOING OPPORTUNITIES THROUGHOUT THE SCHOOL YEAR

Ambassador Committee
After School Programs/Club Sponsor/Asst. (ex: Chess Club, Lego Club)
Sports Coach / Asst. Coach (soccer, volleyball, basketball, track)
Book Fair Volunteer (held twice a year)
Booster Club Coordinator
Cheerleader / Spirit Squad / Mascot Advisor
Concession Stand worker
Gala Committee
Gala Committee Chairman
Gala Assistant - event set-up, organizing, transporting items to hall, breakdown, decorating, etc.
Head Room Parent Coordinator
Homeroom Parent
Pizza Lunch Helper
Study Hall supervisor
Advisory School Council Member

GRADE SPECIFIC TRADITIONAL ACTIVITIES

Kindergarten – Thanksgiving Feast / Graduation
Pre-K – 8TH - Classroom Gala Project
2nd Grade – First Communion
4th Grade – Las Posadas
5th Grade – Mardi Gras Parade / Camp Kappe Chaperone
6th, 7th & 8th Grade – Veterans Day Program/ Stations of the Cross/ Bury and Raise the Alleluia
8th Grade – Living Rosary / May Crowning / Graduation

COORDINATORS, COMMITTEES AND CLUBS

Head Room Parent Coordinator – Help the teacher with planning activities, getting volunteers, making phone calls. Can “Co-Parent” with another volunteer. Activities and events include:

Feast of Our Lady of the Rosary – early October. Volunteers supply the students with cupcakes and juice boxes after the Living Rosary. These are simple yellow cupcakes with white icing.

Halloween Carnival – late October. Booths and activities will be determined at a later date.

Field Day – usually in May. Each homeroom is asked for 4-6 volunteers to run various activities for all children.

Teacher Appreciation – The Head Home Room Parent Coordinators assign a group of classes to take on an activity to show teacher appreciation; this can be a luncheon, breakfast, snack, small memento, etc. This is done twice a year.

Field Trips – Teachers plan field trips but may ask volunteers to help in various ways.

Room Parent – Assist your child’s teacher and Head Room Parent(s) with various activities throughout the year.

Ambassador Committee – A group of volunteers who organize serve as ambassadors to our new families. They may also organize positive events within our school such as Family Fun Nights, Discover Catholic Schools Week and Catholic Schools Week.

Booster Club – Booster club helps raise funds for the various sports programs. This includes any new uniforms and/or equipment needed. Booster club also provides “extras” needed for P.E. or Field Day. Parents are needed to help with Spirit Shirt design and sales at the beginning of the school year. Parents are also needed to help with Pizza Lunch and Snack Sale once a month. Meetings are on an as needed basis, but no more than 3 a year.

Book Fair – Book Fairs are held twice during the school year. Volunteers are needed for many aspects of this event. Some of the duties include: help with set up/take down, assist younger classes as they preview book fair, make selections, and write a wish list, walk younger classes to and from their classrooms to book fair, monitor book fair while librarian is at lunch and possibly help with cashiering.

Chess Club – This student club meets twice a month immediately after school. Parent volunteers are needed to help teach and guide the students.

Development - A group of volunteers that will work with the development director in carrying responsibilities regarding public relations, communications, grants, alumni & marketing.

Lego Club – Students will gather and build both with plans and free build. Volunteers are needed to help supervise. Offered in two different age groups: Kinder - 2nd and 3rd - 5th grades.

Robotics - Students work in teams or pairs to build robots and use coding skills to make their robots come alive. A robotics program coordinator as well as parent volunteers are needed to facilitate instruction and monitor students. The robotics kits come with easy to understand instructions. No experience is required. Offered in 2nd – 8th grades.

Spring Gala – This event is a major fundraiser for the school that goes directly into the operating budget to help keep tuition affordable. It takes many volunteers in a variety of ways to make it a success. Responsibilities include clerical work, promotions and publicity, technology support, donation solicitation and sponsorship solicitation, guest reservations, class projects and decorations. It is a great way to get to know many of our families. This event is usually held in late April.

Steps for Students Fun Run – This is an annual event done by the Archdiocese held in February and involves all the schools in the Archdiocese of Galveston-Houston. Volunteers are needed to help promote the event to our community and act as representatives of Holy Rosary Catholic School to the archdiocese. This school year we will be holding a private Steps for Students at the Holy Rosary Catholic School campus.

Study Hall Supervisor – During our sports seasons, we may offer a study hall to students participating in soccer, volleyball, basketball, or track. This allows students to work on homework after school, yet prior to their practice or game. A volunteer is needed to supervise the students.

GRADE LEVEL SPECIFIC ACTIVITIES

Kindergarten – Teddy Bear Parade, Thanksgiving Feast, Kindergarten Graduation

Second Grade – First Communion

Third and Fourth Grade – Senior Citizen Soup Lunch. An annual event for Holy Rosary Parishioners and grandparents of our students during Catholic Schools Week. A chicken noodle soup luncheon is held in the parish hall. Volunteers prepare and decorate for this lunch. Each class in the school may be asked to bring desserts.

Sixth, Seventh and Eighth Grade – Veterans’ Day. Starting in September a committee of volunteers will work with the school office in coordinating and planning the Veterans’ Day program. This involves setting-up the event, coordinating and providing for the reception, making Veterans “thank you” gifts and helping the day of the event.

Fourth Grade – Las Posadas. The fourth grade class re-enacts the journey of Mary & Joseph to Bethlehem. This religious event takes place in mid-December. Volunteers help to coordinate a treat for each student after the journey to Bethlehem.

Fifth Grade – Mardi Gras Parade celebration. The fifth grade hosts this event on Fat Tuesday, the day before Ash Wednesday. After the meaning of Fat Tuesday is read, the 5th graders parade around the gym tossing Mardi Gras beads to all the students.

Eighth Grade Graduation – Planned with eighth grade homeroom teacher and parent volunteers, usually involves planning for May Crowning activities as well.

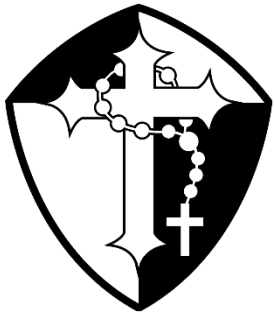
WITHDRAWING/TRANSFERRING FROM HOLY ROSARY CATHOLIC SCHOOL

Written notification to the principal is required prior to a student withdrawing or transferring to another school. Please include the intended date of withdrawal and allow at least one (1) week to facilitate record processing. Transcripts and other school records will be released after all financial accounts have been cleared including the business office, library, before and after school program, and athletics. Additionally, all textbooks, library books, athletic uniforms or other school property must be returned to the homeroom teacher. Students withdrawing/transferring from Holy Rosary Catholic School must be accompanied by their parents.

**Holy Rosary
Catholic School**

**Technology Handbook
and
Addendum**

2023 – 2024



HOLY ROSARY

CATHOLIC SCHOOL

August, 2023

Dear Parents:

Your child has the opportunity to access technology resources at **Holy Rosary Catholic School**. With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed Technology Acceptable Use Policy (TAUP) and Permission Form and discuss it together.

When your child is given an account and password to use on the computer, it is extremely important that the rules be followed. Failure to follow the rules will result in the loss of the privilege to use this educational tool.

Remember that you are legally responsible for your child's actions. Please stress to your child the importance of using only his or her own account and password, and the importance of keeping it a secret from other students. Under NO circumstances should your child let anyone else use his or her account and password!

Although we have established acceptable use policies, please be aware that there may be unacceptable material or communication on the Internet that your child can access.

After you have read and discussed this with your child, please check the appropriate boxes, have both you and your child/children sign the agreement, and return it to the school office.

In Faith,

Mrs. Adrienne Rodriguez
Principal

ARCHDIOCESE OF GALVESTON-HOUSTON AND

HOLY ROSARY CATHOLIC SCHOOL

TECHNOLOGY POLICIES

INTERNET

It is the policy of the Archdiocese of Galveston-Houston the Diocesan Catholic Schools Office, and Holy Rosary Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students. These policies are set forth below in the Term, Conditions, and Regulations for the use of the Internet and related technologies. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

INTERNET TERMS, CONDITIONS, AND REGULATIONS

ACCEPTABLE USE

The use of the Internet and related technologies must be in support of education and research consistent with the educational objectives of the Archdiocese and the school. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

UNACCEPTABLE USE

Transmission of any material in violation of any U.S., State, Board, Diocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, gambling, unauthorized chat, or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, and inappropriate language and communications. Social networking websites are off-limits on school property. The use of circumventors to get around school network security is prohibited. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another person's computer, access accounts, and/or files is prohibited.

PRIVILEGES

The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.

INSTRUCTION – TECHNOLOGY IN CURRICULUM

Teachers and students shall be instructed in the use of technology in the curriculum with an understanding of the implications of its use as a tool of communication, analysis and research. The school administration shall adopt a plan for the efficient and effective use of technology in the instructional program. The plan shall provide for the understanding and use of current technology by staff and students and shall include a procedure to review the school's utilization of technology as a teaching and learning tool, in conjunction with Diocesan and state curriculum guidelines. Staff meetings should include regular technology updates in all areas, especially acquisitions, grants, and workshops.

INSTRUCTION – LIBRARY/MEDIA CENTER

The school administration is responsible for materials used by the school. The administration collaborates with qualified media specialists/aides, in cooperation with the staff, for the selection of instructional materials for the library media center. The selection of materials is ongoing and involves other members of the school community. In selecting materials to purchase for the library/media center, the media specialist/aide will evaluate the existing collection and the curriculum needs and will consult with reputable professionals for prepared aids and other appropriate sources.

The materials selected must comply with these criteria:

6. Related to the program and curriculum.
7. Age appropriate.
8. Viewed as acceptable by professionals.
9. Reflective of the philosophy of the school.

10. In accord with Archdiocesan standards and policies.

The media specialist shall assess the instructional materials. All non-functional, worn, or lost materials will be replaced appropriately, considering the needs of students and faculty.

E-MAIL

E-Mail, like the telephone is intended primarily for business purposes. Incidental and occasional personal use of electronic mail is permitted, but such messages and access will be governed by this policy.

Users need to use public mailing lists appropriately by ensuring the right mailing lists are used for mailings and not send messages unnecessarily to every list within the directory. (SPAM)

Transmissions of copyrighted material are to be done only with permission. All copyright laws must be followed.

E-Mail should not substitute for all personal meetings.

Electronic snooping for any purposes or transmission of discriminatory or harassing language by any student, volunteer or school employee is a violation of policy and grounds for disciplinary action, up to and including termination, in accordance with standard Personnel policies and procedures.

Use of E-mail for inappropriate messages is prohibited. Inappropriate messages include, but are not limited to, those containing discriminatory or derogatory language or remarks that may be construed as sexual harassment, and unsolicited (SPAM) e-mail.

Misaddressed mail should be routed immediately, without reading, to intended recipient OR deleted without reading.

Improperly used, E-Mail can result in a loss of privacy and potential legal liability for individuals and employers. Users should be aware that electronic mail messages which have been deleted by both sender and recipient may reside on the system, and may be accessible for a period of time, until the files are written over.

TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)
AGREEMENT AND PERMISSION FORM 2023-2024
For Parents and Students

Holy Rosary Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement.

What is expected?

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

Internet and E-mail

Access to Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access to the Internet.

***Optional - Bring Your Own Device (BYOD)**

BYOD shall follow the guidelines stated in this policy.

- Personal devices should be kept in the student's locker or backpack and turned off when not being used in accordance with teacher's instructions. This includes all wearable devices, i.e., watches.
- The teacher is the instructional leader and determines when and how personal devices are to be used.
- Personal devices should arrive to school functional and fully charged.
- Students bring personal devices to school at their own risk, just like any other personal items.
- Personal devices should never be used at lockers, in locker rooms, restrooms, or nurse's offices.
- Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without permission. Distribution of unauthorized media may result in disciplinary action.
- BYOD devices used in school are not permitted to connect to the internet 3g or 4g or other content service provider. Personal devices must access the internet through the school content filtered wireless network.

- *Administration should govern which devices are allowed and how and which students are allowed to use them.*

What are the Rules of Appropriate Use?

Electronic Communication – Student may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values.

This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.

Personal Safety and Personal Privacy – Students will not post personal contact information about themselves or others unless otherwise indicated in the user agreement and parent permission form. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information.

Social Networking - Accessing social networking websites, except those used for educational purposes, are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud based storage. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

Inappropriate materials or language – No profane, abusive, slanderous, or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for anything other than educational purposes is also prohibited. Should students encounter inappropriate material by accident, they should report it to their teacher immediately. A good rule to follow is never view, send, distribute, or access materials, which you would not want your teachers and parents to see. Use of any electronic device to transmit unacceptable language and/or photos that are harmful to self or others is prohibited.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges and/or disciplinary measures at school.

- 1 Do not use technology to harm self, other people or their work.
- 2 Do not damage the network or any technology resource in any way.
- 3 Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
- 4 Do not violate copyright laws.
- 5 Do not view, send, distribute or display offensive messages or images.
- 6 Do not share your passwords/personal information or in any way obtain another person's password/personal information.
- 7 Do not waste technology resources such as storage space or printing supplies.
- 8 Do not trespass in another's folders, work or files.
- 9 Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.

10 Do not attempt to circumvent network filters or security in any way.

11 BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Holy Rosary Catholic School iPad, Tablet, and Laptop Policy

Students may not access the internet without explicit teacher approval, on a situational basis. Students may not access email or messaging at school. If it is necessary for a student to print documents, with teacher approval they can be sent to the printer.

Teachers will allow students to use iPad, tablets, and laptop computers in their class for activities where it is appropriate. The teacher will outline specific guidelines for their classroom.

Students must abide by all other Holy Rosary Catholic School AUP guidelines about iPad, tablets, and laptop computer use.

The use of an iPad, tablet or laptop computer in a classroom may not, in any way, disrupt the learning environment.

Any violation of the Acceptable Use Policy for Student Network Access policy will result in permanent revocation of private iPad, tablet, and laptop use at Holy Rosary Catholic School, and could result in additional disciplinary consequences.

STUDENT USER AGREEMENT and PARENT PERMISSION FORM
2023-2024

As a parent/guardian and student/s of **Holy Rosary Catholic School**, we have read the above information on the appropriate use of technology at school and the appropriate use of electronic communication, and we understand this agreement will be kept on file. (*Questions should be directed to the principal for clarification.*)

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, students, or staff or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion.

This policy applies to all electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through personal electronic devices.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date: _____

Student Name/Grade (print) _____ / _____ Signature _____

Student Name/Grade (print) _____ / _____ Signature _____

Student Name/Grade (print) _____ / _____ Signature _____

Student Name/Grade (print) _____ / _____ Signature _____

PARENT/GUARDIAN'S PERMISSION

(Please check your choice/s below)

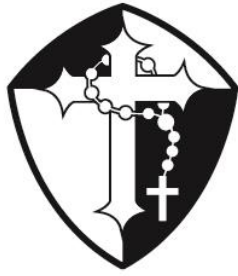
- ☐ My child may use the Internet while at school according to the rules outlined.
- ☐ I would prefer that my child not use the Internet while at school.

I understand that from time-to-time *Holy Rosary Catholic School* may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. The full names of students will not be submitted.

- ☐ My child's work can be published on the school website/Internet.
- ☐ My child's work cannot be published on the school website/Internet.
- ☐ Photographs of my child can be used or published on the school website/Internet.
- ☐ Photographs of my child cannot be used or published on the school website/Internet.

I understand that if my child's photographs and work are published on the Internet/website, my child's photograph and name will not be published together.

School Copy Received By _____ Date _____



HOLY ROSARY

CATHOLIC SCHOOL

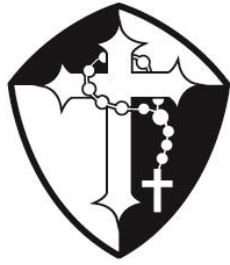
Permission to Bring Your Own Device (BYOD) to School (including wearable devices) 2023-2024

Agreement – FILL OUT AND RETURN ONLY IF YOUR CHILD WILL BE BRINGING A DEVICE TO HOLY ROSARY CATHOLIC SCHOOL

- To comply with the rules and regulations in the guidelines as stated in the Holy Rosary Catholic School (Holy Rosary Catholic School) handbook.
- **All devices are to be used with teacher permission and during designated times only.**
- **All devices, including wearable devices, will be kept in the student's locker or backpack and not turned on during school hours unless given permission by a teacher.**
- That the school administrators/teachers may examine a student's device at any time if the administrator/teacher has reasonable suspicion to believe that the student is using the mobile device to violate a school policy, regulation, guideline or law.
- That Holy Rosary Catholic School is not responsible for any possible damage or theft in connection to the student/parent's choice to bring a mobile device to school.
- That Holy Rosary Catholic School provides no technical support for mobile devices including troubleshooting or software installation.
- That use of mobile devices may be revoked at any time.
- That this agreement can be modified by the school at any time and a new agreement would need to be signed.
- Students and parents must resubmit this agreement each year.

Students and their parents/guardians wishing to take advantage of this option must comply with all rules and regulations set forth in these guidelines and the Acceptable Use Policy.

By choosing to participate in this program, you are consenting to monitoring and verification of use, and to examination of the student's mobile device as set forth above. The school retains the right to revoke mobile device privileges based on any policy violation. In such cases, the parent will be informed and any consequences related to revocation are in addition to consequences related to the school's code of conduct.



HOLY ROSARY CATHOLIC SCHOOL

PLEASE FILL OUT AND RETURN ONLY IF YOUR CHILD WILL BE BRINGING A DEVICE TO SCHOOL

Parent:

I have read and understand the policy outline above. I hereby give permission for my child to bring his/her mobile device to school. I understand that the school is not liable under any circumstances for the loss of or damage to my child's mobile device or any peripheral devices. I also release the school and its employees from any and all claims and damages of any nature arising from my child's use of, or inability to use, their personal devices at school including, without limitation, the types of damages identified in the school's policies and administrative regulations.

Printed Name of Parent/Guardian: _____

Parent Signature: _____

Date: _____

Student:

I understand that the school will monitor my activity on my mobile device while at school or at school sponsored events. The playing of games, music, personal communications, Internet access, picture taking, or other entertainment on my mobile device is prohibited unless explicitly approved by a teacher for educational purposes.

Electronic communications include any and all social media. I understand that the purpose of having a mobile device at school is educational and that each teacher may choose to allow its use or not. I will abide by each teacher's decision.

I have read this policy and the Acceptable Use Policy and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access, including the privilege of bringing a mobile device to school, and/or other appropriate disciplinary or legal action in accordance with the Holy Rosary Catholic School handbook, Acceptable Use Policy, and applicable laws.

Device Brand: _____

Type or Model: _____

Name of Student: _____

Student Signature: _____

Date: _____

**Holy Rosary
Catholic School
Before and After School
Program
(BASP)
Handbook
2023 – 2024**

Holy Rosary Catholic School

Dear Before and After School Program (BASP) Parents/Guardians,

The Holy Rosary Before and After School Program (BASP) Program, hereinafter referred to as BASP, is committed to providing high quality before and after school care for all students enrolled. In order to be successful, we feel that staff, parents and students must assist and support each other in enforcing and following all of the program's procedures, regulations and policies set forth in this handbook.

We ask that parents and students read and discuss this handbook together, and agree to abide by the BASP procedures, regulations and policies. **Please sign and return the acknowledgement form to the BASP Coordinator.**

Thank you for your cooperation.

Before and After School Program (BASP) Coordinator

2023 – 2024 Before and After School Program (BASP) Handbook

I (we) have read the Holy Rosary Before and After School Program (BASP) Handbook in its entirety and accept my (our) responsibility to support all program regulations.

Parent (Guardian) Signature

Date

Parent (Guardian) Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

**THE HOLY ROSARY SCHOOL
BEFORE AND AFTER SCHOOL (BASP) PROGRAM**

I. WELCOME

This handbook is designed to answer any questions you may have regarding the Holy Rosary BASP. We welcome any suggestions or comments you may have.

We realize the need for high quality before and after school care for young children as well as for older children. In recognizing this need, we strive to provide quality care in a familiar Christian setting. This is one reason we call our before and after programs “extension programs”. The term “extension program” aptly describes the service, an extension of the regular school day, which serves children in grades Pre-K through 8th grade.

BASP is open every regular school day, except for the day we dismiss for Christmas, Easter and the last day of school. The only part of the program open on these days is the 7:00 – 7:30 a.m. session.

II. MISSION STATEMENT

OUR MISSION IS TO PROVIDE AN EXCELLENT BEFORE AND AFTER SCHOOL PROGRAM OFFERED IN A CHRISTIAN ENVIRONMENT, AS A SERVICE TO OUR WORKING PARENTS.

The mission of Before and After School Program (BASP) programs in the Catholic Schools is to provide a safe, caring environment before and after regular school hours, where respect for Christian values is evident and the well-being of the child is the main concern.

The BASP program seeks to provide an atmosphere for the child that is well planned, productive, and without being restrictive or intense. It should respond to the needs of the child, which include relaxation and recreation, as well as provide the opportunity to accomplish the homework or reading required to succeed in his/her studies.

II. PROGRAM REGULATIONS

ANY STUDENT ATTENDING BASP MUST BE REGISTERED IN THE PROGRAM. THE REGISTRATION FEE IS \$40.00 PER FAMILY FOR FAMILIES WHO CHOSE TO PARTICIPATE IN THE PROGRAM.

A. Registration

Only students of Holy Rosary Catholic School who are registered in our BASP Program may attend. All returned registration forms are kept in the student’s files for information purposes only. It is imperative that all families provide the information requested, which includes parent/guardian names and phone numbers, as well as a list of names and numbers for all other persons authorized to pick up your child in the event you cannot be reached.

On any given day, a child may not attend BASP if they have not attended regular school. If a child has left for an appointment at the end of the school day, they may not then return to BASP after school has been dismissed for the day.

B. Tuition/ Fees

The rates for attending Holy Rosary BASP are as follows:

Annual Registration Fee per family: \$40.00
“Early Bird” session (7:00 a.m. – 7:30 a.m.) @ \$3.00
“After School” session (school dismissal – 6:30 p.m.) @ \$13.50

III. SCHEDULE FOR BASP STUDENTS

“**Early Bird**” Program is for students who need to be dropped off early in the morning. The student must be walked in and signed in by the parent or guardian. The hours are from 7:00 – 7:30 a.m. This part of the program is open for all registered students in grade Pre-K through 8th grade.

Students in this session are able to finish homework or play with games and toys. They may bring a small breakfast if necessary, but it must be ready to eat. We do not make provisions for heating or cooking food.

There is an early arrival fee of \$1.00 per minute, per child for any student arriving before 7:00 a.m..

The “**After-School**” session is from school dismissal until 6:30 p.m.

There is a late fee of \$1.00 per minute, per child after 6:30 p.m..

Students registered in the After-School session will report to the cafeteria immediately after school is dismissed. Students have free time to get settled, share news, and visit with staff and students.

Students are served a wholesome snack, and roll call is taken to verify attendance for the day. After snack, students have the opportunity to do homework. Pre-K students have playtime during this time. After homework is completed, children can work on crafts, or play age appropriate games indoors or out (weather permitting).

If your child needs to be released to another adult, please give advance written notice or e-mail the BASP Coordinator (adubay@holyrosary-school.org), and give the adult’s name and Texas driver’s license number. Students will not be released without proper ID being shown to the BASP Coordinator or staff member.

The BASP phone number is 281-342-5813 Extension 120

A. Homework

Each day a supervised homework period is scheduled from 3:30 to 4:15, or longer if necessary. All students have the opportunity to do their homework. It is the students' responsibility to bring all necessary materials and supplies needed to complete their work. The students will be expected to stay quiet, productive, and respectful of other students during this homework period.

B. Snack

BASP strives to provide a wholesome, healthy snack for all students. If your child has any food allergies, please notify the BASP Coordinator in writing. Children with allergies to the daily snack will be provided with an alternate snack, or may bring one from home if they wish.

C. Illness and Accidents

When a minor accident occurs, the staff will administer first aid and write it up in the accident log. Oral medication will not be given at BASP unless it has been dispensed by the school clinic. Anyone taking prescription medication must take it prior to coming to the BASP Program, unless it is for a life-threatening illness verified by a physician.

When there is a serious case, the coordinator will make every effort to carry out the instructions given on the emergency card. Otherwise, staff members will act in their best judgment for the well-being of the child.

Parents are expected to make provisions for picking up a sick child immediately upon notification by a staff member.

IV. DISCIPLINE

Disciplining children is the responsibility of the parents. The parents delegate a certain amount of this responsibility to the BASP staff during program hours. BASP follows The Boystown Model "Well Managed Classrooms" which is the regular school's current discipline program. The principal has final recourse in all discipline situations.

Christian principles of respect for the rights of others will be expected from all students. Students are expected to follow all of the explicit and implicit rules of the program and to accept the consequences for failure to do so. General BASP rules are as follows:

1. The children will be expected to show respect to all staff members, each other, themselves, and all school property at all times. (Improper language and vandalism will not be tolerated.)
2. Children must never leave the building or school grounds without explicit permission from a BASP staff member. Such permission will only be granted by order of the parent or guardian.
3. Students must ask permission to go to the restroom. If students are outside, they must ask permission to use the water fountain.

4. In order to insure a safe environment, students must **never run** indoors.
5. Fighting will not be tolerated in BASP.
6. Students will pick up and put away all items they were using when they are finished in a specific area.

V. PARENT EXPECTATIONS

Establishing a sound partner relationship with parents is essential to a quality extension program.

In order to have a trusting and caring environment, parents who entrust their children to the influential care of the extension program legitimately expect the following:

- fair treatment for all children
- respect and cordiality
- reinforcement of parental authority and family values
- sincere interest in each child's growth and development
- enthusiasm and creativity in making the program interesting and stimulating for children.

VI. BASP STAFFING

A stable, secure, and consistent environment for children can exist only when the worth of the adult staff is recognized, a quality staff = a quality program. The people we have employed in our program are vital to its success. A quality staff has been selected, and each staff member is made aware of the following:

- motivation for the extension program
- appropriate attitudes towards discipline
- opinions, awareness, and understanding of the school's and the extension program's complimentary philosophies.

The extension program coordinator is responsible for the program's operations and the supervision and the development of the program. This person is the link to the families of the children registered in the program. The BASP coordinator and program are under the authority of the Principal.

Each staff member has the following characteristics:

- a commitment to the philosophy and goals of the program
- an ability to project a positive role model for children
- an awareness of appropriate activities for children
- a genuine respect for children and their parents
- an ability to listen to children
- flexibility, coupled with consistency

VII. TERMINATION POLICY

Because this is a special service offered for the parents of students needing after school supervision, we ask all registered families to adhere to the rules.

The coordinator may terminate the BASP Program services for an individual child after consultation with the principal. Written notice of cancellation will be issued for the following reasons:

1. Failure of parents to pay fees in a timely manner.
2. Abuse of the program hours (continual early arrival or late pick-up).
3. Verbal abuse, physical abuse, or sexual harassment of students or staff members by students or their parents.

VIII. EXTRA CURRICULAR ACTIVITIES

If students participate in after school sports, parents may fill out the appropriate form giving the student permission to sign out of BASP to attend the activity. This form is available upon request from the BASP Coordinator or the PE teacher. If this form is not in the student's file they will not be allowed to leave. The student may not leave BASP until the specified time. Once the student has signed out of BASP, they may not return later on the same day.

If a registered student needs to participate in a school related activity directly after school, they need to notify the staff of where they will be. When the activity is completed, they need to come immediately to BASP.

Occasionally, a student may need assistance from their teacher after school. After communication from the teacher, the parent may send a note giving their child permission to go with the teacher from BASP. The child will be allowed to go with the teacher on any given day that the teacher notifies BASP. The child will be monitored to and from BASP.

IX. DEPARTURE

Students will not be allowed to leave BASP until they are signed out. The only people allowed to pick up the child are the parents, legal guardians, or those people listed on the registration form. Once a child has been signed out of BASP, they may not return that same day. If an adult other than those listed on the form on file needs to pick up your child, the BASP Coordinator needs to be notified in advance and in writing.

A photo ID will be required to release your child to someone the staff is not familiar with.

Students may not be signed out by anyone under the age of 18.

No child will be released to a parent, guardian, or parent designee if the school official believes the person seems impaired or unable to care for the child. Another person from the student's emergency list will be called.

X. MISCELLANEOUS

A. Cafeteria/Playground Access

The BASP facilities are restricted to those students who are registered in the program. In the interest of security and safety, there should be no unauthorized adults and children in the cafeteria or on the playground during afternoon BASP hours.

B. Change of Address/Phone

For emergency purposes, it is imperative that parents and guardians promptly notify the BASP Coordinator of any changes of address or telephone numbers that may occur during the year.

C. Telephone Use

The use of the telephone by students is very limited. For obvious reasons, it is not possible to let children call parents, friends, or relatives. If it is necessary to call, a member of the program staff will do so. If a parent needs to be called by his/her child, the parent is asked to please send a note to the BASP Coordinator. We ask all parents not to call asking to speak to a child. All arrangements for pick-up or after-school activities should be made in advance, prior to arriving at school.

D. Toys from Home

It is requested that children not bring toys or collections from home, including electronic devices. In the event that children do bring unauthorized items from home, BASP staff is not responsible for loss or replacement of these items.

E. Amendments

The administration of Holy Rosary School and the BASP Coordinator retain the right to amend the handbook for just cause. Parents will be given prompt notification of any amendments.

2023 – 2024 PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Holy Rosary Catholic School and/or the principal retain the right to amend this handbook at any time for just cause. Parents will be given prompt notification if changes are made and the new version will be posted on our website.

Dear Parent/Guardian,

Please view our school handbook online at www.holyrosary-school.org by clicking on "PARENTS", then "Holy Rosary Catholic School Parent/Student Handbook". Please sign, date, and return this acknowledgement form to your child's teacher. Your signature and that of your child/children indicate that you have read the online version of the school handbook. It also means that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school's procedures, regulations, and policies discussed in this handbook. Ignorance of the procedures, regulations, and policies is not an excuse for not following them and ALL handbook policies are in effect even without your signature.

Thank you for your cooperation.

We have read and discussed the Holy Rosary Catholic School Handbook. We agree to follow the school procedures, regulations, and policies covered in this handbook and will seek clarification from the principal for any procedures, regulations and policies if unclear. We understand that failure to follow school procedures, regulations, and policies covered in this handbook may result in termination of enrollment.

Parent/Guardian Names (please print) _____

Parent/Guardian signature

Date

Child's signature

Grade

Child's signature

Grade

Child's signature

Grade

Child's signature

Grade

Child's signature

Grade