

HOLY ROSARY ELEMENTARY SCHOOL

FAMILY HANDBOOK

(revised 11/16/2009)



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FAMILY HANDBOOK
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INTRODUCTION

Thank you for choosing Holy Rosary Elementary School for your child's education. This handbook is designed to provide information and guidelines for families at Holy Rosary School. As part of the enrollment process, parents or guardians are required to sign and return the agreement form.

It is the intent of the administration that this handbook addresses the main issues affecting our school and students. However, in the event that a particular issue is not specifically addressed, the decision of the administration prevails.

**Holy Rosary Parish School
Edmonds, Washington**

The Mission Statement

Holy Rosary Catholic School is a primary ministry of Holy Rosary Parish in Edmonds, Washington. The mission of Holy Rosary School is to educate children to be Catholic Christians and stewards of their talents as effective communicators, responsible citizens, and lifelong learners.

The Philosophy Statement of Holy Rosary School

Holy Rosary School is a Catholic school committed to the development of the whole child guided by the teachings of Jesus Christ. We continue the long tradition of Catholic education to prepare future Christian leaders to live their faith daily in the home, in the parish, and in the community. Holy Rosary School prepares every child to be socially responsible for self, others, and the environment. We believe that Christ is in us, among us, giving dignity to all.

The Holy Rosary School community challenges every child to achieve academic excellence through a variety of learning experiences. We ask that students strive to be active Catholic Christians who see as a Catholic, live as a Catholic, and celebrate as a Catholic. We ask that students endeavor to be effective communicators in the written and spoken word, pursue critical thinking skills as responsible citizens, and develop intellectual curiosity as lifelong learners. We encourage the collaboration of parents, parish, and school organizations to extend and enhance the learning experience.

**Holy Rosary School
School-Wide Student Learning Expectations**

**An Active Catholic Christian who
Sees as a Catholic**

Demonstrates knowledge of scripture
Identifies the principles of Catholic social teaching
Shows knowledge of liturgical celebrations
Participates in classroom discussions on religion
Recognizes knowledge of church traditions and rituals

Lives as a Catholic

Demonstrates respect for the dignity of all people
Lives an ethical and moral life
Practices stewardship
Conveys an attitude of gratitude and forgiveness

Celebrates as a Catholic

Takes part in liturgical celebrations
Seeks a relationship with God through prayers
Celebrates Catholic rituals and traditions
Participates in the sacraments

An Effective Communicator who

Expresses clearly ideas in a variety of forms
Utilizes active listening skills
Analyzes and evaluates sources of information

A Responsible Citizen who

Understands and participates in civic duties
Respects self, others, and the environment
Works for social justice in our local community and the global community
Uses skills and strategies to embrace diversity

A Life-Long Learner who

Demonstrates mastery of basic skills
Expresses ideas in artistic form
Uses critical thinking skills
Applies knowledge in an ever-changing world
Practices effective study habits
Works independently
Collaborates with peers
Sets high standards for personal performance

THE ROLE OF THE CATHOLIC SCHOOL IN THE MISSION OF THE CHURCH

A. School Philosophy

Catholic Schools – Archdiocese of Seattle Mission Statement

THE MISSION

The schools of the Archdiocese of Seattle, in communion with the Archbishop, in collaboration with parents, parish leadership, and the community, and in the service of teaching Gospel values and the faith of the Catholic Church, educate students in grades K through 12 for leadership and service to the church and society through excellent religious, academic, and co-curricular programs that strive to be accessible to all.

A CATHOLIC EDUCATION

Through each of their programs, especially religious education, Catholic schools collaborate with parents as the primary educators of their children in faith, hope, and love.

- Supported by their parishes and communities, Catholic schools educate the whole person – mind, heart, and spirit – by teaching, modeling, and instilling the teachings of the Gospel and of the Catholic faith.
- These teachings, expressed through sacraments, religious traditions, and lived example, foster in students an ethical and Christ-like way of life.
- By learning to value this way of life, students grow to respect the intrinsic dignity of each person and to serve as leaders in search of a just and peaceful society and church.

THROUGH EXCELLENT RELIGIOUS, ACADEMIC, AND CO-CURRICULAR PROGRAMS

The Catholic schools of the Archdiocese of Seattle develop the growth of each student toward his or her full potential by providing high quality instruction in all areas.

- Catholic schools offer programs designed to develop the spiritual, academic, artistic, and leadership potentials of their students.
- Catholic schools encourage and prepare students to attain high standards of achievement.
- All schools seek accreditation through an established process of review.
- Teachers receive professional certification from the State of Washington and catechetical certification from the Archdiocese of Seattle.

THAT STRIVE TO BE ACCESSIBLE TO ALL

Catholic schools of the Archdiocese of Seattle respect all students and strive to be accessible by:

- Providing tuition assistance for families with financial need.
- Serving a population that comprises the rich ethnic diversity of the Archdiocese.
- Providing reasonable accommodations for students with disabilities.
- Ensuring the viability of present schools.
- Opening new schools in under-served areas of the Archdiocese.
- Welcoming children who value a Catholic education, regardless of religious background, depending on space available.

Approved by Archbishop Alex J. Brunett, June 18, 2002

B. Church Authorities

1. Relationship of School to Parish

The 1917 Code of Canon Law defined a parish primarily in its relationship to a pastor. A major shift in understanding found in the 1983 revision on the Code is the definition of parish as a community of believers sharing in the mission of the Church. Various parish structures, including organizations, programs and the school, serve the community in carrying out the mission of the Church; to proclaim the Gospel, to form community, especially to those in need. Parish organization structures must never be simple ends in themselves, but should always work to promote the mission of the parish, the diocesan Church and the universal Church.

Families involved with Holy Rosary School should understand from these statements that the school and parish do not operate independently of each other. The parish provides for the overall community, and the school operates as a structure of the parish.

2. Participation of Students in Parish Activities

It is expected that students enrolled at Holy Rosary School participate in organized parish activities, including the celebration of the Eucharist on Sunday and the first Friday of each month, as well as Holy Days and special occasions. In cooperation with parents, the Pastor, and the Religious Education Director, the teachers will also prepare the students for the reception of the sacraments of First Reconciliation and of Holy Eucharist in the second grade.

C. Major Statement from Church Officials

“Catholic schools afford the fullest and best opportunity to realize the three-fold purpose of Christian education among children and young adults. Only in such a school can children experience learning and living fully integrated in the light of faith. Students are instructed in human knowledge and skills, valued for their own worth but seen simultaneously as deriving their most profound significance from God’s plan for creation.”

To Teach as Jesus Did

National Conference of Catholic Bishops

D. Authority Structure in School

Archbishop

The Archbishop is the official teacher of the Archdiocese of Seattle. Administration and supervision of Catholic education are under his jurisdiction.

Archdiocesan Superintendent

The Archdiocesan Superintendent is the delegate of the Archbishop in educational matters and provides the necessary leadership in the development and administration of the school system.

Pastor

The Pastor is the chief administrator of Holy Rosary parish and school. He is directly responsible for the religious education of all children in the parish. The Pastor is responsible for the hiring, contract renewal, supervision and evaluation of the Principal.

Principal

The Principal is the religious and instructional leader of Holy Rosary School and is responsible for the operation of the school. This responsibility includes the employment, supervision and evaluation of the school staff; the establishment of school programs, and the evaluation and management of student behavior. Emphasis is placed on Christian formation and quality academic programs. In addition, the Principal is the executive officer of the School Commission and Parent Association.

Teacher

Each teacher employed at Holy Rosary School has the direct responsibility for educating students in his or her individual class. The teacher is the first and foremost authority in the classroom, is responsible for student behavior, and implements special programs as directed by the Principal.

School Commission

The School Commission assists and advises the Pastor and Principal in realizing the goals of Catholic education at Holy Rosary School.

Parent Association

- a) The Parent Association facilitates, encourages, and ensures ongoing communication and support between school and parents. It is a responsibility of the Parent Association to organize and conduct fund raising activities that support the school.
- b) All disbursements from income raised by the Parent Association are to be determined by the pastor in collaboration with the Principal, the School Commission, and the Parent Association.

Volunteers

Volunteers cooperate with the Principal in providing a positive educational climate for the students. Volunteers are directly accountable to the Principal. Volunteers agree to abide by established policies and procedures of the Archdiocese. Training and background checks must be conducted for all volunteers who have contact with students. The volunteer coordinator may supervise volunteers at the discretion of the Principal and may be delegated as their immediate supervisor.

POLICY FOR DIVERSITY

Holy Rosary School is committed to applying its teaching on Social Justice to its instructional and administrative practices. To encourage diversity the following guidelines apply to the Holy Rosary School community:

1. Ensure that the work environment in the school fosters inclusiveness of fairness.
2. Promote an environment that treats all with dignity and respect.
3. Ensure a commitment to diversity.

PARENT/STAFF/STUDENT RELATIONS

Holy Rosary School attempts to provide quality education and opportunities for young people to grow spiritually, intellectually, socially and physically. We are sensitive to and wish to respond to your legitimate concerns, but we ask and expect that they be presented in a tone and spirit that reflect our values as a Christian community. Conferences with, phone calls or letters directed to teachers, staff or administrators should be carried on in a positive tone and manner, reflective of the concern for and the growth of the student. Uncharitable comments, harassment and verbal or written personal attacks on the integrity, character or reputation of any member of the community are unacceptable.

ADMISSION POLICIES AND PROCEDURES

1. Admission Criteria

Holy Rosary School offers its educational programs to every family whose values and goals for their children are consistent with those of the school, regardless of race, religion, national origin, gender, disability, or sexual orientation. We recognize, however, that space may not always be available. Priorities for admission are as follows:

1. Parish families with siblings already in school; defined as active practicing Catholic families meeting the following requirements:
 - a. Complete a registration card at the parish office
 - b. Participate regularly in parish worship, the Mass
 - c. File annual sacrificial giving card at the parish office
 - d. Support the Parish by means of the use of the weekly contribution envelope
 - e. Contribute to other aspects of parish life which includes the school
 2. Parish families: defined as active participating Catholic families
 3. Out of parish Catholic families with siblings already in school
 4. Out of parish families who are Non-Catholic families with siblings already in school
 5. Out of parish Catholic families
 6. Out of parish Non-Catholic families
2. A child must be 4 years of age on or before August 31 for admission to pre-k.
A child must be 5 years of age on or before August 31 for admission to kindergarten.
A child must be 6 years of age on or before August 31 for admission to grade one.

Admission of new students in grades 2-8 depends upon interviews with the Principal and/or school staff, as well as student test scores and a review of school records. Students admitted in grades 1-8 are accepted on a probationary basis, dependent upon their ability to maintain academic and behavioral standards at Holy Rosary School.

FINANCIAL/FEE REFUND POLICIES

- All accounts from the previous year must be current in order for the student to be eligible for enrollment in the next school year.
- The tuition assistance program of Holy Rosary School provides financial assistance to parish families who wish to provide a Catholic education to their children but are fiscally unable to do so. Parents or guardians wishing to apply for this program should contact the Principal of Holy Rosary School.
- Withdrawal from School
 - Notice of transfer from school should be made to the school office one month in advance of moving. Permission must be given in writing for transfer of records. No transfer of records can occur when there is an outstanding balance of tuition or fees.
 - All fees are non-refundable as described in other portions of this handbook.
 - For refund purposes tuition is prorated on a daily basis.

ACADEMIC EXPECTATIONS

Students must participate in the educational program of the school and help maintain an orderly learning environment throughout the school. Each student should maintain a 2.0 GPA. In order to accomplish this the student must:

- Arrive at school by 8:15 AM and be in the classroom by 8:20 AM.
- Come prepared with appropriate materials.
- Complete assignments by due date.
- Achieve academically to the best of his/her ability.

Special Needs/Disabled Students

When a student experiences learning difficulties in the classroom, testing to determine the specific nature of difficulty or to determine whether a learning disability is present may be recommended. Special education referrals are available through the Edmonds School District. If it is determined that a child has a disability which makes it difficult for him/her to be successful in the regular classroom, a recommendation to the Holy Rosary Skill Center will be made. The child is instructed in small groups or individually during release time in the school day. The expense of special instruction is borne by the family of the student.

Homework Expectations

Homework can challenge students to use their new skills creatively and constructively by reinforcing, enriching, and building upon what is learned at school. It can nurture self-discipline and independent study habits. When a parent is interested and involved, homework can become a common goal, a time to work together, and offer the individual instruction not always available at school. Students can periodically expect homework on the weekends.

The following are suggestions to help make homework time rewarding for all:

- Help your child see homework as a necessary and valuable activity.
- Set up a well-supplied, comfortable and distraction-free place for your child to work.
- Establish a homework time and assist your child/children in organizing all supplies and materials necessary for the following day.
- Reinforce the idea that homework is a student's personal responsibility.
- When your child asks for help, make sure you both understand the assignment and its purpose.

There may be occasional family events that prevent a student from having his/her homework completed. In order for the child to be given additional time to complete the homework, a note must accompany the child on the day the homework is due. This note must state the reason for the incomplete work and must be signed by the parent. The school will not accept attendance at athletic events, team practices, concerts, or other non-emergencies as valid excuses for incomplete work.

Family Vacations

Missing class time is not to be taken lightly. Even though homework can be made up, class presentation and group activities cannot. Parents must be willing to accept the responsibility of seeing that their children are properly tutored if a child misses school for vacations. Classroom teachers do not have the time to tutor or to design self-managed lessons for vacations. Their time and responsibilities are involved with the ongoing work of the classroom. Teachers are not able to prepare homework in advance of a vacation as class activities vary day by day. Students are responsible for making up missed work when they return to school. Students are also responsible for maintaining a journal and reading books while on vacation.

Please contact the Principal if a student will be absent for reasons other than illness, and then set up an appointment with your child's teacher. Parents are asked to plan family vacations so students miss as little school as possible. Please check your school calendar and ensure your children are present for all standardized testing sessions.

Illness and homework

Please keep your child home if he or she is ill as outlined in the attendance section of this handbook.

Upon your child's healthy return to school please provide a note for their teacher. The student may have some make-up homework and will be provided with extra time to complete it.

Grading Policy

Grades 1-3 are not given letter grades. They receive markings as follows:

100-92 = 3	Exceeds Grade Level Expectations
91-80 = 2	Meets Grade Level Expectations
79 and Below = 1	Needs Improvement

Grades 4-8 will receive letter grades. The following grade code applies:

A+	=	100%
A	=	94-99%
A-	=	91-93%
B+	=	88-90%
B	=	86-87%
B-	=	83-85%
C+	=	80-82%
C	=	78-79%
C-	=	75-77%
D+	=	72-74%
D	=	67-71%
F	=	0-66%

3	Exceeds Grade Level Expectations
2	Meets Grade Level Expectations
1	Needs Improvement

Guidelines for Promotion and Graduation

Students are promoted in June. Students must maintain a 2.0 GPA to fulfill the requirements of the current grade level and be promoted to the next grade level. If the administration and the teacher determine that a student may need more time to master the work of a grade, parents will be advised that the child is not meeting grade level standards. The teacher will contact the parent. Parents will be advised to obtain further academic assistance for the student. Whenever a pupil is in danger of ultimately not meeting grade level standards, his/her parents will be advised of the situation. Evidence of successful summer school attendance and/or tutoring may be required to admit a student to the next grade level. The school provides a Skill Center to assist students having academic difficulty; however the school retains the right to dismiss a student that does not meet grade level standards required for promotion to a subsequent grade.

Honor Roll

In order for a student at Holy Rosary School in the 6, 7, or 8th grades to earn first or second honors, he/she must meet the following requirements:

First Honors: Grade Point Average 3.7 to 4.0
 All 3s in Christian Social Qualities

Second Honors: Grade Point Average 3.3 to 4.0
 3s and 2s in Christian Social Qualities

Both Honors require that students have no 1s anywhere on the report card, and fewer than three tardies in any class.

A “1” in any category on the report card during a specific grading period means a student is automatically disqualified from receiving any honors for that particular trimester.

At the assembly on the last day of school, students earning honors awards for all three trimesters will receive a special certificate and pin to recognize this accomplishment.

ATTENDANCE

Students must maintain regular attendance. Every effort should be made to schedule doctor and dentist appointments outside of school hours. Students must give a written note signed by the parent to the homeroom teacher when returning to school after an absence. Students will receive any missed assignments upon return. Absences due to vacations are considered non-excused. School assignments missed during a non-excused absence will be made up at the discretion of the classroom teacher. Students will be given one day for every day absent to complete unfinished work. Absences may have a negative impact on the student's grades.

An early dismissal must be arranged in writing through the school office before going to class in the morning. When a student must be excused early, parents are required to come to the school office to pick up their child and sign the "sign out" book before leaving with their child. Students are not allowed to leave the school grounds for any reason without written permission from the parents. Archdiocesan policy states: "No teacher or principal shall release any pupil to any person who calls at the school to pick him/her up unless the release is to the child's parents or their delegate, and is verified in writing." To comply with this policy, your Family Emergency Form must be on file in the office.

If a student arrives after 10 AM, they are considered absent for half the day. If they arrive after 12 PM, they are considered absent that full day.

Illness

In order to promote the health and well being of all of our students we ask that you keep your child at home if he or she:

- Is vomiting – two or more times in a 24 hour period
- Has a rash, lice or nits
- Has diarrhea
- Has an eye infection
- Has a sore throat
- Has a fever – Student should be fever free for 24 hours before returning to school
- Just doesn't feel well (unusually tired, loss of appetite, confused or cranky)

Please call and tell the school what is wrong with your child, even if your child stays home from school.

Tardiness

Excessive tardiness negatively affects students' grades. Tardiness is very disruptive to classroom management. It directly affects the learning environment for all students and is greatly discouraged.

Excused tardies can be defined as any appointments or emergencies that delay the student's coming to school. All other absences are unexcused.

Tardy students must report to the school office to receive a tardy slip before going to their homeroom. A student who arrives at school late more than 5 times in a trimester is considered to be excessively tardy.

Students are to be in class when the bell rings to begin class. Coming into class late delays or interrupts the educational process and is an infringement on the duties of teachers as well as the rights of other students.

Arrival and Dismissal

There is adult supervision provided on the school grounds on the south side adjacent to the church, daily beginning at 8:00 AM and after school until 3:30 PM. First bell is at 8:15 AM. Students are considered tardy after 8:20 AM. No student is allowed on playground equipment before or after school unless monitored as part of the Extended Care Program. On Mondays, students are dismissed at 1:30 PM so that faculty may attend staff development in-service and meetings. Holy Rosary School assumes limited liability for students only during school hours. Please follow the traffic pattern carefully. Note the separate traffic plan used for days when funerals are being held. Signs on 7th Avenue will indicate we are following the funeral traffic plan.

Students are to be picked up at dismissal time unless they are participating in a legitimate after school activity. School staff does not maintain responsibility for students remaining on the premises following dismissal who are not involved in a school related activity. A charge of \$1.00 per minute will be applied to any student who is picked up later than 15 minutes after the last bell.

PROCEDURES FOR CONTACT

Parents and caregivers must report to the school office when entering the building. The school secretary will deliver packages for a teacher or student. If a child is to leave for an appointment, the teacher should receive word beforehand to allow time for the student to meet parents or caregivers in the school office. One must sign in and receive a badge prior to entering a class to volunteer. Please use the front entrance to enter and depart. Other main doors to the school are locked during school hours.

The faculty and staff of Holy Rosary School are committed to keeping the lines of communication open. If a child or parent has concerns or questions, the parent should make an appointment with the teacher via email or through the school office. Through dialogue and conversation we, as a team, can get to the heart of the matter. It is difficult to solve a problem without all the facts. Time set aside for communication helps keep the educational environment of our school proactive.

If a parent has a problem or concern regarding a teacher, the following procedures should be followed:

1. A parent must make an appointment to speak to his/her child's teacher.
2. If the parent receives no satisfaction, he/she must put the issue in writing.
3. If the parent still receives no satisfaction, he/she must make an appointment to speak with the Principal.
4. If the parent receives no satisfaction, he/she must put the issue in writing to the Principal.
5. If the parent still receives no satisfaction, he/she must send a letter to the Pastor.

COMMUNICATION METHODS

The following avenues of communication are available at Holy Rosary School:

- Weekly Family Folder: A folder is sent home to the families every Wednesday via the oldest/only child. It provides an opportunity for a variety of information, including a letter from the Principal, to reach home quickly and efficiently. Each family is expected to sign the folder and return it to the school the next day.
NOTE: If any parent or group wishes to include information in the family folder, this material should be in the school office no later than 12:00 PM on Monday.
 - Progress Reports: Progress Reports are sent out every three weeks. These reports should be signed and returned to the teacher.
 - Phone Tree: The Principal will notify the room parents to initiate the phone tree for specific events and emergencies.
 - Website: The web address is www.hrsedmonds.org. This website is a primary communication tool.
 - Phone Calls: Holy Rosary School staff will respond to phone calls within 24 hours.
 - Email: Each staff member has an email address listed in the family directory. Parents can email the staff at any time. Holy Rosary School staff will respond to emails within 24 hours.
- * As of January 2010, Holy Rosary will utilize the online program, PowerSchool, for reporting grades to parents.

DISCIPLINE

Holy Rosary School strives to create an atmosphere that promotes Christian behavior among students and self-accountability in word and deed.

A. Code of Conduct

Respect Self and Others
Respect Authority
Respect Property
Act in a Responsible Manner

B. Student Responsibilities

Students must participate in the educational program of the school and help maintain an orderly learning environment throughout the school. Each student should work to maintain an atmosphere in which all students can learn without interruption. In order to accomplish this, the student must observe the following standards of behavior:

1. Model Christ's teachings in all interactions.
2. Arrive at school by 8:15 AM and be in the classroom by 8:20 AM.
3. Behave in a respectful and friendly manner towards all students, teachers, school personnel, volunteers, and visitors. Inappropriate and disrespectful actions and responses towards those in authority are not allowed. This includes arguing with or challenging authority, using a disrespectful tone of voice or disrespectful body language.
4. Discourage negative behavior in other students. This includes any behavior that does not conform to the standards and expectations of the school.

C. General Rules for Students

1. Students will abide by the Code of Conduct and all class rules that have been discussed and agreed upon by the staff and students. Classroom rules and the Code of Conduct are posted in the classrooms.
2. Students will abide by playground and lunchroom rules. Students will respect those designated as authority figures in the school and playground.
3. Students will refrain from the use or possession of drugs, alcohol, herbal supplements, or weapons. Weapons include, but are not limited to, any pain inducing substance such as mace, toy or fake weapons (including water-guns), and anything that was created to be used as a weapon.

4. Students will respect all property, especially that of the school. School property includes, books, desks, bathrooms, the gymnasium, and playground equipment. The misuse of or damage of textbooks will result in a fine.
5. Students will only enter the school building/classrooms with a teacher's permission. Once in a classroom, a student will remain there unless they have obtained permission to leave.
6. Students will leave the school grounds 15 minutes after dismissal unless they have received prior permission from a teacher. If a child misses a ride, he/she should report to the school office. A fine of \$1.00 per minute will be assessed for students in the office fifteen minutes after dismissal. Students are not allowed on the Big Toy for 30 minutes before or after school.
7. Students will refrain from gum chewing in school or on school grounds and may not take gum on field trips.
8. Students will abide by the uniform policy. To be out of uniform, a student must present a valid free-dress pass to their homeroom teacher prior to the 8:20 bell. Free dress is not allowed on designated "formal uniform" days or at school Masses.
9. Students may not ride bikes, scooters, skateboards or other such devices on the playground or on the sidewalk in front of the school at any time. Skateboards, roller skates and roller blades are not allowed at school.
10. Students may not have I-pods or MP3 players, electronic game devices, or any similar electronic devices on school grounds or in school buildings. These same devices are not allowed on field trips unless the teacher has made an exception.
11. Students will turn their cell phones into their teacher at the start of the school day. Teachers will return cell phones at dismissal.

D. Student Conduct Expectations

1. Students will refrain from any conduct that damages the reputation of Holy Rosary School or any criminal action on or off school property or during school activities.
2. Students will refrain from name calling, swearing, or using obscene gestures. Vulgar, rude or obscene communication of any kind is forbidden. Any materials deemed dangerous or harmful toward others is forbidden.
3. Students will walk and be quiet in the hallways and bathrooms in order to promote an atmosphere conducive to learning.

4. Students will refrain from writing and passing notes during the school day. Students will refrain from writing on their hands, arms or other body parts.
5. Students will refrain from lying, cheating, plagiarizing, forging signatures and stealing.
6. Students will refrain from any kind of gambling
7. Students will not litter on the school or parish grounds
8. Students will refrain from all forms of spitting.
9. Students will not possess matches, lighters, cigarettes, or any tobacco products on the school grounds, at any school function, or in any school building.

E. Policies regarding student physical and emotional safety

1. Students are not allowed to harass or bully others in any way, including conduct directed for the purpose of intimidation. Bullying or harassing behavior includes but is not limited to:
 - Rude, insulting or threatening comments, either verbal, written or illustrated.
 - Rude, insulting or threatening behaviors, gestures, or other communications.
 - The use of technology for the purpose of intimidating, harassing or bullying others.
2. At all times, students will refrain from fighting or mock fighting. Mock or play fighting includes, but is not limited to, pretending to hit or punch, scratch, push, kick, head lock, trip or grab, and/or pulling on hair or clothing. Fighting is doing any of the above actions deliberately and with harmful intent.
3. Any threats of violence or actual violence will result in remedial action on the part of the school.

F. Corrective Actions and Consequences

When a student chooses to behave in a way contrary to Holy Rosary School expectations, the following consequences or corrective actions may be taken. Corrective actions are used at the teacher's or administrations best judgment. Consequences are primarily based on three factors:

- 1) The student's unique needs
- 2) The student's behavior record
- 3) The circumstances surrounding the offense

1. Consequences or corrective actions that could be used:

- a) Miss recess time. The student may be asked to perform service tasks in the school during this time.
- b) Make restitution in the case of damaged property.
- c) Receive a discipline report notice.
- d) Receive in-school suspension.
- e) Receive a probation notice with an academic and behavior contract.
- f) Receive a suspension notice from Holy Rosary School. The number of days a child is suspended from school will be determined by the seriousness of the offense. The procedures for suspension are outlined in this handbook under Suspension or Expulsion.

2. Specific Issues Regarding Consequences or Corrective Action

I. Discipline Report Notice

There may be times when a discipline report notice will be given. Individual needs, offenses, and circumstances determine the appropriate corrective action. An infraction could result in immediate in-school suspension. Parents will be notified if this situation occurs.

Discipline report notices will be mailed to the student's home. Parents must sign and return the notice to Holy Rosary School within three days of receipt of notice. Copies of the discipline report will be kept on file in the school office and by the student's homeroom teacher.

II. Suspension or Expulsion from Holy Rosary School

A student may be suspended or expelled from Holy Rosary School when, in the judgment of the Principal, offenses are aggravated or repeated. Use or possession of drugs, alcohol, or weapons, including mace or any pain-inducing substance, will result in suspension with possibility of expulsion upon complete review of incident. Any conduct that damages the reputation of the school, or any criminal act on or off school grounds or during school-sponsored functions, could result in the student being expelled from Holy Rosary School.

Behavior construed as harassment, physical, verbal, or sexual, will result in immediate suspension with the possibility of expulsion, following a complete investigation of the incident. A repeat of any harassment is considered a serious incident at Holy Rosary School.

Suspension can be in school or at home, depending on the judgment of the Principal.

a) Procedures for Suspension or Expulsion:

1. Parents will be notified by phone prior to a student being suspended or expelled. This will be followed by written notification of the infraction or violation. A conference time will be arranged with the parents or guardian, Principal and the staff involved. A conference must take place before the student is allowed to return to school.
2. At the occasion of the conference regarding suspension, the Principal may notify the parent or Pastor that probation or expulsion follow.
3. Terms of probation will be in writing by the Principal.
4. When the terms for lifting probation are not met, suspension or expulsion may follow.
5. When a student has been expelled from Holy Rosary School, parents have the right to request a hearing with the Pastor, or his delegate, and a representative from the school administration.

b) Hearing Procedure for Expulsion:

1. When a student has been expelled from school, a certified letter is sent to the parents or guardians. The letter will state the specified alleged charges against the student, the date of the expulsion, and the student's and parents' or guardians' right to a hearing.
2. The school must be notified within five school days of the parents' receipt of the notice of the expulsion if a hearing is requested. Failure to request a hearing within this time period waives the right to a later hearing on the issue, and the expulsion from Holy Rosary School will take effect. If a hearing is requested, it will be held within five school days of such a request.
3. The Principal has the right, if necessary, to exclude the student from all school activities during this hearing procedure.

G. Hearing Procedures in Case of Dissatisfaction with School Policies or Procedures

If a problem or misunderstanding should arise regarding a school policy or situation, parents should:

1. Speak to his/her child's teacher about any concern over a classroom situation.
2. If the parent receives no satisfaction, he/she should put the issue into writing and present it to the teacher.
3. If the parent still receives no satisfaction, he/she should speak with the Principal.
4. If the parent receives no satisfaction, he/she should put the issue into writing and present it to the Principal.
5. If the parent still receives no satisfaction, he/she should send a letter to the Pastor.

UNIFORM POLICY

Clothing

Note: All items must be purchased through Dennis Uniform Company or Land's End.

- The uniform is to be neat, clean, in good repair, and free of any non-school related badges, buttons, stickers, jewelry, scarves, bandanas, or other like accessories.
- Fleece vests and jackets, as well as Holy Rosary sweatshirts, are to be worn as outerwear only. *They are not to be worn during class.* (The exception is Spirit Day.) The privilege of wearing the Holy Rosary Sweatshirt is reserved for grades 6, 7, and 8.
- If an undershirt is worn under any uniform shirt, it must be a plain white undershirt.
- All clothing items should be proper size. Items that are too tight or sagging will not be allowed.
- At no time will midriffs be allowed to show, as shirts need to be long enough to be tucked in appropriately.
- Shorts, skorts, skirts and jumpers should be no more than 3 inches above the knee.
- Waistbands of pants, shorts, skorts and skirts must be worn no lower than at the natural waist.
- Socks must be worn. Only the solid colors of red, white and navy are allowed.
- Girl/Boy Scout uniforms are allowed on scout meeting days.
- Hats and sunglasses are not allowed in class.

Shoes

For the safety of the students, especially on the playground and in the gym, we ask that the following be worn:

- Shoes tied securely on the outside of the shoe tongue at all times
- Closed toed/closed heel shoes
- Low heeled shoes

Note: On P.E. days gym shoes are required.

Jewelry

For the safety of the students we ask that these rules be followed:

- Post earrings only (no other visible body piercing).
- Large bracelets and necklaces are not allowed.
- No chains or studded jewelry of any kind may be worn.

Note: No jewelry other than post earrings should be worn to P.E. or Science.

Make-up and Nail Polish

- Make-up should look natural. No make-up (including lip gloss) should be applied during class.
- Fingernail polish may be worn in natural tones.
- No artificial fingernails.
- No visible tattoos.

Hair

- Hair should be groomed away from the face so as not to cover the face.
- Boys' hair must not extend over the ears or below the top of the shirt collar.
- Girls may wear conservative (solid colors like, dark blue, white) hair clips.
- Hair color must be of a natural hue.
- Shaved or intentionally bald heads are not permitted.

Free Dress

We understand that students prefer to wear current styles when they have the opportunity to participate in free dress at Holy Rosary. We ask that you support us in ensuring your student is appropriately and modestly dressed for our school's free dress days.

- Free Dress Days are a privilege, not a student right.
- All non-uniform clothing worn at school or a school event, which contains a message, picture, or logo, must present a positive image acceptable in the Catholic community.
- All clothing items should be proper size. Items that are too tight or sagging will not be allowed.
- Pant, short, skort, skirt, and shirt length requirements do not change on free dress days.
- Tank tops and spaghetti straps are not permitted
- Shoes should be safe for stairs, recess and our outside grounds.

Electronic Devices

- Cell phones will be turned into teachers at the beginning of school and returned to the student at 3:15 pm.
- No other electronic devices (I-pods, blackberries, palm pilots and MP3 players ect.) are allowed during school hours. If teachers see these items they will be confiscated. These items will be released only to parents.

FIELD TRIPS

Field trips are curriculum based. They are an extension of the classroom. Students are expected to conform to the Code of Conduct of Holy Rosary School.

Please see the appendix of this document for a copy of the school's field trip form.

Legal Considerations

- Drivers must have proof of insurance, driver license and have cleared a background check.
- Drivers may not stop in route with students, but must go directly to event and return promptly to school.
- School personnel are still responsible for supervision of the children and are required to plan, organize and act prudently.

LEGAL REQUIREMENTS AND SPECIAL ISSUES

Holy Rosary School complies with applicable state statutes and administrative rules. Where there are no specific statutes or administrative rules which pertain directly to a situation, the Principal will set appropriate rules and guidelines for the school, and the teachers will have the authority to enforce those rules within the classroom.

A. Student Conduct

Students at Holy Rosary School are expected to conduct themselves in a manner consistent with the teachings of Christ and the Church. This means that each student is expected to respect the rights and opinions of others and follow laws established to govern actions and situations.

If a student fails to follow applicable laws and rules set forth by the school, that student will be subject to disciplinary action which could result in removal from the school, temporarily or permanently.

B. Student Rights

Each student at Holy Rosary School is guaranteed certain rights, within the limitations of statutory law and school policy, which are deemed necessary to achieve the school's educational goals.

C. Student Records

The school office maintains student records which reflect academic achievements, grades, disciplinary actions, and medical records, including immunization records. They are available to the student's parents upon request. Official transcripts will be provided to another school or authoritative body upon written request and permission from the student's parents, provided all applicable tuition and fee accounts are current. Should tuition and fee accounts be delinquent, Holy Rosary School will provide records but withhold official transcripts until all accounts are paid in full.

Parents are asked to inform the school and parish office of all phone numbers, fax numbers, and cell phone numbers that may assist the school in notifying parents of an emergency. Parents must notify the school of any pertinent changes which include, but are not limited to, home or work addresses, home or work phone numbers.

Holy Rosary School will honor a court order stating a non-custodial parent may not have access to school records. Divorced parents are asked to furnish the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the student can be released to the non-custodial parent.

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 educational records. They are:

1. The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit a written request to the school Principal that identifies the records that 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 the amendment of the student’s educational records that a 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 the school Principal and clearly identify the part of the record that they believe is inaccurate or misleading. If the record is not amended as requested, the parent or eligible student will be notified of the decision and advised of their right to a hearing regarding the amendment.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Holy Rosary School as an administrator, instructor or support staff member. A school official has a legitimate educational interest if he/she needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the school to comply with the requirements of FERPA.

According to the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), all parents, even those not having custody of their children, have the right to access each educational record that the school keeps on their child. All requests for school records need to be made in writing to the Principal. Twenty-four hours is required to gather records.

Permanent Record Cards: Permanent record cards are required for every student. This record is kept permanently at the school and photocopied at the time of a student transfer. Permanent record cards are retained at the school building indefinitely.

Attendance Records: Student attendance is recorded at the beginning of each day. Attendance records are kept permanently on file.

D. Photo Release

Over the course of the year, your child may have his/her picture taken for media or multi-media presentations. If you prefer not to have your child's picture taken, please send a note to the school.

E. Internet Access

I. Policy

Holy Rosary Church maintains as part of its technology platform DSL access to the World Wide Web for all Holy Rosary personnel. This system is provided to assist in the conduct of business within the parish and school.

II. Administration

- a. All computers and the data stored on them are and remain at all times the property of Holy Rosary.
- b. Internet access will be limited to the conduct of business at Holy Rosary. Internet access may not be used for the conduct of personal business.
- c. Computer technology allows the administrators of the Holy Rosary computer network the capability of determining what websites have been accessed by individuals and computers. Holy Rosary reserves the right to access this information to ensure that use of the internet on parish grounds is limited to academic issues. Please note that even when the web cache is deleted, it is still possible to recreate the internet access list. Therefore, ultimate privacy of websites accessed cannot be ensured to anyone.
- d. Due to the numerous objectionable sites available over the internet, no students are allowed to use computers with internet access unless either proper internet filtering software has been installed and configured or unless there is adult supervision.

- e. Internet sites accessed may not contain content that may be reasonably considered offensive or disruptive to any staff or student. Offensive content would include, but would not be limited to, sexual comments or images, racial slurs, or content that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin or disability. The ability to connect to these sites does not imply permission to access such materials. Connecting to websites, listservs, newsgroups or chat rooms that discuss or contain these topics is not allowed. Internal and external e-mail or other computing resources may not be used to send, receive, reproduce, display, or store any illegal or potentially offensive material. Internet and e-mail messages intended to harass, annoy, or alarm another individual are not allowed.
- f. Downloading information from the internet is similar to checking books out of a library; the information is borrowed, and copyright and intellectual property laws are to be strictly followed. Reproduction, forwarding, or in anyway republication or redistribution of documents, graphics, or other materials must be completed with the permission of the author/owner. Downloading may also expose the Holy Rosary computer network to potentially harmful viruses or worms, and care is to be taken when transferring data from other sites.

III. General Policies Internet Access

All computers and the data stored on them are and remain at all times the property of Holy Rosary. Internet access will be limited to the conduct of business at Holy Rosary and may not be used for the conduct of personal business. Holy Rosary reserves the right to access this information to ensure that use of the internet on parish grounds is limited to work-related issues. Internet sites may not contain content that may be reasonably considered offensive or disruptive to any staff or student.

F. Drugs

Holy Rosary School adheres to a strict zero-tolerance policy on illegal drug possession or usage by both its teachers and students. Any possession or usage of an illegal substance by any person on the premises of the school or church, or use or possession while off-campus on a school-related outing, will be reported to local law enforcement.

G. Alcohol

Holy Rosary School adheres to a strict zero-tolerance policy prohibiting possession or consumption of alcohol by students while on school grounds. Students found in possession of alcohol, or having consumed alcohol, will be reported to local law enforcement.

H. Tobacco/Smoking

In accordance with state laws, smoking or possession of tobacco products by minors on school grounds is prohibited. Students found in possession of such products will be disciplined in accordance with this policy.

I. Weapons

No weapons or objects that could be construed as weapons are allowed on the school grounds. Toy swords, guns, grenades, etc. are not allowed. Special permission from the Principal may be granted for use of mock weapons during supervised situations such as drama productions.

Possession of a weapon on school grounds or at school sponsored activities will result in a recommendation for immediate expulsion and possible prosecution.

J. Assault

Verbal assault of any kind, including hazing and harassment, is not tolerated at Holy Rosary School. This includes incidents between adults as well as students. Situations involving assault of any kind will be referred to the Principal, and if necessary, referred to local law enforcement.

K. Battery

Holy Rosary School does not tolerate physical battery of any kind, including fighting or other violent physical contact. This includes incidents between adults as well as students. Situations involving battery of any kind will be referred to the Principal, and if necessary, to local law enforcement.

L. Harassment and Bullying

Holy Rosary School is committed to promoting a healthy work and learning environment in which all employees and students are treated with dignity and respect. As part of that goal, Holy Rosary School works to have the school free of harassment of any kind. Holy Rosary School will treat allegations of harassment seriously and will review and investigate allegations in a prompt and thorough manner and in as confidential of a manner as possible.

Holy Rosary School is committed to providing appropriate support and assistance to the alleged victim and the alleged harasser during an investigative process and to work for reconciliation between the person alleged or confirmed to have been harassed and the person alleged or confirmed to have harassed. Holy Rosary School further commits itself to prevent any retaliation or reprisal for initiating or filing a complaint of harassment. Holy Rosary School recognizes that all allegations of harassment are not always or necessarily proven.

Definition

Harassment/bullying is verbal or physical conduct towards an individual because of his or her race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, political ideology, or that of his/her relatives, friends, or associates and that:

- 1) Has the purpose of creating an intimidating, hostile or offensive educational or work environment; or
- 2) Has the purpose or effect of unreasonably interfering with the individual's work performance; or
- 3) Otherwise adversely affects the individual's employment or educational opportunities.

Harassing/bullying conduct includes, but is not limited to, the following:

- 1) Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, or disability
- 2) Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere school's premises, or circulated in the school.

Procedure: Ensuring Our Children's Welfare and Safety

- 1) Harassment/bullying of any person by another person working or attending Holy Rosary School is prohibited. Any representative of the Archdiocese of Seattle including clergy, vowed religious, lay employee or student, who has harassed or bullied another person, is subject to disciplinary procedures up to and including termination or expulsion from the position/contract or from the school.
- 2) Prohibition against acts of harassment or bullying applies to any regular, temporary, part-time, full-time students, employee or volunteer, consultant and/or any person who provides services on a contractual basis.

M. Plagiarism

- a) Definition: Plagiarism refers to the act of copying another's property or thoughts and passing them off as your own. This includes both published materials like books and websites, and unpublished materials such as a friend's paper or neighbor's test answer.
- b) Procedures: To avoid plagiarizing another's work always cite sources when researching, and use quotation marks when quoting a line from a book, magazine, other publication, or a friend's words. When in doubt ask a teacher or parent about the proper citation of another's work.

N. Medications and Health Issues

a) Health Services

All children are expected to have a complete physical examination upon entrance into school. Evidence that the child has had this physical examination should be furnished to the school at the start of the school year.

All student medication must be kept in the school office.¹ Students will take medications in the school office during school hours. This procedure eliminates the dangers of container breakage and/or misuse by other students. Parents are required to complete an "Authorization for Administration of Oral Medication at School" form in order for the student to receive medication. This requirement pertains to both over-the-counter and prescription medications.

Parents and office staff will check the accuracy of the authorization form and the medication label expiration date. No more than one month's supply of medicine will be accepted at any one time. Parents will provide split tablets if they are needed. A copy of the authorization form will be kept in the student's records.

It is the responsibility of the parents to keep their own records regarding expiration dates and refills. The parent is expected to provide refills and to inform the office staff of any changes in the medication plan.

It is the responsibility of parents to remind children to present themselves throughout the day to get medications. Holy Rosary is not responsible for missed or delayed dosage due to student neglect or schedule time. In the event of a field trip, teachers are authorized to carry and administer medications. It is the parent's responsibility to follow procedure set forth by executing the authorization form and sending a note with the student to the teacher.

On early dismissal days, no medication will be given after 10 AM unless the office receives a written request from the parents for that day.

School personnel will treat minor injuries such as cuts and scrapes by washing the affected area with soap and water and placing a bandage on the wound when necessary. No medication will be administered without the written authorization of a parent.

¹ Exceptions are allowed for life-threatening attacks such as asthma. Should a child have an illness that manifests itself through life-threatening attacks, the parents must inform the school office of the situation.

A copy of the Emergency Release Form can be found in the Appendix. In case of an accident or illness suffered by a child during the school day, every attempt to notify parents will be made. If the parents cannot be reached, one of the parties designated on the Emergency Release Form will be contacted. If a doctor's attention is indicated and parents are not available, school personnel will use the authorization given on the Emergency Release Form to have the child treated. This authorization should be completed by the parents and returned on the first day of the school year. Parents are asked to send revisions to school if changes occur during the year and also to inform the school office of any health needs of their child.

The school also provides screening of vision and hearing. Vision screening is conducted annually in Kindergarten through grade eight. Hearing screening is conducted annually in Kindergarten and grades one, two, three and five.

b) Immunizations

Holy Rosary is required by state law to complete an Immunization Report each year on students enrolled in the school.

To comply with immunization requirements, all students must show evidence that they have received current² immunizations for:

DPT (Diphtheria, Pertussis, Tetanus)
Polio
Measles/Rubella

² Immunization schedules will be in accordance with those set forth by the Division of Health for the State of Washington.

c) Lice Screening

Periodic head checks may be conducted, either in the classroom (check of entire class) or in the school office, in order to prevent the infestation and spread of lice. If lice or nits are found, the student will be sent home for treatment. Upon returning to the school, the child should be accompanied by the parent to the school office for another examination. The child must be lice and nit free in order to be readmitted to school.

d) Scoliosis

Bi-annual screenings for scoliosis will be conducted onsite for children in grades five through eight.

e) Vision/Hearing Screening

Annual screenings will be conducted for auditory and visual acuity of children attending Holy Rosary to determine if any children have defects sufficient to hinder them in their studies.

f) Child Abuse

Holy Rosary School is committed to the well being and health of all its students. If a teacher or other administrative official suspects child abuse, steps will be taken to investigate the situation and report it to the proper authorities required by state law.

g) Infectious Diseases (Including AIDS)

The Archdiocese of Seattle considers an infectious disease and/or life-threatening disease as a medical condition and therefore a disability. Catholic schools do not discriminate on the basis of this or any other disability. The school may, however, determine that certain situations may warrant that limitations be placed on the admission/retention of a student with an infectious and/or life-threatening illness.

PARENT RELATIONS

A. Holy Rosary Parent Association

1. Mission Statement

Holy Rosary Parent Association commits to the enhancement of the children's school experience by increasing parental awareness and support of programs and activities aimed at improving the spiritual, academic, and physical growth of our children.

Holy Rosary Parent Association will:

- Raise funds to meet school and extra-curricular needs which might otherwise go unmet.
- Assist, as requested, in the day-to-day operations of the school and extra-curricular activities.
- Increase communication and understanding and help build a sense of community between faculty, students, and parents.
- Make the community aware of Holy Rosary's tradition of excellence both in teaching academic subjects and Christian values.
- Support organizations and actions that will improve Catholic education.

2. Membership

Parents and guardians of children attending Holy Rosary School are members of the Holy Rosary Parent Association (HRPA). Members are invited to attend the General Meetings of the Association held four times per year. Each General Meeting provides resource speakers and programs to enhance the understanding of school curriculum and to aid in the job of parenting. The Annual Meeting of the Association is held in May. Election of the Parent Association Board of Directors and presentation of the budget for the following school year are presented at this time.

B. Parent Service Requirements

As stated in the registration contract, the required number of service hours for each year is 20 hours per parent, maximum 40 hours per family, four of these 40 hours are directly connected to fundraising activities. In lieu of service hours, a fee of \$20 for each hour not served will be charged. Hours are recorded from June to the following June. The number of service hours will be pro-rated for new families beginning at the start of the student's attendance. It is up to the individual families to record service hours in the family folder.

Service hours at Holy Rosary help to strengthen our school community as well as provide much needed support for teachers and staff members. As a parochial school Holy Rosary receives much of its support from the volunteer hours parents and other community members provide.

With these points in mind, the following guidelines are presented:

- 2 service hours for each Parent Association meeting attended.
- 1 service hour for baking and/or purchasing party supplies required by teachers or room parents.
- 20 hours (or actual time) for being a room parent, Holy Rosary coach, Scout troop leader associated with Holy Rosary, Parent Association board member, School Commission member or a member of any parish commission.
- Field trips:
 - 2 hours for half-day field trip
 - 4 hours for full-day field trip

The following do not count towards your service hours:

- Hours of Adoration or areas of personal spiritual growth
- Anything done for an individual child's celebration.

If you have any concerns, questions or suggestions about an area of service, please contact the school secretary.

FINANCE

A. Stewardship

Stewardship calls us to live as disciples of the Lord. We must be responsible stewards of the gifts God has given us. All members of the Church have a role to play in carrying out the mission of Christ's Church. Parents are asked to nurture their children in the light of faith. Parishioners are called to work in concrete ways to make their parish's true communities of faith and vibrant sources of services to the larger community. According to their circumstance all Catholics are called to give generous support of time, prayer, money, and personal service to the parish, the Archdiocese, and the universal Church.

The spirit of sacrificial giving implies:

The financial donation to the Church is proportional to one's income. The donation is given in the spirit of thanksgiving for what God has given, and is done in the context of attendance at Sunday mass. Donations are brought to the altar during the Liturgy of the Word.

B. Tuition, Fee Schedule and Payment of Fees

Students at Holy Rosary School are defined as either "in-parish" or "out-of-parish". "In-parish" students are defined as members of active Catholic parish families. Regular Mass attendance, participation, and financial contribution are required. If these prerequisites are not met, status will be changed to "out-of-parish". When contributing to Holy Rosary School or Church, remember the following:

- Use your church envelopes.
- Make church contribution checks payable to Holy Rosary Parish.

The following admission requirements for Holy Rosary School apply to both "in-parish" and "out-of-parish" students:

- The school tuition year runs August to May.
- Tuition payments are made on the 10th day of each month in the school tuition year.
- All payments from the previous year must be current in order for the student to be eligible for enrollment in the next school year, unless arrangements are made.
- Payments are considered delinquent and will be assessed a late fee if not received by the 20th of each month.
- Tuition payments must be mailed to "First Investors Federal - SMART", unless you have an automatic bank account withdrawal account (ACH).
- A payment coupon should be included with each payment that is mailed.

- Tuition checks should be made payable to “SMART Tuition”.
- Families are required to generate \$300 in profit per year through SCRIP or choose the buy out option.

The tuition assistance program of Holy Rosary School provides financial assistance to parish families who wish to provide a Catholic education to their children but are fiscally unable to do so. Parents or guardians wishing to apply for this program should contact the Principal of Holy Rosary School.

Eighth Grade Tuition and Graduation

- A fee is charged for eighth grade graduation.
- Tuition for eighth grade students must be paid in full one week prior to graduation.

C. Church Participation

- Regular church attendance and contributions are required for in-parish families. Note: Use envelopes to indicate mass attendance with or without monetary contribution.
- In-parish families must participate in the life of the parish.

D. School Financial Support

Holy Rosary School is supported by tuition, a parish subsidy (percentage of parish funds) and fundraising activities. Holy Rosary School has a small increasing endowment. Matching gift donations include money and technology materials.

E. School Fundraising Activities

The main fundraising activities that support Holy Rosary School are as follows:

- SCRIP
- Annual auction
- Annual magazine and gift-wrap sale
- Fall scholarship drive

PARENT RESPONSIBILITIES

The parent is the primary teacher and the greatest influence on a child's thinking and behavior. It is the parent's responsibility to encourage a positive attitude toward learning and to guide the child in becoming a responsible, self-disciplined and caring Christian. This includes the following:

1. Support the spiritual development of your child by attending weekly Mass and incorporating prayer into family life.
2. Foster in the student a Christ-like concern for the dignity of all individuals.
3. Support authority of the school staff and the parent volunteers.
4. Send children to school on time and prepared to learn.
5. Uphold the rules and policies of the school. (See student rules and responsibilities.)
6. Send students to school in proper uniform and appropriate attire on free dress days.
7. Consult the teacher or Principal before forming a final opinion regarding a situation in which a child perceives unfair treatment.
8. Respond to any request for conferences and commit to the prescribed solution reached during consultation.
9. Help children complete homework and oversee its completion.
10. Do not send a sick child to school. Your child's temperature should be normal and he/she should not have vomited within 24 hours.
11. Make sure your child attends school regularly.
12. Send a written notice to teachers, including specialists, when your child will miss school due to a planned absence.
13. Check into the office prior to any classroom or building visitation.
14. Sign the volunteer roster and obtain a volunteer badge when working in the school.
15. Support the school financially by making tuition payments within the payment schedule, as stated within the contracted agreement.
16. Take time to read through and discuss the discipline policy with your child.

TEACHER RESPONSIBILITIES

Teachers will educate students in a manner that promotes intellectual, spiritual, physical, and emotional growth. This includes the following:

1. Promote the dignity of each child
2. Model and practice Catholic social teaching in word and deed
3. Promote and maintain a learning atmosphere, which is safe and ensures each student's right to educational and personal growth without fear of intimidation by others
4. Maintain accurate attendance and academic records
5. Provide academic instruction and assessment that is appropriate and challenging to students
6. Help students develop a pride in their school based on respect for themselves and others
7. Enforce all school rules
8. Deal promptly, consistently, and fairly with non-Christian behavior among students
9. Keep parents and Principal informed about the behavior and academic performance of students.

ADMINISTRATIVE RESPONSIBILITIES

The Principal is the faith and instructional leader of the school. The Principal oversees the total education program of the school in conformity with its Mission Statement. These responsibilities include the following:

1. Represent the needs of students and ensure that their right to a Catholic education is protected
2. Articulate school programs to parents and communicate parent input to school personnel
3. Facilitate the work of school personnel
4. Supervise all staff

5. Work with the School Commission and Parents' Association
6. Implement school policy as defined by the Pastor, Principal and School staff
7. Communicate with parish staff
8. Collaborate with the Pastor regarding policies and procedures for the school

SCHOOL COMMISSION

A. Responsibility of the School Commission

The overall purpose of the School Commission is to advise and support the Pastor and the Principal as they form policy and direct the ongoing development of the school. The Commission is a consultative board to the Pastor and the Principal.

B. School Commission Policies and Relationship to School

The School Commission has the following functions:

Planning:

- Maintain and monitor the Case Study for Holy Rosary School

Finance:

- Develop and recommend an annual budget and review monthly expenditures
- Develop plans/means to finance the school programs including tuition, development and fundraising
- Allocate resources according to the budget

Policy:

- Develop broad goals and policies, which implement the overall goal of the Parish Pastoral Council

Evaluation:

- Provide a program evaluation of the school for the Parish Pastoral Council at the end of each school year. The Commission does not handle any personnel questions

- Advise the Pastor and Principal on significant issues of importance about the governance and the future of the school. All recommendations of the Commission are subject to ratification by the Pastor
- Determine whether the Commission's goals and plans are being met
- Evaluate the Commission's own effectiveness

Public Relations:

- Promote the school to the parish, parents, and the community
- Recruit students

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