



# 2022-23

# Family Handbook

*"Behold, I make all things new!"*

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## **MISSION STATEMENTS**

### **ARCHDIOCESE OF SEATTLE**

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

### **OFFICE FOR CATHOLIC SCHOOLS**

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

### **HOLY ROSARY SCHOOL**

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 members of the Church and citizens of our country. We believe that consistent discipline based on respect 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.

## STUDENT 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.

## **NOTICE OF NON-DISCRIMINATORY POLICY**

Holy Rosary School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, sexual orientation, color, national and ethnic origin, age or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students are decided on a case-by-case basis by the principal or his/her designee.

## **ACADEMIC POLICIES**

Holy Rosary School exists to teach the message of Jesus Christ to its students. The curriculum taught at Holy Rosary School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. Holy Rosary School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. Holy Rosary School is fully accredited through the **Western Catholic Educational Association** (WCEA). A copy of the accreditation study and report is available by contacting the School Principal.

### **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.

## **CURRICULUM**

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

## **INSTRUCTION**

The instructional program at Holy Rosary School continually strives toward implementing the best and most appropriate teaching practices. These practices include: circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

## **RELIGION**

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, Holy Rosary School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Wednesday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

## **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.

## **FAITH FORMATION**

Non-Catholic students are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student’s ability to understand and be respectful of his/her personal religious convictions.
2. Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services, but are invited and encouraged to do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments. Non-Catholic students, like other students, are required to participate in service learning projects and student service hours sponsored by the school.

**Religion Class** - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

**Sacrament of Penance**\_- Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

**Catechetical Formation in Chaste Living** - The school will offer ongoing formation in chaste living, using an approved text, as part of Catholic moral formation, as required by the WCEA’s Catholic Identity accreditation standards, and by standards published by the USCCB (2008): Catechetical Formation in Chaste Living.”

**Community Service** - Each student and class takes part in Christian service activities throughout the year.

**ACRE Test** - The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the **National Catholic Educational Association** (NCEA) in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.

**Mass** - Holy Rosary School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers weekly for the celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

**Prayer** - In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

## **ACADEMIC SUBJECTS**

**English Language Arts** - The English/language arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

**Mathematics** - The math curriculum is aligned with the Common Core State Standards for all grade levels. The program emphasizes individual student abilities, and students can be placed in higher-level math classes. The math program also emphasizes basic math facts, hands-on activities, and an online visual-spatial technology program for grades K-8. Information on Holy Rosary School's Math Program can be found on our website at [Holy Rosary School Math Program • Mathematics \(holyrosaryws.org\)](http://HolyRosarySchoolMathProgram.com).

**Social Studies/History** - In social studies, PreK through 3<sup>rd</sup> grade students learn about communities, geography, and map skills. In 4<sup>th</sup> and 7<sup>th</sup> grade the focus is Washington State history. In 5<sup>th</sup> and 8<sup>th</sup> grade the focus is United States history and geography. In 6<sup>th</sup> grade the focus is world history.

**Science** – Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum.

**Music** – Music education is aligned with the Washington state standards. Students work on developing both technique and appreciation of music.

**Physical Education** - Physical education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities. The 6<sup>th</sup> through 8<sup>th</sup> grade curriculum also includes team-based activities.

**Technology** - Students are introduced to major operating systems that may include Windows, IOS/Apple, and Google. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects.

Students are preparing for a world in which technology literacy is an important part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at Holy Rosary School.

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all Holy Rosary School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parent. Internet access is available to students for educational purposes only. Holy Rosary School staff has taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

**Library Skills** – Students visit the school library once per week and preschool through 8<sup>th</sup> grade students are given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment. Students are taught strategies for locating information, selecting and evaluating both paper and electronic resources, and extracting information from those resources.

**Art** - Art instruction takes place in Kindergarten through 8<sup>th</sup> grade and is connected to subject areas, liturgical seasons and holidays, and is facilitated by the art specialist.

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

**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.

**Personal Safety** - Holy Rosary School uses an Archdiocesan required safety program in Kindergarten through 8<sup>th</sup> grade. Current program is *Protecting God's Children*™ program by Virtus.

## **ASSESSMENT**

Holy Rosary School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Progress reports are sent home to parents 2-3 times a year and report cards are sent home three times a year. Students in grades 2 through 8 take the Measures of Academic Progress (**MAP**) standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

## **LIBRARY POLICY**

It is a **privilege** for students to use this facility and its materials. With this privilege come the following **responsibilities**:

1. **Students are responsible** for knowing what books they have checked out and for knowing where those books are at all times.
2. **Students are responsible** for taking proper care of library books and for returning them on time.
3. **Students are responsible** for learning and demonstrating proper library etiquette at all times in order to maintain a quiet, studious atmosphere.

**Overdue Notices:** Overdue notices will be sent home periodically throughout the year. The notices are a reminder to the student and his/her parent to return the book(s) for others to use.

**Final Overdue Notices:** In May, as the library prepares to close for the year and take inventory, the final due date will be announced; all books will be due; and final overdue notices will be sent. If books are not returned by the final due date, a fine may be incurred to cover the cost of the lost book.

**Damaged Library Books:** Students whose books are returned damaged beyond what would be considered “normal wear and tear” will incur a fine in an amount commensurate with the extent and type of damage. If the damage is so extensive that the book is no longer fit for circulation, the amount of the fine will be the replacement cost of the book.

**Lost Library Books:** If a student believes he/she has lost a library book, the library staff should be notified as soon as possible. If the book is still lost when the library prepares to close for the year, the student/parent may be billed for the replacement cost of the book.

**Questions, Comments, Concerns:** If you have a question, comment, or concern about our materials, service, or library in general, please submit it in writing to the library staff. The librarians and the school administration will meet with you to respond to your concern, and the pastoral leader will make all final decisions regarding materials available for the students.

## **FIELD TRIPS**

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. **All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. Only students currently enrolled at Holy Rosary School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at Holy Rosary School.

If necessary, fees may be collected from school families to pay for the cost of the field trip and the transportation. School uniforms are to be worn on field trips unless otherwise indicated by the principal or teacher.

In accordance with Washington state law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old
2. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company
4. Effective January 1, 2020
  - Children under age 2 must be properly secured in a rear-facing car seat,
  - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing,
  - Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat).
  - Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
  - Children under age 13 are required to ride in the back seat when practical to do so.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

Children not enrolled in the school shall not accompany the class field trip.

## **STUDENT SERVICE HOURS**

As part of our mission to help the students understand their role in the larger community and to develop in them a sense of service and responsibility, students in all grades will perform community service as part of their class each year. Service is giving of one's time to help someone who is less fortunate. Eighth grade students must complete an additional number of service hours as established by the teachers. Hours may be earned in parish, school, or community service beyond the school day. The service is required to be completed and recorded by the middle of May. The students will record their hours and have them signed by an adult. Failure to complete the hours may result in a religion grade reduction in the third trimester or result in additional requirements prior to graduation.

## **HOMEWORK**

The Holy Rosary School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

**Pre-Kindergarten:** Homework assigned to Pre-Kindergarten students is under the discretion of the Pre-Kindergarten teacher and there is no specific amount of time for this grade.

**Kindergarten and First Grade:** Each child is responsible for daily homework as assigned. The average length of the daily homework assignments is approximately 20 – 30 minutes.

**Second and Third Grade:** Each child is responsible for daily homework as assigned. The average length of the daily homework assignments is approximately 30 – 45 minutes.

**Fourth and Fifth Grade:** Each child is responsible for daily homework as assigned. The average length of the daily homework assignments is approximately 45 minutes to one hour.

**Sixth Through Eighth Grade:** Each child is responsible for daily homework as assigned. The average length of the daily homework assignments is approximately one hour to one and one-half hours, but may be more during times of special projects and test preparation.

### **Additional Homework Notes**

1. Students in 3<sup>rd</sup> – 8<sup>th</sup> grade are responsible for writing down their homework for each class in the assignment notebook they receive in September.

2. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
3. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
4. Students may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.

## **LATE WORK**

Late work may result in a reduction in grade. Specific information regarding this will be communicated by teachers, particularly those in grades 5-8. Teacher discretion is taken into consideration on late long-term assignments and projects.

## **MAKE UP WORK**

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day.

## **GRADING**

Students in the primary grades (PreK-4) are assessed using a four-tier grading scale based on meeting the academic standards for their grade level. Students in grades 5-8 are assessed on a hybrid-letter grade system that is aligned with the academic standards of their grade level. Students' effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be pre-arranged between the teacher and the principal in conjunction with parents. Specific grading scale information will be communicated by the grade level teacher. If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

## **PROGRESS REPORTS**

Frequent communication between home and school is encouraged regarding your child's academic progress. These reports are sent home several times during each trimester. Progress reports are not part of a child's permanent school record. Parents are encouraged to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should not be attempted during class hours, carpool, or recess periods.

## **REPORT CARDS**

Trimester report cards are issued at the end of each 12-week term. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child's progress. They are tools of assessment that are used to measure a student's achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

## **PARENT-TEACHER-STUDENT CONFERENCES**

Mandatory Parent-Teacher-Student conferences will be scheduled for each family during the fall grading period (during Thanksgiving week). The purpose of these conferences is to provide an up-to-date and personal evaluation of the students' work and progress and to discuss with parents the ways to assist their children. Conferences also give parents the opportunity to ask questions and to become informed of school activities. The conferences are student-centered; each student is an active participant and all students in grades 1-8 are expected to attend. Attendance of Pre-Kindergarten and Kindergarten students is up to the discretion of their teachers. Registering for conferences is done online.

Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child's teacher.

## **RETENTION**

If the teacher feels that another year in the same grade would be beneficial for the student he/she may be retained in that grade. If retention is being considered by the teacher; parents must be notified by February. A formal letter from the principal will be sent out by March 1<sup>st</sup> and a final decision regarding the retention will be made by mid-May. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (Gr. 6-8) does not pass two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from Holy Rosary School. In all cases, the final decision rests with the principal.

## **ACADEMIC PROBATION**

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal. Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. 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

If there is no improvement during the probation period, the student may be asked to withdraw from Holy Rosary School.

## **ACADEMIC TRIAL PERIOD**

All students who are newly enrolled in grades Pre-Kindergarten through 8<sup>th</sup> at Holy Rosary School are admitted on a six-week trial basis. Parents/guardians may be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

## **SCHOOL SUPPLIES**

The responsibility for having necessary school supplies belongs to each family. A supply list (in addition to the supplies the school will buy in bulk) is available on the website.

## **TEXTBOOKS**

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook.

## **TUTORING**

Teachers may tutor a student for profit in a subject, if they are not responsible for teaching the student in that particular subject. Class time may not be used for any private lesson or practices.

## **ACCREDITATION**

Holy Rosary School is by the Western Catholic Education Association. Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process. The next Accreditation is scheduled for the 23-24 school year.

## **ADMISSION AND ENROLLMENT POLICIES**

### **GENERAL INFORMATION**

It is understood that Holy Rosary School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children

whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of Holy Rosary School. Holy Rosary School reserves the right to dismiss any student, or to deny re-enrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA)) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

Holy Rosary School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.

Application timelines and procedures, including information on re-registration and in-parish qualifications can be found on the Holy Rosary School website under the "Admissions" tab at [www.holyrosaryws.org](http://www.holyrosaryws.org).

## **INTERNATIONAL STUDENTS**

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the

United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in Holy Rosary School must have complete legal documentation required by the United States government in order to do so.

## **STUDENTS WITH LEARNING DIFFERENCES**

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, Holy Rosary School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis.

Holy Rosary School will consider:

1. the severity and degree of the disability;
2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

Holy Rosary School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. Holy Rosary school determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, Holy Rosary School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

Holy Rosary School honors the following procedures in trying to serve students with special needs:

**Phase 1: Identification** – Identification of the specific area of concern(s), documentation of concern, consultation with the student’s family.

**Phase 2: Assessment** – Comprehensive assessment through the local public school or through private, professional consultants.

**Phase 3: Planning and Placement** – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

**\*\*For the complete procedural plans for serving students with special needs, please contact the school principal.**

## **ADMISSION FOR RE-REGISTRATION**

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Parents must complete re-enrollment procedures in mid-January. Specific information and timelines will be communicated in the weekly electronic newsletter. If re-registration is not completed by the designated date, the student may be removed from the class list for the next school year.
2. After review of the family’s current tuition contract/covenant compliance a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance. The registration fee is non-refundable and due with the tuition contract completed at the time of re-registration.
3. Non-compliance or failure to meet stewardship agreements could result in a change of tuition contract status.

## **WITHDRAWAL OF STUDENTS**

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify Holy School of the withdrawal using the electronic form on the school website.
2. All financial obligations must be met before a student's education records will be released.
3. Student's records will be sent at the request of the student's new school

Holy Rosary School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for Holy Rosary School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

In the event that a student starts school in September but is withdrawn or dismissed from school prior to the end of the school year, tuition is due and payable from April 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 months will be forfeited. A withdrawal will not be considered effective unless and until a completed Intent to Withdraw (available on the school website) is completed online and submitted to the school office.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

## **COVENANTS**

### **COMMUNITY COVENANT**

Holy Rosary School community strives to be a covenant community. The teachers and staff at Holy Rosary School are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

## **CATHOLIC SCHOOL TEACHER'S COVENANT**

Each teacher at Holy Rosary Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at Holy Rosary Catholic School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth;
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- provide appropriate and challenging academic instruction;
- embrace the diversity of their students and build bridges between all cultures; and
- set clear standards for behavior and be fair and consistent in discipline.

## **CATHOLIC SCHOOL STUDENT'S COVENANT**

As a student at Holy Rosary Catholic School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors;
- respect all students and treat each one with care regardless of race, gender, or other differences;
- obey all rules;
- respect school property and the personal property of other students;
- display proper manners and show common courtesy at all times;
- assume responsibility for all their actions and not make excuses;
- always do their classwork and homework without excuses or disrespect; and
- be on time, ready to learn, and give their best effort.

## **CATHOLIC SCHOOL PARENT'S COVENANT**

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose Holy Rosary Catholic School to assist them in forming their child as a disciple of Jesus Christ, and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in Holy Rosary Catholic School. Parents understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with their children, if they are Catholic;
- promote respectful behavior in their child by setting a good example in their own speech and behavior;
- show respect for the school personnel, volunteers and visitors and teach their child to do the same;
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner;
- follow the policies and procedures of the Holy Rosary School Handbook;
- accept and embrace the diversity at Holy Rosary Catholic School;
- respect the privacy of the faculty, staff, students, and their families; and
- not consume smoke or vape prescribed cannabis products on school grounds, school transportation and/or at school activities and events.

## **FINANCIAL POLICIES**

### **TUITION- GENERAL INFORMATION**

1. The School Commission, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
2. All tuition contract/covenant obligations for the prior year must be paid in full to insure a student's registration for the following school year. Tuition contract

obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

## **TUITION GOALS**

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

## **HOLY ROSARY SCHOOL TUITION RATES**

### **In-Parish Tuition Rate**

A Holy Rosary In-Parish family is one who is registered in the parish prior to school registration.

1. If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status would be acceptable.
2. If coming from another parish that does not have a school, a letter from the pastoral leader expressing active parish status would be acceptable.
3. A Holy Rosary In-Parish family is one who has a Stewardship Commitment Card on file in the parish office. A quarterly review will be shared by the parish office to verify contributions. A Holy Rosary In-Parish family is one who is participating in the sacramental life of the parish by regularly attending Mass, supporting parish activities, and volunteering in the school and parish (a suggested donation for the in-parish tuition rate is a minimum of \$85/month).

### **Monitoring of the Holy Rosary School In-Parish Tuition Rate Privilege**

1. A Catholic family receives the gift of the "In-Parish" rate provided the criteria of being parishioners as stated in the Holy Rosary Admissions and Enrollment policies and included in the registration materials is met (also available on the Holy Rosary School website, [www.holyrosaryws.org](http://www.holyrosaryws.org), under the "Admissions" tab). These criteria do not in any way stand in judgment of a person's depth or quality of faith, but rather as objective ways of establishing a person's commitment to Holy Rosary Parish. So that each parent/guardian might be treated equally and fairly, the most objective means of monitoring parishioner status is through the financial giving records kept by the parish.
2. Each year, the School Commission will establish the actual cost of educating a student at Holy Rosary School and apply the gift of the parish subsidy to determine the "In-Parish" rates for Catholic students.
3. All tuition obligation data can be monitored by each family by logging into your FACTS account. Report cards or mid-term reports may be held until families become current with their school financial obligations. The parish will mail stewardship statements regarding parish contributions. This data is kept confidential with only the pastoral leader, principal, and bookkeeper/Parish Administrator involved in maintaining and honoring the parish financial records.
4. If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving Holy Rosary School scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and the pastoral leader.
5. For returning students, family financial obligations will be assessed each spring. Catholic families receiving the "In Parish" rate may be moved to "Full Tuition" rate for failure to live up to the requirements of the tuition contract and the Family Handbook. This decision is made by the pastoral leader in accordance with the principal.

### **Full Tuition Rate**

This rate is established for non-Catholic students not eligible to receive the in-parish tuition rate, and/or those families who may not fulfill the Stewardship Agreement to receive the In-Parish tuition rate.

## TUITION PAYMENT OPTIONS

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

1. Tuition is due on or before the date established in your School Admin account. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:
  - a. If at the end of **thirty (30) days** the tuition account is not current, the parent will be notified by the principal of the past due amount. A late fee will be charged by School Admin and will be added to the total tuition balance. Additional late fees will continue to be charged by School Admin each time their system attempts to collect past due of NSF tuition.
  - b. If at the end of **sixty (60) days** the past due condition continues to exist, the parent will be notified in writing by the principal that the account must be brought current.
  - c. If at the end of **ninety (90) days** the account has not been brought current, school services to the family may be discontinued and the account may be referred to a collection agency.
2. Holy Rosary School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.
3. Families that are experiencing financial difficulties should contact the principal immediately.
4. No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment at Holy Rosary School.

## **TUITION CONTRACTS or COVENANTS**

Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at Holy Rosary School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or Advancement Director.

The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. If more than one person is responsible for the tuition costs and fees then both should sign the tuition contract. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **TUITION ASSISTANCE**

### **Fulcrum Foundation Tuition Assistance**

The [Fulcrum](#) Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

### **Holy Rosary School Financial Aid**

Local financial assistance can be requested by any current school family. However, families must first apply for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation (See above). Once a family has submitted the application by the designated deadline, the family can then request an application form for Holy Rosary School Financial Aid. The confidential form is processed by the school administration and awardees are based on **financial need only**. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and Holy Rosary School financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The principal will determine the process and amount of tuition assistance based on specific criteria. Holy Rosary School families who belong to Holy Rosary Parish receive first consideration for assistance. Families will receive notification from the principal regarding their tuition assistance award.

Some neighboring parishes give financial assistance to their registered families. Families are expected to complete the Fulcrum "Tuition Assistance Application" or request and submit it to their pastoral leader for his signature. When it is signed, it should be returned to the school along with the completed contract/covenant.

### **Emergency Financial Aid**

Life status changes occur and Holy Rosary School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

## **REGISTRATION AND FEES**

### **New Student Registration Fees**

Families of new students must pay a \$300 registration fee per family to secure the student's placement at Holy Rosary School. All registration fees are non-refundable. This registration fee is due when completing Holy Rosary School School registration process.

### **Re-Registration Fees**

Re-registration is held each year in January for families currently enrolled at Holy Rosary School. The registration process is complete when the school has received:

1. Electronic School Tuition Contract and payment of the registration fee when charged.
2. Applications for tuition assistance and scholarship applications if applying (due according to timelines outlined in electronic newsletter each year)
3. Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school or as needed to remain up to date.

## **FUNDRAISING**

Each school family will be required to participate in fundraising.

### **Auction**

The auction is Holy Rosary School's largest fundraiser. It is an annual dinner event with a silent and live auction dedicated to support the full mission of the school and is held each year. The Advancement Director and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families donate, "procure" items for the auction, or they can buy out. Buy-out money is used by the Holy Rosary School Auction procurement team to purchase quality items for the auction. (Please see Holy Rosary School's Tuition Contract for additional information).

### **Annual Fund**

Every family is encouraged to financially support Holy Rosary School's Annual Fund, which helps with the current and future viability of the school.

## **SERVICE HOURS**

As part of the tuition contract or covenant, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment hour requirement is **50 hours** for a two-parent family and 25 hours for a single-parent family. New families are required to complete 35 hours their first year. Failure to fulfill the annual

commitment hour requirement will result in an assessment charge of \$50 per hour, billed after May 31<sup>st</sup> each year.

It is the parent's responsibility to find opportunities to serve the school or parish. Families can document their hours using the Volunteer Tracker on the school website. A periodic update of recorded hours is sent to all families through the school year.

**How can I fulfill my service hour commitment?** Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas include, but are not limited to: room parents, working in the classroom, working at the volunteer project table, take home projects, Holy Rosary School auction, recycle drive, gardening around the grounds, ministers for the Masses, serving on a commission, driving and chaperoning on fieldtrips, attending the Parent Club Organization meetings and MORE!

## **ENDOWMENT FUND**

The Father James Mallahan Endowment Fund for the School was established as a way of helping to 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.

# **GENERAL SCHOOL POLICIES**

## **DAILY SCHEDULE**

Staggered drop off begins at 8:15 each day. Children may arrive prior to 8:15 if they are participating in school activities or riding in a carpool with students who are participating

in such activities. Children should not come to school before 8:05 AM since there is no supervision prior to that time. Children arriving before 8:05 AM or staying past 3:15PM and not participating in before or after-school programs will be sent to the Extended Care program, and parents will be billed accordingly. On inclement weather days, students may be invited inside the building and students will go to their assigned areas to sit quietly until the school bell rings. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

## **CALENDARS**

The school year calendar is available on the school's website. Should a change be made after the school calendar is distributed, families will be notified via email and through the school's website.

## **ATTENDANCE**

Holy Rosary School hours are from 8:15 AM to 3:05 PM. Students must attend school regularly and be punctual. Students will be considered tardy after 8:30 am. Absences are recorded by the homeroom teacher each day. 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). Missing three hours during the school day will be considered a half-day absence.

Please follow the COVID screening flowchart for information on how to manage absences due to COVID available on the school website. Teachers will work with parents to help children complete missed work for an excused absence and will communicate the procedures for doing so with families. For an unexcused absence, parents and students must assume the responsibility of completing and turning in missed work. Due to the disruption it causes to the instructional day, there will be no Zoom instruction provided this year.

If a student is absent more than 10 days in a trimester, a parent conference may occur and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

When a student is absent from school, parents must verify the absence by phoning the school office (206-937-7255) or emailing [office@holyrosaryws.org](mailto:office@holyrosaryws.org) before 8:45 AM. If there is no

contact from the parents, the school will call for verification. If parents cannot be reached, persons listed on the emergency form will be contacted.

## **VACATIONS**

Daily attendance is an integral part of the educational experience at Holy Rosary School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged and remote instruction will not be available this year. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations, and arrange trips during school breaks. Students are responsible for all work assigned during their absence. 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.

## **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 in grades 5 - 8 who accumulate more than 5 tardies may be assigned detention.

## **INCLEMENT WEATHER**

When inclement weather makes it necessary to close the school, parents will receive notice via but not limited to the Holy Rosary School website, Facebook, email, and the West Seattle Blog. The school may also utilize text messages to families regarding closure alerts. Please do not send students to school or BASE until it is confirmed that the school is open. If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal.

## UNIFORMS

Holy Rosary School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in uniform infractions.

### 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 at school in compliance with 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-7<sup>th</sup>, shirts must be white knit, polo or oxford style with a collar or turtleneck (8<sup>th</sup> 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  $\frac{3}{4}$ -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. Sweaters (cardigans/pullovers/vests purchased at the 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 gray 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-7<sup>th</sup>, 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 the 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. 8<sup>th</sup> 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 8<sup>th</sup> 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-4<sup>th</sup>) may wear Macbeth plaid jumpers or skorts; (Gr. 5<sup>th</sup>-6<sup>th</sup>) may wear Macbeth plaid jumpers, skirts or skorts, and (Gr. 7<sup>th</sup>-8<sup>th</sup>) may wear navy skirts or skorts. All jumpers/skirts/skorts must be purchased from the uniform store, may not be shorter than 3" above the kneecap and may not be rolled at the waist. 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.
9. 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.
10. 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.
11. Girls in Gr. K-6<sup>th</sup> may not wear make-up. Girls in Gr. 7<sup>th</sup>-8<sup>th</sup> 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.
12. 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.
13. Hair styles/colors that disrupt the learning environment are not allowed. Hair must be a natural color. Hair must be neatly kept, not distracting or below the eyebrows, or must not fall in the face; boys' 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. **Free dress passes may not be used on Mass days. If a student's birthday falls on a Mass day they are asked to take free dress on the day before or after.**

### **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.

### **Where To Purchase**

New uniforms are available through the Dennis Uniform Store at <https://www.dennisuniform.com/> National Customer Service phone number is 800-854-6951 and Lands End at [www.landsend.com](http://www.landsend.com). Cadet (zip up) sweatshirts may be purchased through the school office.

### **LOST AND FOUND**

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

### **EDUCATIONAL RECORDS**

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

### **Transfer Of Student Records**

If a parent is registering a child in another school, Holy Rosary School will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

### **Types of Records**

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file, and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at Holy Rosary School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Holy Rosary School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by Holy Rosary School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Holy Rosary School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by Holy Rosary School to comply with the requirements of FERPA. The name

and address of the Office that administers FERPA is: Family Policy Compliance Office  
US Department of Education 600 Independence Avenue, SW Washington DC 20202-  
4605

## **PARENTS AND GUARDIANS**

### **Non-custodial Parents**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

### **Divorced Or Separated Parents**

Our school exists to aid parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration, or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

## **PHONES AND ELECTRONIC DEVICES**

Students are to keep cell phones out of sight while at school. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. If there is a special circumstance whereby a cell phone is needed, the parent needs to contact the principal directly before the phone is brought to school. The cell phone is to be kept completely off and in the student's backpack unless permission by the classroom teacher for the device to be used. Students who abuse the cell phone rule may have their phones confiscated and returned at the discretion of the principal.

1. Any cell phone use, including messaging on phones or via SMART watches, is prohibited during the school day due to the nature of the disruption caused. This includes during Extended Day Care. Parent/Guardians are encouraged to contact students outside of school hours or via the office if an emergency happens during the day.
2. The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.
3. Any cell phone use, including text messaging, SMART watches, or use of cameras during a test shall be considered and treated as cheating.
4. No harassment or threatening of individuals via cell phones is permitted.
5. Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
6. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

### **Office Phone Use**

The School Office is open from 7:45 AM to 4:15 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

### **Electronic Devices**

The use of electronic communication devices during normal school hours is prohibited unless special permission is given by the teacher. These include but are not limited to Smart Watches, electronic games, I-pods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they

interfere with the learning environment. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered as, and treated as cheating.

## **COMMUNICATION**

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at Holy Rosary School. Correspondence from the school is delivered to families in several ways including but not limited to email, telephone, and a weekly electronic newsletter, the eFC emailed on Thursdays. 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.

Important information such as weekly school and classroom newsletters, yearly and monthly calendars, school and parish flyers, CYO forms, and other materials may be sent via email to every family or available on our website. In order to be well-informed of academic and community news, it is essential that each family takes time to open and read the school emails and newsletters when they arrive.

### **With Principal**

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. In order for the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

### **With Staff**

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that

occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

### **Electronic Communication**

Whether occurring within or outside of Holy Rosary School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through e-mails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

### **Directory**

The Holy Rosary School directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, addresses, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have this information published must notify the school in writing no later than the last week in August. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in August and sent to families electronically or via print. The Holy Rosary School directory is intended solely for the use of Holy Rosary School families and employees to strengthen their mutual support and the education of Holy Rosary School students, and any other use of the information in this directory is strictly forbidden.

## **SPECIAL POLICIES, CYO, SCHOOL COMMISSION, PARENTS CLUB**

### **Catholic Youth Organization (CYO)**

CYO (Catholic Youth Organization) is an athletic program sponsored by the Archdiocese of Seattle. Holy Rosary School students may participate in the CYO Program in accordance with norms governing the Archdiocesan CYO Outdoor Ministries and Athletics program.

The CYO mission statement is “to provide opportunities for youth to develop strong moral character, self-worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles that reinforce societal values.”

CYO’s vision is that “With gratitude to Christ, we focus our resources and support the ministries which strongly impact the greatest number of youth, young adults and families – thus engaging them on their journey to know God and participate in the Catholic Community.”

CYO Athletics is committed to the dignity and worth of each child it serves, regardless of physical talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. A desired outcome is that each child knows that they are wanted and loved.

Boys and girls from ages 5 through 18 of any race or national origin participate in CYO Athletic programs. Sports may include soccer, cross country, basketball, volleyball, and track.

The CYO Athletics community is organized around the parish as its center of activities, as this is a natural environment that provides a resource of volunteers and financial support necessary for the implementation of activities for youth. It is this environment that also encourages family participation in activities, as well as serving as a base of operations for coordinated programs and service projects to the greater community upon which youth can have a positive influence.

### **Parent Club Organization**

The Parent Club/Organization is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

### **The School Commission**

The School Commission is a consultative board that works with the principal and pastoral leader, in accordance with Archdiocesan policy, to assist in planning, policy development,

finance, facilities, development and public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastoral leader in the formulation of local policies affecting the parish school. All policies adopted by the School Commission are brought to the pastoral leader for approval. Terms are staggered to maintain stability of long-range goals and directions. The School Commission handbook published by the Archdiocese of Seattle is available in the school office for checkout upon request.

### **Email**

Holy Rosary School provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or untrusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours.

### **Social Media**

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching and/or interfere with the educational environment of the school. Holy Rosary School students and their parents must adhere to and sign the Holy Rosary School Student Computer and Internet Agreement.

## **HEALTH CARE**

### **Communicable or Contagious Disease**

Students with contagious diseases should be treated with justice and respect in every way consistent with protecting the safety of those not afflicted with such diseases.

Schools shall act to limit the spread of contagious diseases in order to preserve and protect the health of students and staff. Staff shall report to the school administrator or designated

person any individual suffering from a communicable disease or one suspected of being contagious.

Parents will notify the school of a diagnosis of a contagious disease. The administration will notify other parents and/or the health department, if necessary, to stop the spread of the disease. Before returning to school the student must be past the period of communicability, that is: free of fever without medication, vomiting, and/or diarrhea for 24 hours, and be able to participate in normal classroom activities.

All employees and health volunteers who work in schools will be trained in appropriate methods of responding to situations that involve human blood and other body fluids and solids and will have available to them the materials necessary for making a response.

## **Health Room**

A Health Aid room is located near the school office. This room is staffed by school staff who will check children's temperatures, treat minor injuries, conduct health and vision screenings, and maintain student health records. All medications will be kept in the office.

An Isolation Room, away from students and staff may be set up to care for students who are displaying COVID-19 symptoms. This room is staffed by school staff and volunteers, who will check children's temperatures, and call parents to pick up the child immediately. Reducing the spread of COVID-19 is important to the ongoing health and safety of students and staff.

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

- A temperature of 100.4 F 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.
- Any COVID-19 symptoms
- Live lice

Please follow the current COVID screening flowchart available on the school website when determining if a child can attend school.

## **Medication**

Holy Rosary School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, Holy Rosary School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at Holy Rosary School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e. an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e. an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
2. Students needing to use an inhaler may carry one on their person at all times once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

## **Counseling and Referrals**

School support counseling is available through the school and/or various local agencies such as Catholic Community Services.

Counselors may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise. Counselors and teachers will keep confidential information entrusted to them so long as no one's health or safety is at stake.

Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some need or concern. It is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialogue with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the School Office.

## **REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT**

Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

*“Reasonable cause” means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.*

## **IMMUNIZATIONS**

Prior to entry, attendance or transfer to a Level 1 Catholic preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law RCW 28A.210.060 through 28A.210.170.

Every student enrolled in a Level 1 Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington, including the physician's license number.

## **EMERGENCIES AND CRISIS PROCEDURES**

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, Holy Rosary School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the Holy Rosary School website, email, phone, and/or the West Seattle Blog. Students will not be dismissed to walk home unless the parent calls and requests they do so and assumes all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

### **Emergency Form**

The school must have emergency information on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very **IMPORTANT** that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child. Your emergency contact information can be updated through your ALMA profile.

## General Emergencies

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. Student illnesses--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
2. First Aid--The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.
3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours. Forms are available in the school office.
5. Medications--School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

## Fire Drills

Fire drills are held monthly. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency binder and first aid kit that should travel with them during times of drills.

## Earthquakes

Instructions on what to do during an earthquake:

1. Remain calm.
2. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
3. If in a **CLASSROOM** you should: Get under desks or tables and begin counting, "One, Two", etc. up to sixty. Face away from windows.
4. **DROP**-crouch on knees, close to ground. **COVER**-Place head close to knees. **HOLD**-Clasp hands firmly behind the neck. Close eyes tightly.
5. Remain in place until ordered to evacuate or until the "**ALL CLEAR**" signal is given.
6. If in **Church or gym** areas -- (Chairs and tables may be lacking and exterior walls and roofs could collapse.) You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
7. If in a **STAIRWAY**, during an earthquake – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in (C).
8. If **OUTDOORS** – Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until "**ALL CLEAR**" signal is given. A teacher or other adult employee will take charge.

Specific considerations in the case of earthquakes/emergencies:

1. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
2. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
3. If possible, any spilled medicines, drugs, chemicals and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
4. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.

5. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met. Parents may go to designated areas such as the church hall, adjacent to the school grounds, to meet their children.
6. Do not spread rumors. They often do great harm following emergencies.
7. Keep the streets clear for passage of emergency vehicles if necessary.
8. Be prepared for additional earthquake shocks called "**AFTERSHOCKS.**" Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
9. Respond to requests for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
10. Cooperate fully with Public Safety officials.

### **Lockdowns and Shelter-in-Place**

Lockdown/Shelter-in-Place is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown/shelter-in-place procedures routinely so they can be prepared in the event of an emergency. Lockdown/shelter-in-place procedures are not meant to scare the community but to empower all members to use safety precautions at all times. RCW 28A.320.125

### **SAFETY AT SCHOOL**

Holy Rosary School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of Holy Rosary School.

#### Drop Off Safety

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

#### 42<sup>nd</sup> Ave Drop-Off

Please drop off only along 42<sup>nd</sup> 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 42<sup>nd</sup> 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 42<sup>nd</sup> Ave. to the next block to turn right onto Andover St. This will allow better access for drivers using the alley for drop-off.*

### **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.**

### **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 may 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 8:35 AM and 2:55PM-3:15PM (2:00PM-2:30PM

on Wednesdays) at Dakota & 42nd and Genesee & 42nd. **All students and parents must cross the street in the crosswalks.**

### **Pedestrian Safety**

Pedestrians must utilize the designated walking areas and cross at crosswalks.

### **Touching Safety**

*Protecting God's Children*™ program by Virtus is provided and required by the Archdiocese of Seattle, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in March. This is a mandated program from the Archdiocese; however, if you would choose to have your child opt out of the program, you must sign the *Touching Safety Opt Out Form*™, available from the classroom teacher.

### **Financial Safety**

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

## **BEFORE-CARE AND AFTER-CARE**

Holy Rosary School offers a before and after school program, referred to as BASE.

The primary focus of BASE is to provide onsite quality supervised care for Holy Rosary School. This is not a program intended for extensive activities, but a place where students can be safely supervised.

Students are supervised by Holy Rosary School Extended Day Assistants that are employees of Holy Rosary School. Holy Rosary School Extended Day assistants have CPR and First Aid training, Safe Environment training and adhere to yearly updates, and have passed background checks. Holy Rosary School Extended Day assistants are under the supervision of the Holy Rosary School Extended Day Director. Day-to-day management of the Holy Rosary School Extended Day is the responsibility of the Holy Rosary School Extended Day Director, who reports to the principal.

There is a separate charge for students attending the Holy Rosary School Extended Day program. Applications and additional information about the Holy Rosary School Extended Day program are available on the school website. [base@holyrosaryws.org](mailto:base@holyrosaryws.org)

## **RELEASE OF STUDENTS**

### **Release of Students to Another Adult**

If anyone other than a parent or guardian is sent to pick up students, Holy Rosary School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. Holy Rosary School will check identification of anyone who is not the child's parent and who is picking up a child from school.

### **Release of Students to Police**

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or Principal delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

## **PARENTAL INVOLVEMENT**

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

It is expected that parents will become actively involved in their child's progression through Holy Rosary School. It is our hope that this will include: assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in PARENT CLUB/ORGANIZATION, attending fall and winter conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

## **VISITORS AND 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](http://www.holyrosaryseattle.org).

All classroom visitors first must sign in and be cleared at the office in accordance with school and archdiocesan policies.. This enables the school to keep track of who is in the building and is a safety measure Adults are asked to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. Side doors are always locked and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

## **ROOM PARENTS**

Each grade has a team of Room Parents whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Room Parent helps the teacher may be:

- Calling parents to help the teacher as requested.
- Arranging for classroom parties with the teacher.
- Coordinating and serving coffee and donuts after Sunday Mass once each school year.
- Hosting one special event each year depending on your child's grade. Please see your classroom teacher for more details and an explanation of the event.

## **BIRTHDAY CELEBRATIONS**

Please speak with individual teachers regarding whether birthday treats are allowed.

**Party invitations are not to be handed out at school or at dismissal.** Please send your invitations by mail or email. Please consult the parent directory for addresses and emails. The school office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out.

## **PHOTOGRAPHY**

### **School Pictures**

Individual and class school pictures are taken in the fall. Pictures are distributed via the classroom. Information concerning prices and packages is sent home at least one week before picture taking day. No parent is required to pay for pictures unless they choose to order them. Professional photos are also taken at 8<sup>th</sup> grade graduation and First Communion.

## **General 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.

## **ANIMALS AT SCHOOL**

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to Holy Rosary School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

## **DANCE POLICY**

Holy Rosary School usually hosts one junior high school dance outside of school hours. Holy Rosary School students attending other Catholic school middle school dances must abide by the codes of conduct set forth by Holy Rosary School and the Catholic school hosting the dance. Students will be disciplined for any behaviors that are detrimental to themselves or to the reputation of Holy Rosary School.

## **HOMESCHOOLING**

The Archdiocese of Seattle Office for Catholic Schools Department does not endorse any homeschooling programs.

## **EXTRACURRICULAR ACTIVITIES**

All extracurricular activities sponsored by the school or parish such as band, choir, after-school clubs, scouting, CYO sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

## **RIGHTS OF THE SCHOOL AND RELATIONSHIPS**

### **PRINCIPAL PRIVILEGE**

The Principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

### **RESPECT OF SCHOOL PROPERTY**

Care of school property portrays a sense of pride and also strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

### **SEARCH AND SEIZURE**

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

### **USE OF STUDENT INFORMATION AND PICTURES**

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.

### **USE OF SCHOOL/PARISH GROUNDS**

Holy Rosary School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the covered play area, field, and play zones during active school hours.

## **SCHOOL/HOME RELATIONSHIPS**

Holy Rosary School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, Holy Rosary School may require parents to withdraw their children and sever their relationship with the school.

## **STUDENT DISCIPLINE**

*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:

Purpose of discipline at Holy Rosary School:

1. To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged.
2. To provide an opportunity for the student to practice Christian ideals and attitudes.
3. To assist students in the development of self-discipline, courtesy, and respect.
4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
5. To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Holy Rosary Student Learning Expectations, in action:

I will be Safe, Respectful, and Responsible.

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

<b>Classroom</b>	<ul style="list-style-type: none"> <li>* Stay in assigned area</li> <li>* Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>* Use kind words and actions</li> <li>* Include others</li> <li>* Use materials and furniture as intended</li> <li>* Follow voice level expectations</li> </ul>	<ul style="list-style-type: none"> <li>* Participate</li> <li>* Be prepared and do your best</li> <li>* Tell the truth</li> <li>* Complete assignments on time</li> </ul>
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**BUILDING VOICE LEVELS**

**Level 0:** Absolute Silence

**Level 1:** Whisper

**Level 2:** Small Group Work

**Level 3:** Presentation voice

**Level 4:** Playground + Spirit Voice

## **CORPORAL PUNISHMENT**

The use of corporal punishment in any form is prohibited at Holy Rosary School. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline procedures.

## **DISCIPLINARY ACTIONS**

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that each individual be given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

## **DISCIPLINARY POLICIES**

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

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.

The rules of a school, governing all conduct and discipline, are in-place to insure an optimum learning atmosphere in the classroom. "Optimum learning atmosphere" shall be defined as the climate in which each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

**The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.**

A student who engages in conduct detrimental to the school's reputation, whether on or off school grounds, can be subject to suspension or expulsion.

## **BEHAVIORAL CONTRACTS**

A student is placed on a behavioral contract when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student's parents at a conference. The behavioral contract will state specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement.

## **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.

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.

## **DUE PROCESS**

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from Holy Rosary School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

## **HARASSMENT/BULLYING**

Holy Rosary School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of Holy Rosary School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. Holy Rosary School will promptly respond to allegations of harassment and bullying and take each allegation seriously. Holy Rosary School will review and investigate such matters in a professional and timely manner.

1. Holy Rosary School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. Holy Rosary School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

## **CONFLICT**

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

## **HARASSMENT**

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school. and that creates an intimidating, hostile or offensive school environment.

### **Descriptive Terms**

1. Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.
4. Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated

physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:

(A) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;

(B) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or

(C) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

## **BULLYING AND CYBERBULLYING**

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period of time.**

There are three types of bullying:

1. Verbal bullying involves saying or writing mean things.
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
3. Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but is not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

## **THREATS**

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

**Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.**

## **RETALIATION/FALSE ALLEGATIONS**

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

## **VIOLENT BEHAVIORS**

Holy Rosary School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required

withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school. Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

### **ASSAULT OR INTENTIONALLY CAUSING PHYSICAL INJURY**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive a consequence or redirection appropriate to their age. For severe cases, parents will be called, and the student must go home

### **CRIMINAL OR GANG-LIKE ACTIVITY**

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish -sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

### **ALCOHOL AND DRUG POLICY**

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of Holy Rosary School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

## **CHEATING**

Holy Rosary School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on any test, note, or report, the person cheating will receive a failing grade on the test or assignment, and any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include:

1. Leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so;
2. Writing answers on desk tops, clothing, or on hands, legs, arms and other parts of the body;
3. Looking on another's test paper;
4. Copying another student's assignment and/or homework;
5. Talking with another student during a test period;
6. Writing down answers copied from others when tests are handed in;
7. Talking with students from previous class periods in order to get test information
8. Using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test; or
9. Handing in a paper for credit which has already been graded in another class, without the approval of the teacher

## **DISTURBANCES**

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

## **FALSE FIRE ALARMS AND FIRE**

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms can be a misdemeanors subject to a fine up to \$1000.

**Arson is a felony.** Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

## **FORGERY**

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required will result in a disciplinary action.

## **GAMBLING**

Gambling on school/parish grounds is not allowed, except when authorized at special events such as raffles during fundraisers.

## **HAZING**

Hazing in any form or of any type is not allowed at Holy Rosary School and can result in suspension or expulsion from school.

## **INSUBORDINATION**

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

## **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

Any student who leaves the school grounds without permission from the school will receive consequences as appropriate for his/her age and actions.

## **PLAGIARISM**

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences.

## **PROFANITY**

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

## RESPECT OF PROPERTY

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.

## SMOKING

Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking will receive a suspension and or expulsion for their actions.

## THEFT

Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

## WEAPONS

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.**

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or causes bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent

or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items..

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

## **WEAPON PROCEDURES**

Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.

1. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
2. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
3. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
4. In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
5. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
6. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

