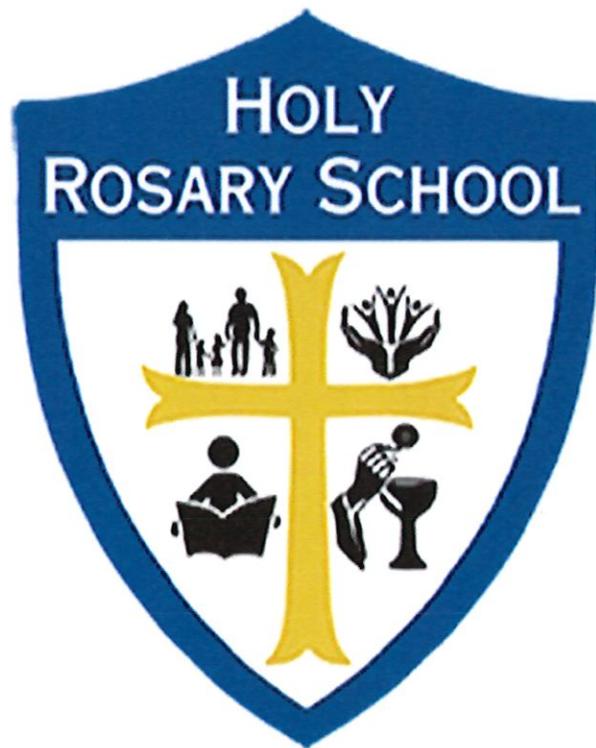


# HOLY ROSARY CATHOLIC SCHOOL

215 South Washington Ave., Medford, Wisconsin



PARENT/STUDENT HANDBOOK

**2025-2026**

*"Each Student Matters, Every Moment Counts,  
Christ In The Center"*

## Introduction

Holy Rosary is a Catholic School in the Diocese of Superior. As a Catholic School, we will teach and advocate our Catholic Faith. All students are welcome in our school, and all teachers, staff, parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

The Diocese of Superior is committed to the ongoing Catholic formation of its people. This formation looks forward toward the person's final end, and at the same time, toward the common good of society. Catholic education is fostered so that individuals can develop their physical, moral, and intellectual talents; acquire a more perfect sense of responsibility and a correct use of freedom; and be educated for active participation in social life.

The Diocesan Department of Catholic Formation has the charge of creating and maintaining programs of Catholic formation and education on the diocesan level. (Diocese of Superior 1100DP)

In all this, as an extension of the Diocese of Superior, Holy Rosary Parish and School also maintain this commitment.

The Catholic schools of the Diocese of Superior admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at these schools. They do not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admission policies, scholarship or loan policies and athletic and school administered programs. (Pursuant to IRS Procedure (75-50) section 4.2 a.) They furthermore do not discriminate on the basis of sex in their educational and employment policies and practices, except where they are exempt from compliance by religious tenets. Inquiries concerning the application of these regulations may be referred to: Diocesan Superintendent of Schools, Department of Catholic Formation, Bishop Hammes Center, 315 West 5th Street, P. O. Box 280, Haugen, WI 54841, (715) 234-5044.

## **Holy Rosary Parents and Students,**

My years of love and dedication to Holy Rosary School and Parish continue with the start of another year that will be filled with new and exciting adventures. I will strive to continue to create an atmosphere where all children are loved, respected, challenged, and nourished in their faith. Those of you that know me understand my love for the children and that is what will help move us forward. We are blessed to have new staff members that are excited to join our family and veteran staff that are dedicated to do God's work.

Father Patrick continues as our spiritual leader and pastor. He has helped us to grow in our faith and we look forward to celebrating the mass with him as well as many other activities. We look forward to Fr. Julian's visits with the students on Fridays. Together, with the rest of the Religious Education and Parish office personnel, we have a true family here at Holy Rosary School. Helping your child at every step in their development, both spiritually and academically, is our main goal.

Thank you for joining us as we create an atmosphere at Holy Rosary that is anchored in our Catholic faith, filled with nurturing and helpful staff, and always focused on high academic achievement. We are faith and family!

In Christ's Love,

**Theresa Easterly**  
Principal

*"It's not what you do, but how much love you put into what you do that counts."  
Mother Teresa*

***Each student matters,  
Every moment counts,  
Christ is in the center.***



*This Institution is an equal opportunity employer.*

## **School Mission Statement**

Our Lady of the Holy Rosary Catholic School was established in 1890 to educate, prepare, and inspire our students to achieve their full potential as lifelong learners while developing a spiritual faith formation.

Our mission calls us to minister to Medford and the surrounding communities, by supporting the spiritual, cognitive, physical, and social development of each individual child enrolled from three-year-old preschool through sixth grade.

We challenge and encourage our students to attain the highest level of academic achievement and to live out the social justice teachings of the Catholic Church values with one another, our families, and the extended community.

We believe that a strong faith formation supports the natural curiosity and imagination of our students and prepares them to take their place as leaders in our society.

## **Our Philosophy**

Holy Rosary Catholic School exists to communicate Christ to the youth of our parish community. Our school does this through teachers who incorporate religion into all areas of the curriculum.

Holy Rosary Catholic School educates its youth to utilize knowledge and skills that help develop positive attitudes. This will enable them to develop their potential as individuals making contributions as members of society who know, love, and serve God. Students are encouraged and directed to study and research, to think logically and creatively, to communicate ideas meaningfully, and to accept a realistic evaluation of themselves, their ambitions, and their environment.

Students are taught about the ever-changing world and to appreciate their democratic heritage so they can make competent leadership choices. Moral, ethical and aesthetic values are exemplified as guides to positive living. Every student is regarded as an individual worthy of each teacher's sincere interest and respect.

## **Profile of a Holy Rosary Graduate**

Graduates of Our Lady of the Holy Rosary Catholic School will strive to become models of their faith, excel academically, bolster the community, and foster an exemplary character.

In doing so, they will:

### **FAITH**

- Exhibit a knowledge of their Catholic faith and develop the ability to express and defend the church.
- Strive for a deepened sense of spirituality and conscience.
- Demonstrate an understanding of the importance of the life of Christ and the role of Mary in the church
- Understand the value of prayer in their daily lives and participate in the sacraments.

### **ACADEMICS**

- Express themselves clearly in speaking and writing.
- Think creatively and independently.
- Strive to be life-long learners.
- Realize their maximum potential and excel academically according to their individual ability level.
- Develop multiple interests as a well-rounded student.
- Integrate technology into their daily lives.
- Express themselves artistically and embrace their creativity.

### **COMMUNITY**

- Promote community spirit, service, pride, and patriotism.
- Think globally.
- Appreciate diversity and individual differences.
- Perform acts of charity.

- Respect the natural environment.

## **CHARACTER**

- Be respectful of others and take pride in their community, family, and school.
- Take responsibility for their actions.
- Develop leadership skills in order to become confident, independent, positive role models and agents of positive change.
- Exhibit integrity, honesty, and confidence.
- Maintain a sense of self-worth and a positive attitude in their personal lives.
- Develop a healthy lifestyle and continue to make good choices as they grow older.
- Appreciate their families and extended school family.
- Exhibit good sportsmanship and teamwork.
- Develop basic life skills, social etiquette, and the ability to adapt to social change.
- Stand up to peer pressure.

## **Parish Mission Statement**

The Holy Rosary Catholic Community exists to proclaim the Good News of Jesus Christ, under the guidance of the Holy Spirit. We commit ourselves to help all members grow in their relationship with God and one another. We accomplish this through worship, community life, Christian education, and service to those who are in need.

## **Non-Discrimination Promise**

Holy Rosary Catholic School will never discriminate on the basis of race, color, or national origin. Preference for admission to the school may be given to students who are Catholic and belong to our parish. Holy Rosary does not discriminate against disabled or handicapped students. We will serve all students as long as the needs of the individual can be reasonably met and accommodated by our staff and resources. Revised and approved by the Education Committee on April 1, 2004.

*Use of the word "parent" in this handbook also refers to a child's legal guardian.*

## Contact Information

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Holy Rosary Catholic School  
215 South Washington Avenue  
Medford, WI 54451  
Office Hours: 7:15 a.m-3:45 p.m.

holyrosaryschoolmedford on Facebook

www.hrmedford.org  
schoolsecretary@hrmedford.org  
teasterly@hrmedford.org-principal  
bdaniels@hrmedford.org-vice-principal

## School Faculty & Staff

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Theresa Easterly	Principal	teasterly@hrmedford.org
Bruce Daniels	Vice Principal	bdaniels@hrmedford.org
Cindy Ulrich	Secretary	schoolsecretary@hrmedford.org
Olivia Damm	Pre-K 3	odamm@hrmedford.org
Heather Timmers	Pre-K 4	htimmers@hrmedford.org
Michelle Ulrich	Pre-K 4	mulrich@hrmedford.org
Katie Weis	Kindergarten	kweis@hrmedford.org
Cherish Byrd	Grade 1	cbyrd@hrmedford.org
Amber Konop	Grade 2	akonop@hrmedford.org
Michelle Dyer	Grade 3	mdyer@hrmedford.org
Laura Beyer	Grade 4	lbeyer@hrmedford.org
Susette Alsteens	Grade 5	salsteens@hrmedford.org
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Corinne Liske	Art/Tech	cliske@hrmedford.org
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Bob Johaneck	Band	rjohaneck@hrmedford.org
Hannah Filipiak	Physical Education	hfiliapiak@hrmedford.org
Ken Kraft	Speech	kkraft@hrmedford.org
Velma Mann	Interventionist	vmann@hrmedford.org
Shirley Olson	Interventionist	solson@hrmedford.org
Heidi Hill	Aide	hhill@hrmedford.org
Brandy Swiatnicki	Aide/Library	bswiantnicki@hrmedford.org
Sue Hubing	Aide	shubing@hrmedford.org
Jena Cook	Aide	jcook@hrmedford.org
Sarah Moss	Cook	cafeteria@hrmedford.org
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Tom Leonard	Maintenance	maintenance@hrmedford.org
Dave Easterly	Maintenance	maintenance@hrmedford.org
<b>Parish Staff</b>		
Fr. Patrick McConnell	Pastor	frpatrick@hrmedford.org
Fr. Julian Druffner	Associate Pastor	frjuliandruffner@hrmedford.org
Rick Spanbauer	Business Manager	rspanbauer@hrmedford.org
Marlana Livingston	Development Director	mlivingston@hrmedford.org
Linda Daniels	School Admin. Asst.	ldaniels@hrmedford.org
Michelle Oates	Parish/Rel. Ed. Secretary	parishoffice@hrmedford.org
Mike Bub	Religious Ed Coordinator	mbub@hrmedford.org

## Defining Characteristics of a Catholic School

The Defining Characteristics flow directly from the Holy See's teaching on Catholic schools as compiled by Archbishop J. Michael Miller, CSB (*The Holy See's Teaching on Catholic Schools*, 2006), and from statements by Pope Benedict XVI and the American bishops. These characteristics define the deep Catholic identity of Catholic schools and serve as a platform on which the accreditation of the school rests.

**Centered in the Person of Jesus Christ:** Catholic education is rooted in the conviction that Jesus Christ provides the most comprehensive and compelling example of the realization of full human potential. (*The Catholic School*, 34, 35) In every aspect of programs, life, and activities, Catholic schools should foster a personal relationship with Jesus Christ and communal witness to the Gospel message of love of God and neighbor and service to the world, especially the poor and marginalized. (Miller, 2006, pp. 25–26)

**Contributing to the Evangelizing Mission of the Church:** By reason of its educational activity, Catholic schools participate directly and in a privileged way in the evangelizing mission of the church (*The Catholic School*, 9; *The Catholic School on the Threshold of the Third Millennium*, 5, 11; *The Religious Dimensions of Education in a Catholic School*, 33). As an ecclesial entity where faith, culture, and life are brought into harmony, the Catholic school should be a place of real and specified pastoral ministry in communion with the local Bishop. (*The Catholic School*, 44; *The Catholic School on the Threshold of the Third Millennium*, 14; *The Religious Dimension of Education in a Catholic School*, 34;) The environment in Catholic schools should express the signs of Catholic culture, physically, and visibly (*The Religious Dimension of Education in a Catholic School*; Miller, 2006, p. 40).

**Distinguished by Excellence:** Church documents, history, and practices, supported by Canon Law, establish that first and foremost a Catholic school is characterized by excellence. Consistent with the defining characteristics, Catholic schools should implement on-going processes and structures and gather evidence to ensure excellence in every aspect of its programs, life, and activities (*Gravissimum Educationis* 8 and 9; *Code of Canon Law*, Canon 806 #2).

**Committed to Educate the Whole Child:** Catholic school education is rooted in the conviction that human beings have a transcendent destiny, and that education for the whole person must form the spiritual, intellectual, physical, psychological, social, moral, aesthetic and religious capacities of each child. Catholic schools should develop and implement academic, co-curricular, faith-formation, and service/ministry programs to educate the whole child in all these dimensions (*The Catholic School*, 29).

**Steeped in a Catholic Worldview:** Catholic education aims at the integral formation of the human person, which includes "preparation for professional life, formation of ethical and social awareness, developing awareness of the transcendental, and religious education" (*The Catholic School*, 31). All curriculum and instruction in a Catholic school should foster: the desire to seek wisdom and truth, the preference for social justice, the discipline to become self-learners, the capacity to recognize ethical and moral grounding for behavior, and the responsibility to transform and enrich the world with Gospel values. The Catholic school should avoid the error that its distinctiveness rests solely on its religious education program (Miller, 2006, pp. 43–45, 52).

**Sustained by Gospel Witness:** Catholic schools pay attention to the vocation of teachers and their participation in the Church's evangelizing mission. (*The Catholic School on the Threshold of the Third Millennium*, 19; *Lay Catholics in Schools*, 37) A Catholic educator is a role model for students and gives testimony by his or her life and commitment to mission (Benedict XVI, June, 2005; Miller, 2006, p. 53). As much as possible, Catholic schools should

recruit teachers who are practicing Catholics, who can understand and accept the teachings of the Catholic Church and the moral demands of the Gospel, and who can contribute to the achievement of the school's Catholic identity and apostolic goals, including participation in the school's commitment to social justice and evangelization. (United States Conference of Catholic Bishops, National Directory for Catechesis, 231)

**Shaped by Communion and Community:** Catholic school education places an emphasis on the school as a community—an educational community of persons and a genuine community of faith. (Lay Catholics in Schools, 22, 41) Catholic schools should do everything they can to promote genuine trust and collaboration among teachers, with parents as the primary educators of their children, and with governing body members to foster appreciation of different gifts that build up a learning and faith community and strengthen academic excellence (Lay Catholics in Schools, 78). The Catholic school should pay especially close attention to the quality of interpersonal relations between teachers and students, ensuring that the student is seen as a person whose intellectual growth is harmonized with spiritual, religious, emotional, and social growth (The Catholic School on the Threshold of the Third Millennium, 18).

**Accessible to All Students:** By reason of their evangelizing mission, Catholic schools should be available to all people who desire a Catholic school education for their children (Gravissimum Educationis, 6; Code of Canon Law, Canons 793 #2; Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium, Introduction). Catholic schools in concert with the Catholic community should do everything in their power to manage available resources and seek innovative options to ensure that Catholic school education is geographically, programmatically, physically, and financially accessible.

**Established by the Expressed Authority of the Bishop:** Canon Law states, "Pastors of souls have the duty of making all possible arrangements so that all the faithful may avail themselves of a Catholic education". (Code of Canon Law, Canon 794) Bishops need to put forward the mission of Catholic schools, support and enhance the work of Catholic schools, and see that the education in the schools is based on principles of Catholic doctrine (John Paul II, Pastores Gregis, 52). Catholic schools have a formal and defined relationship with the Bishop guided by a spirituality of ecclesial communion, and should work to establish a relationship marked by mutual trust, close cooperation, continuing dialogue, and respect for the Bishop's legitimate authority (Code of Canon Law, Canon 803 #1 and #3; Miller, 2006, p. 33).

## Catholic Statement of Faith

### Profession of Faith

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

We believe that:

- Every human being is created in the image and likeness of God.
- Every human being is in need of salvation, on account of original sin, and our own personal sin.

- God deeply desires that we enter back into a relationship with Him and accomplish the work of our redemption in Jesus Christ.
- Baptism is the necessary means of salvation.
- God’s Ten Commandments provide a moral compass – an ethical standard to live by.
- The Holy Trinity is made up of three persons – God the Father, God the Son, and God the Holy Spirit.
- The body and soul are united for each human being.
- The seven sacraments are outward signs that Christ instituted to give us grace.
- We should use tangible symbols that the five senses can recognize to be reminded of an invisible reality – the delivery of divine grace which is God’s gift of unconditional love.
- The Holy Eucharist is:
  - A sacrifice because Jesus, the Son of God, is being offered by the priest to God the Father during Consecration at Mass.
  - A sacred banquet because it is food and nourishment for the soul.
  - The Blessed Sacrament because it is Christ himself – His real, true body and blood, soul and divinity, and substantial presence.
- The Bible is the inspired, error-free and revealed Word of God.
- God also speaks definitively to His faithful through the teaching authority of the Church.

### **National Catholic Standards**

Young people of the third millennium must be a source of energy and leadership in our Church and our nation. Therefore, we must provide young people with an academically rigorous and doctrinally sound program of education and faith formation designed to strengthen their union with Christ and his Church. Catholic schools collaborate with parents and guardians in raising and forming their children as families struggle with the changing and challenging cultural and moral contexts in which they find themselves. Catholic schools provide young people with sound Church teaching through a broad-based curriculum, where faith and culture are intertwined in all areas of a school's life. By equipping our young people with a sound education, rooted in the Gospel message, the Person of Jesus Christ, and rich in the cherished traditions and liturgical practices of our faith, we ensure that they have the foundation to live morally and uprightly in our complex modern world. This unique Catholic identity makes our Catholic elementary and secondary schools ‘Schools for the human person’ and allows them to fill a critical role in the future life of our Church, our country, and our world. (The Catholic School on the Threshold of the Third Millennium, 1997, no.9)

- An excellent Catholic school is guided and driven by a clearly communicated mission that embraces a Catholic Identity rooted in Gospel values, centered on the Eucharist, and committed to faith formation, academic excellence and service.
- An excellent Catholic school adhering to mission provides a rigorous academic program for religious studies and catechesis in the Catholic faith, set within a total academic curriculum that integrates faith, culture, and life.
- An excellent Catholic school adhering to mission provides opportunities outside the classroom for student faith formation, participation in liturgical and communal prayer, and action in service of social justice.
- An excellent Catholic school adhering to mission provides opportunities for adult faith formation and action in service of social justice.
- An excellent Catholic school has a clearly articulated, rigorous curriculum aligned with relevant standards, 21st century skills, and Gospel values, implemented through effective instruction.

### **Parental Role in Education**

Educating the child is the shared responsibility of parents and school personnel. However, parents remain the primary educators. The parent’s role is decisively important and should include:

1. A genuinely positive attitude towards education.

2. A positive attitude towards Holy Rosary School combined with a real interest in, and vigorous support of school activities.
3. Assisting your child in daily life, through that which he has learned about his faith and in academics.
4. Live by example the Christian values given to us by the Lord Jesus. Words alone do not convince a child.

The following information is listed in alphabetical order. As more information becomes available and necessary, we will post it on our website. You are always invited to call or stop in and ask us any questions you may have.

### **ACADEMIC STANDARDS AND TESTING**

The school uses the academic standards and curriculum of the Diocese of Superior. Specific grade level exit expectations that outline what students must know and be able to do in each subject area are available on the Diocese of Superior website at the following link: <http://catholicdos.org/schools>

Common Core:

“Catholic schools in the Diocese of Superior will continue to develop our own curriculum and standards while viewing various state and national resources. In no way will the schools sacrifice our goals and expectations to conform to any one specific resource other than what we develop. Therefore, the Diocese of Superior will not adopt the Common Core State Standards as a whole. We will continue to monitor them against national testing and public high school entrance requirements while we build our own standards.” (Bishop Peter Christensen, statement on Common Core State Standards, December 2013)

Holy Rosary School will administer the NWEA-Measure of Academic Programs three times a year. MAP is a state-aligned computerized adaptive assessment program that provides educators with the information they need to improve teaching and learning, as well as make student-focused, data-driven decisions. It is expected that educators will use the growth and achievement data to develop targeted instructional strategies to plan school improvement.

### **ACCREDITATION**

Holy Rosary Catholic School is accredited by the Wisconsin Religious and Independent Schools Accreditation. The Accreditation Process requires yearly updating by the principal. A seven year cycle occurs. When the sixth year is reached, there is a self-study by the school community. When the seventh year occurs, there is a visiting team which produces goals for the school to work on for the next seven years.

WRISA is a state chapter of the National Federation of Nonpublic School State Accrediting Associations (NFSSAA) which is approved by the Office of Non-Public Education – Office of Innovation and Improvement, a department within the United States Department of Education and CASE (Council of the Advancement and Support of Education). WRISA is also a partner within the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools which accredits early-childhood through post-secondary, non-degree granting public, private, faith-based educational institutions including special purpose schools, supplementary education centers, learning services providers, and distance education institutions. The Commissions on Elementary and Secondary Schools are founding members of the International Alliance of Accrediting Associations which includes the major regional, national and international accrediting agencies.

WRISA is recognized by the State of Wisconsin in Public Law s. 118.60(1) and s. 119.23(2)(a)7, the National Honor Society and the College Board. WRISA accreditation meets the criteria for educational institutions applying to the Wisconsin Health and Educational Facilities Authority (WHEFA). (Diocese of Superior 7100E)

### **ACTING PRINCIPAL**

The principal is required to attend meetings and events that will require her to be out of the office. For meetings/events held on school grounds, the principal will be available as needed. However, for meetings/events held off school grounds, the principal has designated a staff member in charge to be available. Parents should contact the school secretary if they need to communicate with the staff member in charge while she is attending meetings/events that are held off ground.

### **ADMISSIONS REQUIREMENTS**

The health and educational success of each child are primary concerns of the Holy Rosary Catholic School. Standards established by local health and educational agencies give specific directions to assist the school in establishing minimum entrance requirements.

- A. A child must be three (3) years old by September 1 of the school year and potty trained to be eligible to for the 3-year old program.
- B. A child must be four (4) years old by September 1 of the school year to be eligible for 4-year-old kindergarten.
- C. A child must be five (5) years old by September 1 of the school year to be eligible for 5-year old kindergarten.
- D. A child must be six (6) years old by September 1 of the school year to be eligible for first grade. Age six is the beginning of the compulsory school attendance law (WI Stat 118.15(1)(a)).
- E. Any student admitted to Holy Rosary School must present, after 30 days of being admitted to the school, a written record of having received the proper immunizations for the child's particular grade (WI Stats. 252.04 (2)).
- F. Parents need to provide verification of the child's age. This can be done through an official copy of the child's birth certificate, a passport, or a baptismal record.
- G. For admission of older children, parents should present the proper transfer or some other appropriate notification from the school last attended.

### **AFTER SCHOOL CARE**

After Care is available to all Holy Rosary Students from PreK-3 thru Grade 6. It runs from the end of the school day 3:20 P.M. until 5:30 P.M. On Early Release Days, care is provided from 1:45 P.M. until 5:30 P.M. The cost is \$2.00 per hour. Checkout anytime between 3:31 P.M. to 3:45 P.M. will be charged a minimum of one quarter [ $\frac{1}{4}$ ] hour of aftercare charges.

- Aftercare operates only on days when school is in session. The program will not operate on days when school is closed early because of weather or other emergencies.
- Outdoor activities will be provided as weather permits. Aftercare will also have access to the gym and activity carts.
- See Aftercare Letter for more details.

### **ARRIVAL PROCEDURES:**

The official school day starts at 8:00 A.M. and ends at 3:20 P.M.

- Parents are asked **not** to drop off students before 7:15 A.M, unless prior arrangements have been made. The doors will open at 7:15 A.M.
- Our school day begins at 8:00 A.M. Students arriving between 7:15 - 8:00 will be supervised in the Commons/Gym at no cost.
- Teachers will meet their classes in the Commons at 7:55 A.M. to ensure they are ready for class at 8:00 A.M.

### **ASBESTOS SURVEILLANCE INSPECTIONS AND PRECAUTIONS**

The Holy Rosary School facility **does not** contain asbestos. It is in compliance with the Wisconsin and Diocesan Building codes. If there are questions about asbestos, please contact Rick Spanbauer.

### ATHLETICS

Holy Rosary students in grades 5 and 6 are able to participate in any athletic program that is sponsored by the Medford Public School.

### ATTENDANCE, ABSENTEEISM, AND TARDINESS

Holy Rosary Catholic School supports and enforces WI Statute 118.15 and 118.6 related to compulsory attendance and tardiness. Parents are responsible for ensuring their child attends school daily. Parents are asked to call the school office by 8:30 A.M. if your child is going to be absent. The office will call if we don't hear from you. The following absences will be considered excused: *illness of pupil, death in the family, medical/dental appointments with proper notes*. Students absent for three (3) or more consecutive days will need a doctor's note upon return.

Being to school on time is important for establishing a good work ethic for life. Please see that your child arrives on time for the beginning of the day. The morning bell rings to gather students at 7:55 A.M. with a second bell at 8:00 A.M. to be ready to learn. Students should be at their desks and ready to start the day by 8:00 A.M.

### BAND

Students in grades 5 and 6 have the opportunity to participate in band, which includes private lessons and weekly all band classes. The instruments will be rented through Holy Rosary School or a private music company. Performance dates will be announced.

### BIRTHDAY TREATS/PARTY INVITATIONS

Holy Rosary School recognizes that birthdays are a special day for our students. Please consult with individual teachers about allergy restrictions and the best times to bring in birthday treats.

We must also ensure that parties and celebrations do not disrupt the instructional day or interfere with the health and safety of all students. If you are having a birthday party for your child, please mail the invitations or phone parents unless you are inviting the whole class. **Presents for parties not including the whole class should not be brought to school.** This request is intended to help avoid hurt feelings on the part of anyone in the class who may not be invited to the party.

### BUDGET OF THE SCHOOL

The school budget is reviewed by the pastor and principal each year. The parish finance council, pastor, business manager, and principal ultimately set the budget for each school year after it is developed by the School Executive Board. Revenue from the school is primarily generated from tuition, fundraising, donations and subsidy from the parish. The parish subsidy generally makes up the difference between the cost of educating your child and the tuition you pay.

### BULLYING AND HARASSMENT

Catholic schools in the Diocese of Superior are committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment or bullying in any form. Harassment or bullying of any student by any other student, teacher, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential manner that is appropriate to the claim.

## **BUSSING**

Krug's Bus Service of Medford provides normal school bus transportation. Riding the bus is a privilege. Review the bus safety rules, provided by Holy Rosary, with your child/children. If a student has chronic bus issues the parents will be notified.

Students who follow the rules help to ensure that all students riding the bus feel safe and secure during the ride.

1. Students will listen and follow the directions given by the bus driver.
2. Students will sit in the seat facing forward. Feet must stay out of the aisles.
3. Students will sit in assigned seats if they are given.
4. Students will keep hands, feet, and belongings to themselves.
5. Students may not throw objects.
6. Students will keep all parts of their body inside the bus.
7. Students will respect bus property.
8. Students will use an inside voice while riding on the bus. The use of profanity is not permitted.
9. Students will not eat or drink while on the bus.

Students who choose not to follow these rules will be reported to the bus driver and the principal. Consequences will be given based on the severity of the offense.

Students and parents are required to sign the Holy Rosary Bus Rules form sent in the Open House packet.

A transportation form is sent home in August listing the addresses, where a student is to be picked up and dropped off. Krug Bussing determines the exact location and timing of the bus stops. Students aged four (4) and older may ride the bus. All students in preschool and kindergarten are assigned a 'bus buddy' by Holy Rosary. The 'bus buddy' helps the younger students get on and off the bus and make transfers.

## **CALENDAR**

Holy Rosary School follows the Medford Public School District calendar due to our shared bussing arrangement.

Holy Rosary School does publish its own annual program calendar that identifies programming and events unique to Holy Rosary. The program schedule is distributed at the beginning of the school year and updated versions are posted on the school's website at [www.hrmedford.org](http://www.hrmedford.org).

There are four Early Release days on the Holy Rosary School and Medford Public School calendar. An early release day means that school is dismissed at **1:45 P.M.** for all students.

Field trips and special events are scheduled throughout the year. These additions to the regular calendar will alter the normal school schedule for classes involved in the activity. Parents are always made aware, in advance, of all field trips and should note them on the family calendar.

## **CARRY CONCEALED WEAPONS**

It is unlawful for anyone (except for law enforcement), including persons with a Carry Concealed Weapon license, to knowingly carry an unconcealed weapon (firearm, electric weapon, or a billy club) on school grounds and premises.

## **CATHOLIC SCHOOLS RELATIONSHIP WITH CHURCH**

Holy Rosary School is under the jurisdiction of Holy Rosary Parish, the Diocese of Superior, and Canon Law (the ecclesial law of the Catholic Church).

## **CHANGE OF ADDRESS/PHONE NUMBER**

Proper addresses and phone numbers ensure our ability to contact parents and families as needed in case of emergencies and for general communication. If there is a change in a family's, parent's, child's address and/or phone number, please contact the school office or make corrections in the student information system.

### **CHEATING/PLAGIARISM**

Holy Rosary School has instilled in its students that honesty is a Christian virtue. They are to be honest in all their work. Cheating and plagiarism is dishonest and wrong. It will result in a major consequence. A zero will be given and parents will be notified. Further disciplinary measures may be taken. Repeated offense could result in a suspension. The use of Artificial Intelligence or A.I. will be strictly monitored and the use of this technology will be expected to fall within the Christian values and school policies Holy Rosary students are expected to follow.

### **CHILD ABUSE AND NEGLECT**

Wisconsin law requires all school employees and clergy to immediately report to social or human services, county sheriff, or local police all cases of suspected or threatened abuse or neglect involving children under the age of 18 seen in the course of their professional duties (WI Stat 48.981(2)).

### **CHILD CUSTODY**

In many cases when parents are divorced, both mother and father continue to have equal rights where their children are concerned. If you have a court order limiting custody, communication or visitation rights of one parent, please bring a copy to the school office. Unless the court order is on file at Holy Rosary School, we must provide equal rights/access to both parents.

### **CHILD SAFETY TRAINING FOR VOLUNTEERS, STAFF AND STUDENTS**

Employees or volunteers in the Diocese of Superior must complete adult training and a background check. Renewals are required every five years.

The Bishops' Charter requires that children and youth be provided the opportunity to participate in abuse recognition and resistance training each year. The Diocese of Superior has a curriculum approved by the Bishop. The curriculum used is: Circle of Grace for grades PreK-6.

Students will participate in the training session unless a signed, written refusal is received from the parents/guardians. Parents of children not participating in the Safe Environment lesson for any reason will be mailed a copy of the Parent Guide.

### **CHOICE PROGRAM**

Holy Rosary School offers the Wisconsin Parental Choice Program (WPCP). This income-based K-6 program provides parents the choice to send their children to a private or charter school tuition free through graduation. Application forms are available at [dpi.wi.gov/choice/](http://dpi.wi.gov/choice/). The open enrollment period is from February 1 thru April 20. The school office can also provide more information for this process and answer any questions.

### **CHOIR**

Choir instruction will be provided for students in Kindergarten through Sixth Grade. Students will be provided conventional choir instruction and also learn music that will be performed by the Holy Rosary School Choir at Masses throughout the year.

### **CLOSINGS OR EVENT CANCELLATIONS**

The decision to close school due to severe weather will be made in conjunction with the Medford Area Public School administration. If Medford Public Schools close or dismiss early due to severe weather, Holy Rosary will usually follow the same pattern.

If extreme cold conditions exist (temperature of -25 or colder and/or wind chill of -30 or colder) and school is not canceled, parents have the choice to keep their child at home. The safety of the children is the number one priority and parents can decide to keep a child home if a parent believes the weather is too dangerous to transport their child to school.

In the event of an emergency early dismissal, students will be sent home to their normal end of day destination unless the school office is notified of a change of plans.

Notice of school closing will be sent via our Option C text alert system, posted on our Facebook page, and on our website as quickly as possible. Parents are strongly encouraged to monitor local radio and TV stations for updates during severe weather.

Radio and TV stations that carry Medford Public School and Holy Rosary School closing information:

Medford WIGM AM 14.90 and WKEB FM 99.3

WSAW-Channel 7

WAOW-Channel 9

### **COMMUNICABLE DISEASES**

In accordance with the Rules and Regulations for the Control of Communicable Diseases:

- The Wisconsin Department of Health Services follows the Wisconsin Law that states all students must show that they have received their immunizations or sign a waiver.
- Notify the school immediately when your child has a communicable disease, (i.e., coronavirus, whooping cough/pertussis, head lice, scabies, ringworm, chickenpox, measles, mumps, pink eye, mononucleosis, or strep).
- In the event that the school has an outbreak of a communicable disease, students who are not vaccinated will not be allowed in school during the contagious period. (This would be for measles, mumps, and other contagious diseases that have vaccinations.)
- All communicable and contagious diseases will require a written release from a physician before a student may return to school in regards to the communicable disease guidelines.
- If your child has discharge from the nose, skin rash eruptions, eye infections, vomiting or elevated temperature of 100 F., he/she should stay at home.

### **COMMUNICATION WITH PARENTS AND FAMILIES**

A weekly school newsletter, *The Rosary Reader*, will be sent home with the oldest student of each family. The weekly newsletter is also posted on the school website at [www.hrmedford.org](http://www.hrmedford.org). Holy Rosary School also posts announcements on our Facebook page.

Each teacher also sends home notes, progress reports, email and other information throughout the week. Please make a point to ask your child about any notes that you need to see. These notes are often in the assignment notebook, which is a great communication tool. Classroom teachers will be using the Remind App for group classroom communication. Contact your child's teacher for information on how to join the group. Option C text alerts will be sent as reminders. Instructions for signing up for text alerts can be found on our website or the school office.

### **CONFERENCES**

Two scheduled conferences are held during the school year. The first conference is held near the end of the first quarter. All parents are expected to attend! Students are welcome to attend the conferences. A second conference is held during the third quarter. This conference is held on an as-needed basis. Teachers or parents may request a conference at this time. Conferences are encouraged anytime throughout the year but should be scheduled with your child's teacher(s).

### **CURRICULUM**

The school curriculum is based on national, state and diocesan standards and encompasses core academic subjects including: religion, reading, language arts, math, social studies, science, art, music, and phys. ed. These are infused within the context of the Catholic value and morals system. The curriculum standards can be found on the school website [www.hrmedford.com](http://www.hrmedford.com) as well as the Diocese of Superior website.

Per diocesan policy, all students in grades PreK 3 through 6 also participate in Safe and Sacred training in such areas as stranger danger, Internet safety, bullying etc. Parents are notified prior to the Safe and Sacred training and can opt-out.

Holy Rosary uses Measures of Academic Progress (MAP) and other assessments throughout the year to help evaluate student achievement.

**Holocaust and Other Genocides:** As per Wis. Stat. 121.02(1)(l)8 and 115.28(55m), as part of the social studies curriculum, schools must include instruction on the Holocaust and other genocides at least once in grades 5-8.

**American Indian Tribes and Bands:** As per Wis. Stat. §121.02(1)(L)4, as part of the social studies curriculum, schools must include instruction in the history, culture and tribal sovereignty of the federally recognized American Indian tribes and bands located in this state at least twice in the elementary grades.

**Wisconsin Geography and History:** Schools will cover Wisconsin geography and history before grade 6. (Diocese of Superior 6204R)

Children of other denominations are very welcome at Holy Rosary School and are expected to participate in religion classes and in the weekly liturgies. Families of other denominations will find that Holy Rosary School gives their children a firm foundation of Catholic values in a loving atmosphere that respects their own religious traditions.

The Family's Role: The most important part of our religion curriculum involves the family. It is the example of the family that will establish the life-long attitudes and practices of each child. Each family is encouraged to go to church each weekend. While attendance at our Catholic school is an important step on the road of each child's faith journey, it should not be their only faith experience.

Sacramental Preparation: Parish programs in preparation for the sacrament of Holy Eucharist and Reconciliation are included in grade two. Students of other grade levels who have not received the sacraments may participate in the sacramental programs. They will be excused from class to be able to attend the preparation classes.

Liturgies: An important part of religious education is the celebration of the Eucharist together. Every week there is an all-school liturgy on Wednesdays at 8:30 A.M. Occasionally, it is necessary to change this schedule due to Holy Days (see next paragraph), or the priest's schedule. Grades take turns preparing liturgies and participating by lectoring, singing in the choir, altar servers and reading intentions.

Theology of the Body and the Morality Unit

Theology of the Body is a series developed by St. John Paul II. The Theology of The Body and the Morality Unit are approved by the National Conference of Catholic Bishops. Students are taught about family life and are offered a guided, consistent, faith-filled approach to human sexuality, as informed by the Christian faith.

- Students will learn an appreciation of their own uniqueness, goodness, and physical and psychological development.
- Students will learn to appreciate and respect the purpose of Christian marriage, the role played by sexuality, the importance of healthy relationships with others, and to respect the dignity of other persons.

## DAILY SCHEDULE

### **Grade PreK-6**

7:15	Morning Care Begins
8:00	School Begins
9:40-10:20	PreK 3 and PreK4 Recess
10:40-11:10	PreK 3 and PreK 4 Lunch
11:15-11:45	Kindergarten-2nd Grade Lunch
11:45-12:15	Kindergarten-2nd Grade Recess
11:45-12:15	3rd - 6th Grade Lunch
12:15-12:45	3rd - 6th Grade Recess
1:30-2:00	PreK 3-PreK 4 Recess
2:00-2:20	Kindergarten-2nd Grade Recess
3:20	Dismissal

<b>Prayer Service</b>	All Grades	Tuesdays @ 8:15 A.M.
<b>School Mass</b>	All Grades	Wednesdays @ 8.30 A.M.

## DISCIPLINE

Holy Rosary uses a progressive discipline system based on positive behavior management promoting prayer, academics and character. Students are rewarded for their positive behavior both as an individual and as a class.

The school pledge is recited daily to remind students of the importance of Christian behavior.

**Holy Rosary School Pledge**  
As a Holy Rosary Student,  
I will be respectful,  
by honoring all people and their ideas.  
I will be responsible by using my time wisely  
and doing all tasks assigned to me.  
I will be safe and keep myself and others from harm.  
By doing this I will be living like  
Jesus would want.

Students receive classroom rules from their teacher and school building rules from the principal and are encouraged to develop self-discipline and social responsibility. Breaking of classroom and/or school building rules may require the following consequences depending on the severity of the infraction; meeting with the teacher, meeting with the principal, note home, phone call home or parent conference with the teacher and/or principal. All students are given the chance to learn from their mistakes.

## DISMISSAL PROCEDURES

We encourage students to be familiar and responsible for their after-school routine. If your child has a varied after-school schedule please send a copy to the school office.

- Bus students are dismissed at 3:20 P.M.
- All other students will be dismissed after the bus departs. Students being picked up may not leave the building until the bus has departed.
- **If your child's normal pick-up routine will be different, you must notify the school secretary by 2:30 P.M. through phone, e-mail, or note. Please make sure all notes are signed and dated.**
- Parents may NOT park in the bus lane or the meridian.
- Students will only be released to adults listed on the Student Pick-up Authorization form. Forms are

- available in the school office. Contact the office if someone else will be picking up your child.
- Students walking or biking home will be allowed to leave once the bus has departed.

### DRESS CODE

Children should be dressed neatly and modestly. Clothing should not represent statements, ideas, or concepts contrary to Catholic values and morals.

**It is the responsibility of the parents to ensure that appropriate clothing is worn during school hours and at all school functions.**

The Dress Code for Holy Rosary students is as follows:

1. ALL CLOTHES must be neat, clean and free of any tears or holes. No article of clothing may depict or otherwise show guns, weapons, profanity, violence, drugs or any other inappropriate images or words.
2. On Mass days, students should dress up. (buttoned collared shirts and khaki pants, dresses, or skirts). **NO SHORTS AT MASS.** Students may change into shorts after Mass with teacher's permission.
3. When your child is standing shorts **must** be mid- thigh or longer. Shorts **may not** be worn to Mass. No spandex or tight-fitting shorts unless worn under a skirt or dress. Cut off shorts are not allowed.
4. The minimum length of dresses, skirts, and shorts is the same as for shorts, which is mid-thigh or longer, as noted in number three above. Bike style shorts or leggings must be worn under dresses and skirts. Leggings can be worn if in very good condition and of proper size. Students should wear a top that goes past the waist even when touching their toes. The midriff must be completely covered even when bending over or reaching up.
5. Pants should be securely fastened at waist level and not drag on the floor. No cut off pants are allowed.
6. No caps, hats or hoods are to be worn on the head, in school. Exceptions are allowed for special events.
7. Socks or hosiery must be worn.
8. Shirts need to have at least two [2] fingers width-NO tank tops. Sleeveless shirts are allowed.
9. Undergarments should not be visible. Sports bras cannot be worn as a top or outside of clothing.
10. Coats, boots, snow pants, mittens/gloves and hats are to be worn during winter months.
11. Shoes should have closed toes and a maximum one-inch heel. **No Flip-flops or open-toed sandals.**
12. Shoes worn outside will not be allowed in the gym. Gym shoes must have rubber non-marking soles and are used only in the gym.

For safety and hygiene reasons, students must wear clothing as designed (i.e. shoelaces must be tied). No student will be allowed to wear clothing, shorts or other apparel that is too loose/tight or may cause injury.

If a student violates the Dress Code, parents will be notified.

### ELECTRONIC DEVICE POLICY

**Personal** electronic devices such as, but not limited to: cell phones, tablets, game consoles, e-readers, and other such electronic devices are **not to be used during school hours of 7:55 A.M. to 3:20 P.M. or during any school function.** During the school day, such devices must be turned off and stored in lockers. If this policy is violated, the following steps will be taken:

- **First Offense:** Device is sent to the office and the student can pick it up after school.
- **Second Offense:** Device is sent to the office, parents are notified and students can pick up devices in the office after school.
- **Third Offense:** A parent is called for a conference with the principal. The device will be given to the parent at that time. The device will NOT be allowed back into school.

Exceptions may be made if the teacher and principal decide it is for academic purposes.

*The school is not liable for any lost, stolen, or damaged electronic devices.*

### **EMERGENCY DRILLS**

Emergency drills for fire, tornado, and intruders are practiced multiple times throughout the school year. Drill plans are in place and posted in all classrooms. In the event of an evacuation students will relocate to a reunification point. If this becomes necessary, parents will be notified that the reunification was necessary as well as when and where to reunite with their children.

### **EXECUTIVE SCHOOL BOARD**

The School Executive Board is responsible for supporting the Catholic identity, enrollment, marketing, human resources, capital improvements and fiscal management of the Catholic school. The board will only enact policies, procedures, and practices that are in conformity with, and do not supersede, the established laws, rules and regulations of the State of Wisconsin and the policies and procedures for the operation of Catholic schools, as published by the Diocesan Office of Catholic Schools and/or the Diocesan Office of Finance. This board shall have no authority over issues involving the teachings of the Roman Catholic Church or basic Catholic principles in connection with the oversight and management of the school. Authority for these matters shall be exercised exclusively by the Bishop of the Diocese of Superior and the pastor/parish life coordinator. In addition, the board shall have no authority over personnel performance issues other than participation in the hiring of the principal.

Holy Rosary School Executive Board meets on the second Thursday of select months. Minutes of meetings are available. General agenda items consist of: review of Catholic identity, academics, and financing. Strategic planning is the main focus of the board.

### **EXTRA CURRICULAR ACTIVITIES**

Students are offered many opportunities to participate in extracurricular programs such as sports, service-learning projects, clubs, and Student Council. Fifth and Sixth Grade Holy Rosary students also have the option to participate in activities and sports hosted by the public school.

### **FIELD TRIPS**

Field trips are an important part of the school experience and allow students to learn in a more hands-on, discovery method. Field trips are carefully chosen by administration and staff and must have an academic or spiritual purpose. Signed permission forms are needed for each field trip. **Parents are encouraged to chaperone field trips, but must have a completed diocesan background check on file and have completed the Safe & Sacred training through the parish office.**

### **FOOD ALLERGIES**

If your child has a food allergy, a Medical Statement for Special Dietary Needs form must be completed by medical personnel. This form can be found attached to the back of the Parent/Student Handbook.

### **GOVERNING BODY**

Our school is governed by our parish priest. He assumes responsibility for all aspects of the school organization.

### **GRADING SCALE**

Grade Scale for K-1:

- 4 = Mastery of Skills
- 3 = Developing Skills
- 2 = Emerging Skills
- 1 = Beginning Skills

Grade Scale for 2-6:

- A = 94% - 100%
- B = 86% - 93%
- C = 79% - 85%
- D = 70% - 78%
- F = 69% - 0%

## **GRADUATION**

Any Sixth grader who is a registered student at Holy Rosary School and is in good standing will be given a diploma upon completion of their Sixth grade year. This student is also expected to participate in the Sixth grade Graduation Mass. Graduation is at night during the last week of school.

## **GRIEVANCE PROCEDURE/RESOLUTION OF DIFFERENCES**

Complaints should be handled at the lowest possible level. Persons concerned about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should the Assistant Principal be contacted. If no resolution can be found, the complainant must put their grievance in writing and present it to the Principal. The following steps will be taken:

1. Meeting of complainant, principal, and pastor – no resolution
2. Meeting of above and the Superintendent of Schools.

## **GUIDELINES FOR ANIMALS**

To ensure the safety of our students we ask that the following guidelines be observed when bringing animals onto school property.

- Students must get permission from the teacher before an animal can be brought to class.
- Animals brought to Holy Rosary must have current vaccinations and must be in good health.
- Proper hygiene procedures must be followed at all times.

## **GYM SHOES**

All students participating in gym class or on sports teams must have a pair of proper athletic shoes used only for gym or sport purposes. Shoes used outdoors are NOT ALLOWED to be used on the gym floor.

## **HOLY ROSARY FAITHWEAR**

Faith wear is available for purchase.

## **HOMEWORK**

Homework is an integral part of the school experience and usually fulfills one of four purposes:

1. Preparation--survey of materials for classes or tests.
2. Drill and reinforcement--continuing unfinished assignments.
3. Long range/research assignments--includes observation, investigation, and report writing.
4. Parental information--gives parents the opportunity to see the type and quality of their child's work.

Holy Rosary School students will have opportunities to demonstrate and extend their learning during the year through assigned homework. Part of Holy Rosary Schools Mission Statement is to inspire our students to achieve their full potential as lifelong learners and encourage our students to attain the highest level of academic achievement. Therefore, our students are expected to do and submit their homework and projects on the assigned due date. We want to teach the students to do their best and to help them develop the skills that will make them successful in the future.

Students are provided a planner for tracking daily homework assignments. Students in grades K-2 are given homework on an as-needed basis. Homework is used to practice skills learned in school and as a way to extend the learning begun during the school day. It is very important that parents check daily as to what homework your child has and help them find a quiet place to complete this work. If a parent believes the student is spending an extreme amount of time on homework, the teacher should be contacted so that a plan of action can be taken.

## **IMAGE AND LIKENESS**

Teachers and staff take pictures throughout the school year. These pictures can be used in Facebook posts, newspapers, yearbooks, and other parish and diocesan publications. Parents are required to authorize on the child's registration form whether to approve using or opt out of using these images for those purposes.

### **INTERNET ACCEPTABLE USE POLICY**

School-owned computers, electronic devices, and internet access networks are designed to serve the academic needs of students, and the instructional needs of faculty, staff, volunteers, and other professionals. Their use is a *privilege* that must be respected.

All users must conduct on-line activities in an ethical, moral, and legal fashion. Misuse of these resources will result in the suspension or loss of these privileges, and could result in disciplinary, legal, and/or monetary consequences.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to:

- Accessing the Internet without staff permission
- Usage of texting, email, or another electronic posting of any kind
- Violating local, state or federal law such as infringing on copyrighted material
- Online threatening or harassing behavior toward an individual or group
- Accessing pornographic, sexually explicit or obscene material
- Using resources for commercial purposes, political lobbying, or sending junk mail
- Vandalism or any attempt to harm or destroy data or equipment including the use of viruses

Violations of the Acceptable Use Policy are addressed on a case-by-case basis, but could include:

- Cover cost of repairs or replacement
- Immediate loss of access to all electronic devices and the school's network
- Reporting of illegal activity to the proper authorities
- Conference with parents
- Restitution for any damage
- Suspension from school

Students and Parents are required to sign the Technology Network Acceptable use policy sent in the Open House Packet.

### **LEAVING SCHOOL GROUNDS**

Students may not leave the school grounds without written permission. Parents must sign their child out before removing their child during school hours. This includes pick-up from after school programs. Students must be signed-in if arriving late or returning from an appointment. The sign-out/sign-in forms are located in the school office or with the after- school coordinator.

### **LIBRARY**

Holy Rosary's school library provides a quiet place to read and offers a variety of resources to do research. Classes have a scheduled library time when they may read and look for books. Each student is given a library card that stays in the library for check out. There is no fee for overdue books, but students are responsible for replacing lost or damaged books.

### **LOCKERS, CUBBIES, AND DESKS**

Lockers, cubbies, and desks are the property of Holy Rosary School and will be issued to students at the beginning of each year. Students are expected to keep both lockers and desks neat and clean. School staff retains the rights to periodically inspect student lockers and desks. Students are responsible for damage to lockers and desks.

### **LOST AND FOUND**

The Lost and Found is located near the door to the Commons. Students and parents are encouraged to check it regularly. At the end of the year, all remaining lost and found items will be donated to charity.

## **LUNCH PROGRAM**

Holy Rosary Catholic School participates in and is bound by the policies of the national school lunch program. Holy Rosary School provides lunch every full day of school barring emergencies. Menus are sent home at the beginning of each month along with the Rosary Reader. Remember the menus are subject to change when necessary. Families may access their lunch account through Option C. Payments can be made at [hrmedford.org](http://hrmedford.org).

We strongly encourage students to try different foods and eat as nutritional a lunch as possible. For federal and state lunch program requirements, we do need to offer five of the following items and students are asked to take at least three; protein, vegetable, fruit, milk, grains and legumes (beans).

We respect any food allergy a child may have and ask that parents have a Medical Statement for Special Dietary Needs form completed by medical personnel. This form can be found attached to the back of the Parent/Student Handbook. Holy Rosary will not supply a special lunch or snack without this form. Parents would be responsible for providing their child's food.

### **Daily lunch prices include milk and are as follows:**

- Grades PreK-3 thru 6 \$3.00
- Reduced price lunch all grades \$0.40
- Adult lunch price \$4.65
- Milk only \$0.40

### **Lunchroom Rules**

- Give thanks through prayer
- Use good manners
- Use 'inside' voices
- Obey the lunchroom supervisor

### **Unpaid Meal Charge Policy**

Holy Rosary School will not deny any child from eating lunch if they have a zero or a negative balance in their lunch account. These children will receive the same meal the other children have for lunch that day. We encourage parents to pay at least one month in advance to cover the cost of meals their children are expected to eat. Your lunch balance is carried forward from one month to the next all through the school year.

Holy Rosary sends a statement out in the mail every first or second week after the month ends. For ex: You will receive your statement for January, the first or second week of February. If you have a balance at the end of the year and your child or children will be returning, the balance will carry over to the next school year. If your child does not return and there is a positive balance, you will receive a refund in the form of a check in the mail. If you have a negative balance in your account and your children do not return, Holy Rosary School has the right to collect what you owe.

### **Free and Reduced Lunch Information**

Holy Rosary School provides hot lunch daily. **Free or reduced lunches** are available to children in qualifying families. Applications are available at <https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility/applications>

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print,

audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [U.S. Department of Agriculture USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email:  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

### **MASS AND PRAYER SERVICE**

Holy Rosary School works to convey the values, principles, teachings, and traditions of the Catholic Church. A school liturgy, which is planned by students and teachers working with the parish priest, is celebrated weekly at Holy Rosary Church. Masses are typically held on Wednesdays at 8:30 A.M. unless otherwise noted on the school calendar. Parents/guardians and the parish community are encouraged to attend and participate in all school religious celebrations.

Prayer Services are typically held every Tuesday at 8:15 A.M. These are planned by teachers and students. Both creative prayer and formal prayer are used. Students, staff, and faculty members are encouraged to ask for prayer from the entire school when there is a personal or family need that calls for prayer.

Each day begins and ends with prayer led by students over the speaker system. This gives students and teachers an opportunity to direct their minds and hearts to God and offer Him their daily activities. Prayer is also recited at lunch and throughout the day as needed. We encourage spontaneous prayer.

### **MEDICAL POLICY**

The health, safety, and well-being of students and staff are always the primary concern of the school. Holy Rosary School does not have a nurse on staff. Medical care is delivered by the school secretary and principal in consultation with the parents and if or as needed medical professionals.

Sick Children: Children who become ill at school are sent to the school office. In the event that a child is too sick to remain at school, the parents will be contacted to pick up the child. If a parent can't be reached, the alternate number provided by the family will be called. It is very important that the contact telephone numbers and alternate numbers are kept up to date.

Accidents: In the event of an injury of some kind, an accident report will be filled out and sent home. This will explain how the child got hurt, where it happened, the apparent extent of the injury, and what measures were taken

at school to treat the injury. If it seems that a doctor should see the child, we will contact parents. If necessary, in an emergency, children may be taken to the clinic or emergency room by ambulance.

Health Records: Health records are confidential and will only be seen by the principal, assistant principal and school administrative assistant, and any other school personnel deemed in need of this information. Holy Rosary School shall cooperate with local health officials in complying with state and local regulations regarding immunizations.

Immunizations: Any student admitted to any elementary school must present, after 30 days of being admitted to the school, a written record of having received the proper immunizations for the child's particular grade. The student must stay on the prescribed schedule for booster shots and the school must be informed of their completion (WI Statute 252.04(2)). The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law.

<b>PreK (ages 2 through 4)</b>	4-DTaP/DTP/DT	3-Polio	3- Hepatitis B	1-MMR	1-Varicella	
<b>K through 5th Grade</b>	4-DTaP/DTP/DT	4-Polio	3- Hepatitis B	2-MMR	1-Varicella	
<b>Grades 6 through 12</b>	4-DTaP/DTP/DT	4-Polio	3- Hepatitis B	2-MMR	2-Varicella	1 Tdap

Medications: Per state and diocesan guidelines, all medicine must be stored in the office in a locked area. **Prescription medications must have valid instructions signed by the physician and be in a properly labeled prescription bottle from a certified pharmacy.** Over the counter medicines (Tylenol, cold medicine, etc.) must include a signed and dated note with instructions from the parents and the medicine must be in its original bottle or container. Students will be sent to the office to receive all medications. Staff administering the medicine will receive specialized training. If a student does not have a note on file, a parent or guardian will be called before over the counter medication, such as Tylenol, is given.

Lice: Students who are found to have lice (dead or alive) while at school will be sent home. Students will be allowed back into school after being treated and found to be nit free (dead or alive).

Pink Eye: Students with pink eye will be sent home from school. Students must be out for 24 hours with treatment in order to return to school. Proof of medication or a doctor's note must accompany the student's return.

### **NEW STUDENTS**

Holy Rosary welcomes new students at any time during the year. Parents or legal guardians should contact the school office with any questions and we will help complete all paperwork. Tours are also available throughout the year.

### **NEWSLETTER**

The Rosary Reader Newsletter will be sent home weekly. The lunch menu and other notes will be attached to the newsletter as needed. **Please check your students backpack and read this important communication.**

### **PARENT PACK**

This organization's purpose is to promote better communication between the school staff and the school families. The main functions of our parent-teacher organization is to promote parental support for the school program, and to increase mutual understanding between school staff and parents and to help meet some of the financial requests and needs of the school as indicated by the staff and school families. Meetings are held during the school year to plan for events.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences, held in the fall and spring, give parents and teachers an opportunity to discuss each child's individual needs. Parents are encouraged to not only use the formal parent-teacher days to discuss their child's performance but to contact the teacher whenever they have questions or concerns related to the child's educational program and needs.

### **PARKING**

Parents are asked to park in the parking lot in the spots designated for visitors.

### **PASTORAL RESPONSIBILITY**

The pastor/parish life coordinator/parish director of each parish has pastoral authority and concern in all facets of parish life. Responsibilities for the school include:

- Ecclesial authority of the school.
- Contracts/hires the principal.
- Consults with the school board on a regular basis.
- Has the final authority to accept or reject actions recommended by the school board.
- In a joint effort with the parish community, promotes the support of the school as an integral part of the parish faith community.

### **PHYSICAL EDUCATION CLASSES**

All students in PreK4 through 6<sup>th</sup> Grade attend physical education classes. Tennis shoes with laces must be worn by all students during PE classes. These should be left in school. If, for some reason, a student cannot participate in P.E. class, a note from a parent or guardian must be given to the office. For extended absences (more than three days) a doctor's note is needed.

### **PICTURES**

Pictures are taken in the fall of each school year. The yearbook is published in the spring. All students will have a picture taken for the school records and yearbook. Purchase of any photographs or the yearbook is optional.

### **PROHIBITED ITEMS**

Students are not allowed to possess any of the following on school grounds:

- guns; real or toy, squirt guns, explosive caps and/or cap guns
- explosive or fire making materials of any kind
- knives or knife-like objects
- slingshots
- illegal drugs or medications not legally prescribed by a medical professional

Staff will confiscate these items and any items that interfere with the learning process. Parents may retrieve them from the office.

### **PROTECTION OF PERSONAL PROPERTY**

Articles of clothing, boots, tennis shoes, lunch boxes, scissors, glue, crayons, rulers should be marked with the student's name and grade, so these items may be readily returned whenever misplaced.

### **OPTION C- ONLINE ACCESS**

Holy Rosary school uses Option C. It is an online school management system created specifically for Catholic schools. The system is 100% cloud based and families can access the system from home, school, or the office. Parents can create an account and check student grades and assignments.

### **OPTION C - PARENT ALERTS**

Option C's Parent Alert System is a flexible notification system that lets us communicate quickly and reliably with parents and school staff. Users can decide how they want to be reached, either by voice, text or email, or any combination. We will keep you informed about weather-related closings and schedule changes, fundraising, and event reminders through this system. Instructions for signing up for text alerts can be found on our website or on a sign-up sheet in the school office.

### **REFERRAL/SCREENING**

Referrals for screening by the public-school district are available. Parents are asked to consult with the classroom teacher regarding screening tests if the parent feels they may be necessary. Likewise, teachers may recommend a referral for screening to the parents. Screening is available for academic problems, speech, Title I reading services, and for ADD/ADHD.

### **RELIGIOUS OPT-OUT POLICY**

Any student participating in the Choice Programs has the right to opt-out of religious instruction. Holy Rosary School prefers that a parent who wishes to have their child/children opt-out of religious courses or activities submit a written request to the Principal prior to the start of each academic school year. If a student opts-out of a Religious Studies course or activity, that student must complete equivalent coursework and/or community service approved by the principal.

### **RECESS**

All students are expected to go outside during recess unless the classroom teacher receives a note or call from the parent/guardian requesting inside recess because of health concerns. We have inside recess during heavy rain or a wind chill temperature below zero. The principal may schedule a shorter recess on cold weather days if the wind chill is not a factor. **It is important that all students bring appropriate outside clothing daily.**

### **REGISTRATION AND CONTACT INFORMATION**

In January, current Holy Rosary families will receive registration forms for the next school year. Early registration will hold a student's spot in a class before being opened up to the general public. Registration for the general public opens during Catholic Schools Week.

State Statute 120.12(25) dictates that a student may not enter Kindergarten unless he/she has reached the age of five (5) by September 1 of the year he or she enters kindergarten. Students entering the 3K program must be three (3) on September 1 and must be toilet trained. Students entering 4K must be four (4) years old by September 1. Individual cases will be considered by administration.

### **RELIGION AND SACRAMENTAL PROGRAM**

Our religious curriculum follows guidelines established by the Bishop. Sacramental preparation is coordinated with the Religious Education office of the parish. Students in second grade will prepare for and receive First Reconciliation during Advent and First Communion in April. Grades 3 thru 6 will have the opportunity to go to reconciliation during Advent and Lent. A Holy Hour with Adoration and Reconciliation is also available the first Friday of every month. Regular liturgies are prepared and celebrated by the children through the leadership and guidance of the faculty and pastor. Family members are invited to attend these liturgies.

### **REPORT CARDS**

Report cards are issued at the end of all four quarters in grades 1-6. Kindergarten receives report cards for the second, third, and fourth quarters. Preschool will receive skills reports in the second and fourth quarters. In addition, teachers will inform parents of student progress on a regular basis.

### **RETENTION/ACCELERATION**

No student may be retained or accelerated without evaluation by the teacher and the principal together with the parents of the child. Parents make the final decision on this matter.

### **ROLE OF BISHOP AND HIS DELEGATE**

The Bishop is the chief pastor and educator of the diocese and is responsible for the entire educational program in the Diocese of Superior. He may delegate aspects of this responsibility to other groups and individuals. The Superintendent of Schools is the Director of Catholic Formation. The Superintendent of Schools is responsible to the Bishop for administering the programs of the parish schools in the Diocese of Superior.

The Superintendent of Schools is responsible for developing programs and responding to the needs of the parish schools in the Diocese of Superior. The Superintendent of Schools works collaboratively with other diocesan staff in addressing the religious education needs of the schools. The Superintendent of Schools needs to be knowledgeable about Catholic schools, their functions, and their unique needs and differences.

### **SCRIP**

SCRIP Gift Cards are available every day in the parish office and are good at many of your favorite stores like County Market, Kwik Trip, Wal-Mart, and McDonald's. When you get a SCRIP Gift Card, a percentage is immediately given to us by the store or business. Fifty percent (50%) of the profit dollars generated by your scrip purchases can be applied to school tuition. **Please consider getting into the habit of using these cards. It is an easy way to generate funds for Holy Rosary.**

### **SCHOLARSHIPS**

There are two scholarship opportunities available to Holy Rosary Students.

- One is to apply to the school directly using the Tuition Scholarship form available in the office.
- The other option is to apply for the Diocese of Superior Brady Scholarship. Applications are available in the spring in the school office. You must be Catholic to apply for the Brady Scholarship.

**No child or family will be denied enrollment at Holy Rosary due to the inability to afford the tuition.**

### **SPECIAL NEEDS SCHOLARSHIP PROGRAM (SNSP) ELIGIBILITY**

Policies regarding student eligibility are determined by state law and the Department of Public Instruction. To qualify for the program, a student must be a member of a family that meets the eligibility and residency requirements set by state.

Eligibility for the SNSP: A student must have a current IEP to qualify for the program. A completed application to the SNSP must be submitted between July 1 and June 30 (school fiscal year) to the school. Enrollment is year-round to the program. Referral of a student must be made to the Local Educational District with the time frame for referrals and determination of a disability made by the Local Educational District/Home District according to state law. Re-evaluation of a SNSP student is done every three years after determination of the disability by the Local Educational District/Home District.

Families applying and accepted under the SNSP will be required to provide proof of residency for every year that they are participating in the program in August-September of each year. Enrollment papers are only filled out the first year of qualifying.

Students receive a full SNSP scholarship yearly until it is determined after the three-year re-evaluation that they no longer have a qualifying disability. The SNSP provides a partial scholarship to those students enrolled in the SNSP but no longer have a qualifying disability for all the school years that the student is enrolled at OLL School.

### **STUDENT RECORDS**

Holy Rosary School is required to keep full and accurate records of each student's attendance and academic progress. Cumulative records are maintained in the principal's office. Cumulative records are considered the property of the school. Their purpose is to provide a general history of student placement, progress, medical fitness, and special needs.

Confidentiality of cumulative records is maintained. Removal of records from the school premises is prohibited. Access to cumulative records is limited to the school's instructional and administrative staff.

### **SUPPLY LISTS**

A list of supplies needed for the school year is sent to families during the summer months.

### TAX DEDUCTION

Parents with a child in a K-12 private school are able to receive a tax deduction for private school tuition. Under the program, parents statewide can deduct up to \$4,000.00 per student in grades K-8 on their Wisconsin tax form (WI Stat 71.05(6)(b)49).

### TESTING

Holy Rosary School participates in a standardized testing program as directed by the Diocese of Superior. This program consists of the MAPS testing and is given to all students Kindergarten through Sixth Grade.

The testing program helps monitor the performance of our curriculum and assists in modifying instruction as appropriate for individual students. Parents receive test results which explain how their child performed on the test in comparison to their grade peers.

### TITLE SERVICES

Title I reading services are available to students who qualify. Services are provided by a public-school district Title I teacher.

### TUITION & FEES

- PreK3 tuition is \$3,700.00.
- PreK4 - 6th Grade tuition is \$2,400.00
- If three or more students are enrolled in the school, the tuition is full price for two (2) students and half off for the remaining student/s in the oldest grade/s.  
\*Exemption - If your child receives government funding this discount does not apply.
- **Tuition Scholarships are always available and families are encouraged to apply at any time if there is financial hardship. No child is turned away for financial reasons.**

Taking a student out of school for a vacation or any extended period can have a negative effect on education and should be considered carefully. Students will be expected to keep up with all current work in their classes. Though teachers do prepare lesson plans in advance, actual worksheets may not be ready until just before the lesson. Long-range lesson plans can and often do change. Teachers have the following options when dealing with an extended absence:

1. Assigning all work in advance of the vacation or absence (which will be completed and turned in upon the student's return).
2. Have the student make up all work when they return, within a time period equal to their absence.
3. Have student complete assigned reading while out of school, making up quizzes or exams when they return, within a time period equal to their absence.

Any concerns should be discussed with the child's teacher(s).

### VISION AND HEARING SCREENING AND FLUORIDE

The Taylor County Health Department and Nurse provide free vision, hearing, and fluoride treatments on a limited basis to select grades.

### VISITORS

All parents and visitors must stop at the school office and sign in before visiting anyone in the school. Classroom visitors are asked to notify the teacher in advance to arrange the visit. Visitors, during the school day, are not to go to a child's classroom prior to stopping at the school office.

### VOLUNTEERS

Volunteers are essential. Holy Rosary could not continue to operate without volunteers. Per Diocese of Superior policy, all volunteers must complete a one hour Safe and Sacred training and pass a diocesan approved background check. Background checks are paid for by Holy Rosary.

## WEBSITE AND SOCIAL MEDIA

Holy Rosary School has a website that is linked to the parish site. The site can be used to find information about the school and parish. Forms, calendars, newsletters, and lunch menus are available here. Please feel free to contact the office with ideas or information that you think should also be included on the site.

[www.hrmedford.org](http://www.hrmedford.org)

Holy Rosary School also sponsors a Facebook page found at Holy Rosary School Medford. Feel free to like and follow this page. The purpose of our Facebook page is to share the happenings and information of our school.

## WELLNESS AND SCHOOL NUTRITION POLICY

This policy supports the mission of Holy Rosary school; sharing God's word and teaching Catholic virtues through excellence in education, nutrition influences a child's development, health, well-being, and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment.

1. Provide a positive environment and appropriate knowledge regarding food.
  - Ensure that all students have access to healthy food choices during school and at school functions.
  - Provide a pleasant eating environment that encourages healthy choices for students and staff.
  - Allow 30 minutes for students to eat lunch in the designated cafeteria area.
  - Enable all students, through curriculum, to acquire the knowledge and skills necessary to make healthy lifestyle choices for a lifetime.
2. The school will provide a lunch program that will meet or exceed the guidelines set by the federal and state child nutrition program laws and regulations applicable to schools.
  - The Food Service Department will promote participation in the Lunch Program.
  - Food Service will work to provide substitutions for students with special food needs and/or allergies whenever required or requested.
3. When using food as a part of a curriculum-based experience, class snack, class activity or student incentives, staff and students are encouraged to utilize healthy, nutritious food choices.
  - Provide guidance for healthy nutritious food choices.
  - During classroom celebrations and activities, food choices should consist of at least 50% nutrient dense food and beverage options (birthday treats are excluded).
  - Teachers who take students on a school-sponsored field trip during the school day are encouraged to order bag lunches through the school or have the Food Service prepare bulk items for their meal.
4. All staff are encouraged to model healthy behaviors.
  - Consumption of foods and beverages that do not meet minimum nutritional value standards set by the federal and state child nutrition program laws and regulations is discouraged during the school day, especially in the presence of students.

Holy Rosary School provides a comprehensive physical education curriculum in accordance with the Superior Diocese curriculum requirements. Classroom health education will complement Physical Education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle. Physical activity will be encouraged across the curriculum and throughout the school day at all grade levels.

1. Integrating physical activity into the classroom setting. For students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.
  - Teachers will be conscientious concerning time spent on sedentary activities, such as watching television or movies.

- Opportunities for physical activity will be incorporated into other subject lessons.
  - Classroom teachers will promote short physical activity breaks between lessons or classes, as appropriate. Examples- Go Noodles, Brain Break, Simon Says, etc.
2. Daily recess
    - All Holy Rosary students will have at least 30 minutes a day of supervised recess, preferable outdoors, during which school personnel should encourage moderate to vigorous physical activity.
    - School staff should discourage extended periods (i.e. periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, teachers should give students periodic breaks during which they are encouraged to stand and be moderately active.
  3. Physical activity opportunities outside of school
    - Holy Rosary School offers a variety of physical activity programs in cooperation with the public school that are associated with both co-curricular and extracurricular programs. The Medford community offers a range of activities that meet the needs, interests and abilities of most students, including boys, girls, students with disabilities and students with special health needs. Participation in these programs is encouraged.
  4. Physical activity and discipline
    - Within the school day, teachers and other school and community personnel are prohibited from using physical activity (i.e. running laps, pushups) or withholding opportunities for physical activity (i.e. recess, physical education) as discipline or remediation unless there are safety concerns.
  5. Use of school facilities outside of school hours
    - Building use by the community will be encouraged for physical activity opportunities. Fees may apply to this.

