

“I am the Vine, You are the Branches”

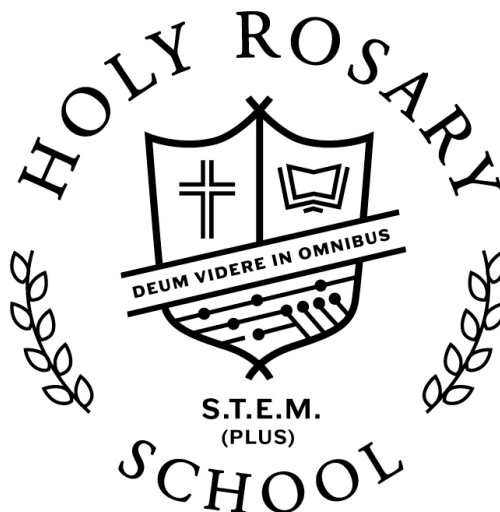
Please return this page to the school office before September 15th.

I/We have read the Holy Rosary Family Handbook.

Parent/Guardian Signature

Date

Print Family Name



“I am the Vine, You are the Branches”

Family Handbook
2010 – 2020

Holy Rosary School
A Fully Accredited School



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MISSION STATEMENT

The mission of Holy Rosary School is to help each child discover and fully develop their God-given talents. As a Catholic School community, we strive for excellence in our students' spiritual, academic, physical, mental, aesthetic, and social-emotional growth. It is our intention that those who attend this institution mature into active citizens leading a committed faith life and reaching out to help others locally, nationally, and internationally with their wisdom, time, talent, and financial resources.

PHILOSOPHY

We are a Catholic parish school, committed to the message of Jesus Christ. Working in partnership with parents, we strive to create a community of faith formation through prayer, celebration and service. We believe that the integration of Gospel values with academic excellence will best prepare our students to live as citizens of heaven and earth. We believe that a learning environment based on respect and self-discipline is essential to the learning environment. Working together in a spirit of faith, hope and love, we believe that we can make a positive difference in the world by being responsible Christians.

SCHOOLWIDE LEARNING EXPECTATIONS

Graduates of Holy Rosary School are:

FAITH-FILLED CATHOLICS WHO:

- 1.1: Know and practice the foundations and traditions of the Catholic faith
- 1.2: Participate in a personal relationship with God as a member of the faith community through worship, prayer and stewardship.
- 1.3: Apply the principles of Catholic Social Teaching and make moral decisions based on Gospel values.

LIFE LONG LEARNERS WHO:

- 2.1: Pursue spiritual, physical, social, emotional, and intellectual growth.
- 2.2: Set and accomplish goals.
- 2.3: Demonstrate openness to challenges.
- 2.4: Solve real-world problems using critical and creative thinking skills.

RESPONSIBLE STUDENTS WHO:

- 3.1: Strive to meet and exceed standards.
- 3.2: Utilize technology ethically.
- 3.3: Produce original work.
- 3.4: Demonstrate accountability for their own learning.
- 3.5: Use effective organizational skills.

EFFECTIVE COMMUNICATORS WHO:

- 4.1: Express ideas in a variety of ways.
- 4.2: Listen actively and respectfully.
- 4.3: Participate, collaborate and lead in group settings.

RESPECTFUL PEOPLE WHO:

- 5.1: Positively respond to individual and cultural differences.
- 5.2: Care for themselves and others.
- 5.3: Demonstrate pride in their communities

DAILY SCHEDULE

6:45 – 8:15	BASE (Before and After School Enrichment)		
8:15	First Bell: doors open		
8:25	Final Bell: classes begin		
8:30 – 8:50	Friday Morning Prayer Services		
Recess & Lunch Schedules			
9:45 – 10:00	K-2 Recess		
10:10 – 10:25	3-4 Recess (5/6 Recess/Inside Break)		
10:15 – 10:25	7-8 Inside Break		
11:15 – 11:35	5 & 6 Lunch		
11:15 – 11:45	7 & 8 Recess		
11:35 – 12:05	5 & 6 Recess		
11:45 – 12:05	7 & 8 Lunch		
11:55 – 12:15	K-2 Lunch		
12:15 – 12:45	K-2 Recess		
12:25 – 12:45	3-4 Lunch		
12:45 – 1:15	3-4 Recess		
1:45 – 2:00	K-2 Recess, M.T.Th.F.		
Grades 5 – 8 Periods (M, T, Th, F)		(W)	
8:30 – 9:20	Period 1	MASS (8:35-9:30, followed by recess for K-2)	
9:25 – 10:15	Period 2	9:45 - 10:20	Period 1
10:25 – 11:15	Period 3	10:25-11:00	Period 2
12:10 – 1:00	Period 4	12:10-12:45	Period 3
1:05 – 1:55	Period 5	12:50 – 1:25	Period 4
2:00 – 2:50	Period 6	1:30 – 2:05	Period 5
2:50 – 3:00	Homeroom	2:05-2:15	Homeroom
Dismissal Times			
3:00	M.T.Th.F.		
2:15	W.		
3:00 – 6:00	BASE (Before and After School Enrichment)		
Detention: 3:00 – 3:30	Th		

ACADEMIC PROBATION

Students in grades 5-8 who have failing grades (D or below) in two core subjects will be placed on academic probation. A conference with the parents will be held and a contract established which could include:

1. A schedule for making up missed work
2. A plan for retaking tests
3. Arranging for an outside tutor
4. Attendance at study hall during lunch recess or after school
5. Determining the length of the probationary period

ACCREDITATION

Accreditation is a process of ongoing school improvement. Holy Rosary School is always seeking the best and most effective ways to educate our children, while maintaining a strong and vital Catholic identity, and supporting parents in their role as the primary educators of their children. Holy Rosary School is a fully accredited school and completed its most recent WCEA accreditation site visit in the 2016-2017 school year.

APPLICATION AND REGISTRATION POLICY

It is the policy of Holy Rosary School to admit students of any race, color, sex, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Holy Rosary School. It is the school's policy not to discriminate on the basis of race, color, sex, or ethnic origin in the administration of its educational policies, admission policies, scholarship and financial aid program, athletic and other school administered programs. Detailed application and registration information can be found on the Holy Rosary School website.

ARRIVAL AND DISMISSAL OF STUDENTS

There is adult supervision provided on the school grounds before school beginning at 8:15AM and after school until 3:15PM. Students should arrive as close to 8:15AM as possible and leave the school grounds right after dismissal at 3:00PM. Students must leave by 3:15PM, unless they are involved in supervised work with a staff member. On Wednesdays students will be dismissed at 2:15PM. Holy Rosary School assumes liability for students only during school hours.

Please follow the traffic patterns. There is **NO PARKING** on 42nd Ave in front of the school during drop-off or in the alley at any time. Use marked crosswalks and follow the directions of the crossing guards.

ATTENDANCE POLICY

Absences

Parents and students are expected to make every effort to assure punctual and consistent attendance at school. An absence may be categorized as excused or unexcused. An absence due to personal illness or injury, medical or dental appointment, a funeral, or a special circumstance recognized by the principal is considered an excused absence. All other absences are considered unexcused (see family vacations). Teachers will work with parents to help children complete missed work for an excused absence. For an unexcused absence, parents and students must assume the responsibility of completing and turning in missed work. Any student who misses ten days of school during one trimester may be subject to action deemed appropriate by the administration. This may include tutoring, summer school, or possible retention. Missing 90 minutes during the school day will be considered a half-day absence.

Family Vacations

Parents are asked to follow the school calendar when planning family vacations. Parents should make every effort not to plan appointments or vacations during the time students are taking standardized tests. Teachers will work with families to provide make-up work as they are able. Given the nature of planning and adjusting to student needs, work may not be available until after your student returns from vacation.

Procedure for Absences

Parents/guardians are **required** to phone or email the school office (office@holyrosaryws.org) as soon as possible (but no later than 8:25 am) to report student absences (sickness or other). It is helpful to also notify the homeroom teacher. Messages can be left on the school voicemail after hours. Late arrivals should also be reported by 8:25 am at the latest. Notify the office of early dismissals prior to your pick up time so students can be pulled from class. Parents are required to sign students out for early dismissals.

Tardiness

There are excused and unexcused tardies. Parents will be notified after a student receives five unexcused tardies in a trimester. Tardies are only excused for illness, doctor appointments, or other appointments which cannot be scheduled at other times. All other tardies are considered unexcused. Students may receive disciplinary action for ongoing tardies.

BAND

Band is open to all children in grades 5-8. Information about the band program can be found on our web site.

BASE PROGRAM (BEFORE AND AFTER SCHOOL ENRICHMENT)

The Holy Rosary Before and After School (BASE) Enrichment Program provides supervision, recreation, and enrichment activities for students of Holy Rosary School. For further information, parents may contact the BASE program director, Donna Jerge-Nass (base@holyrosaryws.org). BASE registration, payment information, monthly calendars, and other forms can be found on our website.

BOOSTER SEAT LAW

Effective January 1st, 2020, Washington state will have a new booster seat law. Children must be 4 foot 9 inches to ride in a vehicle without a booster seat. Please refer to field trip permission slips for more information regarding field trips and booster seats.

CATHOLIC YOUTH ORGANIZATION (CYO)

CYO provides a faith based perspective to sports and other related activities for children in grades K-8. CYO Sports are a Holy Rosary Parish activity. For further information please contact the Holy Rosary CYO director or see our school web site.

CHOIR

The children's choir is open to all students in grades 3-5. The choir rehearses once a week and sings for parish and school liturgies and events. Contact Paul Dolejsi for information about the children's choir.

CLASS PLACEMENT

Students will learn their class placement in a letter from their teacher during the latter part of August. **Because every effort is made by the staff and administration to establish a balanced mix of students, placement requests from parents will not be honored and changes will not be made after class lists are announced.**

CONFERENCES

Holy Rosary operates on a trimester basis. Parent/teacher/student conferences are scheduled in November, the Monday-Wednesday before Thanksgiving. These conferences are required and families **are strongly encouraged to not take vacation during this time.**

CONFLICT/BULLYING

Holy Rosary School is dedicated to quality education and Christian formation in the Catholic tradition. It is not within our school policy or Christian values to condone conflict, harassment, intimidation or bullying and we do a great disservice to our children when we ignore or excuse this behavior.

The Holy Rosary community is committed to making our school a safe and nurturing environment for all students. This is reflected in our implementation of a curriculum called *Steps to Respect/Second Step* as well as our curricular goals covered in religion classes, on class retreats, and through guest speakers. We seek to

eliminate hurtful behaviors and to provide all students with the skills to assist the victims of such behavior. **It is important to note, that most matters between students at Holy Rosary School are conflict, not bullying. Conflict will be quickly addressed by school staff so it does not lead to bullying.**

Harassment, Intimidation, and Bullying as defined by Washington state legislation: “Harassment, intimidation, or bullying” means any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property or
- Has the effect of substantially interfering with a student’s education or
- 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.

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include the following:

1. An Imbalance of Power: Kids who bully use their power – such as physical strength, access to embarrassing information, or popularity – to control or harm others. Power imbalance can change over time and in different situations, even if they involve the same people.
2. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Student behaviors that prevent bullying

1. Treat each other respectfully
2. Refuse to let others be bullied
3. Refuse to bully others
4. Refuse to watch, laugh or join in when someone is being bullied
5. Report bullying to an adult
6. Include everyone in activities, especially students often left out

School staff responses to bullying

1. Supervise students
2. Watch for signs of bullying and immediately stop it
3. Reinforce the *Steps to Respect/Second Step* curriculum
4. Take seriously parental concerns about bullying
5. Respond quickly and sensitively to bullying reports
6. Assign consequences for bullying based on school discipline code
7. Provide immediate consequences for students who retaliate against the students who report bullying

Bullying and aggressive actions do not have a place at Holy Rosary School. We will treat others with respect, and we will refuse to tolerate behaviors that hurt others at school. We will promote positive characteristics for students to emulate and be proactive about exhibiting responsibility, integrity, compassion, empathy, honesty, self-discipline and cooperation. Parental support is essential to the success of the anti-bullying programs.

CURRICULUM

Holy Rosary School follows the Common Core Standards, the Next Generation Science Standards, the Washington State Standards, and Archdiocesan standards (www.mycatholicsschool.org).

DISCIPLINE POLICY and Positive Behavior Intervention Support (PBIS)

Holy Rosary Student Learning Expectations, in action:

I will be Safe, Respectful, and Responsible.

Goal: The learning environment we strive for is one that fosters an appreciation of self, education, Christian behavior, and a respectful attitude toward others and toward school property. The rights of all individuals must always be carefully considered. Individual expression is encouraged, but such expression may never interfere with or violate respect for others. It is our intention to help students learn to become productive, responsible self-managers. As such, the following safe, respectful, and responsible expectations are taught building-wide:

LOCATION	Be Safe...	Be Respectful...	Be Responsible...
Playground	<ul style="list-style-type: none"> * Ask permission to leave the playground * Follow adult directions * Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> * Invite others to play * Use kind words and actions 	<ul style="list-style-type: none"> * Follow game rules * Line up quickly when bell rings * Return equipment where it belongs
Hallway/Stairs	<ul style="list-style-type: none"> * Walk on the right * Follow adult directions * Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> * Use Level 1 voice 	<ul style="list-style-type: none"> * Stand, move, and wait quietly in line * Compost and recycle * Pick up trash and throw away
Bathroom	<ul style="list-style-type: none"> * Eyes to yourself * Feet on the ground 	<ul style="list-style-type: none"> * Use Level 2 voice * Place paper towels in the garbage only 	<ul style="list-style-type: none"> * Sign out to use the bathroom * Go, flush, wash, leave
School Hall	<ul style="list-style-type: none"> * Walk * Follow adult directions * Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> * Use Level 1 voice entering and leaving * Level 0 voice during presentation * Use kind words, actions, and comments 	<ul style="list-style-type: none"> * Pick up trash and throw away * Compost and recycle
Church	<ul style="list-style-type: none"> * Walk * Follow adult directions * Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> * Enter at level 0 to the church and leave at level 1 * Show reverence at all times 	<ul style="list-style-type: none"> * Participate in responses and songs * Replace kneelers and hymnals quietly
Gym	<ul style="list-style-type: none"> * Walk * Sit in assigned area * Follow adult directions * Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> * Use kind words, actions, and comments * Level 0 voice during presentation 	<ul style="list-style-type: none"> * Return equipment * Pick up after yourself before you leave

Classroom	* Stay in assigned area	*Use kind words and actions	* Participate
	* Follow adult directions	* Include others	* Be prepared and do your best
		* Use materials and furniture as intended	* Tell the truth
		* Follow voice level expectations	* Complete assignments on time

Voice Level Expectations Taught Building-Wide

Level 0

Absolute Silence

Level 1

Whisper

Level 2

Small Group Work

Level 3

Presentation voice

Level 4

Playground + Spirit Voice

Additional Procedures

Holy Rosary students should always represent their school by living up to the following standards of behavior (on parish or school grounds, as well as during any school-sponsored activity or trip):

1. Arrive for school and be seated by the 8:25 bell, prepared, and ready to work. The administration will address punctuality issues as they arise.
2. Always include others in activities in the classroom and on the playground. Refrain from conflict and bullying (defined as unfair and one-sided behavior). This happens when someone hurts, frightens, threatens, or excludes someone on purpose. It also includes insults, name-calling, gossip, rumors, sexual comments, and sending notes/electronic communications (emails, texts, and social media) that contain hurtful or threatening remarks.
3. Discourage negative behavior in other students (this means not acting as a bystander if you witness someone being hurt/bullied); in such cases students should make an effort to stop the hurtful behavior and report what was observed to playground supervisors or any staff member.
4. Holy Rosary also prohibits harassment based on age, color, disability, national origin, race, gender, or sexual orientation. This may include, but is not limited to, (1) offensive physical actions, written or spoken communications, or graphic communications (for example, obscene hand or finger gestures, or offensive or explicit drawings), (2) physical contact when the action is not welcome by the recipient, and (3) slurs, jokes, posters, cartoons and gestures that are offensive.
5. Groups that exclude others, attempt to control others' actions, or promote activities that threaten the safety and well-being of students, staff, or parents, on school grounds or at school activities are never acceptable.
6. Bring only approved supplies that are necessary for school. Do not bring any inappropriate items (or anything that is contrary to Christian moral standards) onto school grounds at any time.

7. Cell phones must remain off and put away while inside the school building. They may be used in the building with teacher permission.
8. The use, possession, or sale of cigarettes, e-cigarettes (vaping), drugs, or alcoholic beverages is strictly forbidden. Violations may result in immediate expulsion.
9. Respect personal belongings. Lockers and desks are school property and may be opened without the presence/permission of those using them. Pockets, book bags, etc. may be searched if there is a reason to believe children's safety is jeopardized or a school rule/law has been broken.
10. Intentional destruction of any school property is prohibited.
11. The writing and passing of notes and writing or marking on oneself or others are not acceptable.
12. During school hours students may only eat and drink beverages in their classrooms. Snacks given out to students as a reward must be eaten in the classroom where the reward was given. Gum chewing is not allowed.
13. Leave school grounds within 15 minutes after dismissal, unless you are on campus for a school-sanctioned activity or by teacher request. Students who miss a ride must report to the school office.
14. Students may not use the elevators without a teacher's permission. The staff room and all staff bathrooms are for staff members only.
15. School telephones are generally for emergencies only; students who forget assignments, lunch, permission slips, or anything else may only use the office phone with a teacher note.

Disciplinary Consequences

A Christ-centered approach is the emphasis in helping children make positive choices, and disciplinary action is taken bearing this in mind. Emphasis is placed on children making good choices and correcting and learning from incorrect behavior. However, when a student has difficulty following the school's standards of behavior, consequences may include:

1. missing recess.
2. making restitution.
3. receiving a uniform or materials infraction notice.
4. completing service during recess or after school.
5. receiving a detention or a detention warning slip.
6. being placed on a behavior contract.
7. receiving zero credit on the assignment or test for cheating.
8. losing personal electronic item temporarily for use during school hours (8:15 a.m. – 3:15 p.m.).
9. probation, suspension or expulsion.

Detention

Detention is a time set-aside after school during which a student has the opportunity to reflect on his or her conduct. The teacher supervising detention will provide the student with a self-reflection plan of action sheet, which should be thoughtfully and neatly completed during the detention. Detentions will be held in the 8B classroom on Thursdays between 3:00 and 3:30.

Accumulation of Detention Slips

For students in grades 1-8, every fourth detention may result in a one-day in-school suspension.

Suspension

Suspension is the separation of a student from school activities during the school day. Depending on the incident, a student may receive an in-school suspension or an off-campus suspension. The length of time for the suspension depends on the seriousness of the infraction. When a student receives a suspension, an administrator will phone the parents. A conference may take place before the student is allowed to

return to class. During the time of suspension a student will be held responsible for all work missed in class.

Probation

After a child has been suspended, he/she may be placed on behavioral probation. The student, parents, teacher(s) and principal will meet to determine the terms of the probation. The student and his parents will sign a behavioral contract. If the terms of the contract are broken or the student is suspended a second time for any reason, the student may be expelled from school. A disciplinary hearing may be conducted prior to expulsion.

Expulsion

Expulsion is the removal of a student from all affiliation with the school. Any serious action against the well-being of another student or staff member and/or repeated violation of school standards is considered grounds for expulsion. **THE POSSESSION OR USE OF DRUGS, ALCOHOL, WEAPONS OR LOOK-ALIKE WEAPONS; CONTINUOUS BULLYING, HARASSING, INTIMIDATING OR THREATENING OTHERS; ANY CONDUCT THAT DAMAGES THE REPUTATION OF THE SCHOOL OR ANY MEMBER OF THE SCHOOL COMMUNITY; AND ANY CRIMINAL ACT ON OR OFF CAMPUS MAY BE GROUNDS FOR EXPULSION.** There may be police notification in the event of a serious infraction.

Hearing Procedure for Expulsion

1. A parent will be notified by phone prior to a student being expelled.
2. A certified letter stating the reason for the expulsion and a family's right to a hearing will be mailed to the parents.
3. If the parents request a hearing, they must notify the school in writing within five business days after receiving the certified letter. If a reply is not received within this five-day period, the student and parents are deemed to have waived their right to a hearing, and the expulsion from Holy Rosary School is in effect. If a hearing is requested, it is held within five days of the request with the pastor or his appointed delegate acting as the hearing officer.
4. During the time of the hearing procedure, the student is excluded from all school activities and is not allowed on the school grounds.

Procedure in Case of Dissatisfaction with School Policy or a School Decision

If a problem or misunderstanding should arise, parents should take the following steps:

1. Contact and meet with the appropriate staff member.
2. If further action is desired, contact and meet with the vice-principal, principal, or pastor.
3. If resolution has not been achieved, the procedures outlined below may be requested:
 - a. The parent submits in writing his/her concerns to the pastor.
 - b. The pastor reviews the concerns and determines the fairness of any actions.
 - c. Within three school days, the pastor responds in writing to the parents.
 - d. If the pastor determines that a hearing is necessary, all parties involved must be present for the hearing, which must be scheduled within three school days.
 - e. Within three school days following the hearing, the pastor states and sends his findings in writing to those present at the hearing.
 - f. The decision of the pastor is deemed final.

Parent Responsibilities

Since by far the greatest influence on a child's thinking and behavior is his/her parents, the school cannot attain its discipline goal without active support from the parents. It is a parent's responsibility to encourage in the child a positive attitude toward learning, and to guide the child in becoming a responsible, self-disciplined and caring Christian. Parental cooperation is essential for the welfare of

students. If parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school. Any parent/guardian who insults or verbally or physically abuses any school personnel on school grounds or at some other location in connection with school activities, may be asked to withdraw their children.

The following are expected of Holy Rosary parents:

1. Supporting the spiritual development of your child by attending Sunday liturgies regularly and incorporating prayer into family life.
2. Fostering in your child a Christ-like concern for all individuals and their dignity.
3. Supporting the authority of the school staff.
4. Sending your child to school on time and prepared to learn.
5. Reading the family handbook and upholding the rules and policies of the school.
6. Communicating with the teacher first, then the school administration, and finally the pastor, should you have a concern about your child.
7. Attending the Open House, fall conferences and any additional conferences requested.
8. Assisting your child in establishing a specified time and place to complete homework, and overseeing its completion. This includes helping your child develop organizational skills necessary for success.
9. Following any health policies and making certain that your child does not return to school after an illness until he or she is completely well.
10. Financially supporting the school by making tuition, Annual Fund, and stewardship payments on time.
11. Completing your parent commitment hours.
12. Supervising your children whenever you are on campus for school or parish events.
13. Taking time to read through and discuss the Discipline Policy with your child(ren).
14. Treat volunteers with respect.

Teacher Responsibilities

It is the teacher's responsibility to educate students in a manner that ensures not only their intellectual growth, but their spiritual, physical, aesthetic, and emotional growth as well.

These responsibilities include:

1. Modeling the Christian values that are taught.
2. Maintaining a safe atmosphere that ensures each student's right to an education and personal growth without fear or intimidation by others.
3. Providing academic instruction appropriate and challenging to the students.
4. Helping students develop a pride in their school based on respect for themselves and others.
5. Enforcing all school rules with all students.
6. Dealing promptly and consistently with disrespectful behavior among students.
7. Keeping parents, the principal, and the vice principals informed about the behavior and academic performance of students.
8. Informing the parents and the principal when a student is failing in any subject prior to parents receiving the report card.
9. Being well prepared for conferences in the fall and arranging for additional parent conferences as needed to assure the child's academic and behavioral success.
10. Dressing professionally and modestly at all times. Teachers may dress more casually on Fridays.
11. Using the computer and internet appropriately.

Administration Responsibilities

It is the administration's responsibility to administer the total educational program of the school in conformity with its Mission Statement.

To achieve this, the following are necessary:

1. Representing the needs of students, seeing that their rights to a Christian education are ensured.
2. Articulating school programs to parents and communicating parent input to school personnel.
3. Facilitating the work of school personnel.
4. Supervising all school staff including the B.A.S.E. staff.
5. Working with the School Commission and Parents' Club.
6. Implementing school policy.
7. The principal serves on the Parish Staff.

ELECTRONIC FAMILY COMMUNICATION (EFC)

On Thursdays a communication newsletter from the school will be posted on the school website, www.holyrosaryws.org. Forms included in the eFC will be downloadable from the school website or sometimes sent home in hand. Timely return of all forms is greatly appreciated.

EMERGENCY PREPAREDNESS

The Emergency Preparedness Committee develops safety and emergency policies and to ensure that proper safety procedures are observed. Monthly fire drills are conducted, as are regular lockdown and earthquake drills. Once a year the school will conduct a school evacuation earthquake drill. The school stores emergency supplies in the building and in the emergency container. The emergency container contains additional food, water, first aid supplies, and other items that may be needed in the case of a major natural disaster. In the event of an actual earthquake or other emergency, children will evacuate the building and will go to their assigned places on the playground. Children will be released to their parents or to the individuals the parents have listed on the emergency cards.

EMERGENCY WEATHER PROCEDURE

In the case of inclement weather, Holy Rosary School will generally follow the schedule of Seattle Public School District. Every effort is made to have the announcements posted on the website by 6:30AM. The school will also send out an email broadcast through the HRS Families E-Mailing List, using the Remind.com app, and on the West Seattle Blog. If a late start is announced, there will be no morning BASE and no AM preschool.

In case of early emergency closure, students will only be released to guardians or emergency contacts. If this information needs to be updated, please contact the school office.

ENDOWMENT FUND

The Father James Mallahan Endowment Fund for the School was established as a way of helping to keep support Holy Rosary School financially into the future. An Endowment Board consisting of the pastor, principal and five appointed members meet periodically during the year to oversee the investments of the fund. All proceeds from the Annual Golf Tournament benefit the Endowment Fund. Contributions can be made at the parish or school office at any time.

FAITH FAMILIES

In September each child is assigned to a "faith family." Each faith family has representatives from grades K-8 and has at least one teacher leading the activities. Brothers, sisters, and cousins are assigned to the same faith family. The purpose of the faith family is to build community within the school and to work together in providing service to our community and world. Faith families participate in projects related to the year's school-wide theme. Parents are frequently invited to join in on faith family activities.

FIELD TRIPS

During the year teachers will plan field trips that support their educational goals. Written permission is absolutely necessary for any student to participate in the field trip. If a child fails to bring in the school authorized signed permission slip, he/she must remain at school on the day of the field trip.

Students may not bring any electronic devices on field trips. All rules printed in the handbooks or posted in the classrooms must be followed on field trips. Field trips are privileges, not rights. Students can be excluded from participation in field trips for academic and/or disciplinary reasons.

All drivers will be responsible to see that students assigned to their car leave and comply with Washington state booster seat law. Drivers and field trip chaperones must complete the required Archdiocesan forms in September, including a background check form and a completed Safe Environment training certificate. These forms remain on file in the Parish Office.

FUNDRAISING AND COMMUNITY SERVICE PROJECTS

Holy Rosary School's development department sponsors several fundraisers annually including the Magazine Sale, WestFest, the Christmas Tree Lot, and the HEART Auction. For specific questions about any of these, contact the Beth Martin (bmartin@holyroaryws.org).

Subject to the approval of the principal and Development Director, classes and the Leadership Elective may hold other fund-raisers to help defray the cost of service projects, field trips, and retreats. See the Parent Commitment hours guidelines for more information.

HEALTH ROOM INFORMATION

It is our goal to keep the school environment as healthy as possible for all children.

A child will be sent home if he or she has:

- ❖ A temperature of 100F or higher.
- ❖ A rash/skin eruption, with/without drainage, of unknown origin.
- ❖ Active vomiting or diarrhea.
- ❖ Suspected contagious illness.
- ❖ A serious injury or obvious illness.
- ❖ Live lice

A child should be kept home from school in the following situations:

- ❖ A temperature over 100°F (must be fever-free for 24 hours without the use of fever-reducing medications such as Motrin or Tylenol before returning to school).
- ❖ Vomiting or diarrhea during the night or in the morning (child should be kept at home for 24 hours from the last episode).
- ❖ Red, swollen eyes that itch and are draining, or have a crusty appearance upon awakening. A physician will need to evaluate him/her for "pink eye".
- ❖ A productive cough not controlled by medication. A child who has been diagnosed with a communicable illness (e.g. chicken pox, impetigo, ringworm, or MRSA) may not return to school without a note from the physician.

If the school office calls, please pick up your child in a timely manner (the school will only call home if it is felt that children really need to leave school).

Medications in School

- ❖ Parents are to complete a Medication Administration Form for their student to take medication at school. This includes over-the-counter and prescription medications. This form can be found in the school office.
- ❖ All medications must have their original prescription label on the bottle or box containing them.
- ❖ Expired or out-dated medications will be returned to parents. Parents will need to supply the school with non-expired versions of their child's medication. All medication will be returned to the parent at the end of the school year.

School Screenings

- ❖ The school will provide vision screenings each year.

HOMEWORK POLICY

By reinforcing, enriching, and building upon what is learned at school, homework can challenge students to use their new skills creatively and constructively. It can also nurture self-discipline and independent study habits. When parents are interested and involved, homework can become a common goal, a time to work together, and to offer the individual instruction not always available at school. A parent who takes an active role in the homework also lets the child know that they consider the work important. It is also an excellent way to find out what's going on at school.

Requirements and Guidelines

Students in grades K-8 will receive homework and practice to complete at home. Your student's classroom teacher will provide more information regarding homework expectations.

When a student is absent from school, it is his/her responsibility to complete the make-up work.

The following tips may help make homework time a more rewarding experience for both students and parents:

1. Help your child see homework as a necessary and valuable activity.
2. Set up a well-supplied, comfortable and distraction-free place for your child to work. Close monitoring, especially if the student has access to the Internet in this area, is highly recommended.
3. Establish a homework time; it will help children recognize it as a priority.
4. Reinforce the idea that homework is a student's personal responsibility.
5. Assist your child in organizing all homework and necessary supplies each evening so that in the morning they will remember to take all that is necessary with him/her to school.

HOT LUNCH

Blue Plate Seattle provides a hot lunch program. Monthly menus can be found on the school web site. Students may purchase lunch on a daily, weekly, or monthly basis. Milk can be purchased on an annual basis through the school's milk program. All students will eat lunch in their classrooms.

INSURANCE

The Archdiocese of Seattle purchased accident medical insurance that is intended to cover costs not covered by your primary health insurance carrier. You are eligible to file a claim for accidents involving your child that occurred during a school-related activity for all registered students in grades preschool through grade 8. Coverage also includes all preschool through 8 interscholastic athletes including CYO participants. Claim forms can be obtained in the main office.

LIBRARY

Students are encouraged to make full use of the school library. Books are checked out for a period of one week and may be renewed. Full cost of the book will be charged for lost or damaged books. Each trimester, report cards will be held until books are returned or paid in full.

PARENT COMMITMENT HOURS PROGRAM

Each family is required to complete a minimum of 50 volunteer hours (35 hours for new families the first year). Families may choose to pay for hours that are not completed at the rate of \$50.00 per hour. The Parent Commitment hour program guidelines and reporting hours link can be found on the school web site. You may contact the School Commission Vice-President with questions about the Parent Commitment Hour Program.

PARENTS' CLUB

The purpose of Parents' Club is to support the programs of Holy Rosary School. The aim of the club is as follows:

- ❖ To coordinate the spiritual and educational forces of home and school.
- ❖ To foster communication among parents, school staff, parish members and the community.
- ❖ To establish meaningful traditions and ensure continuity of valuable school programs.
- ❖ To unite parents in a common appreciation of Catholic Education.
- ❖ To financially support the school budget through fundraising activities.
- ❖ To coordinate the assistance and service of parents in school programs.

PASTOR

The pastor, as representative of the teaching of the Archbishop and overseer of the concerns of the Catholic parish family of Holy Rosary, shall be an ex-officio voting member of the School Commission. It will be his chief function to see that the general policies and practices of the parish school are in keeping with the traditions, outreach and mind of the Church. He will officiate at children's liturgies.

PHOTOGRAPHY

Parents and guardians are welcome to take pictures of their child(ren) during school events. Due to the sensitive nature of social media, if other students appear in any group shots, parents are encouraged to seek permission from other parents/guardians before posting these pictures.

RELIGION

Holy Rosary School teaches the message of Jesus Christ to its students. Therefore, religion is of primary importance in the curriculum. The school day begins and ends with prayer. Christian values, attitudes and actions are fully integrated into the curriculum. Parents also bear a major influence regarding attitudes toward regular Sunday Mass attendance. Sunday Mass is expected of all Catholic school families. The entire student body participates in an all school Mass on Wednesday mornings, and Prayer Services at least once a month.

In the second grade, all Catholic students prepare for their First Reconciliation and First Holy Communion. The second grade teachers work with the pastor and the parish religious education director in the preparation of these sacraments. Parents are asked to attend preparatory sessions in order to assist in the child's readiness for the sacraments. Seventh grade students participate in a two-day Pilgrimage in September and 8th grade students attend a three day Ropes Course Retreat. These activities are for the purpose of faith formation and team building. Junior high students are required to complete service hours as a part of the religion grade. In seventh grade, all Catholic students will prepare for Confirmation through the parish.

REPORT CARDS

Trimester report cards are issued at the end of each 14-week term. Parents are asked to discuss these reports with their child(ren) and work cooperatively with teachers in their efforts to help students develop their full potential. Teachers will notify parents when student progress is not satisfactory or if a student is in danger of retention. Parents are asked to confer with teachers if student work warrants concern. Parents will receive mid-trimester progress reports during the second trimester; during the third trimester parents of students who are not progressing satisfactorily will receive a mid-trimester report. Every effort is made by the school to help children succeed. If a child continually does not meet the academic and/or behavioral standards, the school may ask the child to withdraw.

SAFETY PATROL

Safety patrol is essential to the safety of our students. Parents are asked to stress the importance of traffic safety to their children. Junior high students serve on the Safety Patrol Team. A member of the staff is responsible for organizing and overseeing the student patrols; parents are asked to remind their children to be responsible by arriving on time for their duty. Questions regarding the safety patrol program should be directed to Mrs. Maggie Judd. The daily patrol schedule is 8:10AM to 8:25AM and 3:00PM-3:15PM (2:15PM-2:30PM on Wednesdays) at Dakota & 42nd and Genesee & 42nd. **All students and parents must cross the street in the crosswalks.**

SCHOOL RECORDS

All information relating to Holy Rosary students is held in strict confidence and will not be released to any person other than parents. Parents may request to see their child(ren)'s files that are maintained and kept in the school office. Parents are asked to inform the school and parish office of any change of address, phone numbers, at home and work place, and marital status, etc. The school will release student information to a non-custodial parents unless the court has ruled otherwise and a copy of the document stating that information is given to the school.

SCHOOL COMMISSION

The School Commission is a consultative body established to advise and support the pastor and principal. The School Commission does not involve itself in the day-to-day administrative details of running the school. The Commission shall consist of the pastor, or his delegate, the principal, vice-principal, development director, and a minimum of eight selected positions, which include the president and vice president of Parents' Club.

Selected members must belong to Holy Rosary Parish or have children in the school. Members serve four-year terms, except for the Parents' Club President and Vice President, who are on the Commission during their terms of office.

The School Commission normally meets on the first Thursday of each month from September to June at 6:00PM. The president may call special meetings. Parents are reminded through the eFC about dates/times of open meetings, (held twice per year). Parents/students may address the Commission at any meeting. Those interested in doing so must communicate with the Commission President at least one week prior to the meeting day.

TELEPHONE

At dismissal, students must wait 15 minutes before calling parents for pickup. The office telephone is available for use in emergencies. Students must receive permission from a staff member before using any phones during the school day.

TEXTBOOK AND SUPPLIES

The school will provide textbooks and charge families a school supply fee each fall. Families will provide additional comfort kids and additional supplies (e.g. headphones, calculators) based on student grade level. Most student textbooks must be covered.

TRAFFIC SAFETY - DROP OFF AND PICK UP

The safety of your children is our top priority to and from school. Staff provides supervision at a number of points along 42nd Ave SW, Genessee, and Dakota during the morning drop off and afternoon pick-up.

42nd Ave Drop-Off

Please drop off only along 42nd Ave SW and children should exit the car quickly on the curb side. Curbside drop off in front of the school should only be used for students who can quickly exit the car on their own. **Parents and adults dropping off SHOULD NOT exit their vehicles during curbside drop off in front of the school.** Cars must keep moving in order to prevent an unsafe back-up down 42nd and along Genessee.

Alley Drop-Off

Please pull all the way forward to drop off, just before the two Auction Reserved Parking Spots and children should exit the car quickly on the side closest to the building. Do not park your car for any reason in the alley and walk your children to the school building during drop off or pick up.

**If your child needs extra assistance getting out of the car or needs help getting to school, or if you choose to park and walk your children into school, please park somewhere north of Dakota, south of Genessee, or along one of the neighboring side streets. Drivers are encouraged to not turn right onto Dakota St. after dropping children as it impedes westbound traffic from pulling into the alley. Please continue north on 42nd Ave. to the next block to turn right onto Andover St. This will allow better access for drivers using the alley for drop-off.*

TIPS:

- ✓ Consider dropping off a bit earlier. Doors open at 8:15 and kids can wait in the front of the school
- ✓ Consider dropping older kids off a block away from the school on any of the surrounding streets
- ✓ Plan a carpool
- ✓ Leave a bit earlier

PICK UP

The alley is public property and should be used for active loading and unloading. It is NOT an area to park and wait for children at dismissal. Please be aware of whether you are blocking access to driveways when loading children. Students who are waiting for alley pick-up need to wait in the designated "alley pick-up" location, outside of the 1B classroom. Staff will be there to assist with quick loading of students. **Those picking up should not exit their vehicles during alley pick-up.**

TIPS:

- ✓ Consider picking up a bit later. Picking up kids a few minutes after dismissal can make a world of difference
- ✓ Consider picking up kids a block away at a designated pick-up location
- ✓ Plan a carpool

TUITION ASSISTANCE

It is the policy of Holy Rosary School to provide tuition assistance for families with financial need. Families wishing to apply for tuition assistance must apply via the FACTS Tuition Management System. The application becomes available around mid-October and is due in mid-January. All tuition assistance information is kept confidential. Families will be notified of tuition assistance awards by the middle of March and must reapply for assistance each year.

TUITION, PAYMENT SCHEDULE, REFUNDS AND DELINQUENCY

Holy Rosary utilizes the FACTS tuition management system and all families must register with FACTS to make tuition payments. FACTS can be linked to a bank account or credit card (credit cards are assessed a 2.75% on all balances charged). Families have the option to pay tuition in full on July 10th prior to the beginning of the current school year or in 12 equal monthly payments due on the 10th of every month, beginning in July and ending the following June. The School will charge a \$25.00 fee for late payments or insufficient fund events.

A nonrefundable Registration/Activities/Tech fee is due at the time of registration. In the event that a student starts school in September but is withdrawn from school prior to the end of the school year, tuition is due and payable from July through the end of the month in which the student is withdrawn. If a registered student fails to start school in September, tuition payments for the preceding July and August will be forfeited. A withdrawal will not be considered effective unless and until a completed Intent to Withdraw form (available on the School website) is submitted to the School Office.

In the event a family becomes delinquent in their tuition payments, the family will be directed to meet with the principal at the School to discuss a plan for curing the delinquency. If the family fails to meet with the principal and/or otherwise fails to correct the delinquency, Holy Rosary School reserves the right to take any or all of the following actions: denial of registration of returning students; withholding of school transcripts; mandatory withdrawal from the school; and/or initiating a legal action to collect the tuition funds due.

Registered parishioners must remain current with their tithing and service commitment in order to continue paying at the in-parish tuition rates. Families who are behind two (2) or more months in their tithing commitment to the church may lose their in-parish tuition status and will be required to pay out-of-parish tuition rates.

If for any reason, the family is unable to make two or more consecutive payments on time, it is in the best interest of the family to contact the principal and explain the reasons for the late payments. Good communication allows for the principal to make reasonable accommodations in times of financial hardship.

UNIFORM POLICY

General uniform requirements for all grades

HRS students are expected to follow uniform policies, dress appropriately on free dress/spirit days, and be well groomed. It is the staff's responsibility to strictly enforce the policy; to do this, we need the support and cooperation of all school families. It is the parents' responsibility to ensure that their children arrive to school in compliance of the uniform policy. Students may be required to call home to have the proper uniform/clothes brought to school (and wait in the office until the correct uniform/clothes arrive).

1. For perfect uniform in grades K-7th, shirts must be white knit, polo or oxford style with a collar or turtleneck (8th graders may also wear navy blue shirts/turtlenecks). White camp shirts purchased from the uniform store are allowed. Shirts must have long/short sleeves (no ¾-length or rolled-up sleeves) and may not be oversized, baggy, or tight. T-shirts worn under uniform shirts must be plain white (no emblem, logo or color). Shirts must be long enough to stay tucked in.
2. Red sweaters (cardigans/pullovers/vests purchased at uniform store) may be worn; Holy Rosary logo red sweatshirts purchased through the Lands' End Uniform Store may also be worn as can the new red zip jackets. Eighth graders may wear Holy Rosary logo navy or Holy Rosary logo grey sweatshirts purchased through Lands' End Uniform Store. On perfect uniform days, students must wear proper uniform sweaters, sweatshirts or vests as defined in the policy. All school Mass days are perfect uniform days.
3. In K-7th, red knit, polo style shirts with a collar purchased through Lands' End Uniform Store or Dennis Uniform may be worn on non-perfect uniform days.
4. Gator gear may be worn to school each Friday, except on perfect uniform days, in place of regular uniform sweatshirts or sweaters. Nicknames written on the back of Gator gear must be appropriate.
5. Red polar fleece vest with HRS logo purchased from the uniform store may be worn instead of uniform sweaters, sweatshirts or vests. Students may not wear any other type of fleece vests, coats, or jackets in the classrooms. Red polar fleece vests with HRS logo can be worn on perfect uniform days.
6. Pants must be dark navy corduroy or cotton twill (ankle length, no contrast stitching or brads). No navy jeans or sweatpants are allowed. 8th graders may also wear khaki pants. No sagging, oversized, cropped or tight pants may be worn. Pants with extra pockets, such as cargo or painters pants, may not be worn to school. Pants must have zippers, not buttons.
7. Navy shorts (or khaki for 8th graders) can be worn to school year round. All shorts must be navy blue cotton twill. Shorts may not be shorter than 6 inches above the top of the kneecap and cannot be sagging.
8. Girls (Gr. K-4th) may wear Macbeth plaid jumpers or skorts; (Gr. 5th-6th) may wear Macbeth plaid jumpers, skirts or skorts, and (Gr. 7th-8th) may wear navy skirts or skorts. All jumpers/skirts/skorts must be purchased from the uniform store, may not be shorter than 3" above kneecap and may not be rolled at the waist.
9. Socks for boys and socks or tights for girls must be worn. Socks/tights must be mostly solid colors—white, black, gray, red or navy—and can be knee-high or ankle length and must match. Lands' End approved uniform leggings may be worn in navy or black under jumpers or skirts.
10. Shoes must have heels/straps; laces must be tied. No platform shoes or flip-flops are allowed. The only exceptions are on special spirit/theme days. Parents must ensure that students wear matching shoes that are safe for the playground. Shoes/boots with high heels are considered unsafe. Students must wear tennis shoes on the days that they have Health & Fitness.
11. Hats, hoods, scarves, and bandanas may not be worn inside the school, gym, or church. The only exception is on special spirit or theme days.
12. Girls in Gr. K-6th may not wear make-up. Girls in Gr. 7th-8th may wear light, natural-toned make-up. The following may not be worn: excessive eye shadow, black eye liner, glitter, and heavy mascara; boys may not wear make-up.
13. Students may not wear unsafe or distracting jewelry or headgear. Girls may not wear more than two earrings (none longer/larger than the size of a quarter) on the same ear. (Boys may not wear earrings.) Body piercing/temporary/permanent tattoos are not allowed. Belts must be solid colors; large buckles, metal belts, chains are not allowed.
14. Hair styles/color that disrupt the learning environment are not allowed. Hair must be a natural color. Boys' hair must not extend below the collar, below the eyebrows, or fall in the face; faces must be clean-shaven.

Policy for Free Dress Days

Students may occasionally be allowed to come in free dress (e.g. every student may enjoy free dress on his/her birthday). On free dress days, students may not wear hats, hoods or bandanas inside buildings. Jewelry, belts, shoes and make-up not allowed with uniform are also not allowed on free dress days. Students may wear jeans or loose sweatpants on free dress days; however, any with holes or graffiti and ones that are too baggy/sagging are not allowed. Shirts with inappropriate words, slogans, or art, and ones that are oversized/inappropriately tight are not allowed. Halter-tops, spaghetti straps and/or any tops that do not cover the waist (or that reveal waist when arms are raised) are not allowed. Skirts worn on free dress days must not be shorter than 3” above the kneecap and shorts must not be shorter than 3” above the top of the kneecap (and may not be sagging). When leggings/yoga pants are worn as pants, tops must reach mid-thigh. When policy is not followed appropriate consequences may be given including those listed above and wearing a school-issued top/shirt. Leg warmers cannot be worn, and underwear cannot be worn as outerwear. Students may not wear coats in classrooms on free dress days. **Free dress passes may not be used on Mass days, unless it is a student’s birthday.**

Spirit or Theme Days

Holy Rosary sponsors several spirit/theme days throughout the year. Students are encouraged to wear specific theme clothes that are appropriate for school. Students choosing not to participate in the Spirit Day must come in uniform. On Spirit Days any exception to the free dress guidelines will be listed in weekly communications from the school.

USE OF SCHOOL GROUNDS

Holy Rosary School assumes liability for students only during school hours, (normally 8:15AM- 3:15PM) and is not responsible for accidents occurring on the grounds on weekends, during vacation times, and before/after school.

VISITORS’ IDENTIFICATION

All parents, volunteers, or other visitors who are visiting or working at school must report to the office to pick up AND wear a Holy Rosary volunteer badge (this includes those who volunteer on a regular basis for any purpose). This policy is for everyone’s safety and will be strictly enforced.

VOLUNTEERS

The school welcomes volunteer help. It is an opportunity to get involved in your child’s school. Some teachers may have sign-up sheets available at Open House. ALL volunteers must be Safe Environment cleared, which includes passing a background check, completing the necessary Virtus Safe Environment coursework, and remaining current with your Safe Environment status. More information can be found on the parish website, www.holyrosaryseattle.org.