

Holy Rosary

Student, Parent/Guardian Handbook

2026 - 2027 School Year



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Be His Heart In The World



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Welcome to Holy Rosary School

Holy Rosary School is a distinctly Catholic school within the Diocese of Kansas City–St. Joseph. While rooted in the Catholic faith, we warmly welcome students and families of all faith traditions.

Since opening in 1962, Holy Rosary School has provided a high-quality education while fostering faith, character, and academic excellence. Our school community is dedicated to nurturing the spiritual, academic, and personal growth of every child.

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 education offers young people the opportunity for Christian growth according to the teachings of Jesus Christ and the values of the Gospel.

We believe:

- Each child is a unique individual with distinct abilities, talents, and worth.
- Students grow best in an environment of respect, faith, and encouragement.
- Families, parish, and school work together to support student development.
- Our traditions and values help form students who will serve their communities and live lives rooted in faith.

Accreditation

Holy Rosary School is accredited through:

- Lumen Accreditation

Holy Rosary School first received accreditation from the Missouri Chapter of the National Federation of Non-Public Schools on January 19, 1989, and has remained accredited each year since.

Accreditation requires schools to meet specific educational standards and engage in ongoing improvement. This organization regularly evaluates Holy Rosary School to ensure a high level of educational quality and accountability.



Section I – Partnership with Families

Role of Parents and Guardians

Parents/guardians are the primary educators of their children and play a vital role in supporting the mission of Holy Rosary School. Parents/guardians are expected to:

- a. Model Christian values by word and example, fostering respect for school authority and for the rights and property of others.
- b. Ensure their child attends school regularly and arrives on time, and that all absences are properly reported and documented.
- c. Be familiar with and support school policies and expectations, including understanding the consequences for violations and accepting responsibility for their child's actions.
- d. Provide appropriate attire for each school day in accordance with the school uniform policy.
- e. Support faculty and staff in their efforts to educate and discipline students. Concerns or disagreements should be addressed respectfully and privately with school personnel, rather than in the presence of children.
- f. Stay informed and involved in the school community by becoming familiar with school programs, attending conferences, and participating in school events and fundraisers.

Together, as partners in faith and education, we strive to nurture each child's growth in knowledge, character, and love of Christ.

Parent/Student Handbook Responsibility

Each family receives the Parent and Student Handbook at the beginning of the school year.

Parents and guardians are responsible for:

- Reading the handbook carefully
- Reviewing expectations with their child
- Following school policies and procedures

Communication with Parents

Strong schools grow when parents/guardians, teachers, and the principal work together in partnership. We value and encourage the input of our families and welcome their thoughts, concerns, hopes, and ideas. Open and respectful communication helps us build understanding, resolve challenges, and continue growing as a school community focused on the success and well-being of every student.

Weekly School Newsletter

A school-wide newsletter will be emailed each week with updates and important announcements.

Classroom Newsletters

Teachers will share classroom updates electronically or in print. Parents are responsible for ensuring the school office and teachers have current email addresses.

Parent-Teacher Conferences

Two scheduled conferences occur each year:

- After the First Quarter
- After the Third Quarter

Additional conferences may be scheduled as needed.

Parents wishing to speak with a teacher should contact the teacher through email, phone message, or written note to schedule an appointment. Teachers cannot leave the classroom during instructional time except for emergencies.

We value open communication between families and staff. To respect personal time and ensure thoughtful responses, emails and messages sent after school hours will be answered within 24–48 hours. Urgent matters should be marked clearly as such. Non-urgent communications will be addressed during the next school day. For emergencies, please contact the school office directly.

Parent Teacher Organization (PTO)

The PTO provides an opportunity for families to become actively involved in the school community. Participation helps strengthen our school and supports the education of all students. The Parent Teacher Organization meets on the first Tuesday of each month (except December) at 6:00 PM.

School/PTO Fundraiser Participation Policy

All families are expected to actively participate in school and PTO-sponsored fundraisers, including Pot of Gold, Cookie Sales, and other designated events. These fundraisers provide essential support for our programs, activities, and overall school community. Families are encouraged to use at least 10 service hours for fundraising functions.

Each family is expected to contribute by volunteering time, assisting with event needs, and/or supporting sales efforts as outlined for each fundraiser. Specific expectations and opportunities for participation will be communicated in advance.

Consistent participation from all families helps ensure the success of these efforts and keeps costs manageable for our school community. Families who are unable to participate in a particular fundraiser should communicate with the school office to make alternative arrangements to support the event.

Family Service Hours

Holy Rosary School relies on the support of families to maintain a strong and vibrant school community.

Each family is expected to complete **25 service hours each school year**. Each family will have a log of hours in the school office, and families may inquire throughout the year about opportunities to obtain these hours.

Logging service hours:

- A login sheet will be provided at each event, or you sign the log sheet at the office
- Parents/Guardians can email the school secretary at hrsecretary@hrclinton.net with additional service hours if no log in sheet is available.

Service hours may be completed by:

- Parents
- Grandparents
- Older siblings
- Other family members

If service hours are not completed by the end of the school year, families will be charged \$10 for each unfulfilled hour. Students may not enroll for the following school year until balances are paid.

Service Opportunities (Not Limited To)

Month	Opportunities
August	• School Clean-Up • New Parent Orientation • Uniform Swap • Back-to-School Night • Classroom/School Decorating 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	• Concession Stand • Turkey Dinner

December	• Concession Stand • Christmas Concert
January	• Catholic Schools Week Activities • Family Night • Concession Stand
February	• Valentine's Day Parties *Concession Stand
March	• Pot of Gold (POG) – required; does count toward service hours
April	• PTO Officer Elections • Seder Meal (Date Varies) • Field Day *Book Fair • School Carnival *Grandparents' Day
May	• Teacher Appreciation Week • 8th Grade Graduation • Pre-K/ K Graduation • Last Day of School
All Year	• Outdoor yard work • PTO Officer Roles • Field Trips - (chaperoning and assisting) • Classroom Assistance - prepping materials, helping teachers, reading to students, etc. • Coaching • School Spirit Activities

Afternoon Dismissal Procedure

To help ensure a safe, calm, and orderly environment for all students at the end of the day, we will be making a small adjustment to our afternoon dismissal procedures. To help protect instructional time and maintain a safe and focused environment for our students, we ask that parents wait until dismissal to enter the building. If an early pickup is necessary, please come to the office to check your child out so we can ensure a safe and smooth process for everyone.

Doors will open at 3:15 p.m., and we warmly welcome you at that time to prepare for pickup. If you arrive earlier, we kindly ask that you wait outside or in your vehicle until doors open.

Section II – Admissions, Tuition, and Enrollment

Admission Policy

In a spirit of Christian welcome, Holy Rosary School embraces students and families of all backgrounds into our faith-centered educational community. We admit students of any sex, race, color, national, or ethnic origin to all the rights, privileges, programs, and activities made available to students at our school.

Holy Rosary School follows Missouri state guidelines for admission to Pre-Kindergarten and Kindergarten. Students enrolling in PreK or K, must be age 4 or 5, respectively, on or before August 1st of the current school year. All students entering Holy Rosary will be given an assessment exam to help ascertain readiness and proper placement. All new families will also be required to go through an Admission Interview. The Holy Rosary Administrator will notify parents within the week following the Admission Interview to confirm or deny their child's acceptance for enrollment.

The following forms and fees must be completed and paid prior to enrollment and the first day of class:

- Student Registration Fee and first month tuition
- Student Registration
- Student Immunization Form or Signed Exemption Form is on File.
- Birth Certificate
- Parent/Guardian Agreement Form
- Request of School Records (for transfers only)

Registration for the upcoming school year takes place each spring and summer. Students who are not fully enrolled may not begin classes on the first day of school.

All fees (tuition, lunch/milk, volunteer hours and after school care) must be paid from the previous year before enrollment for the following year is accepted.

Tuition

Holy Rosary is primarily funded by tuition. Holy Rosary budgeting requires parents/guardians to keep their financial commitments during the entire year.

Tuition paid in full by August 1st, for the upcoming school year will receive a 5% discount. Tuition can also be paid on a 10-month (August thru May) payment schedule. If choosing the monthly option, it is expected that tuition will be paid in full by May 15th, unless arrangements have been made with School Administration. If tuition is not paid by the 15th of the month, a late fee of \$10.00 will be automatically assessed. An account that falls one or more months behind may cause suspension or dismissal of the child from Holy Rosary unless arrangements have been made with Administration.

See Appendix A

Financial Commitment

Parents/guardians who enroll their children at Holy Rosary School will meet with the pastor, principal, or office staff to review stewardship and financial responsibilities. All families are required to sign a Financial Commitment Form agreeing to fulfill their tuition obligation. Catholic families will also be asked to sign a stewardship form indicating their intention to tithe regularly.

The parish office will maintain records of tithing and communicate with the school office as needed. The school office will maintain records of all tuition payments.

Tuition payments are due on the 15th of each month in accordance with each family's financial agreement. Families who are unable to meet their financial commitment will be contacted and may be required to meet with the pastor or principal to discuss the situation and determine next steps.

Tuition and Financial Obligations

Families are expected to keep tuition and school accounts current according to the agreed payment schedule. Timely payment of tuition and fees is necessary to support the continued operation and mission of Holy Rosary Catholic School.

If an account becomes delinquent, the school may contact the family to discuss payment arrangements. Families who are experiencing financial hardship are encouraged to communicate with the principal as soon as possible.

Continued non-payment or failure to make satisfactory payment arrangements may result in further action, including:

- Attendance interruption days for students when accounts become significantly past due
- Restriction from participation in extracurricular activities, field trips, or school events
- Holding report cards, transcripts, student records, diplomas, or re-enrollment paperwork until the account is brought current
- Possible withdrawal of the student(s) from Holy Rosary Catholic School

Holy Rosary Catholic School reserves the right to make final decisions regarding enrollment and continued attendance based on fulfillment of financial obligations.

Section III – Academic Program

Curriculum

The Catholic Diocese of Kansas City–St. Joseph curriculum is designed to support the development of the whole child—academically, spiritually, socially, and emotionally—within the mission of Catholic education. Our goal is to guide each student toward their fullest Christian growth, preparing them to live as responsible and contributing members of their family, Church, community, and the wider world.

Diocesan standards are established and implemented at each grade level across all core subject areas. A Scope and Sequence outlining the skills and standards taught in each subject and grade level is available to parents/guardians on the Diocese of Kansas City–St. Joseph website or upon request from classroom teachers.

Homework Policy

Homework is an important part of the learning process and serves to reinforce and extend skills taught in the classroom. Parents/guardians are encouraged to support their child by taking an active interest in assignments and by providing a consistent time and appropriate place for study. Students are expected to complete all work with accuracy, neatness, and care. Teachers may establish additional homework expectations appropriate to their grade level.

Teachers will not assign homework on skills that have not been fully taught and explained in class. If a student is experiencing difficulty or spending an excessive amount of time on an assignment, parents/guardians are encouraged to contact the teacher via email, written note, or the school office so concerns can be addressed.

Homework in advance will be provided only in cases of extended absences. Arrangements must be made with the principal and classroom teacher several days prior to the absence. Extended absences are discouraged, as they may result in missed instruction and learning experiences that cannot be fully replicated through assignments. However, the school recognizes that, at times, family circumstances may make such absences necessary.

Honor Roll

Holy Rosary School encourages academic excellence and recognizes student achievement through Honor Roll designations for students in grades 3–8. Grades in Music, Art, Physical Education, and Religion are not included in Honor Roll calculations.

Principal’s List Students who earn an A or A- in every core subject on their report card.

High Honor Roll Students who achieve an overall average of A or A-, with no individual grade below a B-.

Honor Roll (B Honor Roll) Students who achieve an overall average of a B, with no individual grade below a C+ (83%).

Grading Scale

A+ = 100%

A = 94–99%

A- = 93%

B+ = 92%

B = 85–91%

B- = 84%

C+ = 83%

C = 75 - 82%

C- = 74%

D+ = 73%

D = 70 - 72%

D- = 68 - 69%

F = 67% or below

Athletic Ineligibility Policy

Academic eligibility is intended to support student success by encouraging a healthy balance between academics and athletics. Participation in sports is a privilege, and student-athletes are expected to demonstrate responsibility and effort in the classroom as well as on the court or field. Eligibility is determined through a weekly review of academic performance and is not intended as a punitive measure, but as a tool to promote accountability and growth.

When academic performance or behavior is negatively impacted by a student's involvement in athletics, eligibility may be affected. Consequences will be appropriate, constructive, and focused on helping the student develop good habits in time management and personal responsibility.

Academic Expectations

- Students must maintain a minimum weekly grade average of C- or higher in each class.
- If a student's average in any class falls below a C- for one week, the student and parents/guardians will receive a warning; however, the student will remain eligible.
- If the average remains below a C- in the same class(es) for a second consecutive week, the student will be deemed ineligible for that week.

Administrative Discretion

- If a teacher determines that a student is working to the best of their ability despite a grade below a C-, the principal may allow the student to remain eligible for that week.

Behavior Expectations

- Unsportsmanlike conduct or behavior inconsistent with school values may result in athletic ineligibility.

Eligibility Timeline and Communication

- Eligibility is determined on a weekly basis, running from Tuesday through Tuesday.
- Teachers will report ineligibility concerns to the principal on Mondays.
- The principal or athletic director will notify coaches, students, and parents/guardians of any ineligibility decisions.
- This timeline allows coaches adequate time to prepare for weekly competitions.

Section IV – Attendance

Absence Policy

Regular attendance is essential for academic success and student growth. Parents/guardians are strongly encouraged to keep absences to a minimum, as excessive absences may negatively impact a student's progress and participation in classroom learning.

Parents/guardians must notify the school office by phone or written note on the day a student is absent. In accordance with diocesan policy, a written, dated, and signed explanation from a parent/guardian is required upon the student's return to school.

Whenever possible, appointments should be scheduled outside of school hours. Planned absences must be communicated in advance with both the teacher and the school office. Absences of more than three consecutive days (not due to illness) require prior approval.

Excused Absences includes:

- Illness (doctor's note is required when:)
 - The student is absent **3 or more consecutive days**
 - The student has **frequent or repeated absences** due to illness
 - The illness is **contagious or requires medical clearance** to return (e.g., strep, flu, COVID, pink eye)
 - The school specifically **requests documentation** due to attendance concerns
- Medical or dental appointments
- Family emergency
- Bereavement/funeral
- School-approved activities

Unexcused Absences includes:

- Vacations or trips not approved in advance
- Failure to notify the school of an absence
- Oversleeping or transportation issues
- Absences without required documentation
- A doctor's note is required for an absence to be considered excused when deemed necessary by the school.
- A maximum of four unexcused absences is allowed per semester.
- Parents/guardians will be notified when a student reaches two unexcused absences. Additional notifications will be sent at three and four unexcused absences. Meetings involving the parent/guardian, student, teacher, and principal (and/or Father, or the Diocese superintendent, if necessary) may be required as determined by the principal.
- After the fourth unexcused absence, teachers may limit or deny acceptance of make-up work.

Students will be given a reasonable amount of time to complete make-up work for excused absences, as determined by the teacher.

In accordance with Missouri compulsory attendance laws, excessive unexcused absences or patterns of truancy may be reported to appropriate authorities, including the local school district and/or juvenile office.

Students must be in attendance for the full school day in order to participate in athletics or extracurricular activities. In exceptional circumstances, the principal may grant approval for an absence of two hours or less; this approval must be obtained prior to the day of the event.

Make-Up Work Policy

Students who are absent due to illness are responsible for requesting make-up work either on the day of the absence or upon their return to school. For each day absent, students will be allowed one day to complete and submit make-up work without penalty.

Students with planned absences must request assignments in advance. Make-up work for these absences is expected to be completed promptly upon return to school in order to avoid late penalties.

Tardy Policy

Timely arrival is essential for student success and helps ensure a smooth and productive start to the school day.

Definition of Tardy

A student is considered tardy if they arrive after the official start of the school day which is 7:50 a.m. Students arriving late must report to the school office to sign in before going to class.

Tardies may be considered excused for reasons such as medical appointments or emergencies when proper documentation is provided. All other tardies will be considered unexcused. Repeated tardiness disrupts the learning environment and results in missed instructional time.

Tardy Policy Procedures

The following steps will be taken as tardies accumulate:

- **2 Tardies:** Parents/guardians will be notified and provided with a reminder of the policy.
- **4 Tardies:** A parent/guardian meeting with school administration will be scheduled.
- **5 Tardies:** A formal letter will be sent home, notifying the family that 6 tardies will result in one unexcused absence.
- **6 Tardies:** A parent/guardian meeting will be required, and the student will receive one unexcused absence.

In accordance with Missouri compulsory attendance laws, excessive unexcused absences or patterns of truancy may be reported to appropriate authorities, including the local school district and/or juvenile office.

Leaving School Early

Students may be dismissed early only with prior notification from a parent/guardian to the school office. For the safety of all students, an authorized adult must come to the office to sign the student out before leaving the building.

If the student returns to school the same day, they must report to the office and be signed back in before returning to class.

Section V – Student Expectations

Responsibilities of the Student

Students at Holy Rosary School are expected to demonstrate responsibility, respect, and a commitment to their academic and spiritual growth. Students are expected to:

- a. Take full advantage of the religious and academic opportunities offered, complete assignments on time, and come prepared with necessary materials.
- b. Support and actively participate in school activities.
- c. Attend school regularly and arrive on time.
- d. Maintain personal cleanliness and follow the school uniform policy.
- e. Demonstrate self-control and behave in a respectful, quiet, and non-disruptive manner in the classroom, on school grounds, and at all school events.
- f. Show respect and consideration in relationships with others, maintaining appropriate and modest behavior at all times.
- g. Build and maintain respectful relationships with teachers and staff.
- h. Use appropriate language and ensure that all speech, gestures, drawings, and written communication are free from profanity, obscenity, or threats.
- i. Respect all private, public, and school property.
- j. Accept personal responsibility for choices and actions related to behavior and academics.

Christian Behavior Policy

As members of the Holy Rosary Catholic School community, we are called to be representatives of Christ in all that we do. Our mission is rooted in living a Christ-centered life, and our expectations for behavior reflect the high standards of the Gospel.

Students, staff, and families are expected to act in ways that demonstrate Christian charity, respect, responsibility, and integrity. The dignity of every person, created in the image and likeness of God, must be honored and protected through both our words and actions.

Discipline at Holy Rosary Catholic School is rooted in the belief that every child can learn, grow, and make better choices. Our goal is not simply to punish misconduct, but to guide students toward personal responsibility, reconciliation, and living out Gospel values. Through clear expectations, consistent consequences, and restorative practices, we seek to help students develop the character, self-discipline, and faith necessary to become disciples of Christ and positive members of their communities.

Consequences for Inappropriate Behavior

All students are expected to conduct themselves in an orderly and respectful manner at all times. When a student fails to meet these expectations, teachers, staff, and/or the principal will implement fair and appropriate disciplinary measures.

The following consequences may be used; however, this list is not all-inclusive:

1. Verbal warning
2. Recess consequence
3. Written assignment or reflection
4. Parent/guardian contact and/or request for conference
5. Conference with teacher, principal, and/or parents/guardians
6. In-class or in-school detention
7. Loss of participation in school activities
8. After-school detention (with advance parent/guardian notification)
9. Out-of-school suspension (with advance parent/guardian notification)
10. Monetary restitution for damage to property
11. Expulsion (permanent)

Serious Offenses

Serious or ongoing behavioral concerns will be referred to the principal, and parents/guardians will be notified. When appropriate, a conference involving all relevant parties will be held to determine a plan for resolution. All disciplinary matters will be handled with confidentiality and discussed only with those directly involved.

Disciplinary decisions are ultimately made by the principal and/or pastor. Holy Rosary School is committed to providing a safe and respectful environment for all students. Enrollment is a privilege, and this privilege may be revoked if expectations are not met.

The following behaviors are considered serious offenses and may result in immediate suspension or expulsion. This list is not all-inclusive:

- Possession of a weapon or explosive device
- Actions that endanger the safety of oneself or others
- Physical harm to oneself or others
- Possession of pornographic materials
- Possession, use, transfer, 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 or personal property
- Sexual harassment, lewd behavior, or inappropriate comments
- Repeated or ongoing inappropriate behavior that disrupts the learning environment
- Refusal of parents/guardians to cooperate with school policies or administrative decisions

Chromebook Usage

To support student learning and digital instruction, Holy Rosary School provides Chromebooks for student use. Chromebooks are provided for educational use to support classroom instruction, research, communication, and school-related assignments. Students are expected to use their devices in a responsible, respectful, and appropriate manner consistent with our Catholic values. The Technology Usage Agreement can be found in Appendix C

Section VI - Dress Code

Purpose

- Promote respect for God, self, and others.
- Encourage neatness, order, and modesty.
- Reflects Christian values, students are called to be outward signs of Christ.
- Promotes unity among the school.
- All students should come to school neat and clean.

The judgment of the principal and/or Pastor will be the final word.

Bottoms (Girls & Boys)

Colors: Solid navy or khaki only. No denim, sweatpants, or athletic fabrics.

Pants

- Solid dress-style pants only; **no cargo, carpenter, convertible, or athletic styles.**
- Pants must fit properly (not excessively tight or baggy)
- Capri pants allowed for girls (mid-calf minimum)
- Belts required for Grades 3 - 8 if loops are present

Shorts

- Solid navy or khaki only.
- Fingertip in length or longer.
- Not allowed between November 1st and March 31st
- Belts required if loops present

Skirts, Skorts, Jumpers, Scooter Skirts

- Solid navy or khaki
- Length: Fingertip length or longer
- Skorts and scooter skirts must include built in shorts
- Shorts or modesty/bike shorts recommended for younger students and required under jumpers/skorts as needed.

Dresses

- Solid navy, khaki, light blue polo dress
- Must include a collar (attached or layered underneath).

Leggings & Tights

- Allowed only under skirts, skorts, jumpers, or dresses.
- Colors: Navy, white, black, or gray.
- Required November 1–March 31.

Athletic pants and sweatpants (navy, black, or gray) may only be worn on designated PE days.

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

Prohibited Bottoms

- Overalls, rompers, jumpsuits, yoga pants, leggings as pants.

Tops (Girls & Boys)

Colors: Solid white, navy, or light blue only.

Approved Styles

- Polo shirts (short or long sleeve)
- Oxford/dress shirts
- Collared blouses
- Turtlenecks (navy or white)
- Uniform-style shirts (may be purchased anywhere)

Requirements

- Collars and sleeves required; no sleeveless tops.
- Shirts must remain tucked in at all times (Grades 3–8).
- Logos: **Only school-approved logos** are permitted.
- Undershirts must be solid white and not visible through clothing.

Sweaters & Sweatshirts

Colors: Solid navy, khaki, or white.

Styles

- Vest, cardigan, pullover or hoodie
- School approved logo crewneck, ¼ zip or full zip.

Holy Rosary spirit wear (hoodies or t-shirts without collars) may only be worn on designated PE days.

Footwear

- Secure, closed-toe shoes recommended daily.
- Tennis shoes required for PE; a second pair may be kept at school.
- No flip-flops, backless, or mule-style shoes; UGGs and Crocs
- Socks or tights required with closed-toe shoes.
- Sock colors when wearing shorts: Solid navy, white, gray, or black; knee-length or shorter.

Hair, Grooming, Makeup, & Accessories

- Hair must be clean, neat, natural color, and out of eyes.
- No extreme hairstyles or unnatural colors.
- Makeup: Grades K–5 = none; Grades 6–8 = minimal and natural.
- Jewelry: Ear piercings only; no large hoops or other facial/body piercings; must be small and non-distracting. Boys may not have piercings
- Fake tattoos must be removed unless approved for spirit events.
- Hats may not be worn. (Spirit Days are exempt)

Outerwear & Coats

- Any coat/jacket allowed outdoors.
- Inside classrooms: Only approved uniform sweaters or sweatshirts may be worn unless teacher permits otherwise.

Underclothing

- Undergarments must not be visible.
- Undershirts must be solid white.

General Expectations

- Clothing must fit properly (not too tight or too loose).
- Students should reflect modesty, unity, and Catholic values.
- **All items must adhere strictly to approved colors and styles.**

Dress Down to Lift Others Up

To participate in Dress Down to Lift Others Up Day, each student must bring \$1 to school on designated days to participate. The money raised will go towards service learning projects.

General Dress Down Guidelines

- Clothing must be modest, clean, and appropriate for a Catholic school environment.
- Shirts must fully cover the shoulders, chest, and midriff.
- Shorts, skirts, and dresses should be fingertip length or longer.

- No clothing with inappropriate language, graphics, alcohol, tobacco, drugs, violence, or disrespectful messaging.
- No Leggings/jeggings should be worn.
- No ripped or excessively distressed jeans.
- Undergarments should not be visible.
- Pajamas and slippers are not permitted unless it is a designated spirit day.
- Closed-toe tennis shoes are preferred for safety during recess and PE.
- Hats and hoods may not be worn inside the building unless part of a special theme day approved by administration.
- Students should still be prepared for Mass, prayer, and learning activities.

Section VII – Student Life

Electronics & Toys

Students are not permitted to bring personal toys, games, or electronic devices to school without prior permission from the teacher. If such items are brought to school and become visible, the student will be asked to store the item in their backpack and reminded not to bring it again.

If the student does not comply with this expectation, the teacher may confiscate the item and store it in a secure location. The item will be returned to the student at the end of the school day or sent home.

Weapons of any kind are strictly prohibited. This includes guns, knives, swords, or any toys or items that resemble weapons.

Cell Phones

Student cell phones must be turned off and kept in their backpack throughout the day.

If a student does not follow this expectation, the device may be confiscated and a parent/guardian will be contacted. Continued misuse may result in additional disciplinary action in accordance with school policy.

Field Trip Policy

Field trips are an extension of classroom learning and are designed to enrich students' educational experiences. The following guidelines must be followed to ensure the safety and success of all field trips:

1. **Permission Forms:** A signed consent form is required for each student prior to departure. Verbal permission, whether in person or by phone, will not be accepted. The school will not contact families for missing forms on the day of the trip. Students without a signed form will not be permitted to attend.
2. **Transportation Supervision:** For out-of-town field trips, each vehicle must have two adults—one to drive and one to assist with supervision and navigation. For local field trips, one adult driver is required, though two adults are preferred.
3. **VIRTUS Requirement:** All adults who drive or supervise students must have completed VIRTUS training, with documentation on file in the school office. (See Appendix E)
4. **Driver Requirements:** All drivers must submit a completed Volunteer Driver Information Form and provide a copy of their valid driver's license prior to the trip.
5. **Travel Route:** Drivers will be provided with a map and detailed directions and are required to follow the designated route to and from the destination. Caravanning is discouraged for safety reasons.
6. **Safety Restraints:** All students and adults must wear seatbelts at all times. Children requiring booster seats or car seats must be secured in accordance with state law.

7. **Conduct:** Student behavior during field trips must reflect the values of Holy Rosary School. Appropriate language and music are expected at all times. Inappropriate language, including profanity, will not be tolerated.
8. **Food and Treats:** Parents/guardians attending field trips should not provide special treats for their own child unless all students have been given the same opportunity.
9. **Attendance:** Siblings, younger children, or non-Holy Rosary students are not permitted to attend field trips.
10. **Supervision:** Adults participating in field trips are expected to actively supervise students and ensure appropriate behavior and safety at all times.
11. **Adherence to Plan:** All participants must follow the approved field trip plan. Additional stops are not permitted unless required in an emergency.

Sacraments and Holy Days of Obligation

Parents/guardians of Catholic children are responsible for preparing their children to receive the Sacraments. The second grade religion curriculum supports and reinforces preparation for the Sacraments of Reconciliation and First Eucharist.

If school is in session on a Holy Day of Obligation, the entire student body will attend Mass.

After-School Activities

Holy Rosary Catholic School offers after-school activities to provide students with opportunities for growth, teamwork, leadership, and school involvement. Participation in extracurricular activities is considered a privilege and students are expected to represent the school in a positive and respectful manner at all times.

Currently offered activities may include:

- Archery (Grades 4–8)
- Additional clubs, sports, or enrichment opportunities as available

To participate in after-school activities, students must:

- Maintain good behavior and demonstrate Christian conduct at school and school events
- Meet academic expectations and complete classroom assignments
- Follow all school rules and directions from coaches, sponsors, and staff
- Show respect toward teammates, opponents, officials, and spectators

Students who demonstrate ongoing behavioral concerns, missing assignments, or academic difficulties may be suspended or removed from participation until expectations are met. The school administration reserves the right to determine eligibility for participation in extracurricular activities.

Section VIII – Health and Safety

Student Illness Policy

Students who are ill should not attend school. Any student who becomes ill or appears unwell during the school day will be sent home. Students with a temperature of 100°F or higher must be picked up promptly when contacted by the school.

Students who have had a fever or have been ill during the night (including symptoms such as vomiting or diarrhea) should remain at home the following day to allow parents/guardians to properly assess their health.

Students must be fever-free for at least 24 hours without the use of medication before returning to school.

Contagious conditions such as pink eye, chickenpox, lice, impetigo, or other similar illnesses require careful monitoring by parents/guardians and may require a healthcare provider's note before the student may return to school. Parents/guardians are responsible for administering medications at home, including eye drops for conditions such as pink eye, unless other arrangements have been made with the school office.

Medication Policy

Prescription Medication

Prescription medications may be administered at school only when the following diocesan guidelines are met:

- The medication is not the first dose (the first dose must be given at home).
- The medication is in the original prescription container with a pharmacy label.
- Written authorization from the parent/guardian is on file.

Non-Prescription (Over-the-Counter) Medication

Non-prescription medications may be administered at school only when the following requirements are met:

- Written authorization from the parent/guardian is on file.
- The medication is supplied by the parent/guardian.

The school may keep a limited supply of over-the-counter medications, such as acetaminophen (Tylenol) or ibuprofen, for student use. These medications will only be administered if prior written permission has been provided by the parent/guardian on the appropriate school form. See Appendix

Participation in Physical Activities

Students are expected to participate in Physical Education (P.E.) and other physical activities unless a medical condition prevents participation.

If a student needs to be excused from P.E. or physical activity due to a health concern, a written note from a healthcare provider must be submitted to the school office, teacher, and/or principal.

It is the responsibility of the parent/guardian to inform school personnel of any medical conditions or restrictions that may affect a student's participation in physical activities.

Students who are unable to participate will be given an alternate assignment, as determined by the teacher.

Accidents and Illness

In the event of a serious accident or illness, the school will make every effort to contact the parent/guardian immediately. If a parent/guardian cannot be reached, the school will contact the emergency contact listed on the student's Emergency Information Form.

In emergency situations requiring immediate medical attention, the school may contact emergency medical services (911) to ensure the safety and well-being of the student.

For this reason, it is the responsibility of the parent/guardian to ensure that the Emergency Information Form is completed accurately and kept up to date throughout the school year.

Insurance

The Diocese of Kansas City-St. Joe provides both Basic School Time Accident Insurance and Catastrophic School Time Accident Insurance. You may get forms from the school office.

Child Protection and Reporting Policy

In accordance with the Missouri Child Abuse and Neglect Reporting Law, school personnel who have reasonable cause to believe that a child known to them in their professional capacity may be abused or neglected are required to report this information directly to the Missouri Department of Social Services Children's Division. School personnel act as mandated reporters under state law and must comply with all reporting requirements. Reports will be made promptly and will not be delayed in order to contact a parent or guardian.

All reports and related information will be handled with the utmost confidentiality and shared only with those individuals and agencies directly involved, as required by law.

Holy Rosary School will fully cooperate with any investigations conducted by law enforcement and/or the Children's Division. If representatives from the Children's Division or law enforcement request to interview a student on school premises, the school will follow the direction of the investigating agency regarding parent/guardian notification.

School personnel who make a report in good faith are protected under state law from civil or criminal liability.

Access to Students

Parents/guardians are welcome to visit or observe classrooms in accordance with school guidelines and with prior approval from the principal.

The parent/guardian responsible for a child's physical care may, with permission from the principal or designee, access the child during school hours for appointments such as medical or dental visits.

Custody and Access

1. Legal custody, whether sole or joint, establishes the right of access to a child. In cases of divorce, separation, or restraining orders that limit access, a copy of the court order must be on file in the school office.
2. A non-custodial parent, stepparent, or other adult may access a student or act on behalf of a custodial parent only with written authorization from the custodial parent.
3. In situations involving conflicting instructions or unclear authority, the principal may require appropriate legal documentation before honoring requests.
4. The school will respect and comply with all court orders on file.

Safe Environment Requirement

5. All individuals—including parents/guardians and volunteers—who interact with Holy Rosary School students in any supervisory capacity must complete VIRTUS: Protecting All God's Children training as required by the Diocese of Kansas City–St. Joseph. Verification of completed training must be on file in the school office.

Student Pickup Procedures

6. Parents/guardians must complete a "Permission to Release My Child" form identifying individuals authorized to pick up their child(ren). Students will only be released to individuals listed on this form.

- Changes to authorized individuals must be made in writing or in person. Phone changes should be communicated before lunchtime whenever possible.
- The school reserves the right to request identification from any individual picking up a student.
- The school may refuse to release a student if there is concern about the individual's ability to provide safe transportation.

Student Pick-Up and Transportation

For the safety of all students and families, parents/guardians are asked to follow all drop-off and pick-up procedures.

- School doors open at 7:30 a.m.
- School begins promptly at 7:50 a.m.
- Dismissal is at 3:15 p.m.

Students should be dropped off and picked up in a safe and orderly manner. Any student requiring a car seat must be loaded by a parent/guardian. To help keep the car rider line moving efficiently, families needing additional time to secure children in car seats are asked to park on Clinton Street.

The car rider line is located on the west side of the school along 4th Street. Please follow staff directions and remain courteous and patient during arrival and dismissal times to help ensure the safety of all students.

Section IX– School Operations

Lunch Program

Holy Rosary Catholic School is pleased to offer a daily hot lunch program for students.

- Student hot lunch: \$3.50 per meal (\$17.50 per week)
- Adult lunch: \$4.00 per meal
- Milk: Included with each hot lunch
- Additional milk: \$0.55 per carton

Families are encouraged to prepay for lunches whenever possible. Payments may be made by check or cash. Lunch accounts may be funded weekly, monthly, or in any amount that works best for your family.

Students are also welcome to bring lunch from home. Milk may be purchased separately for \$0.55 per carton for students bringing a home lunch.

Monthly lunch balance statements will be sent to families. To help ensure uninterrupted lunch service, families are asked to maintain a positive lunch account balance and promptly pay any outstanding charges.

Free and Reduced Lunch Program

Holy Rosary School provides all families with information and applications for the free and reduced lunch program. Applications are distributed at Back-to-School Night and on the first day of school, and are available in the school office at any time, especially if a family's financial circumstances change.

Completed applications are reviewed confidentially by school administration. Families will be notified by letter regarding their eligibility status. Public notice of the program is also provided annually.

Meal Charges and Payments

- Families are expected to maintain a positive lunch account balance.
- Weekly balance notices will be sent home when an account has a negative balance.
- Families may charge up to \$20.00 on their account.
- If the balance exceeds \$20.00, the student will be provided an alternative meal (such as a peanut butter and jelly sandwich) in place of the regular hot lunch until the balance is reduced.
- Payments may be made in cash or check through the school office. Any overpayment will be credited to the student's account.
- Account balances may be requested at any time through the school office.

Snack Break (Pre-K and Kindergarten)

Pre-Kindergarten and Kindergarten students will have a daily snack break. A yearly fee of \$85.00 covers milk for snack time and is due at the beginning of the school year, or you may choose to pay weekly at \$2.75. IF your child doesn't drink milk, please inform the teacher, so they will not be charged for snack milk. Parents/guardians who wish to provide snacks should coordinate with the classroom teacher.

Drink Policy

Students may bring in their own water bottle from home and refill it at school when needed throughout the day. Students are not allowed to bring in anything except water in their water bottle. Do not bring in soda, energy drinks, etc, to drink for lunch or throughout the day. NO OUTSIDE drinks are allowed (Scooters, Starbucks, etc)

Supervision After School

School dismisses at **3:15 p.m.** each day. Parents/guardians are expected to pick up their child(ren) promptly, preferably by **3:30 p.m.** Parents arriving after 3:20 will need to pick their child up at the school office.

Limited supervision is available until 3:30 p.m. for occasional delays. However, once a parent/guardian arrives on school premises, responsibility for the child(ren) transfers immediately to the parent/guardian.

For the safety of all students, parents/guardians must actively supervise their child(ren) while on school property.

After School Care

Holy Rosary provides After-School Care (ASC) from 3:15pm - 5:30 pm each day for only \$7.00 a day per child if signed up for weekly care. Drop-ins are welcome for \$10.00 per day. When there is no ASC, your account will be corrected. Students in ASC participate in enrichment activities, snacks, study time with experienced workers supervising, while waiting for their parents. A late fee of \$1 per minute will also apply for any student let past the 5:30 closing time. Invoices will be sent out monthly.

School Closing Information

In the event of severe weather or other emergency conditions, school cancellations will be announced on KDKD 95.3 FM and communicated to families through a mass text message and/or email from the school.

School will not typically dismiss early due to developing inclement weather. However, parents/guardians may choose to pick up their child early if they feel it is necessary.

In rare situations requiring early dismissal, the school will notify parents/guardians directly through established communication methods rather than relying solely on radio or television announcements.

Section IX – Governance

School Council

The School Council is an advisory group consisting of parents and parish members who assist with school planning and development.

Due Process for Grievance / Chain of Command

Open and respectful communication between parents/guardians and school staff is essential to supporting each child's educational success. When concerns arise, the following process should be followed to ensure they are addressed appropriately:

1. **Teacher Contact:**
Parents/guardians should first contact the classroom teacher to discuss the concern and schedule a meeting if needed.
2. **Principal Involvement:**
If the concern is not resolved after meeting with the teacher, parents/guardians should contact the principal to arrange a meeting.
3. **Pastor Involvement:**
If the concern remains unresolved, parents/guardians may contact the pastor to request a meeting with all parties involved.
4. **Diocesan Appeal:**
If a resolution is still not reached, a final appeal may be made to the Superintendent of Schools for the Catholic Diocese of Kansas City–St. Joseph.

Legal Notices

Asbestos Notice

In accordance with federal regulations, Holy Rosary School has been inspected for asbestos. The inspection report is on file in the school office and is available for review upon request. Please contact the office if you would like to access this information.

Right to Amend

Holy Rosary School reserves the right to amend this handbook when necessary. Families will be notified of any changes.

Appendix A

Tuition

Tuition and Break Down

We are grateful for your continued partnership in the education and faith formation of your children. As we prepare for the upcoming school year, we would like to share the tuition rates for the 2026–2027 academic year.

	Cost of Education	Parish Subsidy	Parent Responsibility
Pre-K Tuition	\$ 10,150.00	\$ 4,750.00	\$ 5,400.00
K - 8 Tuition			
1 Child	\$10,600.00	\$ 4,750.00	\$ 5,850.00
2 Children	\$21,200.00	\$11,100.00	\$10,100.00
3 Children	\$31,800.00	\$19,800.00	\$12,000.00

Payment Information

- **No Book Fee this year - it's included in the tuition**
- **The first month's tuition is due at enrollment for new students and by July 1st for returning students and is non-refundable.**
- Tuition is divided into **10 monthly payments.**
- Families may choose to **pre-pay tuition in full** and receive a **5% discount.**(if paid by August 1st)
- **Any scholarship recipients (MOScholars) will be deducted from the cost of education.**
 - **Cost of Education** **\$10,600.00**
 - **MoScholar Scholarship** **\$ 6,375.00**
 - **Parish Subsidy** **\$ 4,225.00**

Appendix B

Parent/Guardian Agreement

PARENT/GUARDIAN AGREEMENT

By signing this document, you agree that you have read, understand, and agree to abide by the policies and guidelines, as stated in the Holy Rosary Student Parent/Guardian Handbook.

Please select one of the following payment plans.

☐ Full payment: Full payment of tuition by August 1st (5% discount)

☐ Monthly Payments: Tuition will be paid in ten (10) equal monthly payments beginning Aug 15th and the 15th of each month thereafter, ending May 15th.

Please read the following statements and initial.

☐ I understand that enrollment at Holy Rosary is dependent upon the first tuition payment, and the completed and signed Parent/Guardian Agreement. I also understand that the tuition schedule and the volunteer's hour requirements and agree to those terms.

☐ I have reviewed and understand the school dress code policy. I understand students are expected to follow all uniform and dress down guidelines and that administration will make final decisions regarding appropriate attire. I understand if my child does not follow the dress code, I will be called to bring up appropriate attire. I agree to support the school in maintaining a respectful and faith-filled learning environment.

☐ I understand that Holy Rosary requires 25 hours of volunteer work per family. Fundraising events will be required for part of the volunteer hours.

☐ I wish to "opt-out" of the volunteer hour requirement by paying \$250 to Holy Rosary.

Parent/Guardian's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

Appendix C

Student Chromebook Use & Responsibility Agreement

To support student learning and digital instruction, Holy Rosary School provides Chromebooks for student use. This agreement outlines expectations for proper care, use, and financial responsibility.

1. Educational Purpose

Chromebooks are provided for educational use to support classroom instruction, research, communication, and school-related assignments. Students are expected to use their devices in a responsible, respectful, and appropriate manner consistent with our Catholic values.

2. Care and Handling

Students agree to:

- Handle the Chromebook with care at all times.
- Keep food and drinks away from the device.
- Transport the Chromebook safely.
- Avoid removing keys, stickers, or school labels.
- Report any damage or malfunction immediately to a teacher or the office.

3. Responsibility for Damage or Loss

The Chromebook assigned to your child is the responsibility of your family while it is in your child's possession.

- The Chromebook will remain assigned to your child throughout enrollment at Holy Rosary School.
- If the Chromebook is damaged due to negligence, misuse, or intentional action, the parent/guardian agrees to pay for repair costs.
- If the Chromebook is lost, stolen (without proper report), or damaged beyond repair, the parent/guardian agrees to pay the full replacement cost of the Chromebook.
- Repeated damage may result in additional consequences or loss of device privileges.

Chromebook Repair/Replacement Costs

- Charger Replacement: **\$35**
- Screen Repair: **\$75**
- Keyboard Repair: **\$60**
- Battery Replacement: **\$60**
- Case Replacement: **\$35**
- Full Chromebook Replacement: **\$400**

4. Appropriate Use

Students must:

- Use the Chromebook only for school-related purposes.
- Follow all school internet safety and acceptable use policies.
- Refrain from accessing inappropriate content.
- Not attempt to bypass school security filters.

Failure to follow acceptable use guidelines may result in disciplinary action.

5. Return of Property

Chromebooks, chargers, and any school-issued accessories must be returned:

- Upon withdrawal from Holy Rosary School.
- At the end of the school year if required.
- Immediately upon request by school administration.

Unreturned equipment will be billed to the family.

Agreement

I understand that the Chromebook assigned to my child is the property of Holy Rosary School. I agree to the expectations outlined above and accept financial responsibility for damages, repairs, or replacement costs incurred due to loss, negligence, or misuse.

Student Name: _____

Grade: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Appendix D

Parent Permission for Over-the-Counter Medication

Dear Parents/Guardians,

At times during the school day, students may experience minor discomfort such as headaches, toothaches, or muscle aches. In order to provide quick relief and help students remain comfortable at school, Holy Rosary School is requesting parent permission to administer common over-the-counter medications when appropriate.

With your permission, school staff may administer **acetaminophen (Tylenol)** or **ibuprofen (Advil/Motrin)** to your child according to recommended dosage guidelines for their age and weight.

Medication will only be given when necessary and according to school health procedures. If a situation arises that requires additional care, parents/guardians will be contacted.

Please complete and return the form below to the school office.

Thank you for your cooperation in helping us care for your child during the school day.

Student Name: _____ **Grade:** _____

☐ YES, I give permission for Holy Rosary School staff to administer acetaminophen (Tylenol) to my child if needed during the school day.

☐ YES, I give permission for Holy Rosary School staff to administer ibuprofen (Advil/Motrin) to my child if needed during the school day.

☐ NO, I do not give permission for Holy Rosary School staff to administer acetaminophen (Tylenol) or ibuprofen (Advil/Motrin) to my child.

☐ NO, I do not give permission for Holy Rosary School staff to administer ibuprofen (Advil/Motrin) to my child.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Emergency Phone Number: _____

Any allergies or medical concerns the school should know about:

Appendix E

Virtus Registration Information

Please do not wait to become VIRTUS compliant. Parents and guardians must be compliant in order to attend field trips with their child, volunteer in the classroom, or transport and supervise students on school-sponsored activities.

We strongly encourage all volunteers to complete the process at least one month before any planned field trips or volunteer opportunities. To make this easier, Holy Rosary will be offering Protecting God's Children (PGC) classes on-site this year. This is the most convenient way to complete the required training without the need to travel. The initial PGC class must be attended either in person or via Zoom.

Most of the remaining requirements can be completed online at your convenience. The easiest approach is to complete your VIRTUS registration first and work through the online requirements before attending the PGC class. By doing so, once your PGC attendance is entered into the system, you will immediately become compliant and ready to volunteer.

Don't wait until a field trip is announced—start the process now so you are prepared for opportunities throughout the school year.

How to sign up for Virtus:

1. Before your first Protecting God's Children session , you will need to register online at <http://www.virtus.org>.

On the left-hand side of the page, click the yellow link labeled "Registration."

2. Choose Kansas City/St. Joseph Diocese from the pull-down menu by clicking the downward arrow and highlighting your organization. Once your organization is selected, click "Select."

3. Create a user ID and a password you can easily remember. This establishes your account within your Diocese and the VIRTUS Program. If your preferred user ID is already taken, please choose another user ID. We recommend the use of your email address as the user ID. Click "Continue" to proceed.

4. Provide the information requested on the following page. Several fields are required, such as name, address, phone number and email address. Click "Continue" to proceed.

5. Select the PRIMARY location where you work, volunteer or worship. . Click "Continue" to proceed.

6. Select the role(s) that you serve within your organization. If you do not have a title, please briefly describe what you do for the diocese. Click "Continue" to proceed.

7. Answer three YES/NO questions and then click "Continue".

8. If you have already attended a Protecting God's Children Session, click YES, otherwise click NO.

9. If you chose NO during the previous step, you will be presented with a list of all upcoming sessions within your organization. When you find the session you would like to attend, click the circle next to the title.

If you have additional questions about the registration process, please contact Mary Goucher, your coordinator at 660-885-4412 ext. 200, or the VIRTUS Help Desk at 1-888-847-8870.