

WELCOME TO ALL FAITHS

Holy Rosary School is a Catholic school in the Diocese of Kansas City/St. Joseph; however, we welcome students and parents of all faiths to attend. Holy Rosary School began providing a high quality education in 1962 and has been welcoming and educating students of all faiths ever since.

MISSION STATEMENT

Holy Rosary School celebrates, challenges, and empowers our students through an excellent education inspired by the Gospel of Jesus Christ and Catholic tradition.

SCHOOL PHILOSOPHY

WE, THE FAITH COMMUNITY OF HOLY ROSARY SCHOOL, believe that Catholic School Education offers young people an opportunity for Christian growth according to the truths of Jesus Christ and the Gospel values. This will enable them to meet the challenges of living as members of the family, the parish faith community, and the civic community.

WE BELIEVE that each child, although part of the larger school community, is also an individual who possesses unique learning capabilities, worths, and talents which we recognize and respect.

WE BELIEVE that our strong family heritage presents us with a special life experience we can pass on to our children, so that they may share the traditions established by our past generations.

ACCREDITATION

Holy Rosary School is an accredited school through Missouri Nonpublic School Accreditation Association (MNSAA), National Federation of Nonpublic School State Accrediting Associations (NFNSSAA).

Holy Rosary School first received accreditation from the Missouri Chapter of National Federation of Non-Public Schools on January 19, 1989, and has been accredited annually since that time.

Part of the accreditation process requires Holy Rosary School to meet specific standards each year over a five year span as well as make updates and ongoing improvements during this time period. This accreditation is reviewed annually and granted annually.

These organizations evaluate Holy Rosary School as a systematic part of the Diocese of Kansas City/St. Joseph. Both are rigorous evaluations that help schools to continuously improve.

ROLE OF PARENTS/GUARDIANS

Parents/Guardians are the primary educators of their children. God's love is communicated to young people primarily through their parents/guardians. The parent's/guardian's faith, confidence in human potential, loving and trusting attitude toward God and human beings strongly influence their own child's faith.

Parents/guardians should strive to provide a warm and Christian home environment to be complemented by that which their children discover and learn at school.

While it was relatively easy in the past for parents/guardians to educate their children and transmit their values to them, the complexity of today's society makes this a truly "difficult" task. Parents/guardians should always keep in mind that they are the first to communicate faith to their children and to educate them. Sending their children to a Catholic School does not relieve them of a personal responsibility to give their children a Christian upbringing. We strongly encourage parents/guardians to attend the church of their choice regularly with their children.

Therefore, parents/guardians are asked to take an active interest in everything at Holy Rosary School. Faculty and parents/guardians should work together as brothers and sisters in Christ. Mutual understanding and cooperation should be the rule. As a faith community, we should work together for the total benefit of our children.

FAMILY SERVICE HOURS: We rely greatly on the support of one another to create a strong sense of community, pride, and love for our school. God has generously blessed our families and parish with talent and treasure. **We ask that each family invest their time and talents to accumulate 20 hours of service to the school each year.** These hours can be collected by parents, grandparents, older siblings, etc. There are various opportunities, listed below, to fulfill the required 20 hours. Each family will have a log of hours in the school office, and families may inquire throughout the year opportunities to obtain these hours. We greatly appreciate your participation and dedication. If hours are not fulfilled by the end of the school year, the family will be charged \$5 per each unfulfilled hour. Students will not be enrolled for the upcoming year until all charges are paid.

****PTO MANDATORY Pot of Gold Hours****

All families are required to sign up and work at least one part of the annual Pot of Gold fundraiser in March. Failure to work this event will result in \$100.00 being added to the amount you owe. This fee is due before you are able to enroll your child(ren) for the following school year.

LOGGING SERVICE HOURS:

All volunteer hours that are submitted to the school secretary will be logged and counted towards each family's 20 hour commitment.

***Parents/Guardians can email or call our school secretary. (Large events will be submitted on a sign in sheet - like Salad Bowl, PTO mtg, etc.)

Please include the following information:

Family Name: _____
Volunteer Activity _____ Date: _____
Hour(s) Completed (for above activity): _____
Hours Completed by (who completed): _____

Service Opportunities: (not limited too)

August-

School Clean-up
New Parent Orientation
Uniform Swap
Back to School Night
Decorate for First Day of School
Cookie Dough Kick Off

September

Lunch Duty for Teachers Begins
First PTO Meeting
Virtus Training

October

Cookie Dough Pick Up
Mega Party
Book Fair
Teacher Conference Dinners
Family Night

November

Turkey Dinner

December

Concession Stand
Christmas Concert

January

Catholic Schools Week
Family Night
Book Fair
Concession Stand

February

Valentine's Day Parties
Concession Stand

March

Pot Of Gold (POG) (required for all families--doesn't count towards school service hours)

April

Iowa Testing
PTO Officer Elections
Seder Meal (Date Varies)
Field Day
School Carnival
Grandparents Gala

May

Teacher Appreciation Week
8th Grade Graduation
Pre-K Graduation
Last Day of School

All Year

Outdoor yard work
PTO officers
Field Trips
Classroom help - assist teacher with prepping materials, etc.
Coaching
Read-Alouds (in class)
Assisting in classroom
School Spirit

PARENTS/STUDENTS/GUARDIANS HANDBOOK: This handbook will be given to all Holy Rosary School families at the beginning of each school year. Parents/Guardians are responsible to read this entirely and follow the guidelines within.

COMMUNICATION WITH PARENTS/GUARDIANS

Much growth takes place in a school when the parents/guardians, teachers and principal work together to improve the school. We encourage the input of parents/guardians. We want to share the concerns, hopes, desires, aspirations and solutions of all parents/guardians. It is through open dialogue that truth is reached, conflicts are resolved, and growth takes place. Sources of information to parents/guardians include:

WEEKLY NEWSLETTER: A school-wide newsletter will be emailed by Friday of each week which will keep parents/guardians updated on school events.

CLASSROOM COMMUNICATION: Each teacher will provide an electronic and/or hard copy of the classroom communication each week. This will inform parents of classroom happenings and important events.

**It is the responsibility of the parent/guardian to provide and update email addresses to their child's teacher and office to receive these newsletters.

CONFERENCES: Two conferences will be arranged each academic year. The first conference will occur following the end of first quarter. The second will occur after the third quarter. Other conferences may be scheduled upon request and/or as needed. If you wish to talk with your child's teacher, please call before or after school, send an email to the teacher, or send a note requesting to make an appointment. Each teacher has a specific voicemail box in which they will respond to your call. **Please DO NOT send messages to a teacher's personal cell phone.**

Please do not meet with or ask to speak with the teacher during times when the students are in class. Teachers are only called out of class for emergencies. Each teacher has a planning period during the day where they can meet or talk.

SCHOOL POLICIES

DISCIPLINE POLICY

Holy Rosary School Council and Staff, being aware of the importance of maintaining a Christian environment conducive to learning and/or helping the individual student strive for self discipline to enable him/her to be a contributing member of society, has adopted the following positive discipline policy which shall apply to all students under the direction of Holy Rosary School.

In order to delineate and clarify the fundamental guidelines for maintaining proper student behavior in our school, we acknowledge that the following responsibilities must be shared:

- I. Responsibilities of the School Council
 - a. Give full support to the staff charged with the responsibility of enforcing discipline
 - b. Support parents/guardians and teachers in regard to discipline policies of Holy Rosary School

- c. Follow all aspects within the School Council By-Laws when serving on the School Council
- d. Display trustworthiness and professionalism in all School Council matters and acting in the best interest of the school as a whole while exhibiting confidentiality in all matters before the School Council
- e. Insist that parents/guardians with concerns and complaints go through proper channels in expressing themselves, by using the appropriate Chain of Command

II. Responsibilities of the Principal

- a. Be firm, fair and consistent in decisions affecting students, parents/guardians and staff
- b. Demonstrate, by work and example, a true Christian approach to self-discipline and concern for all persons under his/her supervision
- c. Become better acquainted with students and keep in touch with teacher's classroom activities by visiting classrooms and attending school activities
- d. Maintain open lines of communication between school and home
- e. Create a teacher-learning situation based on Christian principles
- f. Organize school schedules and teaching assignments; require effective classroom management and instruction
- g. Take the lead in establishing reasonable rules and regulations for the well ordered operation of the school. Make rules and regulations known to and understood by students, parents/guardians and the school staff
- h. Receive written discipline referrals of students, communicate with parents/guardians and set cooperative procedures for bringing about modification of the students' behaviors
- i. Communicate all school matters to and carry out all instructions of the Pastor; work as a successful liaison between Pastor and faculty

III. Responsibilities of the Teacher

- a. Maintain a positive classroom atmosphere
- b. Reflect a personal enthusiasm for teaching, learning, and a genuine concern for the individual student
- c. Give positive reinforcement for acceptable behavior
- d. Demonstrate, by word and example, a Christian approach to self-discipline
- e. Refer to the Principal in writing any student whose behavior continues to require special attention beyond teacher counseling
- f. Discuss with the Principal all concerns regarding student academic/behavioral performance or any lack of achievement in the classroom
- g. Inform parents/guardians regarding student achievement and behavior; consult with parents/guardians whenever necessary
- h. Participate in the establishment of school and classroom rules. Explain the rules to the students and require observance of them. Require that parent/guardian review this handbook with their child.
- i. Plan and guide learning activities so that students learn to analyze and reason, to assume responsibility for their own learning, and to respect the rights of others
- j. Be fair, firm and consistent in enforcing rules both in and outside the classroom and during all school sponsored activities. Make every effort to handle minor discipline

issues personally. Hold students accountable for their choices through the use of natural consequences whenever possible. Carefully choose consequences which match the severity of the offense when rules are broken.

IV. Responsibilities of the Student

- a. Take advantage of the religious and academic opportunities offered at school, have assignments turned in on time and have necessary class supplies on hand
- b. Support and participate in school activities
- c. Attend school regularly and punctually
- d. Be clean and dress in school uniform
- e. Be self-controlled, reasonably quiet and non-disruptive both in and out of the classroom, at school and at all school activities
- f. Be reasonable, modest, self-controlled, non-suggestive and considerate in relationships with other students
- g. Strive for mutually respectful relationships with teachers
- h. Keep language, gestures, drawings and written material free from profanity, obscenities or threats
- i. Respect private, public and school property
- j. Accept personal responsibility for personal decisions/choices made regarding behavior and academics

V. Responsibilities of Parents/Guardians

- a. Teach your child, by word and example, a Christian love and understanding for the authority of the school and for the rights and property of others
- b. Make certain your child's attendance at school is regular and punctual and that all absences are properly excused
- c. Know and understand the rules your child is expected to observe at school; be aware of the consequences for the violations of these rules and accept legal responsibility for your child's actions
- d. Provide your children with proper attire for each school day in accordance with school uniform policy
- e. Support school faculty and staff in their effort to educate and discipline your child. Discuss concerns and points of disagreement privately with school personnel, without venting negatively in front of your children.
- f. Become acquainted with your child's school, its staff, curriculum and activities. Attend student/parent/teacher conferences and actively participate in school fundraisers and school functions

CLASSROOM INTERVENTIONS/STRATEGIES

ALL STUDENTS WILL BE EXPECTED TO CONDUCT THEMSELVES IN AN ORDERLY AND DECENT MANNER. When students fail to conduct themselves properly, the teachers, staff and/or principal will use firm and fair measures of discipline.

The following list is not to be interpreted as all inclusive. Consequences for unacceptable behavior may include the following:

1. Redirections/reminders of appropriate behavior
2. Verbal Warning
3. Visual prompt

4. Student reflection (Think Sheet)
5. Move the child's seat (Safe Seat)
6. Child is moved to another classroom (Buddy Room)
7. Take away classroom privileges
8. Contacting of parents/guardians and/or request for conference
9. Conference with teacher/principal/parents
10. In-class or in-school detention
11. Loss of participation in school activities
12. After school detention, parent notification in advance, in writing or by phone
13. Out of school suspension, parent/guardian notification in advance, in writing or by phone
14. Monetary restitution of property damage
15. Expulsion, Permanent

The intention is to first teach and reinforce our Christian values with redirection or reminders of appropriate behavior. It is our goal to remove children from the classroom as infrequently as possible.

All serious and/or continuing discipline problems will be brought to the Principal and parents/guardians will be notified. All related parties will meet to decide how the problem can best be resolved. Disciplinary situations will be kept confidential and only discussed with parties who are directly involved. This is not negotiable.

Disciplinary decisions are ultimately made by the principal and/or pastor.

Holy Rosary School provides a safe environment for children. It is a privilege to attend Holy Rosary School and this privilege may be permanently revoked at any time. The following serious offenses may result in immediate suspension or expulsion, this list is not to be considered as all inclusive.

- Possession of a weapon or explosive
- Endangering the safety of oneself/others
- Harm to oneself/others
- Possession of pornographic materials
- Possession, transfer, use, consumption or sale of alcohol, tobacco, or controlled substances
- Being under the influence of any controlled substance
- Vandalism of school or private property
- Theft of school materials or private property
- Sexual harassment, lewd behavior, or lewd comments
- Frequent, ongoing inappropriate behavior which does not improve in given time and/or hinders the education of others
- Refusal by Parents/Guardians to cooperate with school officials in regard to decisions made

ABSENCE POLICY

Parents/Guardians are strongly encouraged to keep their child/ren's absences to a minimum. Excessive absences can lead to lack of academic progress.

Parents/Guardians MUST notify school office personnel with a call or note the day the student is absent. Parents/Guardians are asked to plan all appointments for after school or on days out of school. Planned absences should be discussed with the teacher and office personnel prior to the days missed. The Kansas City/St. Joseph Diocesan policy states that upon return to school after an absence, a student is required to submit a written, dated, and signed explanation from the parent/guardian.

- A student must have a doctor's note in order for an absence to be excused.
- **Eight unexcused absences** are the maximum allowed per semester.
- A letter will be sent to the parent(s) guardian(s) when a student has reached five unexcused absences. Upon six, seven, and eight unexcused absences, a letter will be sent each time and the parent(s) guardian(s), student, teacher, principal, and /or superintendent shall meet as designated by the principal.
- If you know your child will be absent for longer than three consecutive days, not due to illness, the parent/guardian must inform the child's teacher and office personnel prior to the absence.
- Teachers will NOT accept make-up homework after the eighth unexcused absence.

***A student must attend school on the day of athletic and/or other extra-curricular activities in order to be eligible to participate. In the event of an exceptional circumstance the principal may approve a two hour or less absence from school. This approval must occur before the day of the event.**

Make-Up Work: Students who are absent unexpectedly (due to illness) must request make-up work the day of the illness or the day immediately following the illness, upon return to school. For each day the student is absent, 1 day will be granted to turn make up work in without resulting in late penalties. Students who have planned long term absences, not due to illness, must request assignments prior to the absence. Make up work is expected to be completed upon return to avoid late penalties.

ATHLETIC INELIGIBILITY:

Academic eligibility should be used to ensure that every child is working to his/her ability during sport seasons. It is intended to help the student athletes balance their time and their talent in the classroom as well as the court/field to ensure a quality educational experience. Eligibility determination is a weekly check of academic performance and not an arbitrary disciplinary action.

When inappropriate behavior or poor academic performance is a result of or related to sports, then the student's eligibility should be considered. Consequences should be logical, natural, or instructional. For example, if a student is performing poorly academically because his/her primary focus appears to be on athletics, then he/she should be deemed ineligible for that week. Athletic eligibility should be a tool that helps each

child learn to budget and use his/her time and talent constructively.

For athletic eligibility, the minimum grade average in each class, each week, should be a C- or above. If the weekly grade average for any class is below a C-, the student and his/her parents/guardians will be warned but the student will not be deemed ineligible.

If the weekly average is below a C- in the same class(es) for the second week, then the student is ineligible for that week. However, if the teacher feels that the student is working to the best of his/her ability and the weekly average for any class is still below C-, then the principal should allow that student to participate in athletic competition for the week.

Unsportsmanlike conduct may be grounds for deeming a student ineligible.

-Eligibility should run weekly from Tuesday to Tuesday. Teachers should notify the principal of ineligibilities on Mondays, and the principal or athletic director should notify the coaches of ineligibilities. Notice should be given to the players and Parents/guardians at this time as well. Notification on Mondays will give the coach sufficient time to plan for the week's competition.

***See above bold type information for attendance policy for participation.**

CHRISTIAN BEHAVIOR POLICY

We are representatives of Christ on earth, and the core of our mission is to live a Christ-centered life. Therefore our expectation for behavior of staff, students, and families is the high bar of the Gospel. Students, staff and community are expected to behave in a manner which witnesses Christian charity and values. Each person's dignity must be valued and guarded, in our speech and actions.

DRESS CODE

Uniform Dress Code: The purpose of the dress code is to instill in each student a sense of order and respect for God, themselves, and others. Dress not only expresses and helps build one's self esteem and identity; but also builds attitudes and values. The Christian person is a temple of the Holy Spirit called to be an outward sign of Christ. It is important that our behavior and dress reflect this. With this in mind, the students at Holy Rosary School should come to school dressed neat and clean.

In the event that a child comes to school dressed inappropriately or in violation of uniform code, the parent/guardian will be contacted to come to school to correct the matter.

Students are to wear the following to Holy Rosary School:

Color combinations are navy dress pants with white or oxford blue shirt or khaki (tan) dress pants with navy, white or oxford blue shirt.

Dress pants are defined as having no more than 4 pockets, 2 at the front waist, 2 in the back. No cargo, carpenter, convertible style pants or overalls with large pockets on thighs and calves of pant legs. Pants must be appropriate in length with no fraying. They should be solid in color and may or may not have belt loops. No denim, t-shirt, or sweatshirt fabric. Pants may be purchased anywhere, however they must be uniform style. For female students, please be modest when making pant decisions, especially as grade level increases.

Girls may wear Capri pants during the entire school year provided they meet uniform style (no shorter than mid-calf) stipulations regarding pant style and color.

Belts must be worn by 3rd - 8th grade students who have belt loops in their pants.

Shirts must have collars and sleeves. They may be solid white, navy or oxford blue. Sleeves may be long or short. **There should be no logo other than Holy Rosary logo or emblem visible on the shirt.** Shirt style should be polo or oxford style. Navy or white turtle-necks may be worn.

Shirts must be worn tucked in at all times by 3rd-8th graders. Shirts may be purchased anywhere but should be uniform style.

Saints Shirts: School approved Holy Rosary t-shirts are allowed and encouraged on PE days and other announced special occasions.

Plaid skirts are permitted but must be predominately our school colors.

Skirts, jumpers, skorts and scooter skirts may be solid navy or khaki. They must have a 6 inch inseam length (not shorter than the child's fingertips when arms hang to the side of the body). A skort is defined as appearing as a skirt in front and shorts in back. This may only be worn during times when shorts are permitted. A scooter skirt looks like a skirt in front and back and has built in shorts underneath. This may be worn as a skirt during the entire year. It is recommended that small children wear shorts under skirts and jumpers. Solid skirts, jumpers, skorts and scooter skirts may be purchased anywhere but must be uniform style.

Leggings/Tights: worn under skirts/jumpers may only be navy, white, gray or black. **Leggings are not permitted unless they are worn under a skirt. Leggings are required under skirts starting on November 1- March 31st.**

Socks must be appropriate in length. They may be knee length or shorter. If knee length, they must be school uniform colors - solid navy, white, gray, or black.

Shorts may be worn for a limited period of time, before November 1st, and after March 31st. They must have a 6 inch inseam length (not shorter than the child's fingertips when arms hang to the side of the body). The Principal may decide to extend the date based on weather trends.

Shorts must have a 6 inch inseam and solid navy or khaki. No denim material. A belt must be worn with shorts that have belt loops. Skorts are also allowed during this time. No cargo, carpenter or overall type with large pockets.

Sweaters must be solid navy, khaki, gray, oxford blue, or white. They may be a vest, cardigan with button or zipper front or a pullover. Pullovers must be worn with a shirt that has a collar or turtle-neck. No sweaters made of sweatshirt fabric unless it is an approved Holy Rosary hoodie. There should be no visible logos, other than Holy Rosary, on the sweater. Sweaters may be purchased anywhere but must be uniform in style.

Shoes: Students should wear shoes appropriate for daily school activities. **Tennis shoes are required when attending P.E.** Heel height should be appropriate to the child's age for safety reasons. No backless, "mule" or "flip flop" style shoes or sandals without a heel strap for safety reasons.

Underclothes: Brightly colored underclothing that can be seen through clothing is prohibited. Undershirts should be white.

Hair: must be out of the student's eyes. Hair may be pinned or pulled back. For male students, hair may not be longer than collar length. Hair should be neat and school appropriate. Students must keep a natural hair color.

Make-up: Make-up for middle school students should be minimal and not distracting to the learning environment. Students will be asked to remove any make-up that is heavily applied. No students in 5th grade or lower will be permitted to wear make-up. Fake tattoos must be approved or removed during school hours, unless approved for school spirit events.

Jewelry: Large and/or obtrusive jewelry and large hoop style earrings are not permitted at Holy Rosary School. – Piercing- Ear only- any other piercing must remain empty during the school day.

Coats/Jackets: There are no stipulations on outerwear worn when outside for recess, etc. Sweaters and/or sweatshirts worn in class must be uniform. Coats may be worn in class at the

teacher's discretion.

Physical Education (PE): Students will wear the PE uniform on the days they have PE class.

T-shirt: Student may wear ANY Holy Rosary Spirit Wear*

Sweatshirt/Hoodie: Student may wear ANY Holy Rosary Spirit Wear*

Shorts: Solid navy blue, gray, or black sport shorts. *** Shorts must have a 6 inch inseam length (not shorter than the child's fingertips when arms hang to the side of the body).. ** See the note at bottom.

Sweatpants: Solid navy blue, gray, or black with optional elastic bottom or open bottom.***

See note at the bottom. **

Athletic shoes are required for PE class. Shoes with laces must be tied.

*Spirit Wear: items that are purchased through the Holy Rosary PTO.

**NO leggings, bicycle shorts, or other tight attire permitted in PE.

***Logos are acceptable but must be small (fits within a 3 inch diameter).

Holy Rosary School Logo Clothes: Parents may purchase polo style shirts, t-shirts and sweatshirts with the Holy Rosary School Logo printed on them by filling out an order form which will be offered during the first quarter. Ordering information will be shared when purchasing is offered. Students may wear the Holy Rosary School Logo polo as uniform at any time. Holy Rosary Logo Sweatshirts may be worn anytime as uniform, however, a shirt with collar MUST be worn with the sweatshirt. There should be no ads or visible logos on clothing worn, except the Holy Rosary Logo.

The judgment of the principal and/or Pastor will be the final word should questions regarding dress arise.

Parent Teacher Covenant

Because our school strives to be a faith community, parent cooperation, and good parent-teacher relations are essential. As members of a faith community, our first instinct is to assume that all of us, teachers, administrators, parents, guardians, and other caregivers, have the child's best interest at heart.

While our school is excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians, and family members who experience problems or are confused with some matter regarding your child's educational experience, are asked to show similar respect by a) striving first to learn the reasons behind a policy; b) inquiring about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In his way, positive resolutions can be reached.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school where a message will be given to the teacher to return your call. For a variety of reasons, parents should not attempt to bring up a difficult

- or serious matter in front of other students while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.
 3. All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically, and physically, and also the welfare of his or her fellow students.
 4. With this in mind, parents, and guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community: We will not tolerate assaults or harassment of a staff member, student, parent, guardian, or family member. Nor will we tolerate intimidating or verbally abusing any member of the community – in person or in writing. In addition, it is expected that parents will work confidentially with the teacher(s), administrator(s), and pastor when trying to resolve any issue and not share private conversations, emails, or other communication developed when in the process of resolution, through social media, email or any other means.
 5. Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian, or family member may lead to a warning or one of the following actions: a) limiting or refusing permission to enter or use school grounds or facilities; b) asking that someone other than the person exhibiting poor behavior represent the child's interest on school matters; c) refusing to allow the child to re-register and in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

We rely on the good faith and the sincere efforts of everyone in the school community to keep the spirit of this covenant so that we may become the genuine faith community that we strive to be.

ELECTRONICS & TOYS: Students are not to bring personal toys, games, electronic or not, to school without the administrator or teacher's permission. If any of these are visible the student will be asked to put it away in their backpack and reminded not to bring it to school. If this request is not followed the teacher may put it in a safe location to be sent home at the end of the day. We are not responsible for lost, stolen or missing electronics and/or toys. NO guns, knives, swords, or toys with weapons are allowed in the school.

Cell Phones: Student cell phones and Smart watches are to be kept turned off and kept in backpacks during the school day. When the student leaves the school's campus those items may be turned on. Administrators and teachers reserve the right to collect electronic

devices for safe-keeping during the school day. Cell phone calls and/or text messages cannot be made or received during school hours without permission from the administrator or teacher. If this becomes a problem a phone call home will be made to address this issue and a plan will be developed. We are not responsible for lost, stolen or missing cell phones or Smart watches.

HOMEWORK POLICY

Homework is a contributing factor to the learning process and an enrichment experience, which serves to reinforce the lessons learned that day in school. Parents/Guardians are asked to aid their children with their assignments by taking an active interest in the material being studied. In addition, parents/guardians can help by providing a proper time and place for study. Emphasis should be placed on completeness, accuracy and neatness of work. Teachers may have more specific homework policies that are appropriate for the age of instruction.

Teachers will not assign homework over skills which have not been completely covered and explained to the students. If the student encounters difficulty with an assignment or is spending an excessive amount of time on the work, the parent/guardian is asked to contact the teacher through email, written note or the school phone so that the problem can be resolved.

Teachers will give homework assignments in advance only for students who plan to be absent for an extended period of time. This should be discussed with the principal and the classroom teacher several days prior to the absence. These types of absences are not encouraged, as long term absences may cause children to fall behind educationally. Many concepts are learned through classroom participation activities, which cannot be made up with assignments. However, the school acknowledges that family situations sometimes deem this necessary.

SCHOOL REGULATIONS

ASBESTOS NOTICE: We are required to remind everyone that our school has been inspected for asbestos and that the report is on file for everyone to see. Please inquire in the office if you would like to read it.

ACCESS TO THE STUDENT: Parents/guardians are welcome to visit/observe classrooms if they follow the guidelines established by the school. The parent/guardian responsible for the child's physical care may, with permission of the principal or director, have access to the child during school hours for such things as doctor or dental appointments. In addition, for purposes of access of the student:

1. Legal custody of a child, either sole or jointly, establishes the right of access to a child. If there is a divorce, separation or restraining order limiting access to the child the court decree must be on file in the school office.
2. In cases where a non-custodial parent, stepparent or other adult seeks access to the student or seeks to act on behalf of a custodial parent, written authorization from the custodial parent is required.
3. In cases of conflicting instructions, or requests that the school is not authorized to honor, the Principal may request both parents and guardians to provide appropriate court instructions for the school.
4. The school will respect and comply with all court orders.
5. **All individuals, parents/guardians and volunteers, who are in contact with Holy Rosary School students in any manner, supervisory or otherwise, must**

complete the VIRTUS, Protecting All God's Children training as mandated by the Kansas City/St. Joseph Catholic Diocese. A certificate with the individual's name and date of the training must be on file in the office to verify this. This is provided at the beginning of each school year.

6. Picking Children Up From School: Parents/Guardians must complete the Permission to Release My Child form to identify individuals who may be picking up their child/children on occasion. Individuals who are not on this list may not pick up the child. Parents/Guardians may add to or delete from this list in person or in writing. Parents/Guardians may phone in changes in transportation and are asked to do so before lunch-time. We reserve the right to ask for identification if identity is in question or if the child does not know the individual. We may refuse to dismiss a child to a person, parent/guardian if they seem to be in a condition which causes us to question their ability to provide safe transportation of the child.

ACCIDENTS: In case of serious accident or illness, the school will make every effort to contact parents/guardians immediately. If this is impossible, the school will contact the nearest relative or friend whose name you have submitted on the Emergency Information Sheet. For this reason, it is the parent's/guardian's obligation to fully complete and return the Emergency Information Sheet and to update this form as changes arise.

ADMISSION: Both faculty and students in true ecumenical spirit will welcome all students into the Christian educational community of the school or center. We admit students of any sex, race, color, national or ethnic origin to all the rights, privileges, programs and activities accorded to students of the school. Holy Rosary School follows Missouri State Law for admission to Kindergarten and Pre-Kindergarten.

A Birth Certificate and Immunization record is required for everyone. No child will be admitted to school or permitted to remain in school unless immunizations are up to date or an exemption form is signed and on file.

Registration is held each spring/summer for the following school year. Present students who currently attend Holy Rosary School and Catholics may begin registering at this time. An annual book fee is due to be paid before enrollment is considered official and complete. Students who are not officially enrolled may not begin attending classes on the first day of school. Current Holy Rosary School students and Catholics will be given one week to enroll before Open Enrollment begins. Once Open Enrollment begins, previous students of Holy Rosary School who are not yet re-enrolled run the risk of losing a slot in a class that becomes full to capacity.

FINANCIAL COMMITMENT:

Parents/Guardians who enroll their children in Holy Rosary School will meet with the pastor or principal in order to discuss their stewardship and financial commitment to Holy Rosary School. All parents/guardians will be asked to sign a Financial Commitment Form agreeing to pay the tuition amount. Catholic parents will sign a form pledging to tithe regularly. The church secretary will document tithing and communicate to the school office for accurate record-keeping. The school secretary will document monthly tuition payments from all families.

Tuition is due on the 15th of each month, according to your financial commitment. Failure to meet financial commitments will result in a letter sent and/or a meeting with the Pastor/Principal to discuss reasons for non-payment and the possibility of excluding

the child/children from Holy Rosary School based on non-payment.

CHILD PROTECTION AND REFORMATION ACT: This legislation requires school personnel having reasonable cause to believe that a child known to them in their professional capacity to be an abused or neglected child, to report this information to the Missouri Department of Family Services.

School administrators will cooperate with investigations conducted by law enforcement personnel and/or the Children's Division of the Missouri Department of Social Services. If the Children's Division or law enforcement personnel seeks to interview a student on school premises, the school will attempt to contact a parent or guardian prior to the interview, except in situations where the parent or guardian is the subject of the investigation.

CURRICULUM: The Catholic Diocese of Kansas City/St. Joseph School Curriculum embraces the development of the "whole" child, insofar as this is within the scope of the school. The ideal should be to guide every student in their fullest Christian growth, preparing them to meet the responsibility of living as a productive member of the family, church, community, and world.

Diocesan standards have been developed and are implemented for each grade level in all core subject areas. A Scope and Sequence which outlines standards/skills taught in each grade level, divided by subject, is available to parents/guardians on the Diocese of Kansas City/St. Joseph website or upon request from classroom teachers.

EQUAL EMPLOYMENT: There shall be no discrimination against a present or prospective employee because of race, national origin, sex, age, disability, or handicap. The Kansas City/St. Joseph Diocese is, therefore, an Equal Opportunity Employer. It is the policy of the Kansas City/St. Joseph Diocese to promote equal opportunity in the areas of recruitment, employment, training, development, transfer and promotion.

FIELD TRIPS: Classrooms may take field trips which enrich their area of studies. The following specifications MUST be followed:

1. All students must have a signed consent form before departure. Students, teachers and office personnel will not call to request this form if forgotten on the day of the field trip. Verbal permission in person or over the telephone will not be accepted.
2. On out of town field trips, each car must have 2 adults, one to drive and one to assist in supervision of the children and read the route map. Local field trips will only require 1 adult in each car, however 2 is preferred.
3. **All adults who drive or supervise children must have completed the VIRTUS training and have a certificate filed in the church office.**
4. Every driver must submit a completed Volunteer Driver Information form and a copy of their drivers License before departure.
5. Every driver must be given a map and a detailed description of the trip route to be taken. All drivers MUST follow this route to and from the destination. Caravans are discouraged due to safety.
6. Every adult and student attending the field trip MUST wear seatbelts. Smaller children must be buckled in a correctly installed child restraint seat as required by law.

7. The atmosphere in the car, while in transit should be representative of Holy Rosary School and Church values and philosophy. Music played in the car and language used must be school appropriate. Absolutely no cursing will be tolerated.
8. Parents/Guardians who attend field trips should not purchase extra treats for their children unless all children have been given an opportunity to bring money to purchase extra treats.
9. Siblings or any children who are younger than school age or who do not attend Holy Rosary School may not attend field trips.
10. Adults who attend field trips are expected to supervise students and manage children's behaviors to assure the safety of everyone.
11. Parents MUST follow the original field trip plan. No extra stops should be made unless in the case of an emergency.

HEALTH: All students must be immunized to meet state requirements by law or have an exempt form signed and on file. All records will be reviewed before children begin school and parents/guardians will be notified of any discrepancies. If immunizations are not acquired or an exemption form signed, the child will not be able to attend until all immunizations are up to date.

ILLNESS: Students who are ill should not attend school. Any student who appears to be ill will be sent home. Students who have a temperature of 100 degrees or higher must be picked up immediately upon request. Students who run a fever or are ill in the night should not attend school the following morning, until parents/guardians have a chance to assess the child's health situation for example, diarrhea, vomiting, ringworm, etc. Any contagious health concerns, like, pink eye, chicken pox, lice, impetigo requires parent vigilance and health care provider note to return to school. *Parents are responsible for administering eye medication for pink eye.

HONOR ROLL: We encourage hard work and good grades, and reward these efforts by acknowledgement on honor rolls for students in grades third through eighth grades. Music, Art, P.E., and technology grades will not be counted as part of the criteria for qualifying for the Honor Roll.

The Principal's list will include students who received an A or A- in each subject on their report card.

The High Honor Roll will reflect students who earned grades that average an A or A-, with no grades below a B-.

The Honor Roll will be for those whose grades average a B with no grade below a C-.

The Holy Rosary Grade Scale is as follows: 100%=A+, 99%-94%=A, 93%=A-, 92%=B+, 91%-85%=B, 84%=B-, 83%=C+, 82%-75%=C, 74%=C-, 73%=D+, 72%-70%=D, 69%-68%=D-, 67% and below-F

HOLY DAYS OF OBLIGATION: The entire student body will attend Mass on Holy Days of Obligation if school is in session.

INSURANCE: The Diocese of Kansas City-St. Joe provides both Basic School Time Accident Insurance and Catastrophic School Time Accident Insurance.

INTER-FAMILY/INTER-STUDENT COMMUNICATION: Any and all information/letters going home with Holy Rosary School students must be approved by the school office before being sent. We ask that personal correspondence between students be mailed/emailed, not sent in backpacks from school. (Ex: Birthday Party Invitations) The school office is not permitted to give out phone numbers or addresses of Holy Rosary School families, except for school business.

LEAVING SCHOOL EARLY: Students are allowed to leave school early only after notification from parents/guardians is given to the school office. Students must be signed out by an adult and picked up in the office. The child must be signed back in if returning the same day.

LOST AND FOUND: We ask that you put your child's name on all property brought to school. Coats, gloves, hats, sweaters and jackets are often left lying somewhere and this helps us return your belongings. Check at the office if you lose something. Please turn items you find into the office as well.

LUNCHES/MEAL CHARGE POLICY:

Holy Rosary School has a hot lunch program. This means no outside food/drink can be brought in for a student during their lunch time, for example McDonalds, Sonic, etc...

We ask that you pay for your child's lunch in advance. Checks are preferred, however cash will be accepted. Hot lunches are offered each day to students at the price of **\$ 2.55 per day, \$12.75 per week**. Milk is included, however extra milk may be purchased for an additional \$.50 per carton. Adults may join us for lunch too! Call for that price.

Holy Rosary School provides a letter and application to each enrolled family encouraging them to participate in the free and reduced lunch program. We believe that everyone who qualifies for free and reduced lunches is able to receive them.

Free & reduced notices are posted in the local newspaper before the beginning of the school year each August. Each enrolled family receives paperwork to complete for the free & reduced lunch program at Back to School Night and/or on the first day of school. Parents may also request the necessary paperwork from the office staff at any time in the school year, especially if financial circumstances change.

Families must submit the paperwork back to the office. The paperwork is seen and reviewed only by administration. Families are notified by letter from the school office whether or not they qualify for free or reduced lunches.

Each Friday, August-May, a lunch letter is sent home, if you have a negative balance. Included in the balance, it is stated that families can charge up to \$20. If the balance exceeds \$20, then their child/children will be served a peanut butter and jelly sandwich instead of the scheduled hot lunch choice for the day.

Lunch payments can be submitted to the school office by cash or check. Payments are credited to the account once received. No change will be given as we do not keep change on hand. Change will be credited to the lunch account. You may request your balance at any time in the office.

SNACK BREAK: Pre-Kindergarten and Kindergarten students will have a snack break each morning or afternoon. **The cost will be \$85.00 for milk, for the entire year, which is to be paid at the beginning of the school year.** Parents/guardians wishing to provide snacks must notify the teacher.

MEDICATION, PRESCRIPTION: All medication to be given to children at school will be supervised by office personnel. The giving of any drugs shall not be done by a school employee unless prescribed for a specific child by a licensed physician.

NO medication of any kind will be given unless the following Kansas City/St. Joseph Diocesan guidelines are followed:

- a. It is not the first dose.
- b. The medication is in a prescription container.
- c. Written authorization from the parent/guardian is on file.

MEDICATION, NON-PRESCRIPTION: Before any non-prescription medication is given, the school office must have a signed Doctor's Consent Form and parent note authorizing the student to receive non-prescription medications. Parents **MUST** send in this medication. **NO** nonprescription medication will be given by school staff unless provided by parent/guardian **AND** current note is present.

*There must be a signed note instructing the school of the name of the medication, what it is for, the dosage, time and date to give the medication.

**In addition to the note, the medication must be in a container labeled with the product name, dosage, time to be given and dates to give the medication.

PARTICIPATION IN PHYSICAL ACTIVITIES: When a student's health or physical situation requires them to be exempt from P.E., a note from the Doctor must be presented to the Principal, Teacher and/or secretary. In addition, it is the parent's/guardian's responsibility to inform school personnel of this situation.

PERMISSION SLIPS: Students will not be allowed to participate in the activities which require permission slips if the slip is not signed and returned on or before the morning of the event. We **WILL NOT** call home for the permission slip and oral permission over the telephone is not permitted.

PTO: Our Parent/Teacher Organization meets on the **FIRST** Tuesday of each month during the school year (except Dec.) at 6:00 p.m. at the school. This organization offers an excellent opportunity for parents/guardians to take an active role in their child's school experience.

In order to develop a true Christian Community at Holy Rosary School, we need the involvement of every parent/guardian. This involvement will greatly benefit each child. Attending PTO meetings is part of the commitment you signed to send your child to Holy Rosary School. It makes a big difference when children see their parents taking an active interest in their school. Please join us!

SACRAMENTS: Parents/guardians of Catholic children are responsible to prepare their children for the reception of the Sacraments. Second grade religion class reinforces the preparation for the sacraments of Reconciliation and Eucharist.

SCHOOL CLOSING INFORMATION: Should school be canceled due to severe weather conditions, notice will be given to the local KDKD (95.3) radio station and parents will receive a mass text message and/or email from the school. School will not normally release early due to inclement developing weather. However, parents/guardians are welcome to pick up their child early if they choose. Exceptions to this rule could occur and would be handled with an email/text to parents/guardians rather than over the radio.

ADVISORY SCHOOL COUNCIL: The school council is an elected advisory board made up of school parents/guardians and interested parishioners which meets, August – May, at the school. The president must be notified by 3:00 p.m. ten days prior to the meeting to have a topic put on the agenda. Parents/guardians are encouraged to attend at any time.

SUPERVISION AFTER SCHOOL: School dismisses at 3:15 p.m. each afternoon. We prefer that children be picked up before 3:30 p.m. If parents/guardians are occasionally tied up, we offer to supervise your children until 3:30. ONCE A PARENT/GUARDIAN ARRIVES ON SCHOOL PREMISES, THE PARENT/GUARDIAN IS RESPONSIBLE FOR THE CHILD/CHILDREN. We insist that you supervise your child/children when you are on school property.

TARDINESS: School begins at 7:50 a.m. sharp. All students are to be in the gym by this time. Students who are not in the gym by 7:50 a.m. will be considered tardy. If the child accumulates 10 tardies in one semester, a note will be sent home and a meeting between the principal, parent/guardian and or teacher will be scheduled. After accumulating 12 tardies, the student will be considered absent one day.

TELEPHONE USE: Except in case of an emergency, we will not call a child or teacher out of the classroom for a phone call. You will be directed to the teacher's voicemail or we will deliver the message about the child to the teacher. Students will not use the phone without permission from the office. Students will not be permitted to call parents/guardians to request permission for friends to come home with them after school. These plans should be made in advance and confirmed outside of school time. No cell phone use is allowed during school without permission.

VISITING: Parents/guardians are always welcome to visit the school. Parents/guardians need to be prepared to follow the current Covid-19 plan when entering the building. Please, check with the office for the current expectations if you do not know them. Parents/Guardians who visit the school for any reason must sign in at the school office.

Parents/guardians are welcome to join us for lunch when we have enough space. A phone call in advance is requested. Every visitor must sign in at the office upon entering the building and out upon exiting. It is important to know who is in the building in case of emergencies.

*Right to Amend: Holy Rosary School pastor and/or principal retain the right to amend this handbook for just cause. Parents/Guardians will be given notification if changes are made.