

Parent/Student Handbook 2023-2024

**Archdiocese of Kansas City
in Kansas**

Be it known to all who enter here that Christ is the reason for this school. He is the unseen but ever present teacher in its classes. He is the model of its faculty and the inspiration of its students.

Mission Statement of Holy Rosary Catholic School

Holy Rosary – Wea is committed to upholding a tradition of faith development, educational excellence and service to God and community.

***“Each child is a masterpiece of God,
created with precision for a specific purpose.”***

SCHOOL HOURS

School Day: 7:45 a.m. - 3:15 p.m.

School office: 7:00 a.m.-3:30 p.m.

K-8 Arrive: 7:40 a.m.-7:50 a.m.

K-8 Dismissal: 3:15 p.m.-3:30 p.m.

After School Care: 3:15 p.m.-5:30 p.m.

Holy Rosary School will not be responsible for the supervision of children prior to 7:40 a.m. or after 3:30 p.m.

SPECIFIC ARRIVAL AND DISMISSAL INFORMATION LISTED ON PAGE 11.

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Holy Rosary Faculty and Support Personnel.

POSITION	NAME	EMAIL
Pastor	Fr. Jerry Arano-Ponce	FrJerry@qhrwea.org
Principal	Nick Antista	nick@qhrwea.org
Kindergarten	Susan Sommer	ssommer@qhrwea.org
First Grade	Mary Cate Halling	mchalling@qhrwea.org
Second Grade	Kathy Benne	kbenne@qhrwea.org
Third Grade	Jeanette Ewalt	jewalt@qhrwea.org
Fourth Grade	Darcie Orr	dorr@qhrwea.org
Fifth Grade	Alexandria Hartter	ahartter@qhrwea.org
Sixth Grade	Bryan Wallraff	bwallraff@qhrwea.org
7th and 8th Grade ELA/Religion	Thomas Gauvain	tgauvain@qhrwea.org
7th and 8th Grade Math/Art	Sara Smith	ssmith@qhrwea.org
7th and 8th Grade Science/SS	Alex Lang	alang@qhrwea.org
STREAM Coordinator	Christina White	cwhite@qhrwea.org
Library/Resource	Lisa Miller	lmiller@qhrwea.org
Music	Corbin Trimble	ctrimble@qhrwea.org
Counselor	Kimberely Zubillaga	kzubillaga@qhrwea.org
Physical Education/Resource	Alison Gerfen	agerfen@qhrwea.org
Reading Resource	Beth Jacobs	bjacobs@qhrwea.org
Speech	Beth Easum	
Preschool	Jaime Frederick	jfrederick@qhrwea.org
Preschool	Stephanie Smith	stsmith@qhrwea.org
Preschool	Lauren Klimt	lklimt@qhrwea.org
Aide		
Paraprofessional/VIRTUS	Teresa Lemke	tlemke@qhrwea.org
Nurse	Lisa Hiteshew	lhiteshew@qhrwea.org
Secretary	Amy Wransoky	awranosky@qhrwea.org
Accountant	Mark Andrasik	mark.andrasik@gmail.com
Technology Director	Mark Andrasik	mark.andrasik@gmail.com
Parish Office	Gina Hillman	ghillman@qhrwea.org
Religious Education Director	Kimberely Zubillaga	kzubillaga@qhrwea.org
Facilities		

COVENANTS

A commitment of support from the school and parish community is essential to fulfill the purpose and goals of our mission. To this end, all teachers, students, and parents will be expected to enter into the following covenants.

STUDENT COVENANT:

As a student at Holy Rosary Catholic School, I am blessed to be given the opportunity to be educated both spiritually and academically. I understand that my parents have made this choice for me because of their love and concern for me. In order to show my cooperation, support and gratitude, I will:

- Respect myself by always doing my best and by assuming complete responsibility for my actions.
- Learn and abide by all behavior expectations stated in the Virtuous Behavior Formation Plan.
- Come to class ready to learn. Be honest. Do my own work.
- Recognize the sacrifices my parents make to provide me with a Catholic education and thank them both in word and action.
- Be a good and holy example for all other students.

PARENT COVENANT:

As my child's most important educator, I understand that I teach my child best by my own example of responsibility, reverence, and respect. I ask Holy Rosary School to assist me in forming my child as a Disciple of Jesus Christ. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school. In order to show my cooperation, support, and gratitude I will:

- Set a good example in my own speech and behavior.
- Ensure that we pray daily as a family and attend Mass on weekends and Holy Days of Obligation.
- Have my child to school on time with necessary supplies and in compliance with the school dress code.
- Not tolerate vulgar, disrespectful, bullying, violent, or aggressive behavior or language from my child.
- Show respect for my child's teacher and any other adult in authority.
- Never be dishonest in order to protect my child from consequences of his or her behavior.
- Speak to the adult in authority before accepting my child's version of a story.
- Offer my child academic guidance and support at home, but make sure all projects and assignments fairly represent your child's own work and ideas.
- Help dispel rumors by going through the proper channels when I have a problem.
- Not use social media to defame Holy Rosary School or staff.
- Make an appointment via email or phone call to converse with my child's teacher(s).
- Directly supervise my child at all times when at events on the Holy Rosary campus.
- Fulfill my tuition and fundraising obligations in a timely manner.
- Follow the school's rules, calendars and deadlines, and expect my child to do the same.
- Keep the school informed of the special needs of your child.
- Make every effort to assist my child in living up to the Holy Rosary School Student covenant.

TEACHER COVENANT

As a teacher at Holy Rosary Catholic School, I accept the responsibility of cooperating with parents in the spiritual, emotional, and academic development of their children. I believe that my mission is to form Disciples of Christ. In order to accomplish this mission, I will:

- Make extra efforts to get to know my students personally, listen to them, and pray with them.
- Be a Christian role model in thought, word, and deed, in and out of the classroom.
- Be respectful of my students and require that they show proper respect to me and all other people while under my supervision.
- Model and teach the VBF behavior expectations. Reward students for following the expectations.
- Plan well and be prepared for class every day.
- Challenge and engage my students every day.
- Keep my students safe from harassment of every kind.
- Develop in my students the social and academic skills needed to be their own advocates.
- Embrace the social and academic potential in my students and guide them to accept their gifts and tolerate differences.
- Be respectful to the parents of my students, develop good communication with them, and continue to build trusting relationships.
- Show respect towards fellow teachers, solving all differences in a peaceful and professional manner.
- Never discuss the behavior or performance of an individual student in the presence of another students, or in the presence of adults who are not parents of that student.
- Participate in ongoing spiritual and professional formation.
- Supervise students in hallways, restroom breaks, recess, lunch duty, and any times before or after school where students are in my care. Keep students from roaming halls, entering into the office or faculty lounge.
- Abide by and enforce all Holy Rosary policies and procedures, even though I may not agree with them.

ADMINISTRATOR COVENANT

Knowing that the focus of Catholic schools in the Archdiocese of KCK will always be forming individuals in the image of Christ to become His Disciple. It is most important for an administrator to come to know and love Jesus Christ and His Church in order to serve Him and others. To this end, the principal and any administrator will:

- Model Christian ideals for teachers, students, and parents/guardians.
- Communicate effectively with pastors, faculty, students, parents/guardians, parish administration and the parish community.
- Provide leadership in curriculum and staff development.
- Supervise the instruction provided to students.
- Maintain a safe atmosphere conducive to learning.
- Create opportunities for and participate in spiritual and professional formation.
- Participate in long range planning to extend Catholic Education into the future.

School Policies and Procedures

ACADEMICS

Curriculum with Catholic Foundation

The core course of study for all grades at Holy Rosary Catholic School includes Religion, Mathematics, English, Language Arts, Science, and Social Studies. Specials are Art, Technology, Library, Music, Physical Education, and STREAM. The curriculum meets the standards and requirements of both the State of Kansas and the Archdiocese of Kansas City in Kansas. Special emphasis is placed upon teaching Religion and infusing Catholic teachings, prayer and actions into every subject area and activity.

Grading Scale

Grades are one of the many ways teachers have to communicate academic progress by students. Kindergarten-2nd grade do not use letter grades, rather outcomes based grade cards. The grading scale used by Holy Rosary is the same as that which has been recommended by the Archdiocese.

A 100-94	Kindergarten through 2nd Grade
B 93-87	+ Consistent performance
C 86-75	S Satisfactory progress being made
D 74-68	I Needs improvement
F 67-Below	

Accreditation

Cognia, an international accrediting agency that accredits schools across the world, including colleges and universities, accredits all schools in the Archdiocese of Kansas City in Kansas. The process of Cognia accreditation requires Holy Rosary to demonstrate, in addition to academic achievement, fidelity to mission.

Homework

The school day is too short to provide a student the practice necessary to master the various skills each child must learn. Therefore, all children are expected to spend some time each afternoon or evening engaged in learning at home. As a general rule, a child should have 10 minutes of homework per their grade level. For example, a 2nd grader would have an average of 20 minutes of homework, and a 5th grader would have an average of 50 minutes of homework. Some students may require more or less time, depending on their ability level and the nature of the task at hand. The homework material should reinforce what has been taught at school. Parents are responsible for providing a home environment conducive to such learning and encouraging their children to develop regular home study habits.

Late or missing homework

Any work turned in after the due date may receive partial to zero credit. Each classroom teacher will explain the late work policy to students at the beginning of the school year. Any student who has outstanding work may not receive a final grade for the class until all required work is completed and turned in. Students must complete and turn in all work even if it is for 0% credit.

Students who have excused absences from school will have 2 days for each day absent to make up their work. (Vacations are considered unexcused absences). Students making up missed assignments

must consult the teacher for guidelines and dates for completion of work. Parents whose children are absent due to a prolonged illness are encouraged to contact the school for homework assignments.

Requesting homework

If you wish to request your child's work on a day that he/she is absent from school, please contact the school before 10:00 a.m. in order for this request to be filled. You may email the teacher or call the office to leave a message on the teacher's voice mail. Please indicate whether you will pick up the child's homework in the front office at 3:15, or if you wish it to be sent home with another student. Please give the student's name and which class he/she will be in at the end of the day.

Assessments

Holy Rosary School uses a variety of assessments including nationally normed tests: MAPS (Measure of Academic Progress), DIBELS Reading and Math, and classroom assessments. In addition, all schools in the Archdiocese of Kansas City in Kansas take the Kansas assessments. We monitor results carefully to make sure that all students are achieving to their fullest potential including those naturally accelerated as well as those who need extra support. Teachers use assessment results to adjust instruction in order to meet our students' academic and faith needs.

Student Records

Student records are divided into three categories and kept in the following manner:

Permanent Record Card: This file card contains all year-end grades your child has earned at Holy Rosary Catholic School and a printout of all national standardized test scores (e.g. Kansas assessments). This card also contains dates of initial sacramental reception. Upon a student's graduation or school transfer, this card remains filed on a permanent basis at the school.

Cumulative Student File: This file contains report cards, teacher recommendations, standardized test profiles and any other information pertinent in aiding a student's academic growth. When a student graduates or transfers to another school, this file will be mailed on to the next school only upon written request by the office of the school the student is to attend. The student's Cumulative File will be destroyed if a request for these records is not received within one year from the date of transfer or graduation.

Student Health File: This file contains all information pertinent to your child's health. Results of hearing and vision screenings, immunization records, etc., are part of this file. These records are kept, transferred, or destroyed in the same manner as cumulative student files. All the aforementioned records are school property and must remain on school premises according to law. Parents/Guardians wishing to review these records may do so upon request through the school office.

PARENT SOCIAL MEDIA POLICY:

Social media is a mode of communicating with various people on a wide range of topics over an electronic platform. Examples of social networking services are Facebook, Instagram, Twitter, and others. Our school strongly discourages parents from utilizing this platform to dispute or express negative opinions about the school, staff, students, or other parents. Instead we ask parents to contact a member of school directly to discuss concerns. If online behavior is reported to the school and deemed inappropriate by administration, the parent will be asked to meet with the principal and pastor. If this behavior continues and/or the first instance was deemed to be hurtful or destructive to

our school environment, then the family will be asked to no longer attend our school. We strongly believe in maintaining a Christ like community and appreciate our parents' help in this mission.

School Policies and Procedures, Academics cont.

Student needs:

Holy Rosary School makes every effort to serve students with a variety of needs, including attention, learning, emotional, accelerated students, and behavioral issues. The school works to accommodate these special needs by utilizing resources available at the school resource center, through certified special education teachers, the archdiocesan school offices, or through the local school district. The school provides educational support to all students that need extra resources through a Multi-Tier Systems of Supports (MTSS), which is a part of the daily class schedule.

Student Intervention Team Process (SIT)

Holy Rosary School is committed to meeting the needs of all students. The goal of this team is to develop interventions and strategies to assist students to be successful at school. A student who is struggling in school will be referred by the classroom teacher to our Student Intervention Team (SIT). This team consists of a resource teacher, the student's homeroom teacher, classroom teacher(s), parents, and principal. Parents are invited to participate in the meetings.

Educational Field Trips

Classroom teachers, through the principal, schedule educational field trips at various times during the school year. The field trip is to be a learning experience. Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students may be denied participation in a field trip if they fail to meet academic and behavioral requirements. A permission slip must be signed by a parent/guardian and returned to school. A verbal consent will not be accepted. The following will be on each permission form concerning a field trip:

I hereby release Holy Rosary Catholic School, the Superintendent of Schools of the Archdiocese of Kansas City in Kansas, and all of its official representatives from any and all liability in case of accident or injury involving the above named student related to the school trip.

Some field trips require transportation provided by parents and some by bus. Each parent vehicle must be equipped with enough seat belts for each student. Parents are discouraged from bringing children under school age. Each driver must have an Archdiocese Insurance form completed and filed in the school office before leaving school property. Field trip drivers must be Virtus trained. All students are expected to attend and to pay the necessary expenses associated with the field trip. If the field trip fee is a financial hardship, please contact the principal.

Textbooks

All student textbooks are to be treated with respect and care. Hardcover textbooks are very expensive and reused from year-to-year. The student must pay for textbooks that are damaged or lost by the student during the school year. The principal will determine the cost of repair or replacement.

Promotion-Retention

There are many factors to consider before a decision is made to promote or retain. The teacher, in consultation with the administration, parents, and resource teachers, will consider testing results, academic achievement, study habits and overall maturity. Based on these and other factors, the decision to promote or retain will be made by the school.

Religious Activities

Prayer experiences will be scheduled throughout the school year and will be published in the school newsletter. Parents are always encouraged to attend our all-school Mass and prayer services. Students are expected to sit with their class and parents should sit in the general parish pews. There are opportunities for penance and private confession during the year. Prayer experiences include, but are not limited to the following: Mass, Prayer services, Stations of the Cross, Rosaries, Adorations, Benediction, and Penance services.

ADMISSIONS AND ENROLLMENT

Admission policy for new students

It is our goal at Holy Rosary School to provide a quality, Catholic education for all who desire enrollment in our school. Due to a variety of limitations or circumstances, it may be necessary to deny enrollment to some students. Priority for admissions will be given as follows:

1. Currently enrolled students and their siblings who are in good standing, which includes:
 - Being in compliance with all school policies and procedures.
 - Being current on all financial obligations to the school (tuition, fees, mandatory fundraisers, etc.)
2. Students of active Holy Rosary Parish members
3. Students of non-active registered Holy Rosary parishioners.
4. Students whose parents are active members of other parishes.
5. Students of non-active registered parishioners of other parishes.
6. Students of non-Catholics.

Parent Cooperation as Condition of Enrollment

The education of a student is a partnership between parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken. Archdiocesan procedures and protocols will be followed.

Application for admittance

Applicants will comply with Kansas law, which states that a child must be five years of age on or before August 31 to enter kindergarten, six years of age on or before August 31 to enter grade one. All kindergartners must be evaluated before the first day of school in order to meet admission requirements. Please note that Holy Rosary has a Pre -K program and it is not associated with any

other outside Pre-K program or institution. Holy Rosary is not required to consider these programs or institutions when assigning a student to a classroom. Students must meet reasonable academic requirements. The student and the parents must be willing and able to abide by all policies and regulations as stated in the current Student/Parent Handbook. New students will be placed on a six-week academic and behavioral probation. At the end of the six-week time frame, a conference may be held with the parents, teacher, principal, and student, to determine future status, if deemed necessary.

All children must present a state issued birth certificate and a baptismal certificate upon entering Holy Rosary Catholic School for the first time. A record of immunizations on the official Kansas Certification of Immunization form must be presented by all students upon entering any Kansas school for the first time. The students are also required to have a physical examination. All students are required by the State to be vaccinated against measles, mumps, rubella, polio, diphtheria, tetanus and pertussis (DPT), Hepatitis B, and varicella (2 doses for K, 1 dose first-eighth grade mandatory).

Enrollment Timeline

Re-enrollment of current students and their siblings for the 2023-2024 school year will take place in February. Open enrollment will begin in February and will remain open until classes become full. Once a class is full, a waiting group will be established. Should an opening become available the list will be prioritized using the guidelines for admissions, and families will be contacted as such.

Fees due at enrollment

All fees will be due upon enrollment. Alternate arrangements for payment of fees can be made, if necessary, by communicating your request to the school principal, Mr. Antista.

Tuition and Payment Options 2023-2024

K-8th tuition for the 2022-2023 school year is set as follows:

- 1 student: \$4475.00
- 2 students: \$7386.00
- 3 or more students: \$9630.00
- Out of Parish: \$8814.00 per child

Holy Rosary Catholic School will have three mandatory fundraisers (trash bag sales, auction and Running with the Cows) during the 2023-2024 school year to help support the school budget. Families are required to participate.

Required Fundraiser

Holy Rosary School is a parish school that is supported by the parish community and tuition. It is an **expectation** that when you become part of our school community, you become involved by helping in any way you can. Our required fundraisers account for over 20% of our operating budget and are vital for our operations.

Each family is required to participate in mandatory fundraisers. You may also choose a buy-out of trash bag fundraiser for \$75.00 per family. If this obligation is not fulfilled, grade cards, student records and future enrollment will be held until the fees are paid in full.

Trash Bag Sales: At the beginning of the school year, students and parents sell trash bags in a program organized by the Parents' Association. Students take orders and receive payment for the bags, which are brought to the school for pickup.

Parish Auction: The fundraiser for Holy Rosary Parish is the Auction. The event is held on a Saturday evening. Each family is required to participate in this event in some capacity.

Running with the Cows: This fundraising event occurs in the spring. Each family is required to participate in this event in some capacity.

Qualifying for in- parish tuition

In order to qualify for in-parish tuition at Holy Rosary, each family must be a registered and active parishioner. As a school family you have a unique role in that as Christian Stewards you are called to not only support our parish through sacrificial giving but also support the school through tuition. Both of these components are necessary in order to provide an outstanding education for your child. Tuition alone does not make up the total cost of educating your child. Currently the per-pupil cost is \$8814.00. Part of the cost comes from your tuition while the other part is subsidized by all Holy Rosary parishioners' sacrificial giving. Your continued sacrificial giving is vital towards the continued success of Holy Rosary School. As a Christian you are called to a life of stewardship. Stewardship is defined as the grateful response of a Christian disciple, who recognizes and receives God's gifts and shares these gifts in love of God and neighbor. Many times families ask what their giving amount should be and by setting a target number, it may not reflect a sacrificial gift for all. As a family you should prayerfully consider how you can contribute to Holy Rosary Parish so that our entire community can benefit from the seeds that are sown as Disciples.

Financial Assistance

If a family is experiencing financial hardship, it will be the individual family's responsibility to contact the front office for tuition assistance application (FACTS). This program assists the school in determining the amount individual families are capable of paying. No child will be denied an education strictly because of financial hardship. However, if payments are not received, and arrangements are not made to complete payment or establish an alternative compensation, families will not be permitted to enroll their child for the following semester or school year until the outstanding agreed upon balance is paid in full. Families are also welcome to contact the pastor or principal to discuss options.

Information about how to receive assistance will be provided by calling the school office. All information regarding financial situations will be given to the school's pastor to be used in determining financial aid awards. All information will be held in the strictest confidence.

Payment Options

All payments should now be made on the school website using the payment tab:

<https://qhrwea.school/payments-1>

In order to meet your family needs, you are able to choose a variety of payment options. For assistance with tuition payments please contact the school office.

Delinquent Payments

Days	Action Taken
0 – 30 Days	No Action
31-45 Days	E-mail Parents w/ Outstanding Balances
46 – 60 Days	Email & Regular Mail w/ Letter from Principal
61-75 Days	Phone Call from Principal
> 75 Days	Schedule Meeting with Principal & Pastor

If we have non-compliance after the final step above then a certified letter will be sent indicating to the parent that the child(ren) will not be able to re-enroll for the following year without payment.

Non-Discrimination

The Catholic schools of the Archdiocese of Kansas City in Kansas welcome students of every race and admit them to all rights, privileges, programs and activities generally made available to students in these schools. The school principal is responsible for implementing the policy and using a curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (e.g. toward any race, gender, age, color or national origin) among students, faculty, staff, and volunteers in the school and in school sponsored activities.

Transfer of Records Policy

Transfer of student records, including health files, must be requested in writing by the student's receiving school. This is a State Law. All applicable tuition and fees must be paid in full before any student records can be transferred to another school.

ATTENDANCE

Tardiness

School begins at 7:45 a.m. A child arriving after 8:00 a.m. is tardy and must first report to the school office before going to their classroom. Disturbing classes by coming in tardy interrupts the class, which is already engaged in the class business of the day. Tardiness will be monitored by the principal, and excessive tardiness may result in disciplinary action.

Absences

In order to report a student's absence from school, parents are asked to call the school office prior to 8:30 a.m. The State of Kansas imposes a duty on parents and schools to work together to ensure that children receive an education. Kansas compulsory attendance laws apply to parochial schools. When Holy Rosary administration sees that a student has excessive absences (more than 5 per semester) parents will be notified and efforts made to remedy the situation.

When your child is absent three consecutive days because of illness, the parent/guardian is asked to get a doctor's permit for your child to return to school. If you contacted the doctor's office by phone regarding the illness, a note from the doctor's nurse about your consultation will suffice.

Holy Rosary School reserves the right to dismiss, retain in the current grade or assign summer school to any student with excessive unexcused absences. By law, students are allowed seven (7) unexcused absences per school year.

Vacations and non-emergency appointments

School attendance is vital to a student's achievement. Students who develop patterns of good attendance are much more likely to be successful both academically and socially. When students attend school, they perform better in their expected faith and academic duties. It is our responsibility to teach students the importance of attendance now so they are prepared for the future. Parents and guardians are responsible for ensuring that their children go to school.

Holy Rosary school asks that you plan family vacations for non-school days only. Holy Rosary school requests that parents/guardians schedule non-emergency medical and dental appointments after school hours. Vacations taken during scheduled school days and non-emergency medical and dental appointments are considered an unexcused absence. Unexcused absences could negatively affect the student's grade. (If a child leaves town for a family emergency/situation, that is considered excused as long as it is communicated to the school.) Any vacation taken during the school year must be communicated by the parent/guardian to the classroom teacher prior to departure.

Missing work due to unexcused absence

Teachers do not prepare work in advance for students who will be absent due to non-emergency appointments and/or vacations. Teachers are not responsible for teaching the material covered while a student is gone with an unexcused absence. This becomes the responsibility of the parent/guardian. Upon return of the student, the teacher will discuss missed assignments, decide upon a completion deadline, and credit allowed.

Dismissal for Illness

The school nurse will notify the parent/guardian if your child becomes ill during school hours. In case the parent/guardian cannot be reached, we will notify the person you have authorized or the doctor you specified on the Emergency Form. A child will be released to one of

the people you have on your Emergency Form only if we cannot contact either parent by telephone and the child is too ill to remain in school.

Dismissal during the School Day

Any parent who is picking up his/her child during the school day must come to the school office, request the student, and sign him/her out on the sign-out form. The student will be called to the office over the intercom. Under no circumstances will a teacher release a student from the classroom, or the playground, unless notified by the office. Students must return to the office to sign back in before returning to the classroom.

After School Care

Holy Rosary School offers an after school care program from 3:15 p.m. to 5:30 p.m. each day that that school is in session. The cost of after school care is: \$8.00 per day until 4:30pm, \$13.00 per day after 4:30 pm. The enrollment fee is a yearly one-time charge of \$40.00 dollars per family which is non-refundable. Parents who wish to enroll their child in after school care should contact the school office. Note that after school care is not in session on "No School" days, and early release days. For safety precautions, space in this program is limited. Priority enrollment is given to students that have utilized the program in prior school year. After School Care availability is limited for the 2023-2024 school year, we are unable to accept drop-in students this year. Students who are disruptive and/or not compliant to the after school teacher will be removed from the program.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival Procedures

Drop-off each morning may begin at 7:40 a.m. (No student will be admitted before this time) and should be at the north main entrance of the school building. (This includes preschool age children.) Staff will assist by opening car doors beginning at 7:40 a.m. Cars should enter the front drive from the south, travel across the front of the building and depart out the north exit. If you need to make last minute preparations such as combing hair, putting books in backpacks, etc., please park in the parking lot. Parents are not permitted to walk their students to their classroom.

Dismissal procedures

All students will be dismissed from their classroom at 3:15. *FOR SECURITY REASONS: PARENTS are asked not to enter the school building during dismissal time*

SOUTH BOUND CARS/CARPOOL: All cars and carpools taking children who live south of the school will enter the south entrance of the church lot and will drive through the cemetery road behind the pastor's home and exit on the center church entrance. Children will load into their vehicles at the north cemetery entrance.

NORTH BOUND CARS/CARPOOL: All cars and carpools taking children who live north of the school will stay in the lane directly in front of the school forming 2 lines. Your children will be dismissed from the North doors. You will continue out the far north exit.

- Children may not play on church/school property during dismissal times.
- Students are not allowed to use cell phones during this time

To expedite the dismissal process, if your child is NOT out at the time their name has been called for loading, we will ask the parent to park on the west side of the grass median.

Ride Changes

For safety reasons, dismissal/ride changes need to be in writing if the person picking up your child is not their normal ride and not on their emergency pick-up list. These should be turned in to the classroom teacher(s) at the beginning of the day. Due to other school responsibilities, last minute changes may not be received or a student notified due to late notification.

COMMUNICATION AND VISITATION

Distribution of Information

A weekly newsletter will be distributed on Fridays throughout the school year. Parish and school groups are welcome to use this publication as a means of reaching school families. Articles or flyers must be submitted by noon on Wednesday, and must be approved by the principal. Other communication such as approved flyers, will be sent home on Fridays.

Birthday Parties/Invitations/Treats

If birthday invitations are passed out during school hours, all students in their respective classroom must be invited, or all students of the same sex in their respective classroom must be invited. Otherwise, birthday invitations need to be mailed. No decorating student's lockers for a birthday is allowed. All birthday treats must store purchased and approved by our school nurse before being served to students.

Cancellation of School

Cancellation of school takes place only during extraordinary circumstances such as extreme weather or equipment failure. Every practical means is used to notify parents of an impending cancellation, including email, phone call and social media. For weather related closings, school will be closed if we choose to cancel or if USD 416 Louisburg or USD 229 Blue Valley Schools decide to close. Please note, we rarely choose to close due to extremely cold weather. Once school is in session, all classes will remain in session until the regular dismissal time.

Parents/guardians who wish to pick up their child(ren) early may do so at any time by reporting to the school office, and asking that the child(ren) be called from the classroom(s). Our school reserves the right to either remain open or close at our own discretion.

Lockers and Desks

Holy Rosary School and its students are jointly in control of lockers and desks. They are subject to search at any time for any reason.

Money sent to school: valuable items

With our new online payment system, all payments should be made electronically. However, if money is brought to school, it should be placed in a sealed envelope clearly marked with the student's name, homeroom teacher, the reason for sending the money and the amount enclosed. The school staff is not responsible for money or other valuable items, which students bring to school.

Non-Custodial Parent

Holy Rosary School will provide the non-custodial parent with access to academic records and other school information regarding his or her child unless there is a court order to the contrary. Non-custodial parents should provide current contact information to the school.

VISITATION**School visitation safety policy**

For the 2023-2024 school year, we are requiring parents and guests to always check in at the front office this year. A drivers license must be presented. A parent or guest must have a specific reason or scheduled meeting to visit during the school day.

CONDUCT AND ROUTINES**Conduct expectations – Virtuous Behavior Formation**

We expect students at Holy Rosary School to exemplify attitudes and actions that reflect Catholic virtues. We believe that our behavior is a manifestation of our beliefs and values. Students are expected to enhance an effective learning environment by striving daily to develop strong, trusting, Christ-like relationships with other students and their teachers. We strive to model, acknowledge and praise appropriate behavior. We emphasize “catching students being good.” Holy Rosary school accomplishes this by following a school-wide Virtuous Behavior Formation System (VBF) with behavior expectations for all students in grades K-8. VBF provides a foundation for teaching, encouraging, and rewarding expected behaviors that embodies our conviction that discipline is a positive element of Christian discipleship. Our purpose is to assist students to become independent thinkers who are able to make appropriate choices regarding their behavior. Students are actively engaged in being part of the problem solving process. We accomplish this by reinforcing good choices.

Structured Positive Reinforcement

Students will receive tickets from the Holy Rosary staff for following behavior expectations. All staff may catch any student “being good” and reward them with a ticket. All students are then eligible for a classroom drawing and all school recognition.

House System:

House is a positive behavior spiritual and leadership program designed to build the bonds of 6th – 8th grade students, while also helping each individual develop a closer relationship with Christ. Our three Houses will meet each week. There will be a variety of leadership activities, guest speakers, team building exercises and themes. All students will earn points for positive behaviors. These points will be credited to their individual House.

DARE

Drug Abuse Resistance Education is provided to our fifth grade students through the Miami County Sheriff Department.

Discipline/Consequences

Students will be taught the expectations for behavior in the classroom, hallway, restroom, lunchroom, playground and Church. Discipline plans will be created for student(s) who choose to be non-compliant with the VBF expectations. The plan will be developed by the teacher(s), it will be age appropriate, and will be communicated to the parent.

Significant misbehavior and consequences

Significant misbehavior or a pattern of repeated misbehavior results in more serious consequences to be determined by the school administration. Consequences may include, but are not limited to: In-school or out of school suspensions, discipline hearings, and expulsions. All grounds for long-term suspensions (not more than 5 days) and expulsion procedures, rights and appeal process are in agreement with Archdiocesan policies.

Serious behavior violations (not limited to the following) will result in immediate referral to the administration and could result in suspension until the situation has been investigated:

- Serious threats (written, spoken, or gestured-including threats of violence)
- Serious or repeated bullying/harassing-(written, spoken or gestured)
- Sexual harassment (written, spoken, or gestured)
- Serious or repeated misbehavior
- Fighting
- Plagiarism
- Serious safety violations
- Weapons-possession, use
- Drugs or alcohol-possession, use, distribution
- Student comments that could be slanderous or harassing
- Any potential violation of the law

Discipline

Suspension (ISS, OSS)

A student serving an in-school suspension (ISS) will have a substitute teacher whose fee is paid by the parents before the student returns to class. Out of school suspension (OSS) is for the most serious behavior violations.

A suspension is a discipline action whereby a student is removed from the classroom. An administrator may assign suspensions as the result of a violation that significantly disrupts the learning environment. All grounds for suspensions, procedures rights and appeal process are in agreement with Archdiocesan policies. While suspended, the student's homework will be provided to them. All work assigned while a student is suspended is due at the beginning of the school day the student returns. Upon returning to school the day after an ISS or OSS the student is to report directly to the office to meet with the principal or staff member in charge to show completed homework and to talk about a successful return to school. If a student returns from suspension without completed homework, the student will be held out of class until the missing work is completed. During ISS the student works on school-related and school-provided studies, but homework for the time spent in ISS must be obtained after school and completed before returning to class.

Expulsion

Final expulsion of a student may occur when the educational, moral or physical well-being of a particular student, the students in a class, the student body or the faculty is deemed negatively impacted and/or when there is a prolonged and open disregard for school authority.

The administration reserves the right to carry out disciplinary measures for any offense or misconduct related to school, even though not specifically listed in the handbook.

Student Endangerment

If a situation arises where a student, teacher, or any other person on school premises is threatened or put in a life - threatening situation, local law enforcement officials will be contacted immediately. Holy Rosary complies with the Archdiocesan Policy that mandates procedures for this action.

Damaged Property

Students are expected to take care of school property. If a window is broken, or property damaged by students through carelessness or malevolence, he/she will be responsible for paying the repair costs. All fees will be cleared through the principal's office.

Cell Phones

Students must turn cellphones into the classroom teacher at the beginning of the school day. At no time during the school day may the cell phone be used. Cell phones will be confiscated by teachers/administrators if they are out during the school day, this includes during end of day pick up. Students may use their cell phones when they are in their vehicle to go home. If a student needs to use their cell phone during the day, they must ask the permission of their teacher or front office first.

Anti-Bullying Policy

Holy Rosary School will be free from harassment, intimidation or bullying.

Definition: "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, electronic, or physical act: physically harms a student or damages the student's property; has the effect of substantially interfering with a student's education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including: exclusion, teasing, slurs, rumors, jokes, innuendoes, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive, Christ-like environment, and support for victims and others impacted by the violation. False reports of, or retaliation for reporting, harassment, intimidation, or bullying also constitutes violations of this policy.

Prevention

1. Holy Rosary School will communicate with all students, employees, volunteers, and patrons that bullying behaviors (including cyber bullying) will not be tolerated.
2. Bully prevention (including cyber bullying) lessons will be taught regularly through counseling and classroom activities.
3. School rules are posted, and students/parents will agree to abide by the school handbook.
4. Religion classes will support the teachings of Jesus and Christ-like behaviors.

Procedures

1. Report of the incident is made to a trusted adult.
2. The incident is reviewed, and appropriate measures are taken to correct the situation.
3. Reconciliation of students is the goal. Administration will communicate privately with all students involved.
4. Each incident will be monitored to ensure repeat offenses do not occur.
5. If such an incident reoccurs, measures taken are at the discretion of the school teacher and/or principal.

Sexual Harassment Policy

Sexual harassment is demeaning, both to the victim and to the harasser. It violates our Christian values, and it is prohibited by law under Title VII of the 1964 Civil rights Act and Title IX of the Education Amendments of 1972. Those who engage in sexual harassment could be subject to disciplinary and possibly legal action. All faculty, staff, students, visitors, and volunteers are responsible for ensuring that they are not harassed, that people around them are not harassed, and they themselves do not harass others. Sexual harassment includes, but is not limited to, the following behaviors: verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, visual contact such as derogatory and/or sexually oriented posters, photographs, cartoons, drawings, or gestures, physical contact such as assault, unwanted touching, blocking normal movement, or interfering with work, study, or play because of sex, threats and demands to submit to sexual requests for benefits, or to avoid some other loss, and offers of benefits in return for sexual favors, retaliation for having reported or threatened to report sexual harassment.

What should you do if you are being sexually harassed? First, tell the harasser clearly that you don't like this behavior. It is offensive to you, and you want it to stop. If it is difficult for you to confront the harasser, ask for help from a teacher or the principal. Second, document what happened. Write down the time, place, what occurred, who was involved, and the specific behavior you found offensive. Third, report the sexual harassment to the principal if it continues.

School Counselor

Holy Rosary will provide a school counselor for children. The following services are available:

- Discussions with children referred by staff or parents. If a member of the staff refers a child to the student advocate, the advocate will notify the parent via a phone call or email.
- Group sessions with children in like situations, i.e. divorced parents, newcomers, social interaction. Children will participate in group sessions only with parental permission.
- Brief consultation with parents. Ongoing counseling would need referral to a regular counseling program.
- Consultation with teachers, staff and principal.

- Classroom sessions, i.e. listening, dealing with anger, fear, etc.
- Anti-Bullying
- Virtus Lessons

Dress Code

Dress Code-Uniform

The Dress Code describes what is acceptable to wear. In general, if an item of clothing is not listed, then it is not an acceptable part of the school uniform, spirit day, and out of uniform day attire. Uniforms are required for kindergarten through eighth grade. At Holy Rosary we feel that our dress code reinforces community and our commitment to the ideals of Catholic education.

*Any students not in compliance with dress code will be offered appropriate clothing from our extra supply, and parents will be notified. All clothing should be neat and clean, pressed (when necessary) and conform to the following code:

Boys Uniforms

Shirts – White or green polo shirts, short or long-sleeved, with a collar may be worn. (No trademarks). Shirts must be tucked in at all times. Only solid white T-shirts or turtlenecks may be worn under the uniform shirt. No Under Armor style shirts.

Slacks - Boys' slacks must be navy blue. No corduroys, denim type, drawstring, flared legs or slacks with pockets on the legs are allowed. Belts (plain black or brown only) are required for boys in 3rd through 8th grade. Navy uniform shorts may be worn April 1st through October 31st. The length of the uniform shorts should be at knee level.

Girls' Uniforms

Shirts – White or green polo shirts, short or long-sleeved, with a collar may be worn. (No trademarks). Shirts must be tucked in at all times. Only solid white T-shirts or turtlenecks may be worn under the uniform shirt.

Skirts/Jumpers/ - Girls in grades Kindergarten through 4th grade wear plaid uniform jumpers. Girls in grades 6th through 8th can wear plaid uniform skirts. 5th grade is a transition year in which girls may choose either uniform. **All uniforms must measure no shorter than 4 inches from the ground when kneeling. K-4th jumpers and 5th-8th skirts should have shorts worn underneath. Sweats or jeans are not allowed to be worn under uniform skirts.**

Slacks - Girls' slacks must be navy blue. No corduroys, denim type, drawstring, flared legs or slacks with pockets on the legs are allowed. Navy uniform shorts, to knee level, may be worn April 1st through October 31st. Plain black or brown belts are required for grades 3-8 if the pants or shorts have belt loops.

Boys' and Girls' Uniform Sweatshirts:

Navy blue pullover sweater, sweater vest, cardigan, or a sweatshirt with the school logo may be worn.

Footwear: Boys and girls will be allowed to wear solid white, navy or black socks only. Socks may contain small trademarks or striping. All socks must show above the shoe line. Girls may wear white, or navy tights during cold weather. Girls may also wear white, or navy leggings that reach the ankle and have a plain hem (no lace/scallops, etc.) Navy or white knee high socks are allowed, but must be purchased from Dennis Uniform Company.

Plain colored athletic/tennis shoes are preferred footwear for all boys and girls. Socks that show above the shoe line must be worn with all shoes. No flip-flops, sandals, platforms, flats, foam shoes, moccasins, slippers or any type of boots are allowed. Because of the variety of shoes available, the acceptability of shoe styles will be at the discretion of the Principal. If you question a shoe style as being appropriate for school, please discuss with the Principal prior to purchase.

Spirit Days

Students are allowed to wear school or parish themed shirts and uniform pants/bottoms each Friday. Shirts should be worn tucked in with no bunching/knotting of the hem.

Shorts

During the months of April-October students may wear appropriate length shorts; however, basketball and gym shorts are not allowed.

Out of Uniform Days

Out of uniform days will be scheduled periodically during the year. These days allow students to dress casually, but still be dressed in a manner that expresses good taste. Students may wear jeans (no holes), casual slacks, or walking or basketball fingertip length when standing straight. Sweat pants, yoga pants and excessively baggy pants are not acceptable. Students may wear casual shirts with sleeves or an appropriate sweatshirt or sweater. Socks must be worn at all times. The policy for footwear will be the same as stated above. Acceptability of appropriate attire is at the discretion of the school staff and Principal.

Make up for girls:

No makeup allowed in the K-6th grade. We allow a light application of foundation, blush, mascara and lip gloss to be worn as long as it is not excessive or distracts from the learning environment. The staff/principal reserves the right to make that determination.

Hair

Boys – Hair length must be neat and trimmed short enough to be off the collar and above the ear. Moderate hairstyles only. Facial hair or unnatural hair dyes are not allowed.

Girls – Moderate hair styles only. Unnatural hair dyes, stripes in the hair, or feathers/ornaments in the hair are not allowed.

Any student who comes to school with inappropriate hair may be suspended out of school until it is no longer of a distracting type.

Jewelry

Girls may wear only pierced earrings (no clip on style) that are close to the earlobe or hang no more than ¼ inch below the ear lobe. Long dangling or hoop earrings are not allowed for safety reasons. Boys are not allowed to wear earrings. No body piercing or tattoos are allowed. Other jewelry may be worn in moderation. Jewelry that is deemed excessive or distracting by the principal or classroom teacher must be removed at their request.

Uniform clothing (except sweatshirts) is available at Dennis Uniform. 6322 College Boulevard, Overland Park, Kansas 66211 (NW corner of College Blvd. and Lamar).

School Field Day

Student dress should be appropriate for the weather and athletic nature of the event. Students may wear jeans or shorts (including athletic shorts) that are fingertip length when arms are down at sides. Appropriate T-shirts may also be worn.

8th Grade Graduation

Dress Attire:

For Girls – Girls' skirts/dresses should be knee-length at minimum. Blouses and dress tops should be moderate and discreet. A shawl or wrap is required to cover the shoulders. Modesty is requested as we are a Catholic school and these are formal occasions.

For Boys – Boys should wear a button-down oxford shirt with a tie. Dress slacks and dress shoes are required. Suit/Sport coat is not required.

Technology

Acceptable Use Policy for Computers and Technology

Holy Rosary School has an Acceptable Use Policy. Archdiocesan policy requires that parents and students return in writing their agreement to the terms and conditions of computer and internet use. Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. It is a general policy that all computers used through Holy Rosary School are to be used in a responsible, efficient, ethical, and legal manner. The use of computers is a privilege, not a right, and inappropriate use of computers will result in a cancellation of those privileges. The administration, faculty, and staff may deny, revoke, or suspend user accounts at any time. The System Administrator will deem what is inappropriate use and may close an account as required.

Technology Agreement

Technological resources, including the Internet, are provided to support and enhance educational goals and objectives. Before students will be allowed to use Holy Rosary's computers, this document must be read and the acknowledgement of receipt and agreement, **located on the last page of this handbook**, must be signed and returned to the school. Students and parents are responsible for any monetary expenses incurred by intentional or negligent damages to computer hardware including computer tablets and keyboards or software caused by the students. All terms and conditions as stated in this document are applicable to Holy Rosary School. These terms reflect the agreement and understanding of all parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Kansas and the United States of America.

Child Photography Release

I understand that photographs may be taken for news and editorial purposes in publications, electronic reproductions and/or brochures. Holy Rosary Families grant permission for the school to use these photos without restrictions and to copyright the same. I release the photographer, journalists, publications or media outlets they represent as well as Holy Rosary School from all claims and liabilities to said photographs. I understand that I can opt out of having my child(ren) likeness used in any manner by informing the front office.

Computer Etiquette/Rules

Students will follow teacher-directed procedures at all times.

The person to whom an account is issued is responsible at all times for its proper use.

All students are expected to abide by basic rules of computer etiquette. These include but are not limited to the following:

- Be polite.
- Use appropriate language.
- When you cut or copy computer files, always cite your source.
- Keep all computer areas clean and free of food or drink.
- Never use a computer to harm other people, or to enter their files.
- Treat computer hardware and software with respect.
- Do not give out personal information.

Unacceptable Uses of Computer

Failure of students to adhere to computer policy and guidelines for the use of Holy Rosary computers, as described below, will result in the loss of individual access privileges. Unacceptable uses of computer hardware and software are:

- Copying commercial software in violation of federal or international copyright laws
- Using profanity, obscenity, or other language that may be offensive to other users
- Using Holy Rosary's computer network for commercial gain or illegal activity
- Users giving their password to another user
- Unauthorized inspection, alteration, deletion, publication, copying, or tampering with files
- Use or downloading of any software, online service, or other media, without the permission from the supervising teacher or network administrator
- Removal of any piece of Holy Rosary's computer equipment, hardware or software, from its designated place, without permission
- Intentional access of an inappropriate website

Computer Vandalism

Vandalism is defined as a malicious attempt to harm or destroy data of another user, computer, or network attached to the Holy Rosary computer network. This includes but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the cancellation of all privileges.

Texting, and social networks deliberate defamation of others is not consistent with Christian values.

Therefore any student who deliberately defames another person, at any time both in and out of school, will be held accountable. Consequences may include disciplinary probation, suspension, or expulsion from Holy Rosary.

Plagiarism

All laws that relate to plagiarism apply to the copying and usage of data gained from Internet sites. Holy Rosary School and its personnel make no warranties of any kind, whether expressed or implied, for the service it is providing. Holy Rosary School and its personnel will not be responsible for any damages suffered. This includes loss of data resulting from delays, not deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. This is to say that Holy Rosary School is not responsible for the accuracy or quality of information obtained.

Health and Medicine

All medicines are to be brought to the nurse's office, where they will be kept and dispensed according to label instructions and the discretion of the school nurse. No medicines, cough drops, etc. may be kept in the classroom or in lockers. Following these guidelines will help us keep all students, faculty and staff members' healthy.

Prescription Medications:

All prescription medication that needs to be given to a child during school attendance must be provided in the original pharmacy container and appropriately labeled with the name of the child, medicine and dosage. This will serve as the physician's signature. Prescription is to be current. If a change in type of medication or dosage is warranted, documentation by the child's physician is required. If it is necessary for a student to retain possession of medication (i.e. inhalers), this must be discussed with the school nurse, and approved by your child's physician. No prescription medication will be dispensed unless these conditions have been met. This is a Kansas State Law.

Non-Prescription Medications:

School personnel must have parent consent via Medication Authorization Form to dispense non-prescription or "over-the-counter" medications. This includes but is not limited to Ibuprofen (Advil, Motrin), Acetaminophen (Tylenol), cough drops, Neosporin, Tums antacid tablets, and hydrocortisone cream. Non-prescription medication will not be dispensed without parent consent.

School Health Policy for Students Who Are Ill

When a student has a temperature of 99.6 degrees or higher, he/she will be sent home from school. The student must be fever-free (99.5 degrees or below for 24 HOURS without Tylenol or Advil/Motrin) before returning to school. Also, if the student is ill with vomiting or diarrhea, please keep him/her home until these symptoms are not present for 24 HOURS.

*****Report any contagious diseases (strep throat, pink eye, lice, chicken pox, etc.) to the nurse or school office as soon as your child is diagnosed.**

Restriction from PE/Activities during School Hours

In the event that a request is received for a student to be excused from participation in PE and/or activities during school hours, a copy of the original physician's order is required for the student's health file. The physician's order must include specific instructions regarding the plan of care for the student, including the duration of the activity restriction. In situational circumstances, allowance for a student to be excused from participation in PE and/or classroom activities, or modifications to level of activity for a student during PE and/or classroom activities during school hours will be determined at the discretion of the school staff and administration.

Health Assessment #7050

Every student up to the age of nine years who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment to the local school office.

Immunization #7060

Any student entering a Catholic school in the Archdiocese of Kansas City in Kansas for the first time, when such enrollment is also the first enrollment in a school in Kansas, shall present to the Principal or designee official proof that he/she has completed, or is in the process of completing tests and inoculations as are deemed necessary by the Secretary of the State Department of Health and Environment. Failure to have these tests and inoculations or complete them in a timely manner shall be deemed non-compliance, and schools may reserve the right to deny admittance. Before making a decision regarding school admittance, principals shall consult with the Superintendent of Catholic Schools.

Exemptions from Immunizations #7060.

In general, government and school authorities may legally grant exemptions to immunizations for two reasons: medical and religious.

Medical – Schools should grant medical exemptions, provided that local public health authorities determine there is no public health risk in doing so and provided that parents present validation of medical issues certified by an appropriately recognized medical professional.

Religious – Parents within the Archdiocese of Kansas City in Kansas may claim religious exemptions to immunization provided that they indicate they have read and understand the statement below.

Archdiocese of Kansas City in Kansas Statement regarding Immunization

This statement is meant to clarify in lay terms the position of the greater Church and specifically, this Archdiocese with regard to the immunization of children who are enrolled in Catholic schools within the Archdiocese.

In recent years, there has been growing resistance on the part of some parents to have their children immunized. Reasons for this resistance typically fall into two categories: 1. Medical concerns, and 2. Moral concerns. Resistance for medical concerns, with some individual exceptions, generally is focused on concerns related to potential harmful effects of the vaccines and/or desires to minimize the use of pharmaceuticals as a matter of course. Moral concerns are focused on the fact that certain vaccines are still derived from tissues from aborted babies.

The Church's position on medical concerns

After a thorough review of information from respected scientists and medical professionals, it seems clear that there are differing opinions regarding the harmful effects and efficacy of vaccines. However, it does appear that the prevailing opinion is that immunization, in general, is highly beneficial and has resulted in the reduction of disease and death among the population. Some have expressed concern that the prevailing opinion is based on faulty research sponsored by entities that have a vested interest in a particular outcome. However, the greater Church has expressed no issue to date with respect to the medical aspect of immunization, as the Church defers to experts in the medical and scientific fields on this topic. The Church staunchly supports sound medical research to improve treatment of disease as long as that research and any ultimate treatments are in keeping with the Church's moral teachings. The

Church does recognize the right of individuals to form prudential judgments with regard to healthcare decisions affecting themselves and their children. Yet in making such decisions, individuals must take into account the common good, including the public health benefits of immunization. This theme of awareness of how decisions affect the larger community is a theme of Pope Francis' recent encyclical, *Laudato Si*. In summary, while some Catholics cite medical concerns for not immunizing their children, these are personal opinions and not the official position of the Church.

The Church's position on moral concerns

The Church has grave concerns regarding the origins of certain vaccines. In particular, the Rubella and Chickenpox vaccines are extremely problematic due to the fact that they were developed using material from aborted babies. However, Vatican and United States theologians have concluded that "Catholics may licitly accept vaccination for themselves and their children using a vaccine based on tissue from abortion or may refuse the vaccine 'if it can be done without causing children, and indirectly the population as a whole, to undergo significant risks to their health.'" (Conscience Exemption for Vaccines based on Fetal Tissue from Abortions, Secretariat of Pro-Life Activities, Released April 2007, Updated April 2015). They reached this conclusion based on 2 considerations: 1. Because some of these vaccines contain material from a strain that was developed in the past and no new aborted material is used; and 2. The potential danger to current unborn babies and young children from a population of unvaccinated persons may counterbalance the concern regarding the origin of the vaccines, particularly when considering that the individual who receives the tainted vaccination is not complicit in the abortion from which the vaccine was derived. However, the Church strongly urges those individuals who do accept such vaccines to do so "under protest," by actively voicing objection (see sample letter, Form #C141) to the manufacturers of such vaccines and also actively lobbying for the production of morally derived products.

Religious exemption based on an individual's well-formed conscience

As stated previously, the Church teaches that, presuming a properly formed conscience, "...man is obliged to follow faithfully what he knows to be just and right." (Catechism of the Catholic Church, para. 1778). Thus, the Archdiocese of Kansas City in KS grants the religious exemption to parents who choose not to vaccinate on the basis of honoring the conscience right of parents since there is no official stance on the part of the Church regarding immunization in and of itself (other than the obligation to vaccinate under protest if immunization with a vaccine using a cell-line derived from aborted fetal tissue is accepted). This exemption is in keeping with the recommendation of the Secretariat of Pro-Life Activities of the United States Conference of Catholic Bishops that states "...diocesan institutions show a willingness to grant the exemption along the lines recommended by the Academy [Vatican Pontifical Academy for Life]. In particular, in an area where public schools are granting a conscience exemption, based on the view of public health authorities that doing so does not pose a serious risk to the populations, Catholic institutions should be willing to do so as well." (Conscience Exemption for Vaccines based on Fetal Tissue from Abortions).

While the state of Kansas has eliminated the conscience exemption for families, it does still honor medical and religious exemptions for children attending public schools, with the caveat that certain circumstances may dictate that non-immunized children may be prohibited, either temporarily or for an 55 Catholic School Policies Effective August 1, 2017 extended period, from attending school. Catholic schools in the Archdiocese will grant exemptions with this caveat, as well.

Suicide Awareness

Our school counselor has materials and resources available for your review. Please contact us if you or a family member would like more information. Please contact us if you are in need of assistance or dial 988 if it is an emergency.

Lunch

Lunchroom

OPPA is our hot lunch provider. School lunches are \$5.10 this year which includes milk. Milk is also available to purchase for \$0.50 per milk.

Outside Food in Lunchroom

Outside fast food, drink and desserts (Sonic, McDonalds, Wendy's Subway, etc.) are not allowed in our lunchroom unless it is a birthday or half birthday of the child. It does not conform to our school wellness policy. Students are not allowed to drink soda pop or energy drinks at school including the lunchroom.

Advocates for Catholic Education (ACE)

ACE, which stands for Advocates for Catholic Education, is the parent-teacher organization of Holy Rosary-Wea School. Our mission is to foster a meaningful sense of community by supporting the spiritual and intellectual formation of students, teachers and parents. ACE sponsors several family events throughout the year.

Emergency Response Plan

Student Safety

A critical ingredient in the Holy Rosary School safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

Alert, Lockdown, Inform, Counter, Evacuate (ALICE)

Holy Rosary School staff has been trained by Miami County Sheriff's Department and uses ALICE to proactively handle the threat of an aggressive intruder or active shooter event. ALICE Training option has become the accepted response, versus the traditional "lockdown only" approach.

Outdoor Recess-Cold Weather Policy

Students will be outside for recess throughout the school year unless it is raining or snowing. Indoor recess will be substituted on rainy/snowy days or when the actual outside temperature or wind chill is below 20 degrees Fahrenheit.

Emergency Safety Interventions

The Archdiocese of Kansas City in Kansas is committed to serving students with a variety of needs. Regardless of identified student needs, any student at some point in time could manifest problem behaviors. Creating a safe and faith filled environment for all our students is our primary concern. Through the implementation of best practices, prevention and de-escalation strategies most behaviors are able to be addressed without incident. However, on extremely rare occasions, a student's behavior may escalate to the point where the student's actions may present an immediate potential for causing harm to persons or property. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint). Effective April 19, 2013, Kansas law requires that any learning environment, including nonpublic schools, put into place policies and procedures for the use of Emergency Safety Interventions for all students. The only time the use of seclusion or physical restraint is permitted in the Archdiocese of Kansas City in Kansas Catholic Schools is when a student presents an immediate danger to himself or others or when the student's behavior is so violent it results in the destruction of property. The use of ESI should be discontinued the moment immediate danger has passed.

Physical restraint means bodily force used to substantially limit a student's movements. The use of prone (face down), supine (face up), physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is PROHIBITED. Chemical restraint and mechanical restraint (with the exception of law enforcement officers carrying out their duties) is PROHIBITED in the Archdiocese of Kansas City in Kansas Catholic Schools.

In order to use physical restraint (standing or seated) with a student, a school employee should be trained to ensure the safe use of this behavior intervention strategy. Physical restraint does not include physical escort (temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out, for the purpose of inducing the student to walk to a safe location).

Seclusion, when used with a student, means **ALL** of the following conditions are met:

1. The student is placed in an enclosed area by school personnel.
2. The student is purposefully isolated from adults and peers.
3. The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

No student may be put in seclusion unless supervised by a school employee at all times.

Time-out is not seclusion. Time out is defined in the regulations as a behavioral intervention in which the student is temporarily removed from a learning activity without being confined.

In-school suspension is not seclusion. In-school suspension does not involve the student being isolated from adults and peers and thus does not meet the definition of seclusion.

In the event a parent is concerned about the use or implementation of Emergency Safety Interventions on their child, the parent has the right to file a formal complaint with the Principal, Pastor or School President. Upon receipt of a complaint, the Principal or President will schedule a hearing.

*This handbook was updated on September 18, 2023, additions or corrections will be made to the online handbook