



**HANDBOOK FOR  
STUDENTS AND PARENTS  
2008-2009**



Holy Rosary Catholic School  
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Mascot: Ram  
Colors: Green and Gold

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## **MISSION STATEMENT**

In a nurturing environment and through the cooperative effort of families, teachers, and parish community, all children at Holy Rosary Catholic School will develop a sound foundation of Catholic faith along with an excellent base of knowledge that prepares them to be life long learners.

## **PHILOSOPHY**

Holy Rosary Catholic School is a part of the teaching mission of Holy Rosary Parish. The parents are recognized as the primary educators of their children. The success of the teaching mission requires the teamwork of the principal, school staff, parents, priests, and children. Cooperation between these parties will guide the children in the teachings of Jesus, specifically in the areas of message, community service, peace, and justice.

Holy Rosary Catholic School is a living and growing faith community. As such, all persons involved strive to live according to the teachings of Jesus. Through a strong, clear witness to their faith, the staff models caring, confidence, perseverance, responsibility, teamwork, trust, and giving their personal best.

## **RELIGIOUS EDUCATION**

Religious Education, as stated in the Philosophy, is a joint effort on the part of parents, teachers, and the Holy Rosary Catholic Parish Community, as we enter into the mission of the Church in fulfilling the last recorded words of Jesus before His Ascension, “Go teach all nations...”

The Holy Rosary religious curriculum presents children with accurate and comprehensive religious instruction based on the following:

- Sacred Scripture and Tradition
- The Catechism of the Catholic Church (U.S. Council of Catholic Bishops – USCCB, 2000)
- The General Directory of Catechesis (USCCB, 2005)
- An Ageless Faith for a New Generation (Diocese of Evansville, Nov., 1999).

This curriculum offers daily religious instruction including Catholic doctrine, scripture, morality, lives of the saints, social justice, as well as preparation for Liturgy. Each year, the students at Holy Rosary Catholic School have a particular focus of study in terms of Catholic Doctrine and Tradition.

**Kindergarten** – God Loves Me

**Grade 1** – The Trinity

**Grade 2** – Sacraments of Eucharist and Reconciliation

**Grade 3** – Church and the Liturgical Year

**Grade 4** – Commandments and Beatitudes

**Grade 5** – The Seven Sacraments

**Grade 6** – Old Testament

**Grade 7** – New Testament

**Grade 8** – The History of the Church

Religious formation goes far beyond the formal instruction of Catholic doctrine and traditions. It involves leading our young people to a life centered on Christ. This is where our partnership is essential. It is our belief that weekly participation in Sunday worship and the sacraments, as well as participation in the life and mission of the parish community, will enhance the effectiveness of our religious education program and build faithful Church leaders for years to come. Therefore, families are urged to worship together every Sunday and make a commitment to participate in the parish community.

During the spring and summer of 2008, members of the school and parish staff have taken a closer look at how we express our Catholic Identity through our words, behaviors and through the atmosphere and environment that we create around our campus. We are pleased to recognize the following areas in which we feel a strong sense of Catholic Identity:

At Holy Rosary, students and faculty/staff

- ✠ attend Mass one day a week and on special feast days and Holy days.

Classrooms are given the opportunity to plan and serve as ministers at several school day Masses throughout the year. They may serve as lector, cantor, greeter, gift bearer, etc. Students in grades 5-8 are also invited to be Altar Servers.

- ✠ are invited to share their reflections on the Question of the Week which flow from the weekend liturgies.
- ✠ participate in special liturgies and prayer experiences for Advent/Christmas, Lent/Easter, Catholic Schools Week and other special feast and holy days. These include The Living Rosary and The Stations of the Cross.
- ✠ begin and end the day with prayer and classrooms provide other opportunities to pray together throughout the day.
- ✠ celebrate the Sacrament of Reconciliation during Advent and Lent.
- ✠ participate in special grade level days of retreat in grade two through grade eight.
- ✠ observe statues and posters which depict Mary and the saints, the seasons of the church year, and other traditions and symbols of our faith.
- ✠ pray for vocations through their classroom participation in Vocation Cup program.
- ✠ pray for the needs of others through Family in Touch prayers and special intentions in class.
- ✠ participate in random acts of kindness and intentional service/outreach projects like the Giving Tree and Operation Rice Bowl.

As with any community we strive for continuous growth in our *faith* and *expression* of our Catholic Identity. To that end, we hope to enhance our appreciation for and reverence at liturgy, promote more service/outreach opportunities and work together to help ***Build God's Kingdom.***

## ACCREDITATION

Holy Rosary Catholic School is accredited by the Department of Education, State of Indiana with a First Class Commission and is a member of the National Catholic Education Association and the Indiana Non-Public Education Association.

## CURRICULUM OF STUDY

Holy Rosary Catholic School follows the Curriculum Guidelines established by the Department of Schools, Catholic Diocese of Evansville, and the Department of Education, State of Indiana.

## NON-DISCRIMINATION POLICY

Resolved, that it has been, is now and shall hereafter be the policy of Holy Rosary Catholic School that students of any race, color, sex, national and ethnic origin be admitted to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. Resolved further, that we have not, do not, and shall not discriminate on the basis of race, color, sex, national and ethnic origin in administration of educational policies, admission programs, grant-in-aid programs and athletic and other school-administered programs.

## HOLY ROSARY FACULTY

All Holy Rosary Teachers are certified by the State of Indiana. The faculty includes 21 full-time teachers, including music and physical education instructors and a technology teacher/coordinator. Part time faculty includes an Art teacher for grades K-8, a resource teacher for all students, Kindergarten Assistant and a librarian.

Special needs of students are met by a part-time speech therapist, a band instructor, a part-time school social worker, a Catholic Charities counselor all of whom are shared with other area schools.

## **ORGANIZATION**

Holy Rosary consists of a Preschool/Pre-Kindergarten Program, and two homerooms each of full-day Kindergarten through eighth grade. Grades K-4 are self-contained and grades 5-8 are departmentalized.

Holy Rosary provides after-school care on site as well as a Summer Camp program.

## **CLASS SIZE POLICY**

Kindergarten will have a maximum of 20 students per classroom.  
Grades 1-2 will have a maximum of 22 students per classroom.  
Grades 3-4 will have a maximum of 24 students per classroom.  
Grades 5-8 will have a maximum of 25 students per classroom.

## **SCHOOL HISTORY**

Bishop Henry Grimmelman, the first Bishop of the Evansville Catholic Diocese, being a strong supporter of Catholic education, wanted every Catholic child in the diocese to have the opportunity to receive a Catholic education. To further that goal, the Bishop began construction of several new parishes and schools. In 1950, Holy Rosary Parish was established with Monsignor Maurelius Bilskie as its first pastor. Under his leadership the parish grew from a small parish in the midst of cornfields and gravel roads to be the largest Eastside parish in the midst of Evansville's suburban expansion. In 1950, Holy Rosary Parish began building its temporary church building. It was renovated in 1995 and it now houses the school's computer lab, science lab and library. Holy Rosary Parish opened its school on September 8, 1953. Since that time, it has undergone several additions and renovations. In 1961, an additional eight classrooms were built; in 1988 another wing with a gym, kindergarten rooms, and office space was added; most recently, in 2001, the Children's Center was renovated to provide space for preschool aged children. In 1953, Holy Rosary School was completely staffed by the Benedictine sisters from the

Monastery of the Immaculate Conception in Ferdinand, Indiana. The school is now completely staffed by lay men and women; however the Benedictine tradition of "Prayer and Work" is still very much a part of the school's tradition. Central to this school is its faith--the Catholic tradition. "Christ is the reason for this school." In 1975, the first Mass was said in the new Holy Rosary Church. This church replaced the temporary church built in 1950. Liturgies are celebrated weekly in this church with the school children. The Church has become the symbol of our commitment to providing a Christian atmosphere in which to grow and learn.

## **HANDBOOK ORGANIZATION**

This handbook contains information needed by both students and parents during the school year. The information reflects the requirements, policies, and procedures that are in effect as of the printing date. The school reserves the right to institute changes that alter any of the information. If during the school year, a situation arises that is not addressed in the handbook, the principal is empowered to implement procedure that supports the common good of the school community. The principal is also empowered to grant exceptions to any of the requirements, procedures, or policies set forth in this handbook. If the school makes changes or additions to any of the requirements, procedures, or policies set forth in this handbook, the changes or additions will be distributed in the parent packs and will be effective immediately.

## **ACADEMICS**

### **Homework**

*Homework provides for practice of skills and applications of principles based upon work begun in the classroom. Homework should enrich school experiences and promote an interest in life-long learning, as well as stimulate individual initiative, personal responsibility, and the use of good study skills.*

*Parents are urged to help rather than do the assigned work. Parental help should include arranging a quiet, comfortable place for the student to work and seeing that assignments are completed. (Memorial Feeder Schools)*

Students require different amounts of time for completing their homework depending on grade level and student ability. If a parent has concerns regarding homework, the parent is encouraged to contact the teacher.

A weekly newsletter/assignment sheet is given to each student in grades 1 and 2. It is to be signed by the parent daily or at the end of the week as determined by the homeroom teacher. Assignment books are issued to students in grades 3-8. The signed assignment paper or book is to be turned in to the homeroom teacher on the following day or at the teacher's discretion.

### **Grading System**

The grading system for grades 3-8 is as follows:

100-93	A
92-85	B
84-78	C
77-70	D
69-0	F

### **Honor Roll**

Students in grades 5-8 with a grade point average of 3.75 to 4.0 will earn High Honors. A student with an average of 3.5 to 3.74 will earn Honors. A student with an average of 3.25 to 3.49 will earn Honorable Mention. Any student receiving High Honors, Honors, or Honorable Mention will receive a certificate of recognition at the end of each quarter. All subjects receiving a letter grade will be used to determine the honor roll.

### **Reporting Procedure**

Mid-term progress reports are delivered to parents midway through each nine week quarter by each child.

### **Report Cards**

The school year is divided into two semesters, each having two quarters. Report cards are issued at the end of each quarter.

### **Parent/Teacher Conferences**

Conferences are scheduled at the beginning of the second quarter for students in Kindergarten through eighth grade.

### **Cumulative Records**

The school office maintains an accumulative folder on each student. This folder contains: Semester I and II grades, standardized test results and results from other professional sources. With prior arrangements, these records may be examined upon request.

According to the regulations of the Family Educational Rights and Privacy Act of 1974, a child's records will not be released to another school or agency without the parent's written permission. Directory information is excluded from this permission.

### **Testing**

Standardized Testing Program: Students in grades 3, 4, 5, 6, 7 and 8 take part in the Indiana Statewide Testing for Educational Progress (ISTEP+). Should the State of Indiana Department of Education require ISTEP+ testing at additional grade levels, HRS will comply with changes as part of the state accreditation process.

High School Placement Test: These tests are administered to the 8th grade students in January at Memorial or Mater Dei high schools. Results from these tests as well as teacher recommendations are used for placement purposes in the freshman year of high school.

### **Academic Eligibility for Extra-Curricular Activity**

(See Extra-Curricular Activities/Athletic Eligibility Policy p. 51)

## **ADMISSION/REGISTRATION**

### **REGISTRATION**

#### **Preschool Registration**

For Preschool Registration information, please contact the preschool directly.

Registration for Grades K-8 opens with Catholic Schools Week (usually celebrated the last week of January). During the month of April, the School Board announces tuition and registration information.

#### **Registration for New Families**

- Complete registration papers.
- Register the child under the child's legal name.
- Present the child's birth certificate (hospital certificate is not considered legal proof of age).
- Return current physical forms for kindergarten, grade 6 and all new transfer students. Turn physical forms in to the school office on the first day of school.
- Payment of deposit must accompany the registration. The deposit is refunded in the following situations: the class is filled; a family registers with one or more children and all children are unable to "get in"; or the readiness level suggests an alternative program.

#### **Registration for Families Currently Enrolled**

- Complete pre-registration form.
- Have followed and are current with the "Procedures for Payment of Tuition".

**REGISTRATION for NEW STUDENTS may be turned in to the school office and spots are assigned on a first-come, first-served basis until September or until the class is filled.**

#### **Kindergarten Registration**

Students are accepted into Kindergarten based on chronological age. The child is to be 5 on or before August 1. However, a child's readiness level should also be considered. If a parent has a concern about his/her child being ready for kindergarten, the parent can request the child to be screened by the Kindergarten teacher.

The purposes of the screening program are: 1) to provide an opportunity for discussion regarding readiness levels required in the Kindergarten environment, and 2) to help provide the best possible educational program for the child's development.

The 30-40 minute screening includes questions in language development, auditory and visual discrimination skills, assessment of fine and gross motor coordination and assessment of social awareness and emotional maturity.

Students are accepted into Kindergarten according to the Admission Policy.

#### **Kindergarten Admission Process**

Holy Rosary Catholic School recognizes that some children mature faster than others and are ready for Kindergarten at a younger age. If a parent feels that their child is ready early, the following appeal process can be utilized:

- A request in writing should be provided to the principal explaining why the request is being made. Parents must also provide a copy of the student's original birth certificate, information from the student's preschool including teacher comments and information regarding social, emotional, physical and academic readiness.
- A visit with the Kindergarten teacher or her designee will be arranged to perform our Kindergarten screening.
- A conference will be scheduled with the parents, the teacher and the principal to review the request and screening information.

- An evaluation of the child will be required to document the child's emotional, social and academic development. The principal will make the recommendation as to the amount and type of evaluation necessary. The parents will be responsible for any fees incurred.
- The school will approve or deny the Kindergarten enrollment.

Holy Rosary Catholic School also recognizes that students who are age-eligible for Kindergarten may not be developmentally ready for Kindergarten in any or a combination of areas such as social, emotional, physical, or academic readiness. In order to make decisions in the best interests of the child, the school may determine that Kindergarten readiness screening is necessary based on parent **or** preschool teacher recommendation. Appropriate information would be gathered, a parent, teacher (kindergarten and preschool), preschool director and principal meeting may be necessary to share readiness results and make appropriate recommendations.

### **Enrollment of Transfer Students**

When the school principal receives any application for enrollment of any student proposing to transfer from another local school to Holy Rosary, the principal shall meet with the parents and discussion of transfer process will take place. The student's entire academic school record and health records required by the school are the responsibility of the student's parent(s) or guardian(s). The prior school should provide the records directly to the principal of Holy Rosary Catholic School. The school admissions committee will review the transferring student's application and records from the prior school as needed.

### **Admissions Committee**

An admissions committee formed for the purpose of reviewing the applications of transfer students for enrollment at Holy Rosary Catholic School and advising the principal as needed, shall consist of members including

the following: 1) the school principal, 2) a faculty member, and 3) the pastor.

No students requesting transfer to Holy Rosary will be accepted except upon meeting with the principal and review of the admissions committee as needed.

The committee shall not consider any application of a transferring student for enrollment without the complete application package including all records from the transferring student's prior school.

The parent(s) and or guardian(s) of the transferring student must provide all waivers or authorizations required by the prior school for release of the student's records.

Under no circumstance will the student's confidentiality rights be violated.

### **Procedures for Payment of Tuition**

- Tuition at Holy Rosary Catholic School reflects that portion of the total cost of education per child for the year for which the parent is directly responsible. Because the educating of our children is a fundamental ministry of the Catholic Church, Catholic families will often receive a subsidy from their parish that reduces the amount of tuition paid directly by that family.
- For each academic year, you will receive a tuition bill for your students enrolled at Holy Rosary approximately four weeks before the start of each academic quarter. This bill will reflect the cost of education for your children for that quarter, the amount of parish subsidy for which your family is qualified and the difference between those amounts. That difference is the amount owed directly by your family.
- **Tuition must be paid before the beginning of each academic quarter.** Parents may also choose to pay the entire amount of tuition prior to the start of the school year.

- Only those families who regularly support Holy Rosary Catholic Church through the Sunday collection will be eligible for a Parish subsidy or reduction of tuition. Current guidelines require that participating Holy Rosary parishioners maintain a minimal contribution of \$52.00 per week, or a total of \$2,704.00, per year into the Sunday collection.
- Payment should be made through the School office. There are multiple payment options available and additional information is available through both the church and school offices.
- At Holy Rosary, a Catholic education will be available for our parishioners. Tuition assistance and restructuring of the weekly donation is available for those families with financial needs. Anyone who cannot meet the financial requirements should request a financial assistance application at the school or church office well in advance of the beginning of the school year. It is the responsibility of each school family to contact the school or church office should your financial circumstances change and financial assistance or an alternate payment plan need to be made.
- The Instructional Materials and Technology Fee (IMT Fee) is charged to each student regardless of the date of entrance. This fee pays for textbooks, workbooks, text booklet computerized scoring, materials for each subject area such as audio visuals, lab equipment (dissecting materials, chemicals, etc.), art supplies, student subscriptions, construction paper, stamps, chalk, etc. It also provides technology-based resources for teachers and students.

## ARRIVAL/DISMISSAL

### ARRIVAL PROCEDURE

Parents dropping off their children in the **K-8 school** are to enter Holy Rosary property at the traffic light on Green River Road, then drive around the gymnasium to the Morning Drop Off Area by the 1988 West doors. Children should exit their cars along the sidewalk and proceed into the school building using the 1988 West doors. At 7:50AM the 1988 West door will be locked. Drivers should exit by circling north of the Children's Center and leave the property at the traffic light where they entered on Green River Road.

- Please have children ready to exit the car when you arrive. They should have books, lunches, etc. ready. Long "good-bye" conversations should be avoided.
- Please allow children to exit the car as soon as you have reached **any part** of the sidewalk with the yellow curb. Pull up as far as you can to allow more cars to line up along the sidewalk. You do not have to drop students off right by the door. Any part of the sidewalk is allowed.
- Please enter school property by the traffic light only. Do not enter along the side of the church.
- **Please do not drop off or pick up students in the front parking lot along Green River Road! Students will not be allowed to enter the building through doors other than the 1988 West door.**
- While an adult Crossing Guard and Safety Patrol personnel are stationed at the corner to cross walkers, we feel this procedure is not as safe as delivering students to the 1988 West door entrance. Students will have to walk around the school to the 1988 west doors to gain access to the school.
- If a student arrives at school after 7:50, he/she should enter through the gym doors with the buzzer, check in at the office to sign in with the secretary, receive a pass, and then proceed to class. Parents dropping off students late for

school are asked to pull in to the school visitor parking spots along the south side of the SAC building.

**Parents dropping off students in both the K-8 building AND in the preschool** should follow the procedure above for K-8 students. They should then proceed to the back parking lot (north of the preschool building) and park. Parents should walk their students to the east or south entrance of the preschool. Teachers will be on duty to help parents get their preschoolers into the building. Parents planning to visit the preschool should park in the back parking lot.

**Parents dropping off a preschooler only** should enter the property at the traffic light on Green River Road, drive around the Gym and park in the back parking lot (north of the preschool building). To exit, follow the K-8 procedure.

## DISMISSAL PROCEDURE

Parents should enter the property at the traffic light on Green River Road, drive around the gymnasium, and turn right at the drive along the sidewalk at the 1988 West door and circle around the Children's Center where cars will begin to line up in rows that fill the parking lot.

- Teachers will be stationed throughout the parking lot to direct traffic. Please follow the flow of traffic.
- **Parents who leave their cars should be aware when it is time to leave and be ready to exit on a timely basis.**
- Please do not attempt to go around or pass a car that has stopped.
- Children are to stay with their carpool.
- Children are to listen to the teacher as they watch for their car to arrive in the pick up area.
- Children are not allowed to play, do homework or talk on the phone at this time.
- Children may not cross the lane of traffic unless accompanied by an adult.

- When the cars have stopped completely, children may walk to their cars.
- **All students leaving by car are expected to be picked up in the back parking lot of the school. Students will not be permitted to walk to the front church parking lot to meet rides unless a special circumstance has been communicated to and approved by the principal.**
- Children not picked up in the first round of cars will wait under the porch of the Parish Hall or in the school building for their ride.
- Children who have not been picked up by 3:10 pm will be sent to After School Care at the parents' expense.

Parents entering the property to pick up preschoolers after the morning program should enter through the driveway just north of the church and park in the back parking lot. Exit the way you came in. Teachers will be on duty to help children safely into cars for dismissal. Parents wishing to visit the preschool should park in the back parking lot (north of the preschool building). Students in our K-8 building will be traveling onto the lot for lunch recess at this time, so please drive carefully!

See diagram on inside back cover for arrival and dismissal informational maps.

## Walkers

- At dismissal, students exit and walk via sidewalk to the crossing guard and safety patrol stationed at Green River Road.
- Students crossing Green River Road are to stand and wait in the area designated by the teachers.
- Students are to follow the directions of the supervising teachers, safety patrol and crossing guard stationed at the crosswalk.
- **All students being picked up by car are expected to be picked up in the back parking lot of the school.**

## **Bicycles**

- At dismissal, students exit by the south doors to the bicycle rack.
- Walk one bicycle at a time on the sidewalk all the way to Green River Road.
- Follow the directions of the supervising teachers, safety patrol and crossing guard while at the waiting area.

## **After School Care**

At dismissal, students report directly to the specified After School Care area to meet After School Care staff.

## **Weather Related Conditions and Emergencies**

In inclement weather, children not picked up in the first round of cars will wait at dismissal under the porch of the Parish Hall or in the school building for their cars to come around.

## **SCHOOL CLOSINGS**

- When the school day is cancelled by the Evansville-Vanderburgh School Corporation Holy Rosary's school day will also be cancelled.
- When there is a change in the weather while classes are in session and the Evansville-Vanderburgh School Corporation closes school early, Holy Rosary will also close school at the time the Evansville-Vanderburgh Schools are closing.
- When the Evansville-Vanderburgh School Corporation announces a delay, the school day at Holy Rosary will also be delayed.
- After School Care will not operate if school closes before the end of the normal school day.
- There will be no after-school activities at school if school is cancelled.
- The radio and television stations will broadcast school closings and delays.

## **Earthquake Preparedness**

Each classroom is equipped with a disaster kit containing water, survival items, and First Aid Supplies to be used in the event of an earthquake or any other disaster. Periodic earthquake drills are conducted in each classroom. In the event of a disaster such as an earthquake, parents are to pick up children at the softball field behind Holy Rosary. No student will be dismissed from Holy Rosary unless a parent (or individual designated by a parent) comes for him/her. No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect, or if that particular person is listed on the student's emergency card in our files.

If your child needs medical attention, remain at school with him/her, as schools will receive emergency help prior to individual households.

## **Pick-Up Procedures in Case of Other Disasters**

At the time of a disaster (earthquake, fire, etc.), all students and teachers will exit the building and report to the main baseball field on the west side of school.

The parent or legal guardian must check in with each child's teacher. Parents must then sign each child out with the child's teacher.

## **ATTENDANCE AND TARDY POLICY**

- Consistent school attendance is needed for a Holy Rosary student to progress in sequential learning experiences. Furthermore, a student needs to arrive at school on time and ready for schoolwork.
- Holy Rosary Catholic School not only encourages regular attendance, but also discourages tardiness. To this end, a student will not be eligible for a perfect attendance certificate if he/she has more than three tardiness infractions per semester.

- When a student is absent, a parent is to call the school office. Arrangements regarding homework are to be made at that time.
- When a student is ill, he/she should remain at home for his own welfare and that of the other students. **Moreover, when a student is absent from school through the day, he shall not attend after school events or extracurricular activities that day.**
- Holy Rosary Catholic School discourages students from accompanying their parents on vacations taken during regularly scheduled school time. Advance homework will not be given to students on vacation during scheduled school time.
- The student is encouraged to work on class work as much as possible during the course of any absence.
- Until the Principal (or designee) receives a written explanation or telephone call from a parent, a student's absence is considered unacceptable behavior.
- The Principal will check closely prolonged student absences. Make-up work is expected. Other remedial procedures may include: parent conferences, grade reductions, retention of the student in the same class, referral of the student to summer school, and a recommendation for counseling. Unacceptable absence of three or more days may require the Principal to make a referral to the school truant officer.

In the case of extreme absenteeism, a parent/student may also be referred to the school truant officer and additional steps may be taken to assure the student maintains appropriate attendance.

### **Tardiness**

- The school day begins at 7:50 am.
- ***A student is considered tardy when he/she is not present in his/her assigned homeroom by 7:50 am.*** The student must enter the school through the gym doors, report to the school office, sign in on the attendance sheet, and receive a tardy pass before entering any class. The student must present the tardy pass to the teacher.

- When a student returns from an appointment, he/she should report to the school office, submit a note from the appointment, and sign in on the attendance sheet.
- If a student returns to school before 10:00 am, he/she is listed as tardy. After 10:00 am, a student is listed as absent for one half day.
- Excused tardies are those for illnesses, appointments, and special situations. Parents must notify the school office when tardiness will be known ahead of time. Situations in which the school is not notified of a known tardy will result in an unexcused tardy.
- Regular attendance and punctuality are critical to the progress of each student. Morning announcements and morning prayers are an important part of the learning process. In addition, excessive tardiness disrupts the regular schedule of the classroom and starts a student off behind schedule for the day. It is important that students arrive at school on time and ready for schoolwork. To this end, this procedure will be implemented concerning unexcused tardies.
- Tardies will accumulate quarterly and will begin at zero each quarter. On the fourth unexcused tardy in a quarter, parents will be notified by phone or in writing. On the fifth unexcused tardy in the same quarter, a demerit will be issued. Each additional unexcused tardy will result in a demerit, which means that the sixth unexcused tardy is a demerit and the seventh unexcused tardy's demerit becomes a detention, because it is the third demerit.
- Demerits for tardiness will count only with other demerits for tardiness toward detentions. They will not be combined with academic or behavior demerits nor will they count toward extra-curricular eligibility (unless there are other concerns that cause the need to look at all of a student's detentions collectively).

### **Early Departures**

- Only the Principal (or designee) may release a student to the parents or guardians. The parent should first report to the school office and sign the student out on the attendance sheet.
- Students are responsible for coming to the school office at the time they are to leave.
- Only parents or adults authorized by the parents in writing are allowed to take the student from school. If parents send a relative or a friend to pick up a student, the person must show identification. No student will be permitted to leave with an unidentified person.
- In cases of child abuse or suspected child abuse, an agent of the Vanderburgh County Child Protective Service may interview a student. The agent may take the student from Holy Rosary Catholic School, after signing the proper release form. The Principal (or designee) will attend the interview between the student and the agent while at Holy Rosary.

### **Absences**

- A parent or guardian must report a student's absence to the school office before 8:30 am.
- A parent can report the absence either by sending a note or by calling the office whenever the following absences occur: illness, accidents, funeral, vacations, or other than school sponsored activities causing a student not to be in regular attendance.
- The student, along with the parent, has the responsibility to request the missed class work from each teacher upon his/her return, in addition to rescheduling missed tests. This must then occur on the first day back to school. Arrangements should be made with the teacher either during the teacher's preparation time or after school. Deadline for make-up work is due as requested by each teacher. Students in grades 5-8 who are absent from a class when a test is given will take a make-up test at the convenience and discretion of the teacher. Equivalent tests may be used.

### **Unacceptable Absences**

Absence for truancy or unreported illness is totally unacceptable. The behavior is disruptive and the student's safety could be in jeopardy. The student is not allowed to return to school until the Principal is contacted directly by the student's parents. If it is determined the student may return to school, he/she must make up the missed work. Partial credit, as determined by the teacher, will be allowed. In the case of extreme absenteeism, a parent/student may also be referred to the school truant officer and additional steps may be taken to assure the student maintains appropriate attendance.

### **Attendance Awards**

Semester attendance awards are given to students who have perfect attendance records and less than three tardies per semester. Awards are also given for perfect attendance for the school year.

### **BEHAVIOR AND DISCIPLINE**

As a member of a Christian Community, the school expects every student to observe a code of behavior compatible with Gospel values. An orderly environment permits the teachers and students to work together to promote a positive academic and spiritual atmosphere. The school's goals of discipline are:

- To provide the best possible teaching and learning atmosphere.
- To help each student achieve self-discipline.
- To help students develop a sense of responsibility for their own behavior.
- To ensure respect for each member of the school community.

## CODE OF BEHAVIOR

The following standards of behavior are offered as guidelines to the development of responsible, civic-minded, Christian students.

1. Exercise self-control.
  - Use courteous language.
  - Resolve conflicts in an age-appropriate manner.
  - Be appropriately dressed and groomed, and otherwise comply with the school's dress code policies.
  - Be honest.
  - Make choices that are ethically and morally responsible.
2. Demonstrate a positive attitude.
  - Take a leadership role.
  - Be polite.
  - Be cooperative.
3. Respect the rights and feelings of others.
  - Behave in a manner that does not disrupt others.
  - Treat others with courtesy and respect.
4. Take responsibility for school property.
  - Respect the school buildings, ground and property.
  - Keep the campus free from trash and graffiti.
5. Support the learning process.
  - Attend all classes regularly and on time.
  - Be prepared for class, including books, supplies and assignments.
  - Complete schoolwork and tests on one's own.
  - Participate in class activities.
  - Obey classroom policies.

The students are expected to observe these codes of behavior in Church, in the classroom, on the playground, in the cafeteria and in the hallways.

Playground:

- Slide – Only one person on the ladder and one on the slide at a time.
- Swings – One person on each swing at one time. It is unsafe to hook legs, swing sideways, run under the swing and jump out of the swing.

Indoor Recess:

- Stay seated, speak in a conversational tone of voice, play games that are calm, and do not leave classroom unless given permission by the teacher on recess duty.

Cafeteria:

- Walk quietly to and from the cafeteria.
- Say “thank you” as you receive your tray.
- Sit at assigned tables, and stay seated while eating.
- Speak in conversational tone of voice.
- Keep table and floor neat.
- Wait for teacher on duty to dismiss each table.
- Finish lunch in cafeteria.
- Empty tray according to procedure.

Hallways:

- Keep hands off other persons in the hall.
- Walk in the halls.

### **Bullying Statement**

Bullying is an intentional act of aggression causing embarrassment, pain, or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power which can take many forms: physical (hitting, kicking, shoving, spitting); verbal (taunting, teasing, degrading social or sexual comments, rumor spreading); non-verbal (threatening gestures, exclusion, Internet, text messaging via cell phones, Instant Message). Bullying may constitute grounds for detention, suspension, or expulsion.

Our school embraces the following as school rules against bullying:

- We will not bully others.
- We will help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

## DISCIPLINARY GUIDELINES

Students are responsible for following the school's code of behavior. If a student chooses not to follow these guidelines, disciplinary action will result. Disciplinary action is designed not only to correct misconduct, but also to encourage and motivate students to become responsible, Christian citizens of the school community. To that end, the teachers and administrators use their professional judgment to determine appropriate disciplinary action based on the following:

- Seriousness of the offense
- Student's age
- Grade level
- Ability and functioning level
- Frequency of misconduct
- Student's attitude
- Effect of misconduct on the school environment
- Parental participation and support.

### Demerits

A demerit is a minor infraction of the code of behavior.

A demerit form is issued to the student. The student is responsible for notifying his/her parents. **Parent signatures are required on the demerit form before the demerit is returned to school.**

Each classroom teacher records demerits for missed assignments. A missed assignment may include not returning test material.

Demerits are accumulated for one quarter. When a student receives a detention for accumulated demerits the student "starts over" in the accumulation process. At the beginning of each quarter, the student begins with a "clean slate". Three demerits warrant a detention. Any teacher in the school can issue demerits and detentions.

### Detentions

A detention is a serious infraction of the code of behavior.

The parent is notified (Detention Form). ***Detentions must be returned, signed by a parent/guardian, on the day after the detention is issued. A demerit will be issued to a student who fails to return a signed detention when it is due.*** Students will serve **40 minutes** of detention, supervised by a teacher, on assigned days. Detention period is from **2:50 pm – 3:30 pm**. Students will serve the detention by taking part in appropriate activity related to the reason for the detention. (i.e. missed assignments will require completion of assignments).

A parent/teacher/principal conference will be required when a student receives his/her 5<sup>th</sup> detention, and then as needed. Students who receive 15 detentions in a school year may be expelled. Special circumstances must be proved to avoid expulsion.

Examples of infractions:

- Non-compliance with school rules: school crossing, arrival and dismissal, emergency procedure, recess, classroom.
- Non-compliance with detention procedure: behavior during detention, unsigned detention.
- Unprepared for class on a consistent basis.
- Cheating, copying homework, etc.
- Bullying behavior.
- Disrespect toward school personnel, students, playground supervisor and visitors, other.
- Obscene or vulgar language, signs or gestures spoken or written.

- Going off school grounds during school hours without permission.
- Serious roughness, fighting, throwing rocks, snowballs, or dangerous objects.
- Theft, defacement, spitting, destruction or loss of others' property. (Restitution is to be made.)
- Received 3 demerits.
- For purposes of record keeping, teachers will record missed assignments for their own classes. A detention will be issued upon the 3<sup>rd</sup> missed assignment in any particular class for one grading period in grades 5-8.

### **Suspensions**

A suspension is an extreme infraction of the code of behavior. The parent is notified (Suspension Form). A suspension may involve one to five days out of school depending on the severity of the infraction. The Principal, following a joint conference with teachers and parent(s) or guardian(s), will determine if the length of the suspension will be extended. Suspensions will be considered as the equivalent of three detentions per day suspended.

- **Suspension from Classroom:** If a teacher suspends a student from the classroom, immediate verbal communication must be given to the Principal. The reason(s) for such action should be submitted in writing to the Principal prior to the close of the school day. The Principal confers with both the student and the teacher prior to the student being reinstated. Repeated suspensions from the classroom necessitate conference with the parent(s)/guardian(s).
- **Suspension from School:** The Principal shall notify the student of the extreme infraction for which disciplinary action is being instituted. The parent is notified (Suspension Form), A suspension may involve one to five days out of school depending on the severity of the infraction. The Principal, following a joint conference with teachers and parent(s) or guardian(s), may extend the duration of a suspension.

### **Expulsions**

An expulsion is the permanent dismissal of a student from the school for disciplinary reasons. Notwithstanding more specific school rules, the following are examples of student conduct which is unacceptable wherever it appears. Such behavior may constitute grounds for expulsion of a student from diocesan schools:

- Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes.
- Damaging or stealing school property.
- Damaging or stealing the property of another.
- Threatening or intimidating any student for the purpose of obtaining money or anything else of value.
- Doing harm to a fellow student.
- Threatening or doing physical harm to a school employee.
- Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
- Knowingly possessing, handling, or transmitting any object that might be considered a weapon.
- Engaging in any unlawful activity that interferes with the school process.
- Insubordinate conduct.
- Violation of school attendance policies.
- Sexual harassment.

Although Holy Rosary Catholic School intends to use sequential discipline (demerit, detention, suspension, expulsion), the school reserves the right to use suspension or expulsion as a first action depending on the severity of the student's behavior.

## **SEARCH POLICIES**

### **Student Searches**

The Principal and teachers may search students and their personal belongings if they have a reasonable suspicion, based on the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules.

### **Locker Searches**

School lockers are the property of the school. A student who uses a school locker may not expect privacy in that locker or the locker's contents. The Principal may search student lockers at any time. The Principal may also authorize any school official or law enforcement officers to search any student locker at any time.

### **Information Reporting**

Pursuant to existing binding agreements between the Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of its discipline process, to report to law enforcement ANY offense involving possession or use of ANY illegal substance or alcoholic beverage by ANY student which occurs at ANY school function or ANYWHERE on school property.

## **SEXUAL HARASSMENT BY STUDENTS**

Sexual harassment by students is unacceptable conduct that may constitute grounds for expulsion. Sexual harassment may include unwelcome sexual advances, requests for sexual favors or language or conduct of a sexual nature when such activity is sufficiently severe, persistent or pervasive so as to limit a person's ability to participate in or benefit from school programs or so as to create a hostile or abusive educational environment.

Any person who has a complaint of a sexual harassment by a student must bring that complaint to the attention of the school

Principal. Forms for reporting alleged sexual harassment may be obtained from the school Principal's office. All such complaints will be promptly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all allegations and investigations of student sexual harassment confidential and take appropriate corrective action including disciplinary measures if justified to remedy violations of this policy.

## **ZERO TOLERANCE**

Zero tolerance is the policy of the Evansville Diocesan schools that "any" incidents involving threats, intimidation, harassment, or violence may result in suspension or expulsion.

Comments by students to do physical harm or "threaten to kill" themselves, other students or staff members must be taken seriously. This is true whether the threat is heard by the staff member directly or is reported to a staff member.

## **ORGANIZATIONS**

### **Booster Club**

The Booster Club provides the leadership and financial support for all sports programs through Holy Rosary Catholic School.

Membership is open to all Holy Rosary families. Parents are strongly encouraged to show their support of our athletic programs by joining the Booster Club.

### **Faith Formation and Education Commission**

The Holy Rosary Parish Faith Formation and Education Commission is committed to helping all members of our faith community to live the faith. Holy Rosary Catholic School and the Religious Education program receive special attention by this commission. Areas of responsibility include school, religious education, Vacation Bible School, youth ministry and adult education.

## **School Board**

The Holy Rosary School Board is developed to specifically concentrate on school issues. The Board consists of nine members who must be registered Catholic members of Holy Rosary Parish and who serve three-year terms. The pastor, school principal, the director of religious education, preschool director, teacher representative, PTO representative and Booster Club representative are ex-officio members of this Board.

## **Parent Teacher Organization (PTO)**

The PTO holds as its purpose:

- To promote communication and participation between the school and the parents through activities such as: PTO meetings, projects and proposals, classroom helpers and parent volunteers, membership, projects and proposals, publicity, hospitality, school directory, and parent packs.
- To assist the school in educational activities that might not otherwise be available. Committees include: Health, Drug Education and Awareness, Art Fair, Aluminum Can Recycling Project and Enrichment Volunteers.
- To support student events, rewards and parties. Committees include: Field Day, 8<sup>th</sup> grade Graduation Reception and Luncheon, and Student and Staff Appreciation.
- To form special Committees as needed and as issues arise.

The budget of the PTO includes planning for (but not limited to) the following: Library support, Tuition Assistance, Technology Support, Speech Program, Art Fair/Framing, Science Lab, Music Program, Student Appreciation, Safety Patrol, Teachers' Christmas Gifts, Catholic Schools Week, and Physical Education Equipment.

Membership in the PTO is open to anyone with children enrolled at Holy Rosary Catholic School and to all members of the faculty. Annual dues are payable to the PTO. Each member will receive a school directory. All faculty members are considered full participating members of the PTO and are not assessed dues. Meetings are posted in the school calendar and Church bulletin and are open to all members.

## **SCHOOL LIFE**

### **School Hours**

7:00 a.m. School Doors are open.  
7:00 a.m. Supervision begins in cafeteria.  
7:50 a.m. Homeroom bell rings/Class begins.  
2:45 p.m. Dismissal.  
2:45-6:00p.m. After School Care is available.

### **First Day of School Procedures**

The first day of school will follow regular school hours. Students report directly to homeroom on the first day of school. Homeroom assignments are available at the Back to School Meeting held prior to the beginning of the school year, or in the school office following the meeting date. Inform your child's homeroom teacher of medical problems at the beginning of school.

Students are assigned textbooks during the first week of school. They are responsible for keeping the textbooks in good, clean condition. Hard cover books must be covered at all times.

### **Homeroom Assignment**

Students are placed in homerooms using these guidelines:

1. Mixture of ability levels.
2. Balance of boys and girls.
3. Best interest of the students.
4. A mix of the previous homeroom.
5. Teacher suggestions.

### **School Supply List**

Each student is requested to purchase school materials as the Supply List requests. PTO provides the opportunity to purchase prepackaged school supplies. Materials are to be brought to school the first day school is in session, labeled with the student's name. Student supplies should be replaced if lost, broken or used up. The Supply list is sent home prior to the end of the previous school year and is also available at the PTO Back to School Meeting.

## Wellness Policy

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture recently verified that all schools, including private schools, which participate in the National School Lunch Act or the Child Nutrition Act, must develop a School Wellness Plan for the 2006-2007 school year. Each school in the Diocese of Evansville will engage students, parents, teachers, food service staff, and health professionals in developing, implementing, monitoring, and reviewing school nutrition and physical education policies. To achieve these goals, schools will form wellness committees, set campus nutrition guidelines, and determine nutrition education and physical activity opportunities. Copies of the plan can be found in the school office.

## School Lunch Program

Lunch menus are published monthly and sent home in the school Parent Pack. Hot lunches are served each day in the school cafeteria. Lunch is \$2.00 per day. Parents are encouraged to purchase meals ahead of time through the Meal Tracker system. ***New for the 2008-2009 school year will be the option of paying for school lunches online.***

Students should bring their lunch money/check to school in a sealed envelope with the student's name and homeroom on the outside. Make checks payable to **Holy Rosary Cafeteria**.

*If a student forgets lunch or milk money, the student will still be allowed to eat the school lunch and the Meal Tracker system will charge a meal to the student's account. Parents will be informed when they are out of money or when the family has an IOU. All IOU's are expected to be repaid as quickly as possible. Delinquent cafeteria accounts cause difficulty in the cash flow and must be repaid. If a family incurs financial difficulty, please contact the school or cafeteria immediately to request a Reduced/Free Lunch (Reduced/Free Lunch Program below) application or to arrange alternate payment plans.*

## Reduced/Free Lunch Program

Children from families whose income is at or below the levels listed on the annual eligibility scale are eligible for free or reduced price lunch through the Federal School Lunch Program. The application forms are provided for every school family in the back-to-school meeting folder prior to the beginning of each school year.

Schools are far more responsible for wellness/health education issues for students during the hours they are in school than in the past. To that end, Holy Rosary Catholic School in participating in the diocesan Wellness Policy will implement the following in the best interests of its students:

- Students may buy school lunch or bring lunch from home. Bringing lunch in from a restaurant will not be allowed.
- Parents are welcome to eat lunch with their students at school. In order for your visit to be least disruptive, please plan to eat at your child's table or you and your child(ren) may eat at another table if there is no room.
- Students will not be allowed to purchase sodas during the school day nor will they be allowed to bring them from home. Parents who visit their children at school for lunch will not be allowed to bring sodas in for the children. Exceptions allowed only for field trips and field day.
- Students in K-4 may bring in a morning snack. Snacks must be healthy choices. Do not send candy, cake, cookies, etc.
- A helpful guide for parents will be provided at the start of the school year to help facilitate compliance with the Wellness Program. The guide will also be available through the classroom contact parent and the school office.

## Lost and Found

Articles found on school premises are brought to the office; lost articles may be identified and claimed there. Items should be marked with the child's last name, thereby facilitating the identification process. Unclaimed items will be donated to charity on a quarterly schedule.

### **Physical Education Uniform**

Physical Education attire for boys and girls in **grades 5-8** is a gym uniform. This is required attire for the school year. The gym uniform is navy shorts and a red shirt. The gym uniform must be purchased from the school. The Physical Education teacher takes P.E. uniform orders at the beginning of the school year.

Boys and girls in Kindergarten through grade eight are to have one pair of gym shoes (rubber soles) for P.E. class. ***This pair is to be worn only on the gym floor.***

### **Gym Lockers**

Lockers are provided in the gym area for students in grades 5-8, a privilege only allowed the upper grades. A blue, school combination lock is purchased or rented at the beginning of school. It will be the responsibility of the student to lock everything in his/her locker.

### **School Pictures**

A local photographer takes school pictures each year. The exact dates are listed on the school calendar. The students may wear clothing of their choice according to free dress guidelines. The purchase of pictures is optional.

### **Book Clubs**

Advertisements for Book Clubs are distributed to the students according to grade levels, usually on a monthly basis. Software Club advertisements will be distributed by the Technology Teacher. Participation is optional.

### **Homeroom Contact Parents**

Volunteer Contact Parents are appointed by the PTO for each homeroom. These are parents who act as the communication link between the teacher and all parents who volunteer for various activities during the school year. Some of the activities include: field trips, parties, and special classroom activities. A special goal for the Contact Parents is to promote volunteerism and participation among parents and families.

### **Party Treats**

Treats for birthdays, holidays or special events are permitted but not expected. Please check with your child's teacher to schedule an appropriate time to celebrate. Snack ideas are provided in the back-to-school folders and are available at the school office. Sodas will not be allowed as a classroom treat.

### **Party Invitations**

Students bringing party invitations to school instead of using the postal system may distribute them to their classmates provided **ALL** students in the class receive an invitation.

### **Electronic Equipment/Music**

Electronic equipment, i.e. walkmans, CD players, games, cell phones (See Telephone Policy), may not be brought to school for any reason without permission of a teacher or written agreement between a parent and school. CD's or music cassettes may not be brought to school without a teacher's permission, and then, only in the original cases and after approval by a teacher. Inappropriate music at school will result in appropriate consequences.

## **OFFICE INFORMATION**

### **Parent Packs**

At the beginning of each year, each family will be assigned a "messenger". The messenger will be the oldest child in the family unless parents designate one of their other children as the messenger. A large manila envelope containing school memos, calendars, lunch menus, etc. are delivered to the parents via the messenger every two weeks. The envelope should be emptied, signed by the parent, and **RETURNED THE NEXT DAY!**

### **School Directory**

A school directory is available shortly after the beginning of the school year. Each family who joins the PTO by paying dues is entitled to a directory at no cost. Families who do not wish to join the PTO may purchase a directory at the school office.

### **Teacher Appointments and Messages**

Since class time belongs to the students, visits with the teacher are difficult during school or recess periods. To ensure sufficient time, appointments with the principal or teachers are encouraged.

Appointments may be made by note or by calling the school office and leaving a message.

### **Telephone Policy**

Students may use the office phone ONLY in case of emergency.

Calling home for forgotten homework, lunch, gym clothes, etc., will NOT be permitted. If a cell phone must be brought to school,

that phone must be turned in to the school office or to the homeroom teacher and picked up at the end of the school day.

Using cell phones after school during the dismissal procedure presents an unsafe situation for the user and others and is not allowed.

### **Visitors/Security System**

In order to protect the students, all guests must use the Office doors near the gym entrance which is designated the visitor entrance. It is important that all visitors report to the office upon entering the building. Visitors should enter at the gym doors **after being buzzed in by the office staff**, sign in at the office, and pick up a visitor badge before going to the classroom. Parents and friends are encouraged and welcome to visit the classroom, however, they are asked to notify either the teacher or principal in advance of their visit. Random visits during school hours or before school in the morning are discouraged. Forgotten lunches and other items are to be left in the office with the secretaries who will see that the children receive them.

### **Educationally Related Activity (Field Trip)**

Diocesan school non-classroom activities, (field trips away from school premises,) are one-day, age-related outings for the purpose of broadening the educational experience and/or faith development of our students. School field trips must conform to the following guidelines:

- The field trip is consistent with and promotes the educational philosophy and goals of Holy Rosary, The Diocese of Evansville and the Indiana Department of Education.
- The trip must facilitate the objectives of an approved course or curriculum.
- The students should be prepared for the observations they will make and the information they will obtain on the trip.
- The students should be given a follow up assignment to help them express and assimilate what they have observed on the trip.

### **Policy:**

Each class may attend a maximum of five trips per year. All field trips must be proposed in writing to the principal and approved by the principal. Field trips may not be planned for Church Holy Days, National holidays or during Holy Week.

The student pays for field trip costs.

## **HEALTH PROGRAM**

The Holy Rosary School Health Program is responsible for the following:

- Record the height and weight of all students.
- Conduct vision screening of all students.
- Administer hearing tests to students in Grades 1, 4, and 7, and any teacher referrals.
- Screen students in Grades 5 – 8 for scoliosis.
- Keep a sufficient amount of First Aid Supplies in the School Office.
- Keep an accurate health record of all students, which includes immunizations. Records are updated annually.
- Written documentation of a physical check-up by a physician is required for students entering school for the first time (Kindergarten or Grade 1) and for 6<sup>th</sup> grade students, due by the first day of school.

- Initiate a health record for all new students who enroll throughout the school year.
- Submit the annual Immunization Statistic Record to the State Board of Health by November 1 of each school year.
- Assist the principal to see that the proper Policy and procedure is followed according to the Health Manual provided by the Evansville Public Health Department.
- Distribute the required health forms to parents

The Health chairperson works closely with the Evansville Vanderburgh Public Health Department who provides a Public Health Nurse to conduct any necessary re-checks of vision, hearing, and scoliosis.

The Holy Rosary health chairperson is a member of the P.T.O.. Holy Rosary does NOT employ a school nurse during the school day.

### **Medication**

The school secretary, principal and his/her designee are the only authorized personnel to administer medication to students and **ONLY IF THE FOLLOWING CONDITIONS ARE MET:**

- The prescribed medication shall be in the original container bearing the original pharmacy label, including the directions from the physician, name of medication, date, and student's name;
- The non-prescription medication shall be in the original container with the date, student's name, and a written note from the student's parent or guardian;
- The parent shall sign the Authorization for Administering Medication by School Personnel Form.

The parent is encouraged to send limited amounts of medication to the school and to schedule times of administration so that a minimum number of doses will be given during the school day. The medicines are to be kept in the school office.

### **Emergency Information**

The school secretary or his/her designee will treat any minor accident. If the accident or illness is of a serious nature, the parent will be contacted. In case neither parent can be reached when an emergency arises, the name and phone number of two persons who could be contacted should be listed on the EMERGENCY INFORMATION CARD. This card is to be filled out at the beginning of each school year and changes in any telephone numbers, job, home, should always be reported to the school office.

See Arrival/Dismissal for information on picking up a child due to illness.

### **Asbestos Information**

Holy Rosary Catholic School has met federal guidelines pertaining to inspection of the building for asbestos containing materials. All material has been identified and is being maintained and monitored in accordance with federal guidelines. The inspection report is on file and may be inspected by interested parties.

### **DRESS CODE POLICY**

The purpose of the dress code is to promote neatness, discipline, a sense of school identity, and to provide an atmosphere of learning that is free from emphasis on clothing.

The enforcement of the dress code is a joint responsibility of students, parents, teachers and administration. Parents must see that children leave the house properly attired and teachers and administrators must see that students follow the dress code.

Dress Code is to be followed on the first day of school.

Since the Handbook cannot make provisions for the continual changing of fads in dress/accessories, the school administration reserves the right to decide what is acceptable and appropriate.

- Hair must be kept clean and properly styled.
- Boys' hair may be no longer than collar length **in back and mid-ear on sides.**
- Hairstyles bordering on the extreme will not be permitted.
- Basic jewelry is acceptable. Earrings must lie flat and close to the earlobe, **post-style only.** Dangling earrings pose a safety concern and may not be worn. **No hoops.** Boys may not wear earrings.
- Girls in grades K-6 may not wear make-up. Make-up for girls in grades 7 and 8 must be minimal and age appropriate. Boys may not wear make-up.

## Boys and Girls Grades K-8

### Pants

Navy UNIFORM pants. All uniform pants **MUST** be purchased from a uniform vendor or another store or company's school uniform clothing department. Pants must be ankle length, not over the shoe. No rolling the cuff of the pant leg. No oversized pants. No low rise or hip-hugger pants will be allowed. NO LOGOS present anywhere on the outside of the pants. NO POCKET FLAPS. It is the parent's responsibility to see that the uniform pants fit all policy guidelines.

### Shirts

Navy, white, or red solid color with collar and STANDARD LENGTH short or long sleeves. Only the Holy Rosary logo is acceptable, no other logo is permitted. T-shirts worn under the shirt must be short sleeved and of the same color, or **plain** white, with NO designs. SHIRTS MUST BE TUCKED IN AT ALL TIMES!! **(Arrive at school and leave school with shirts tucked in. If a shirt becomes un-tucked during recess, it must be tucked in before returning to the next class.)**

### Socks

Socks must be worn with all shoes. Socks must be navy, white or red solid color with no logos.

### Turtlenecks

Turtlenecks must be navy, white or red solid color.

### Shoes

Tennis or dress shoes may be worn. Shoes may not light up and must not be neon colored. **Sandals may not be worn.** Shoes must be laced and neatly kept. **Boots may be worn to school for weather-related reasons only.**

### Sweaters

Sweaters must be navy, white or red solid color. V-necks, crew neck sweater vests or cardigans (no hoods). Uniform shirt must be worn under sweaters.

### Sweatshirts

Sweatshirts must be navy, white or red solid color **crew neck sweatshirts (no hoods).** Only school logo is acceptable. **Tunic style half zip sweatshirt sold by PTO is allowed as part of regular dress code.** Uniform shirt must be worn under sweatshirts. All other Holy Rosary sweatshirts are allowed on Spirit or Free Dress days only.

### Walking Shorts

Walking shorts must be navy (or Black Watch Plaid for girls), with or without cuff, UNIFORM BRAND ONLY, with NO LOGOS present anywhere on the outside of the shorts. NO POCKET FLAPS. No oversized shorts. Hem must not be more than five inches from the floor when student is kneeling.

### Belts

Belts must be Navy, brown, black, red or white SOLID color. Belts MUST be worn with pants or shorts.

## Girls Grades K-8

### Blouse

Blouses must be navy, white or red solid color with collar and sleeves, tailored with no contrasting color on body, sleeves or

collar, including buttons. Blouses must be tucked in at all times. Blouses that are worn too tight or otherwise inappropriately will be considered as disregarding the dress code policy.

### **Skirt, Skort or Jumper – K-4 girls only**

Skirts, skorts or jumpers must be uniform material (Black Watch Plaid) or navy. Wearing shorts under the uniform jumper or skirt is suggested and permitted as long as the length of the shorts does not exceed the skirt length. Wearing sweat pants under the skirt or jumper is not allowed. Hem must not be more than **five** inches from the floor when the student is kneeling. **Girls in grades five through eight may not wear skirts, skorts or jumpers to school.**

### **Free Dress**

All clothing must be appropriately modest and reflective of Christian values. Clothing that draws attention to the student is not acceptable! Shirts must have standard short sleeves or longer. No cutoffs allowed. Jeans may be worn if they are hemmed. The regular uniform policy regarding shoes and socks should be followed. **The schedule of free dress days will be published at the beginning of the school year.**

### **Spirit Dress**

In an effort to celebrate our school spirit, students and staff of Holy Rosary Catholic School will be invited to participate in spirit dress days during the school year. Spirit dress for students K-8 will include **Holy Rosary spirit tops** sold by the PTO. Holy Rosary lettering must be present on spirit dress items. Holy Rosary team shirts may be worn. Regular dress code rules apply for pants, skirts, skorts, jumpers, shoes and socks. **JEANS ARE NOT PERMITTED.** *Only students in grades 7 and 8 will be allowed to wear Memorial spirit wear on Spirit Dress days.* K-6 students may wear Memorial wear on Free Dress days if they choose to do so. **The schedule of spirit dress days will be published at the beginning of the school year.**

**DRESS CODE POLICY IS TO BE FOLLOWED DURING THE SCHOOL DAY. Upon the first dress code violation, a student will receive a one-time dress code warning which will go home to parents explaining the dress code problem. The next dress code violation of any kind will result in a demerit being issued.**

### **Please Note:**

- Solid color means all one color on the entire item. No contrasting colors or stripes on body, sleeves, or collar.
- Uniform Policy is addressed as a separate item on the students' Behavior Code.
- All parts of the uniform are to be neat, clean, and fit appropriately and modestly.
- Students must be appropriately dressed for all climate circumstances.
- Coats are not to be worn in the classrooms without teacher permission.

**PLEASE, for easy identification, label ALL articles of clothing and personal belongings with last name!!!**

## **STUDENT PROGRAMS**

### **Athletic Eligibility – Academics**

The athlete must not be failing any classes. Grades will be reviewed as report cards are issued whether that is on a 6 or 9 week cycle. Upon release of a report card not meeting minimum standards, the student will be suspended from play for 15 school days from the day report cards go home (student may practice with the team). On the 15<sup>th</sup> school day, the grade situation will be reviewed by the school administrator. At that time, the student will be reinstated to the team if the grade problem is corrected. If grades are not up to standard, the student will continue play suspension and the right to practice will also be suspended for three more weeks. After the second fifteen school day play and practice suspension, the grades will be reviewed again. If grades

are up to minimum, the student will be returned to eligibility. If the grades are still inadequate, the student will be removed from the school team and denied practice and play until the student receives a report card that is up to minimum standards.

Students who are academically ineligible at the end of school year will be able to participate on sports teams but will be closely monitored at the beginning of the next school year.

Exceptions on academic eligibility to participate can be granted at the discretion of the school administrator for appropriate reasons. It is expected that any exception will be documented for future reference.

Students may be disqualified from participation in sports activities based on behavioral reasons established by individual schools.

#### **Extra-Curricular Eligibility Policy - Behavior**

Students are eligible to participate in extra-curricular activities if they comply with the Behavior Code of Holy Rosary School. When a student receives his/her third detention in a grading period, he/she will be declared ineligible for extra-curricular activities for a period of 15 school days. If a student receives additional detentions during the suspension period, the suspension period shall be extended one week for each additional detention. A student who receives six detentions during a grading period will be declared ineligible for participation for the remainder of the semester.

The principal will monitor student academic and behavioral progress. If a student becomes ineligible, the principal or the athletic director will notify the student, his/her parents, and the appropriate coaches/coordinators.

#### **Programs available to students**

(Availability determined by grade level):

Advent Program  
Art Fair/Art Show  
Athletics  
Band (Grades 6-8)  
Boy/Girl Scouting  
Catholic Schools Week  
Drug Awareness Curriculum/Red Ribbon Week  
Eighth Grade Play  
Fire Wardens  
Geography Bee  
Health Week  
Hop-N-Ing  
History Contest  
Indiana Academic Competitions for Excellence Teams  
Library/Book Fairs  
Liturgy of the Word  
Preschool  
Safety Patrol  
Science Fair  
Serra Club Essay Contest  
Service Projects  
Speech Team (Grades 6-8)  
Spell Bowl (Elementary and Junior High teams)  
Spelling Bee (Grades 4-8)  
Stock Market game  
Student Council  
Yearbook  
Young Authors

#### **Athletics**

The aim of the extracurricular athletic program at Holy Rosary is to promote teamwork, sportsmanship, enjoyment of sports, physical fitness and knowledge of the rules of the game. Holy Rosary encourages participation and attempts to provide each student an opportunity to play. The Holy Rosary Booster Club sponsors the school athletic program.

The extracurricular sports offered include:

- Baseball Boys: Ages 5-14
- Basketball Boys and Girls: Grades K-8
- Cheerleading Girls: Grades 5-8
- Football Boys: Flag – Grades 1-2  
Tackle – Grades 3-4 and 5-6  
Cub – Grades 7 and 8  
(through Memorial High School)
- Soccer Boys: Grades 5-8  
Girls: Grades 3-8  
Boys/Girls: K-2 program at HRS
- Softball Girls: Ages 5-14
- Track/Cross Country Boys and Girls: Grades 5-8
- Volleyball Girls: Grades 5-8
- Wrestling Boys: Grades K-8

### **Athletic Eligibility**

The eligibility requirements for athletics follow the same guidelines as outlined in the Extra-Curricular Activities Policy regarding grades and behavior, with the following additions:

- Parents must sign a consent paper as to the physical condition of the student and to give permission for the student to participate; and,
- If a student becomes ineligible, the principal will delegate the athletic director to notify the coach. The principal will notify the parents and student.

### **Band**

Students in grades 6-8 have the opportunity to participate in the Junior High Band program. Band classes meet twice a week during the school day. Band members also have the opportunity to participate in a variety of programs through Memorial High School, including Junior High Band, Pep Band, Concert Band, and Marching Band. Students may also choose to participate in state solo, ensemble, and concert band competitions.

### **Safety Patrol**

Holy Rosary tries to ensure the safety of students who walk to or from school. Safety patrol personnel guard the crosswalks in front of school. An adult crossing guard also serves on the corner of Green River Road and Monroe Avenue.

A position on the safety patrol is a big responsibility. Crossing guards are trained to make sure our students safely cross the street. They patrol both before and after school, rain or shine. Students from grade 7 are eligible on the basis of punctuality, dependability, responsibility and interest.

Many safety patrol members attend a special summer training camp sponsored by the Evansville Police Department at Camp Carson.

### **Fire Wardens**

Holy Rosary has six 8<sup>th</sup> grade Fire Wardens who serve the school. Wardens assist during fire drills, tornado alerts, and other emergencies and report safety problems in the school. They receive training from the Evansville Fire Department's School Safety Coordinator and Holy Rosary teacher leader. Monthly fire drills are conducted, and disaster/tornado drills are held on a regular basis.

### **Student Council**

The Student Council is a service organization. Its purposes include:

- Fostering a cooperative working relationship between faculty and students.
- Promoting leadership skills for the students.
- Encouraging good citizenship behaviors.
- Organizing worthwhile and fun activities for the school.
- Instilling strong school spirit.
- Fostering community involvement.

### Student Council Selection

To become a member of the Student Council you must be elected. Elections for Student Council are conducted as follows:

- Room representatives for grades 5-8 will be chosen in each homeroom in the fall. Students will give a short speech in their homerooms, with elections to follow that day. A representative will be the student with the majority of the homeroom votes.
- The council of students will elect the Student Council officers.
- Once elected to the Student Council students must demonstrate responsibility, have assignments in promptly and always represent their school to the best of their ability. They must maintain at least a “C” average each quarter, and receive no more than two detentions in a year. The third detention will result in automatic removal from the student Council.
- Members must be punctual for meetings. If a member is unable to attend a meeting, he/she must give a written note to the sponsor in advance of the meeting. Two unexcused absences are reason for dismissal from the student Council.

### **AFTER SCHOOL CARE**

The After School Care Program has been developed to provide a facility at school for children to have a safe, secure and caring environment until their parents are available after work. It is designed to provide an alternative care program free from additional transportation at an affordable cost to the parent. Program information is available in the school office.

### **GRADE EIGHT GRADUATION ACTIVITIES**

Holy Rosary Catholic School celebrates the achievements of its graduating class in the following ways:

- The annual overnight trip to Camp Ondessonk each fall
- The achievement award presentations
- The PTO graduation luncheon
- The Graduation Mass followed by a social reception and dance

Neither Holy Rosary Catholic Parish or School nor any of its affiliate organizations shall authorize, sponsor, organize, or finance any eighth grade graduation class trip. School faculty members shall not be permitted to chaperone any graduation trip sponsored by a group independent of the school. Information regarding a non-school sponsored trip may not be distributed through the school. Departure and arrival may not take place on Holy Rosary Parish property. Holy Rosary Catholic Church and School assume no liability for any trip not sponsored by the parish or school.

### **HOLY ROSARY SCHOOL SONG**

(To the tune of the Notre Dame Fight Song)

Hail, Hail, the Green and the Gold,  
We Are The Strong and We Are The Bold.  
We Are Holy Rosary, Fighting For Victory.

Others Have Put Us To The Test,  
But We Have Proved That We Are The Best.  
We Are Holy Rosary, Fighting For Victory.

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## **APPENDIX**

### **CODE OF CHRISTIAN CONDUCT**

CATHOLIC DIOCESE OF EVANSVILLE  
CODE OF CHRISTIAN CONDUCT COVERING  
STUDENTS AND PARENTS/GUARDIANS  
HOLY ROSARY CATHOLIC SCHOOL

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in

meeting the academic, moral, and behavioral expectations of the school.

2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

### **CRISIS/CONFRONTATION POLICY**

The safety and well being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments that are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway or may occur absent intervention:

- A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;
- A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct.
- A student has knowingly possessed, used, transmitted, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
- A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
- A student knows, but fails to disclose to school authorities, that another student either:
  - has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons;
  - has possessed, handled, concealed, or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents/guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents/guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

## **INTERNET USE POLICY AND AGREEMENT**

We are pleased to bring Internet access to Holy Rosary Catholic School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in or outside of the school by mobile devices of any kind (including but not limited to cellular telephones, BlackBerrys, Pocket PCs, Sidekicks, pagers and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of Internet communications may include, for example, the posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another; or
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

**STUDENT AGREEMENT**

1. **Personal Responsibility.** I will accept personal responsibility for my misuse of the Internet and electronic information system. “Misuse” may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, inappropriate sexual content or intentionally wasting limited resources.

2. **Acceptable Use.** My use of the Internet and e-mail will be in support of educational research and the education goals and missions of Holy Rosary Catholic School as defined by the teacher in charge. I understand that “surfing” the Internet can result in congestion of the school network slowing it down for others.

3. **Network Etiquette.** I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, or other inappropriate language.

4. **Privacy.** I will not reveal my home address or my personal or family phone numbers or those of any member of my school community to anyone over the Internet at any time.

5. **Electronic Mail (“e-mail”).** I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.

6. **Security.** Under no circumstances will I order any material over the Internet. I will not download and/or attach file from any user or users I am not familiar with.

7. **Copyright.** I understand that to copy another person’s work on the Internet and call it my own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people’s work, I will ask permission when possible and credit the author accordingly.

Use of the Internet and e-mail at our school is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of my Internet use or access privileges may be revoked and school disciplinary action may be taken.

**Student’s Name:** \_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PARENT AGREEMENT**

As the parent/guardian of \_\_\_\_\_,  
I have read and discussed the attached Internet Use Policy and Agreement with my child. I understand that Internet access is provided by the school for education purposes only. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school or faculty responsible for materials acquired from the Internet. I give my permission for my child to access the Internet pursuant to the attached Agreement while supervised at school.

**Parent or Guardian:** \_\_\_\_\_

(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

H:\Catholic Diocese\Internet Policies\Internet Use Policy - 2007.doc

**MEDIA RELEASE**

I hereby permit \_\_\_\_\_ I hereby do not permit \_\_\_\_\_

Holy Rosary School to use, in whole or in part, the name, photographs, videos, quotes, and schoolwork of my child or children enrolled in the school for use in news releases, advertisements, newsletters, admission material and any other media the school deems appropriate.

\_\_\_\_\_  
Please print name of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

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

I hereby permit \_\_\_\_\_ I hereby do not permit \_\_\_\_\_

Holy Rosary School to place the name and /or photo of my child(ren) in the school yearbook.

\_\_\_\_\_  
Please print name of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

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

## SAFE ENVIRONMENT PROGRAM

“The Church in the United States is experiencing a crisis without precedent in our times. The sexual abuse of children and young people by some priests and bishops, and the ways in which we bishops addressed these crimes and sins, have caused enormous pain, anger, and confusion. Innocent victims and their families have suffered terribly. In the past, secrecy has created an atmosphere that has inhibited the healing process and, in some cases, enabled sexually abusive behavior to be repeated. As bishops, we acknowledge our mistakes and our role in that suffering, and we apologize and take responsibility for too often failing victims and our people in the past. We also take responsibility for dealing with this problem strongly, consistently, and effectively in the future. From the depths of our hearts, we bishops express great sorrow and profound regret for what the Catholic people are enduring.” ...

Let there now be no doubt or confusion on anyone's part: For us, your bishops, our obligation to protect children and young people and to prevent sexual abuse flows from the mission and example given to us by Jesus Christ himself, in whose name we serve.

(Preamble to the Charter: [www.usccb.org](http://www.usccb.org))

I am one of those bishops. I am *your* bishop by invitation of the Holy Father, Pope John Paul II, and by my acceptance and commitment to be faithful to you who are entrusted to my care.

I recognize fully my obligation to protect children and young people from those who have intent to violate their innocence. In the fourteen years here, I dare to say that I have done my best.

Nonetheless, I am powerless to accomplish this task alone.

Notice the “I” expressions above. They scare me, yet, I, in the spirit of St. Augustine acknowledge “that what I am for you scares

me; but what I am with you inspires me.” In that spirit, let us proceed.

Protection of children and young people from those who would prey on them for sexual gratification is the responsibility of each and every one of us from old to young, from young to old.

The sexual sin against innocence is ours to confront by allowing the brilliance of truth to expose it. Silence is a wily strategy of darkness used by the power of evil to deny the truth by using sacred trust as a shield against exposure.

This heinous violation of the very persons of children and young people is ours to eradicate to the best of our ability. It requires the collaboration of us all to accomplish that which personal and collective failures have allowed to continue. Tragically, our best efforts will be inadequate to repair the damage caused or totally eradicate the dangers of this assault of innocent children and young people.

The *Charter and Essential Norms* of the United States Conference of Catholic Bishops address the mandate. Each bishop will be held accountable for implementation. I intend to comply in every way.

This manual represents initial steps for the Catholic Diocese of Evansville at my direction.

### The vision:

- Youth are to be recognized and valued by all as true gifts from God.
- Education and training to recognize the signs of violation of children and young people shall be provided to all paid staff members and volunteers engaged in ministry to and for children, and parents.

- Education shall be provided for children about the potential for abuse, especially sexual abuse, and ways to respond should they be victims of it.
- Paid staff members and volunteers who have regular contact with children in the course of their work shall be evaluated so as to determine their suitability for association with children and young people.
- Paid staff members and volunteers shall accept responsibility to report immediately any suspected acts of abuse of children and young people in their charge to appropriate civil and church authorities without concern for retribution from the accused or employers/institution in whose name they minister.
- The expectation that all willing to engage in ministry to children and young people as representative of the Catholic Diocese of Evansville are also willing to agree to background checks and educational programs designed to stem this heinous crime against children and young people.
- The Catholic Diocese of Evansville will expend resources, both in personnel and finances, necessary to fulfill this vision and to maintain such programs appropriate to accomplish this vision.
- Primary components of a framework to accomplish this task include the items listed below. At the outset, we recognize that we are on a difficult and ambitious journey, hence this is a living document.
  - Diocesan Policies
  - Best Practices for Adults working with Children and Youth
  - Directives for Supervisors engaged in ministry to Children and Young People

- Curriculum and Resources for Education to Personal Safety for Children, Young People, Families, and Ministers
- Criminal background checks on all paid staff and volunteers who have regular contact with children or youth, for which the parish/institution pays the fee

Let no one be misled.

What we are about is both remedial and preventative. Our efforts, yours and mine, are not optional!

May the Mother of God, our Patroness grant us the courage to do everything possible to protect Her children!

Faternally and faithfully yours in Christ,



Most Reverend Gerald A. Gettelfinger  
Bishop of Evansville

## SCHOOL POLICY AGREEMENT

I have read the Holy Rosary Catholic School Handbook for Students and Parents.

I understand what is expected of my child and me at the school. I agree to abide by all rules, regulations, and expectations described in this handbook, including the Diocesan Code of Christian Conduct. I further understand that I am expected to cooperate with Holy Rosary School and the Diocese of Evansville to promote a positive, successful school atmosphere.

\_\_\_\_\_  
Please print Parent or Guardian name

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print Parent or Guardian name

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

I have read the Holy Rosary Catholic School Handbook for Students and Parents, or it has been explained to me by my parents. I understand what is expected of me at the school. I promise to obey the policies and procedures set forth in this Handbook, including the Code of Christian Conduct. In addition, I understand that if I choose to violate any school rules or policies, I am choosing to accept the consequences. I agree to accept responsibility for my actions.

\_\_\_\_\_  
Please print Student name

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

## SCHOOL PEST CONTROL POLICY

All applications of pesticides will be made in strict compliance with diocesan policy, label instructions, and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice will be given to you no later than two days before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.