

***Parent/Student Handbook***  
***2015-2016***

**Archdiocese of Kansas City in**  
**Kansas**

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

**Mission Statement of Holy Rosary Catholic School**

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

## SCHOOL HOURS

School Day: 7:50 a.m.-3:15 p.m.

School office: 7:40 a.m.-4:00 p.m.

K-8 Arrive: 7:30 a.m.-7:50 a.m. (before school care starts at 7:30 a.m. in gym)

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

After School Care: 3:15 p.m.-6:00 p.m.

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

**SPECIFIC ARRIVAL AND DISMISSAL INFORMATION LISTED ON PAGE 11.**

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## Holy Rosary Faculty and Support Personnel.

POSITION	NAME	EMAIL
Pastor	Fr. Larry Albertson	
Principal	Nick Antista	nick@qhrwea.org
Kindergarten	Katie Pearson	khorn@qhrwea.org
First Grade	Mary Cate Halling	mchalling@qhrwea.org
Second Grade	Kathy Benne	kbenne@qhrwea.org
Third Grade	Jeanette Ewalt	jewalt@qhrwea.org
Fourth Grade	Darcie Orr	dorr@qhrwea.org
Fifth Grade	Alexandria Hartter	ahartter@qhrwea.org
Sixth Grade	Anne Pivarnik	apivarnik@qhrwea.org
7 <sup>th</sup> and 8 <sup>th</sup> Grade ELA/SS	Nancy Hildreth	nhildreth@qhrwea.org
7 <sup>th</sup> and 8 <sup>th</sup> Grade Math/Art	Sara Smith	ssmith@qhrwea.org
7 <sup>th</sup> and 8 <sup>th</sup> Grade Science/Religion	Jennifer Jones	jjones@qhrwea.org
Spanish	Jeannette Woolf	jwoolf@qhrwea.org
Library/Resource	Lisa Miller	lmiller@qhrwea.org
Music/technology	Meghan Pesely	mgray@qhrwea.org
Counselor	Lisa Ruff	lruff@qhrwea.org
Physical Education/Resource	Alison Gerfen	agerfen@qhrwea.org
Learning Resource Specialist	Ellen Ruszczyk	eruszczyk@qhrwea.org
Reading Resource	Beth Jacobs	bjacobs@qhrwea.org
Speech	Shari Sokol	sokols@usd416.org
Preschool	Becky Mize	bmize@qhrwea.org
Preschool	Stephanie Smith	stsmith@qhrwea.org
Preschool	Melissa Rogers	mrogers@qhrwea.org
Paraprofessional/VIRTUS	Teresa Lemke	tlemke@qhrwea.org
Nurse	Debbie Martin	dmartin@qhrwea.org
Secretary	Amy Wransoky	awranosky@qhrwea.org
Lunchroom	Tammy Cahill	tcahill@qhrwea.org
Parish Administrator	Ray Seefeldt	rseefeldt@qhrwea.org
Bookkeeper	Kelly Bride	kbride@qhrwea.org
Parish Office	Christi White	cwhite@qhrwea.org
Religious Education	Mark Schuetz	mschuetz@qhrwea.org
Youth Minister	Rick Cheek	rcheek@qhrwea.org
Maintenance	Carmen DeGraeve	cdegraeve@qhrwea.org

# COVENANTS

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

## **STUDENT COVENANT:**

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

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

## **PARENT COVENANT:**

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

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

## Covenant continued

### **TEACHER COVENANT**

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

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

### **ADMINISTRATOR CONVENANT**

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

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

# School Policies and Procedures

## ACADEMICS

### Curriculum with Catholic infusion

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

### Grading Scale

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

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

### Accreditation

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

### Homework

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

### Late or missing homework

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

Students who have excused absences from school will have 2 days for each day absent to make up their work. (**Vacations are considered unexcused absences**). Students making up missed assignments must consult the teacher for guidelines and dates for completion of work. Parents whose children are absent due to a prolonged illness are encouraged to contact the school for homework assignments.

## School Policies and Procedures, Academics cont.

### **Requesting homework**

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

### **Progress Reports**

Progress reports will be issued at the mid-point of each quarter. These are used to inform parents of success and/or problem areas before report cards are issued. All students will receive a progress report electronically via the school portal. Progress reports are to be signed at the request of the teacher.

### **Assessments**

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

### **Student Records**

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

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

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

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

## School Policies and Procedures, Academics cont.

### **Student needs: Students with learning disabilities, emotional/behavior issues, or other special concerns**

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

### **Student Intervention Team Process (SIT)**

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

### **Educational Field Trips**

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

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

Due to safety concerns busses will be the preferred mode of transportation. Some field trips require transportation provided by parents. Each vehicle must be equipped with enough seat belts for each student. Parents are discouraged from bringing children under school age. Each driver must have an Archdiocese Insurance form completed and filed in the school office before leaving school property. Field trip drivers must be Virtus trained.

All students are expected to attend and to pay the necessary expenses associated with the field trip. If the field trip fee is a financial hardship, please contact the principal.

### **Textbooks**

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

### **Promotion-Retention**

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

### **Religious Activities**

Prayer experiences will be scheduled throughout the school year and will be published in the school newsletter. Parents are always encouraged to attend our all-school Mass and prayer services. Students are expected to sit with their class and parents should sit in the general parish pews. There are opportunities for penance and private confession during the

year. Prayer experiences include, but are not limited to the following: Mass, Prayer services, Stations of the Cross, Rosaries, Adorations, Benediction, and Penance services.

## ADMISSIONS AND ENROLLMENT

### **Admission policy for new students**

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

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

### **Parent Cooperation as Condition of Enrollment**

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

### **Application for admittance**

Applicants will comply with Kansas law, which states that a child must be five years of age on or before August 31 to enter kindergarten, six years of age on or before August 31 to enter grade one. All kindergartners must be evaluated before the first day of school in order to meet admission requirements. Please note that Holy Rosary has a Pre-K program and is not associated with any other outside Pre-K program or institution. Holy Rosary is not required to consider these programs or institutions when assigning a student to a classroom. Students must meet reasonable academic requirements. The student and the parents must be willing and able to abide by all policies and regulations as stated in the current Student/Parent Handbook. New students will be placed on a six-week academic and behavioral probation. At the end of the six-week time frame, a conference may be held with the parents, teacher, principal, and student, to determine future status, if deemed necessary.

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

## ADMISSIONS AND ENROLLMENT cont.

### Enrollment Timeline

Re-enrollment of current students and their siblings for the 2016-2017 school year will take place in February. Open enrollment will begin on February 23rd and will remain open until classes become full. Once a class is full, a waiting group will be established. Should an opening become available the list will be prioritized using the guidelines for admissions, and families will be contacted as such.

### Fees due at enrollment

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

### Tuition and Payment Options 2015-2016

K-8<sup>th</sup> tuition for the 2013-14 school year is set as follows:

- **1 student: \$3164.67**
- **2 students: \$5221.77**
- **3 or more students: \$6805.87**
- **Out of Parish: \$5786.76 per child**

Holy Rosary Catholic School will have one mandatory fundraiser (trash bags) during the 2015-2016 school year to help support the school budget. Families not wishing to actively participate and meet the required quota for these fundraisers may choose to pay a buy-out fee of equal to the amount of profit each fundraiser would receive for full participation.

### Qualifying for in- parish tuition

In order to qualify for in parish tuition at Holy Rosary, each family must be a registered and active parishioner. As a school family you have a unique role in that as Christian Stewards you are called to not only support our parish through sacrificial giving but also support the school through tuition. Both of these components are necessary in order to provide an outstanding education for your child. Tuition alone does not make up the total cost of educating your child. Currently the per-pupil cost is \$5786.76. Part of the cost comes from your tuition while the other part is subsidized by all Holy Rosary parishioners' sacrificial giving. Your continued sacrificial giving is vital towards the continued success of Holy Rosary School. As a Christian you are called to a life of stewardship. Stewardship is defined as the grateful response of a Christian disciple, who recognizes and receives God's gifts and shares these gifts in love of God and neighbor. Many times families ask what their giving amount should be and by setting a target number, it may not reflect a sacrificial gift for all. As a family you should prayerfully consider how you can contribute to Holy Rosary Parish so that our entire community can benefit from the seeds that are sown as Disciples.

### Financial Assistance

If a family is experiencing financial hardship, it will be the individual family's responsibility to meet with the parish pastor and/or principal to make alternate arrangements for the fulfillment of their financial responsibility to Holy Rosary School. No child will be denied an education strictly because of financial hardship. However, if payments are not received, and arrangements are not made to complete payment or establish an alternative compensation, families will not be permitted to enroll their child for the following semester or school year until the outstanding agreed upon balance is paid in full.

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

## ADMISSIONS AND ENROLLMENT cont.

### Payment Options

Families must sign up for tuition payments through FACTS, a third party billing and collection service.

Current families will be automatically enrolled in FACTS. The enrollment fee will be billed by FACTS and due upon receipt in order to activate your family's account.

**New families are required to complete a FACTS form and return to the office with enrollment fee included.**

In order to meet your family needs, you are able to choose a variety of payment options offered through FACTS. There could be fees assessed depending on the option you choose. For assistance with tuition payments please contact the school office.

### Non-Discrimination

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

### Transfer of Records Policy

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

## ATTENDANCE

### Tardiness

School begins at 7:50 a.m. A child arriving after 8:00 a.m. is tardy and must first report to the school office before going to their classroom. Disturbing classes by coming in tardy interrupts the class, which is already engaged in the class business of the day. Tardiness will be monitored by the principal, and excessive tardiness may result in discipline action.

### Absences

In order to report a student's absence from school, parents are asked to call the school office prior to 8:30 a.m. The State of Kansas imposes a duty on parents and schools to work together to ensure that children receive an education. Kansas compulsory attendance laws apply to parochial schools. When Holy Rosary administration sees that a student has excessive absences (more than 5 per semester) parents will be notified and efforts made to remedy the situation. The school requests that when your child is absent three consecutive days because of illness, the parent/guardian get a doctor's permit for your child to return to school. If you contacted the doctor's office by phone regarding the illness, a note from the doctor's nurse about your consultation will suffice.

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

## ATTENDANCE CONT.

### **Vacations and non-emergency appointments**

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

***Holy Rosary school asks that you plan family vacations for non-school days only. Holy Rosary school requests that parents/guardians schedule non-emergency medical and dental appointments after school hours.***

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

### **Missing work due to unexcused absence**

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

### **Dismissal for Illness**

The school nurse will notify the parent/guardian if your child becomes ill during school hours. In case the parent/guardian cannot be reached, we will notify the person you have authorized or the doctor you specified on the Emergency Form. A child will be released to one of the people you have on your Emergency Form only if we cannot contact either parent by telephone and the child is too ill to remain in school.

### **Dismissal during the School Day**

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

### **After School Care**

Holy Rosary School offers an after school care program until 6:00 p.m. each day that that school is in session. The cost of after school care is: \$13.00 for first the child. The enrollment fee is a yearly one-time charge of \$40.00 dollars per family which is non-refundable.

Parents who wish to enroll their child in after school care should contact the school office. Note that after school care is not in session "No School" days, and early release days. Also, any child who is not picked up from school by 3:30 p.m. will be sent to after school care where the daily fee of \$13.00 will be charged.

## ARRIVAL AND DISMISSAL PROCEDURES

### Arrival Procedures

Drop-off each morning may begin at 7:30 a.m. (No student will be admitted before this time) and should be at the north main entrance of the school building. (This includes preschool age children.) Teachers will assist by opening car doors beginning at 7:45 a.m. Cars should enter the front drive from the south travel across the front of the building and depart out the north exit. If you need to make last minute preparations such as combing hair, putting books in backpacks, etc., please park in the parking lot. **Parents are not permitted to walk their students to their classroom/locker after the first two weeks of school unless arrangements have been made with the classroom teacher.**

### Dismissal procedures

**All students will be dismissed from their classroom at 3:15.** \*FOR SECURITY REASONS: PARENTS are asked not to enter the school building during dismissal time\* Parents are welcome to wait by our front doors, but are asked to not enter beyond the front office.

- A. DISMISSAL WILL BEGIN PROMPTLY AT 3:15 P.M
- B. **All parents wanting to park during dismissal times should park on the west side of the grass median directly in front of the school. PLEASE USE THE NORTH ENTRANCE (THE SCHOOL ENTRANCE) CROSSWALK ONLY**
- C. SOUTH BOUND CARS/CARPOOL: All cars and carpools taking children who live south of the school will enter the south entrance of the church lot and will drive thru the cemetery road behind the pastor's home and exit on the center church entrance. Children will load into their vehicles at the north cemetery entrance. All parents who wish to park and pickup, must park on the west side of the school and then walk to our designated area to pick up their child.
- D. NORTH BOUND CARS/CARPOOL: All cars and carpools taking children who live north of the school will stay in the lane directly in front of the school forming 2 lines. Your children will be dismissed from the North doors. You will continue out the far north exit.
- E. No child/children will be allowed to go to a parked car during dismissal without being accompanied by an adult.
- F. Children may not play on church/school property during dismissal times.
- G. NO CELL PHONE USE DURING THE DISMISSAL PROCESS!
- H. To expedite the dismissal process, if your child is NOT out at the time their name has been called for loading, we will ask the parent to park on the west side of the grass median.

### Ride Changes

For safety reasons, dismissal/ride changes need to be in writing if the person picking up your child is not their normal ride and not on their emergency pick-up list. These should be turned in to the classroom teacher(s) at the beginning of the day.

## COMMUNICATION AND VISITATION

### **Distribution of Information**

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

### **Birthday Parties/Invitations/Treats**

If birthday invitations are passed out during school hours, all students in their respective classroom must be invited, or all students of the same sex in their respective classroom must be invited. Otherwise, birthday invitations need to be mailed. No decorating student's lockers for a birthday allowed. Birthday treats may be brought to celebrate the child's birthday. Please limit to a treat and water. Due to safety reasons, we request treats be store bought or packaged. Please arrange with the teacher in advance if bringing in treats. We do not allow parents to have class pizza parties during school hours.

### **Cancellation of School**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather or equipment failure. Every practical means is used to notify parents of an impending cancellation, including radio and TV. Listen for the closing of "Catholic Schools in Johnson and Wyandotte Counties, Louisburg or Blue Valley Schools." Once school is in session, all classes will remain in session until the regular dismissal time. Parents/guardians who wish to pick up their child(ren) early may do so at any time by reporting to the school office, and asking that the child(ren) be called from the classroom(s). Parents will also be notified via school reach.

### **Lockers and Desks**

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

### **Money sent to school: valuable items**

Whenever money is brought to school for payment of a fee, a specific activity, milk or lunch, it should be placed in a sealed envelope clearly marked with the student's name, homeroom teacher, the reason for sending the money and the amount enclosed. The school staff is not responsible for money or other valuable items, which students bring to school.

## Non-Custodial Parent

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

## VISITATION

### School visitation safety policy

The following policy is established to help ensure our children's safety at Holy Rosary School.

In accordance with Archdiocesan policy, and to provide a safe environment for our children, Virtus training is required for all adults who volunteer in our school and classrooms. This includes field trips, class parties, joining your child for lunch, as well as other school activities.

We want 100% of the parents at our school to be VIRTUS trained. The VIRTUS program assists our school in being a safe haven for children. Maximizing a school's role as a child-safe environment begins with making adults more aware of the ways children and adults interact with each other. The VIRTUS program educates and trains adults about the dangers of abuse, the warning signs of abuse, the ways to prevent abuse, the methods of properly reporting suspicions of abuse, and responding to allegations of abuse. Our front office will verify that you have been VIRTUS trained when you sign-in. Those who choose not to become certified will not be allowed to volunteer in the classroom or enter the school building without a school escort. If you are not VIRTUS trained, you can start the process by visiting [www.virtus.org](http://www.virtus.org) and signing up for a training session. Please join us in building a child-safe community. If you have any other questions regarding VIRTUS, please contact our school office.

### Visits during school hours:

Parents and guardians are welcome to visit the school. **However, anyone who wishes to visit a classroom must make a request prior to the visit. In following the parent covenant, an email or phone call must be made by the parent to the child's teacher prior to conversing about a subject. Drop in visits to a classroom during school hours to discuss a concern are not permitted.** All visitors will be required to sign in at the front office and wear a visitor badge. In order to receive your visitor's badge, you must be on the list of Virtus-trained adults. All staff members will strictly enforce this policy during school hours, 7:45 a.m. until 3:15 p.m.

Younger siblings may visit only with permission of the teacher, and must be supervised by the parent at all times. Visitors during the school day must park in the parking lot. Attended vehicles in line for morning drop off and afternoon is allowed next to the Fire Lane.

No pets are allowed inside the school building. Pets should not be on school grounds except during the annual blessing of the animals for the Feast of St. Francis.

The playground is reserved for school use only between 7:45 a.m. and 4:30 p.m. Monday-Friday. Children may play on the playground with adult supervision outside those hours.

## CONDUCT AND ROUTINES

### Conduct expectations – Virtuous Behavior Formation (Name change from PBS to VBF)

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

## CONDUCT AND ROUTINES cont.

### Virtuous Behavior Formation cont.

#### **Structured Positive Reinforcement**

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

#### **House System:**

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

#### **DARE**

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

#### **Discipline/Consequences**

Students will be taught the expectations for behavior in the classroom, hallway, restroom, lunchroom, playground and Church. Discipline plans will be created for student(s) who choose to be non-compliant with the VBF expectations. The plan will be developed by the teacher(s), it will be age appropriate, and will be communicated to the parent. Plans may include, but are not limited to:

**K-2<sup>nd</sup> grade:** verbal reminders, retaught behavior, time off recess, think sheet, phone calls. Notes/letters will be sent home in daily folder.

**3-5<sup>th</sup> grade:** verbal reminders, recess discussions with teacher, think sheets, meeting with resource team, behavior plans, parent/teacher outline of expectations, discipline meetings.

**Middle school:** Will follow the Young Disciples Christian Behavior Plan, signed off by students and parents.

#### **Significant misbehavior and consequences**

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

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

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

# Discipline

## **Suspension (ISS, OSS)**

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

## **Expulsion**

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

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

## **Student Endangerment**

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

## **Damaged Property**

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

## **Confiscated Items**

Students are not allowed to bring electronic games, radios, MP3 players, I-pods, skateboards, scooters, roller blades, laser pens, toys, role-playing cards, or other electronic devices to school unless requested for a school project. Students with these items may have them confiscated and parents will be required to pick them up at the front office. Kindles and other reading devices are not allowed on school property as the school is responsible that all devices that use data are filtered with a system that blocks inappropriate sites and pop-ups.

## **Cell Phones**

Students may store cell phones in their backpacks in their locker. At no time during the school day may the cell phone be brought out of the locker. Cell phones will be confiscated by teachers/administrators if found to be out of the locker.

## Discipline cont.

### **Anti-Bullying Policy**

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

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

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

#### **Prevention**

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

#### **Procedures**

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

### **Sexual Harassment Policy**

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

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

## Dress Code

### Dress Code-Uniform

The Dress Code describes what is acceptable to wear. In general, if an item of clothing is not listed, then it is not an acceptable part of the school uniform, spirit day, and out of uniform day attire.

Uniforms are required for kindergarten through eighth graders. At Holy Rosary we feel that our dress code reinforces community and our commitment to the ideals of Catholic education.

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

### Boys Uniforms

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

Slacks - Boys' slacks must be navy blue. No corduroys, denim type, drawstring, flared legs or slacks with pockets on the legs are allowed. **Belts (plain black or brown only) are required for boys in 3rd through 8th grade.** Navy uniform shorts may be worn April 1st through October 30th. The length of the uniform short should be at knee level.

### Girls' Uniforms

Shirts – White or green polo shirts, short or long-sleeved, with a collar may be worn. (No trademarks). Shirts must be tucked in at all times. Only solid white T-shirts or turtlenecks may be worn under the uniform shirt. Navy blue skorts may be worn April 1<sup>st</sup> through October 30<sup>th</sup>.

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

Slacks - Girls' slacks must be navy blue. No corduroys, denim type, drawstring, flared legs or slacks with pockets on the legs are allowed. Navy uniform shorts, to knee level, may be worn April 1st through October 30th. Plain black or brown belts are required for grades 3-8 if the pant or shorts have belt loops.

### Boys' and Girls' Uniform Sweatshirts:

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

Dress Code cont.

**Footwear:** Boys and girls will be allowed to wear **solid** white or black socks only. Socks may contain small trademarks or striping. **All socks must show above the shoe line. Boys socks must not extend passed the ankle level.** Girls may wear white, navy, or black tights during cold weather. Girls may also wear white, navy or black leggings that reach the ankle and have a plain hem (no lace/scallops, etc.) Navy or white knee high socks are allowed, but must be purchased from Dennis Uniform Company.

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

### **Spirit Days**

***Students are allowed to wear school or Parish themed shirt and uniform pants/bottoms each Friday.*** During the months of April-October students may wear knee length shorts; however, basketball and gym shorts are not allowed. Shirts should be worn tucked in with no bunching/knotting of the hem.

### **Out of Uniform Days**

Out of uniform days will be scheduled periodically during the year. These days allow students to dress casually, but still be dressed in a manner that expresses good taste. Students may wear jeans (no holes!), casual slacks, or ***walking or basketball shorts to the knee (April through October).*** Sweat pants, and excessively baggy pants are not acceptable. ***Students may wear casual shirt with sleeves*** or an appropriate sweatshirt or sweater. ***Girls may wear a denim or casual skirt that measures no shorter than 4 inches from the ground when kneeling.*** Socks must be worn at all times. The policy for footwear will be the same as stated above. ***Acceptability of appropriate attire is at the discretion of the school staff and Principal.***

### **Make up for girls:**

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

### **Hair**

***Boys – Hair length must be neat and trimmed short enough to be off the collar and above the ear.***

Moderate hairstyles only. Facial hair or unnatural hair dyes are not allowed.

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

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

### **Jewelry**

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

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

## Dress Code cont.

### **School Field Day**

Student dress should be appropriate for the weather and athletic nature of the event. Students may wear jeans or shorts (including athletic shorts) that **reach the knee**. Appropriate T-shirts may also be worn.

### **8<sup>th</sup> Grade Graduation**

#### **Dress Attire:**

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

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

## Technology

### **Acceptable Use Policy for Computers and Technology**

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

### **Technology Agreement**

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

### **Child Photography Release**

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

## **Computer Etiquette/Rules**

**Students will follow teacher-directed procedures at all times.**

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

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

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

## **Unacceptable Uses of Computer**

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

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

## **Computer Vandalism**

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

## **Internet Chat-Rooms, Blogging, Texting, Facebook, Instagram and other social networks**

deliberate defamation of others is not consistent with Christian values. Therefore any student who deliberately defames another person, at any time both in and out of school, will be held accountable. Consequences may include disciplinary probation, suspension, or expulsion from Holy Rosary.

## **Plagiarism**

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

## Health and Medicine

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

### **Prescription Medications:**

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

### **Non-Prescription Medications:**

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

### **School Health Policy for Students Who Are Ill**

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

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

### **Restriction from PE/Activities During School Hours**

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

# WELLNESS PLAN

## **Snacks**

Classroom teachers may permit snacks. All snacks are expected to conform to the Kansas Wellness Program standards. They should be healthy food in reasonable portions. Please avoid snacks with peanuts, as our classrooms are “peanut free zones” to ensure the safety of children with food allergies. **Water only is allowed as a drink in classrooms.** If you have questions about what is/is not healthy, please contact Nurse Debbie or your child’s teachers.

## **Lunchroom**

All lunches include a main entrée, vegetable, fruit, dessert, and milk. Cost of hot lunch K-5<sup>th</sup> is \$3.20, 6<sup>th</sup> – 8<sup>th</sup> is \$3.25, and adult lunch is \$3.45.

Children may choose to bring a sack lunch. Milk may be purchased for 0.55 cents.

## **Outside Food in Lunchroom**

Outside fast food, drink and desserts (Sonic, McDonalds, Wendy’s, ect.) are not allowed in our lunchroom unless it is a birthday or half birthday of the child. It does not conform to our school wellness policy. Students are not allowed to drink soda pop or energy drinks in the lunchroom. If a parent chooses to eat lunch with their child, they should pre-order a hot lunch or bring a sack lunch from home. Parents and visitors are asked not to bring food at lunch to share with anyone except their own child.

## **School Advocate**

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

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

## **Advocates for Catholic Education (ACE)**

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

## **Required Fundraiser**

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

Each family is required to participate in the mandatory fundraiser. You may also choose a buy-out of trash bag fundraiser for \$70.00 per family. If this obligation is not fulfilled, grade cards, student records and future enrollment will be held until the fees are paid in full.

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

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

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

**The Muddy Udder:** This fundraising event occurs in the fall of each year. Each family is required to participate in this event in some capacity.

## Emergency Response Plan

### **Student Safety**

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

### **Standard Response Protocol (SRP)**

Holy Rosary School is expanding the safety program to include Student Response Protocol (SRP). The SRP details the procedures during emergencies such as injuries, safety threats, and inclement weather. The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the intercom.

**Lockout**-“Secure the Perimeter”

**Lockdown**-“Locks, Lights, Out of Sight.”

**Evacuate**-“To the Announced Location”

**Shelter**-“Using announced type and method.

### **Outdoor Recess-Cold Weather Policy**

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

## **Emergency Safety Interventions**

The Archdiocese of Kansas City in Kansas is committed to serving students with a variety of needs. Regardless of identified student needs, any student at some point in time could manifest problem behaviors. Creating a safe and faith filled environment for all our students is our primary concern. Through the implementation best practices, prevention and de-escalation strategies most behaviors are able to be addressed without incident. However, on extremely rare occasions, a student's behavior may escalate to the point where the student's actions may present a immediate potential for causing harm to persons or property. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint).

Effective April 19, 2013, Kansas law requires that any learning environment, including non public schools, put into place policies and procedures for the use of Emergency Safety Interventions for all students. The only time the use of seclusion or physical restraint is permitted in the Archdiocese of Kansas City in Kansas Catholic Schools is when a student presents an immediate danger to himself or others or when the student's behavior is so violent it results in the destruction of property. The use of ESI should be discontinued the moment immediate danger has passed.

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

In order to use physical restraint (standing or seated) with a student, a school employee should be trained to ensure the safe use of this behavior intervention strategy. The Archdiocese of Kansas City in Kansas has chosen the Safe Crisis Management (SCM) program. Karen Kroh, Associate Superintendent for Student Services, is a certified trainer in SCM and is available to train school employees as requested by the principal.

Physical restraint does not include physical escort (temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out, for the purpose of inducing the student to walk to a safe location).

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

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

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

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

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

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

\*This handbook was printed on September 2, 2015, additions or corrections will be made to the online handbook.

## Acknowledgment and Agreement of Holy Rosary School Parent/Student Handbook

I (We) have read the **Discipline Policy** in the Parent/Student Handbook and the **Acceptable Use Policy for Computers and Technology** and the **child photography release** clause and agree to support it.

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Family Name (Print or Type)

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Student Signature

Date

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Parent/Guardian Signature

Date

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Student Signature

Date

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Parent/Guardian Signature

Date

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Student Signature

Date

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Student Signature

Date

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Student Signature

Date

I understand and will abide by the terms and conditions for Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

The school reserves the right to inspect directories and access may be restricted to designated hours.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

As the parent of guardian of this student, I have read the terms and conditions for Internet access. I understand that this access is designated for education purposes and Holy Rosary School and its officials have taken available precautions to eliminate access to controversial material. However, I also recognize it is impossible for Holy Rosary and its officials to restrict access to all controversial materials and I will not hold Holy Rosary School and its officials responsible for materials acquired on the network. Further, I accept full responsibility for if and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please turn in signed form to your classroom teacher.