



**HANDBOOK FOR  
STUDENTS AND PARENTS  
2021-2022**

Holy Rosary Catholic School  
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Evansville, IN 47715  
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[www.holyrosaryrams.org](http://www.holyrosaryrams.org)  
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 lifelong 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.

Each year our Catholic Identity Committee, as well as the school and parish staff take 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.
- ✠ 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 grades two through grade seven.
- ✠ 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 the Vocation Chalice program.
- ✠ Pray for the needs of others through Families 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 continue to enhance our appreciation for and reverence at liturgy, promote service/outreach opportunities, and work together with our words and actions and to build God's kingdom.

## **ACCREDITATION**

Holy Rosary Catholic School is accredited by AdvancED and the State of Indiana Department of Education and has earned an "A" rating (Exemplary) and Four Star status. Holy Rosary 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 Catholic Diocese of Evansville Catholic Schools Office and the State of Indiana Department of Education.

## **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 licensed by the State of Indiana. The faculty includes 22 full-time teachers including music, art, physical education/health, and a technology teacher/coordinator. Part time faculty includes two Resource Teachers, two Kindergarten Teacher Assistants, a middle school Spanish teacher, an instrumental band instructor, and a librarian.

Special needs of students are met by a part-time school social worker and a part-time speech therapist both of whom are shared with other area schools.

## **ORGANIZATION**

Holy Rosary consists of a Preschool/Pre-Kindergarten Program called Holy Rosary Totten Hall Preschool 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 may have a maximum of 22 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 Grimmelmsman, 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 Aurelius 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 laymen 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 procedures that support 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**

In cooperation with the eastside partner schools of Reitz Memorial Catholic High School, Holy Rosary will utilize the Grade Scale below in grades 3-8.

94-100	A
85-93	B
77-84	C
70-76	D
0-69	F

### **Honor Roll**

Honor Roll for students in grades 5-8 will be determined using the following GPA categories:

- 3.75 – 4.00 = High Honors
- 3.50 – 3.74 = Honors
- 3.00 – 3.49 = 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**

Students deliver mid-term progress reports to their parents/guardians midway through each nine week quarter in grades K-2. Parents of students in grades 3-8 have access to student progress through an online gradebook program throughout the school year. Printed mid-terms for third through eighth graders will be sent home with students only if requested by parents.

### **Report Cards**

The school year is divided into two semesters, each having two quarters. Report cards are issued at the end of each quarter. Students in Kindergarten through second grade will receive standards/skills-based report cards. Students in grades three through eight will receive a print out through an online gradebook program 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. Teachers or parents may request additional conferences as needed to plan and coordinate for the needs of students.

### **Cumulative Records**

The school office maintains a cumulative 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: Holy Rosary students in grades 3, 4, 5, 6, 7 and 8 will participate in Indiana's Learning Evaluation Readiness Network (ILEARN) assessment, the new statewide assessment taking the place of ISTEP+. Third graders participate in an additional assessment during their spring semester called IRead-3. It is a high stakes assessment and passing is required by the state in order to be promoted into fourth grade level reading curriculum and instruction.

Holy Rosary also utilizes running records, STAR Early Literacy, STAR Reading, STAR Math, and Achieve 3000 to gauge student progress and guide instruction.

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

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

(See Extra-Curricular Activities/Athletic Eligibility Policy p. 61 and 64.)

## **ADMISSION/REGISTRATION**

### **Preschool Registration**

For Preschool Registration information, please contact the preschool directly at 812-471-7228.

### **ADMISSION GUIDELINES**

Families making application to Holy Rosary Catholic School will meet with the principal to discuss the application process. In all cases, the principal will also meet with the students prior to acceptance. In some cases, the school may require an evaluation or assessment for the purpose of appropriate grade placement. Holy Rosary Catholic School will endeavor to meet the learning needs of all students, whenever possible.

### **Kindergarten Enrollment**

Students are accepted into kindergarten based on chronological age and readiness. The child is to be 5 years of age on or before August 1st. Our school recognizes that students who are age eligible may not be developmentally ready for kindergarten. In order to make decisions in the best interest of the child, a parent, preschool teacher or prospective kindergarten teacher may request additional evaluations. The purposes of the screening program are to provide an opportunity for discussion regarding readiness levels required in the kindergarten environment, and to help provide the best possible educational program for the child's development.

The screening may include, but not limited to the following: classroom observation, questions in language development, auditory and visual discrimination skills, assessment of fine and gross motor coordination, and assessment of social awareness and emotional maturity.

### **Kindergarten Early Admission Process**

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

1. A request, in writing, should be provided to the principal explaining why the request is being made. A copy of the birth certificate must accompany the request.
2. The teacher or designee will arrange for the kindergarten screening.
3. An evaluation of the child may be required to document the child's emotional, social, and academic development. The parents will be responsible for any fees that may be incurred.
4. A conference will be held with the parents, teachers, and the principal.
5. The school will approve or deny the kindergarten enrollment

### **Student Transfers**

In the case of a family's desire to transfer from one school to another, the principal of the receiving school shall explain the expectations for communication between the two schools.

Consideration must be given to the reason(s) expressed for the requested transfer. Other factors to be considered may include the following:

1. Whether the student has behaviors that negatively impact his or her academics and/or the learning/social environment.
2. Whether reasonable efforts to manage the student or correct the behavior at the sending school have failed; and/or
3. Whether the student's parents have provided their full cooperation and support of the sending school's efforts concerning their child.

Any of these factors shall be sufficient reason to deny a student transfer. The transfer of junior high level students is strongly discouraged.

## **Holy Rosary Catholic School Admission Policy**

### *Applications Accepted Prior to April 11:*

1. Holy Rosary active parishioners who have children currently attending Holy Rosary Catholic School. Active parishioners demonstrate a commitment to parish life by weekend Mass attendance and by contribution of time, talent, and financial support.
2. Holy Rosary active parishioners who want to enroll a child for the first time.
3. Parishioners of Catholic parishes who do not have a school, who have children currently attending Holy Rosary Catholic School.
4. Siblings of Non-Catholic students currently enrolled.
5. Parishioners of Catholic parishes who do not have a school, who are enrolling their first child.
6. Parishioners of other Catholic churches whose schools have full enrollments.
7. Non-Catholic families.

### *Applications Accepted after April 11:*

1. New parishioners moving into Evansville who have joined Holy Rosary Catholic Parish.
2. Families new to Evansville who have joined parishes without a school.
3. Siblings of non-Catholics already enrolled.
4. Parishioners of other parishes with a school.
5. Non-Catholic families.

## **Non-Discrimination Policy**

Holy Rosary Catholic School does not discriminate against students on the basis of race, color, sex, age, national origin, disability, or any other status or condition protected by applicable state or federal law.

Holy Rosary Catholic School does not offer special education classes, but reasonable accommodations will be made for students who can be largely mainstreamed into general education classes. The Evansville Vanderburgh School Corporation provides limited consulting services for qualified Holy Rosary students with learning disabilities.

Students with certain learning disabilities and mild mental handicaps may be better served by the Holy Spirit Special Education Program, which is located on Holy Spirit School premises. Enrollment in this program is established by the principals of Holy Spirit and Holy Rosary schools.

## **Tuition at Holy Rosary Catholic School**

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, tuition for Catholic parishioner families is also subsidized by the parish at large. Some Catholic parishioner families may also receive assistance from their parish that reduces the amount of tuition paid directly by that family. Interested families may request a tuition assistance application from the school or

parish offices. Holy Rosary Catholic School is also an approved Choice School and may accept School Choice Scholarship (vouchers) for qualifying families who have been approved for enrollment. Families might also be eligible for the Indiana Tax Credit Scholarship. Contact the school office for more information regarding financial assistance or scholarship. In the spring of each academic year, families will receive tuition information for the upcoming school year. This information will include tuition amounts, payment method options, and approximate cost per student. Each family must return a signed Tuition Payment Commitment Form to the parish office to ensure continued enrollment.

**Tuition must be paid in a timely manner based on the payment option chosen by the family.**

It is the responsibility of each family to communicate with the school or parish officials regarding any difficulties making timely tuition payments.

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, 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.

Holy Rosary Catholic School PTO makes the **Scrip Makes Cents** program available to our families. Participating families can earn rebates from vendors through their everyday purchases. Of the rebates that come back to Holy Rosary in each family's name, 75% goes toward that family's tuition and fees the following year. 25% of the rebates from each family's purchases goes to the PTO and is their primary source of funding. For more information on **Scrip Makes Cents**, please contact the school or parish office.

**Scrip Makes Cents – Options for Non-Returning Families**

(A **non-returning** family is a family graduating their last child from Holy Rosary or any school family who will not have students enrolled in school beyond the current school year.)

Scrip Makes Cents is a fundraiser for the PTO to support our school through activities and programs which benefit our students, families and school. Our HR PTO has chosen to allocate 75% of funds raised through the Scrip Makes Cents program to benefit our school families through tuition/fees reduction. It is with this understanding that all funds generated through the Scrip Makes Cents program remain with the school or parish to continue to provide for all of our children here at Holy Rosary.

A non-returning family is welcome to continue to participate in the Scrip Makes Cents program. A family's accumulated total scrip account at the end of April when the accounts are totaled will be applied to any outstanding bills a family may have at Holy Rosary, such as Afterschool Care, Summer Camp, Cafeteria, other.

Any remaining funds will then be applied to the following options as chosen by the family: Sunday collection, Financial Assistance to Holy Rosary School (general fund or specific family), or PTO.

## ARRIVAL/DISMISSAL

### ARRIVAL PROCEDURE

*We are grateful for the cooperation of our parents and families in helping our procedures to be safe for our children and to go smoothly for yourself and all our Holy Rosary families.*

**If you have a child/children in the K-8 program ONLY, this procedure is for you!**

- Morning Drop Off/Arrival is from 7:00am to 7:50am.
- From Green River Road, **enter school property by the traffic light only**. Do not enter through the driveway between church and Raben Tire.
- Follow the driveway around the gymnasium and the preschool building to the **Morning Drop Off Zone** along the sidewalk on the west and north sides of the preschool building.
- **Pull forward as far as you can** to allow more vehicles to line up along the Drop Off Zone. Do not wait until you are the front vehicle for your student to exit. *This will cause delays in the drop off procedure.* Please allow children to exit your vehicle as soon as you have reached **any part** of the Drop Off Zone sidewalk.
- Students should **exit vehicles from the sidewalk side of the vehicle only**. Please have children ready to exit the car when you arrive. They should have backpacks, lunches, etc. ready. Please avoid using your trunk for backpacks. Wish your child a great day and say good-byes before the Drop Off Zone.
- **Do not attempt to go around or pass a vehicle that has stopped in the Drop Off Zone unless directed to do so by a drop off supervisor.**
- **Students may enter the school through Door #6** (north door of preschool building) or **Door #7** (1988/West Door with green awning) during morning drop off.
- **REMINDER: Students are expected to be IN THEIR HOMEROOMS by 7:50am when the tardy bell rings.** A student who is in the building but not in their homeroom is considered tardy to school. Please plan accordingly in the mornings. **Drop off has traditionally been busiest from 7:35 to 7:50.** Parents and students should not have to worry about being late to school if you plan to arrive by 7:35 or earlier.
- Drivers should exit by keeping left and circling directly around the first median closest to the drop off sidewalk and turn left again (south) to exit via the traffic light where they entered on Green River Road.
- If a student arrives at school after 7:50, he/she should enter through Door #1, Office Doors, close to the gym by using 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.

- **Do not drop off or pick up students along the south driveway to enter through Door #1 (Office Doors) or Door #9 (Junior High doors). Students who arrive at doors other than the designated morning drop off doors, Doors #6 and #7, will be considered tardy to school.**

**If you have a student in the K-8 program and in the preschool, and your K-8 student is old enough and responsible enough to walk your preschooler into their classroom, you may choose to drop them off via the K-8 procedure, or you may drop off your K-8 student and then pull into the preschool parking spaces to walk your little one into the preschool.**

**Parents dropping off a preschooler only** should follow the procedures for preschool only.

## **DISMISSAL PROCEDURE**

**This pick up procedure is for students in the K-8 building and preschool students who are accompanied by an older sibling or student in their carpool.**

- Drivers should enter the property at the traffic light on Green River Road, and follow the driveway to the back parking lot.
- Vehicles will be directed to pull into rows facing west (toward the playground) starting with Row 1 (see signs on the playground fence), then Row 2, and so on to Row 6.
- Teachers will be stationed with walkie-talkies throughout the parking lot to direct traffic. Please follow the flow of traffic and the teachers' directions. Please do not attempt to go around or pass a vehicle that has stopped.
- When traffic has stopped completely, teachers will direct children to walk to their cars.
- Once children are in their vehicles and the lot is cleared of pedestrians, teachers will direct the vehicles to exit the parking lot row by row by way of the driveway to Green River Road at the traffic light.
- Children not picked up in the first round will wait on the porch of the Parish Hall. When the first round of cars have exited, the procedure will be repeated for Rows 1-6.
- If you cannot find your child, please talk to the nearest teacher who can use a walkie-talkie to help locate students.
- **Drivers who leave their vehicles should be aware when it is time to leave and be ready to load their vehicles in order to exit on a timely basis.**
- **Drivers should not allow pets out of vehicles at dismissal as this can slow the dismissal procedure and potentially cause safety concerns for students.**
- **Drivers who do not arrive in time for normal dismissal procedure will need to come into the school building to pick up students from After School Care in the gym.**
- **If there is a change in your children's dismissal plans, please contact the school office and we will let your children know. Drivers should not text children of a change in plans, because students will not be allowed to have their phones out during dismissal.**

### Children should...

- ...not walk through the parking lot unless supervised by an adult.
- ...listen to the teachers and watch for their car to arrive in the pick-up area.
- ...stay with their carpool.
- ...not play, do homework, or use their phones during pick up.

**All students leaving by car are expected to be picked up in the back parking lot of the school through our normal dismissal procedure. Students will not be permitted to be picked up by car from an alternate location.**

*Parents of Kindergarteners* and *new students* may leave their vehicles and wait for their children around the first median to help them find their way to your vehicle.

It is helpful for parents of our older/more experienced students to wait in or near your vehicles. Teachers will be present to help them find you if they need help. This makes our dismissal procedure run more efficiently and safely.

See diagrams for arrival and dismissal procedures on the last page of the handbook.

### Walkers

- At dismissal, students exit and walk via sidewalk with the supervising teacher to the safety patrol station at Green River Road. ***There will be no crossing guard stationed at Green River Road at dismissal.***
- 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 and safety patrol 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 and safety patrol 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 or closes before the end of the normal school day.
- The radio and television stations will broadcast school closings and delays.
- ***Holy Rosary will use our SchoolMessenger communication system to notify families by phone and/or email when a delay, early dismissal or cancellation occurs.***

## **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**

### **PROCEDURES**

1. Students should report to their homerooms by 7:50am. Students who arrive after 7:50am should report to the office to sign-in and receive a tardy slip. A tardy demerit will be issued after the 5th tardy and again, after the 10th tardy in a quarter and all other subsequent tardies. Additionally, upon receipt of the 15<sup>th</sup> tardy in a school year, a letter will be sent to the parent

regarding the excessive tardies. Upon the 18<sup>th</sup> tardy, the Associate Superintendent will be notified and an Attendance Truancy and Violation Notification Hearing will be held in accordance with Diocesan Policy.

2. If a student is not in attendance, a parent/guardian must call the school office by 8:30am each day the student is absent. Students must be fever free and non-contagious for 24 hours before returning to school.

3. If a student signs in after 9:50am or signs out on or before 12:50pm, the student will be considered absent for one-half day.

4. In the event of an absence due to illness, arrangements must be made with teachers regarding tests and homework. Homework should be picked up in the school office by the parent between 3:10pm and 3:30pm, unless other arrangements have been made.

5. The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school.

6. An excuse for a known future absence (appointment, vacation, etc.) should be written in advance and presented to the office, the homeroom teacher, and any other teacher whose class will be missed. Students must make arrangements with their teachers regarding tests, class work, and homework.

7. Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.

8. The parents must sign out students leaving school during the day (appointment, illness, etc.) at the office. If they return during the school day, they must sign back in at the office.

### **EXCUSED ABSENCES**

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but are not limited to the following:

- Illness or appointment verified by a note from a physician or other qualified professional
- Illness of three or fewer consecutive days reported/verified by communication from a parent/guardian
- Attendance at a family funeral
- Absences related to deployment and return for military connected families

## **UNEXCUSED ABSENCES**

An unexcused absence is defined as any absence not covered under the diocesan's definition of excused or exempt absence.

## **VACATION POLICY**

Holy Rosary Catholic School **STRONGLY** encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with studies. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered **UNEXCUSED** according to state law.

If a child is absent for an extended period of time, the child must expect to have class work to make up within five days upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to give some assignments in advance, but the student and family who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

## **CHRONIC ABSENTEEISM**

A student is considered to have **Chronic Absenteeism** when he/she has been absent from school for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of absences, ***regardless of whether they are excused or unexcused.***

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.
- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

## **HABITUAL TRUANCY**

A student is considered a **Habitual Truant** when he/she has been absent from school ten (10) days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.
- If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to be a habitual truant may only miss additional days of school if the absence is excused.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

### **CHRONIC TARDINESS**

A student who has **Chronic Tardiness** is defined as being tardy, or late to school, for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

*Approved: Memorial Partner Schools, May 2017*

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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 may be asked to 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) may attend the interview between the student and the agent while at Holy Rosary.

### **Attendance Recognition**

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.
- To allow natural and logical consequences to do the teaching so that students are able to learn from their mistakes and become problem-solvers.

## **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, grounds 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 the 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 a conversational tone of voice.
- Keep the table and floor neat.
- Wait for the teacher on duty to dismiss each table.
- Finish lunch in the 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.

The full Anti-Bullying Plan for Holy Rosary Catholic School is available in the school office.

## **GUIDELINES FOR CONSEQUENCES**

Students are responsible for following the school’s code of behavior. If a student chooses not to follow these guidelines, disciplinary action will result. Consequences are 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 appropriately address student behavior 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. Three demerits warrant a detention. Any teacher in the school can issue demerits and detentions. 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".

### **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 supervisors and visitors, others.
- 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.
- 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 may be used). A suspension may be in or out of school and 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.

Teachers may excuse a student from the classroom to an appropriate space as an opportunity for the student to recover from an episode or compose him/herself before returning to the classroom.

### **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.

Note: The school reserves the right to issue consequences to students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

## **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.

### **Desk and Locker Searches**

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

### **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 Council**

The Holy Rosary School Council is developed to specifically concentrate on school issues. The Council 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 may serve as ex-officio members of this Council.

### **Booster Club**

The Booster Club provides the leadership and financial support for 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.

## **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, 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 more.
- 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 name a few.
- To form special Committees as needed and as issues arise.

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

Scrip Makes Cents is the primary fundraiser for the Holy Rosary PTO (box tops and recycling generate some funds). PTO dollars support programs and projects (see above) which benefit our students and our school. Strong participation in Scrip Makes Cents makes it possible for PTO to support our school without our students selling candy, pizza, magazines and so forth. Scrip Makes Cents also directly benefits each participating family through a tuition reduction sponsored by our PTO. Participation in Scrip Makes Cents is strongly encouraged.

Membership in the PTO is open to anyone with children enrolled at Holy Rosary Catholic School and to all members of the faculty. All school parents and teachers are considered members of the HR PTO and are not assessed dues. Meetings dates and times will be communicated through the school newsletter and are open to all parents and teachers.

## **SCHOOL LIFE**

### **School Hours**

- 7:00 a.m. School Doors are open.
- 7:00 a.m. Supervision begins in the cafeteria.
- 7:50 a.m. Homeroom bell rings/Class begins.
- 2:45 p.m. Dismissal.
- 2:45-6:00 p.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 their homeroom on the first day of school. Homeroom assignments are made available to parents by mail in July 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.

### **Homeroom Assignment**

Students are placed in homerooms using these guidelines:

1. Mixture of ability levels.
2. Balance of boys and girls.
3. Best interests 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**

The Catholic Schools of the Diocese of Evansville are committed to providing school environments that promote and protect children's health, well-being, and ability to learn, by supporting healthy eating and physical activity. Therefore, it is the policy of the Catholic Schools in the Diocese of Evansville that:

- The Schools will engage students, parents, teachers, food service staff, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school nutrition and physical activity policies.
- All student in grades Preschool-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

- Food and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Staff will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of the students, and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

The Catholic Schools of the Diocese of Evansville will continue to implement and annually update this policy for the health and wellness of all students.

In regards to Celebrations, the Wellness Policy states the following:

- Holy Rosary Catholic School will allow healthy food choices for a limited number of celebrations throughout the school year. Teacher and room contact parents will communicate these celebrations to the classroom.
- Once celebration per year may be designated as exempt, which would allow for each healthy food or beverage to pair with a food or beverage that does not meet the nutrition guidelines for food and beverages sold individually. Holy Rosary's exempt celebration will be Christmas.
- Holy Rosary Catholic School will celebrate the birthdays of our students, however, this will be a **non-food celebration**. Bringing in a treat/gift for students or the classroom is optional and not an expectation. If a child wishes to bring a treat for his/her birthday, ideas would include pencils, erasers, stickers, or a gift for the classroom such as an indoor recess game, puzzle, book for the classroom library, deck of cards. You may want to ask your child or the classroom teacher for additional suggestions.

*To view the Wellness Policy in its entirety, you may find it available in the "Documents" tab in Sycamore.*

### **School Lunch Program**

Lunch menus are published monthly and sent home in the Parent Pack. Lunches are served each day in the school cafeteria. Prices are published on the monthly lunch menu. Payments should be made at the beginning of each week with checks payable to **Holy Rosary Cafeteria**.

Holy Rosary School uses our student information system, Titan, to manage our cafeteria program.

*If a student forgets lunch or milk money, the student will still be allowed to eat the school lunch and our cafeteria program 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 by email or by a note sent with their student. 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 (see 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-8 may bring in a morning snack. Snacks must be healthy choices. Do not send candy, cake, 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 school office and in Sycamore.

### **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 a t-shirt and shorts ordered through the school. The PE uniform order information will be communicated 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.

### **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**

Per our Wellness Policy\*, Holy Rosary Catholic School will allow healthy food choices *for a limited number of* celebrations throughout the school year. ***Teachers and room contact parents will communicate these celebrations to the classroom.***

One celebration per year may be designated as exempt, which would allow for each healthy food or beverage to pair with a food or beverage that does not meet the nutrition guidelines for food and beverages sold individually. ***Holy Rosary's exempt celebration will be Christmas.***

Holy Rosary Catholic School **will** celebrate the birthdays of our students, however, this will be a non-food celebration. ***Bringing in a treat/gift for students or the classroom is optional and not an expectation. If a child wishes to bring a treat for his/her birthday, ideas would include pencils, eraser, stickers, or a gift for the classroom such as an indoor recess game, puzzle, book for classroom library, deck of cards. You may want to ask your child or the classroom teacher for additional suggestions.***

\*The Holy Rosary Catholic School Wellness Policy can be viewed in its entirety on the school website, [www.holyrosaryrams.org](http://www.holyrosaryrams.org).

### **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), Nooks/Kindles 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 other music devices 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. Use of cell phones or other electronic equipment at school will be allowed only with permission and supervision of teacher/school staff and only for specific reasons. Students may not use

their cell phones in the cafeteria before school for any reason without the permission and supervision of a teacher or school staff member.

## **OFFICE INFORMATION**

### **Parent Packs**

In our continued efforts to be more “green” at Holy Rosary, we will put as much of our parent communication information on the school website as possible. A reminder page highlighting Parent Pack items will go home with students on the day the information is posted on the website (see Parent Pack schedule in the back to school folder information). Occasionally additional items will be delivered to the parents via students such as field trip permission slips, athletic or other sign-up sheets, menus, etc.

### **School Directory**

A school directory is available to all parents through Sycamore online and through the Sycamore mobile app at no additional cost.

### **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 or with supervision and at the direction of a teacher or school staff member. 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. Students may not use their cell phones in the cafeteria before school for any reason without the permission and supervision of a teacher or school staff member. 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.

Note: It is to be understood and acknowledged by the parents and guardians that neither the school, principal, teachers, nor the Catholic Diocese of Evansville, will be the insurer of a student's health and safety while the student is at school or engaged in a school-supervised activity, including sports. It is the parent's or guardian's obligation to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

### **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 works closely with 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.

## **STUDENT DRESS CODE**

The purpose of the dress code is to promote neatness, discipline, a sense of Catholic school identity, and to provide an atmosphere of learning that is free from emphasis on clothing. The Student Dress Code is to be followed on the first day of school.

**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. The handbook cannot make provisions for the continual changing of fads. Therefore, the school administration reserves the right to determine what meets these guidelines when there is a question of acceptability or appropriateness.**

Uniforms MUST be purchased through an on-line school uniform company or they may be purchased from the uniform sections in stores such as JC Penney, Old Navy, etc. Be mindful of the approved dress code as stated below before purchasing. Not all uniform sections follow our school dress code. If you don't think it meets these guidelines, it probably doesn't! You may ask the school office if you are in doubt.

Violations: Students not adhering to the school dress code will receive a "Dress Code Violation." Upon the 3rd violation, the student will not be eligible to participate in the next Free Dress Day and/or possible Spirit Dress Day.

**Pants for Girls and Boys, K-8:** Navy UNIFORM pants.

- Pants must be ankle length and not over the shoe. No rolling the cuff of the pant leg.
- No oversized, low rise, or hip-hugger pants. It is the parent's responsibility to see that the uniform pants fit all policy guidelines.
- NO LOGOS visible anywhere on the outside of the pants. NO POCKET FLAPS.
- Students in grades 7-8 may also choose to wear khaki uniform style pants that follow the same style guidelines as listed for navy.

**Shorts for Girls and Boys, K-8:** Navy with or without cuff, UNIFORM BRAND ONLY walking shorts.

- Black Watch Plaid shorts may be worn for girls.
- NO LOGOS visible anywhere on the outside of the shorts. NO POCKET FLAPS.
- Hem must not be more than five inches from the floor when the student is kneeling.
- They must fit modestly and appropriately. No oversized or undersized shorts.
- Students in grades 7-8 may also choose to wear khaki uniform style shorts that follow the same style guidelines as listed for navy.
- Shorts may NOT be worn to school after Thanksgiving Break and before Spring Break.

**Skirt, Skort, or Jumper for Girls K-4 only:** Navy or Black Watch Plaid.

- Must be uniform material. Hem must not be more than five inches from the floor when the student is kneeling.
- Wearing shorts under the uniform jumper or skirt is suggested and permitted if the length of the shorts does not exceed the skirt length.
- Girls MUST wear either tights or full-length leggings with skirts, skorts, or jumpers after Thanksgiving and before Spring Break.
- Girls in grades five through eight may not wear skirts, skorts, or jumpers to school.

**Shirts:** Navy, white, or hunter green solid color shirts.

- Shirts must have a collar and be standard length short or long sleeves. Only the Holy Rosary logo is acceptable, no other logo is permitted.
- 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.
- T-shirts worn under the shirt must be short sleeved and of the same color as outer shirt, or plain white, with NO designs. Shirts must have a modest, appropriate fit.
- Oxford-style dress shirts in navy, white, or hunter green are also permitted.
- Turtlenecks may be worn but must be navy, white, or hunter green solid color.

**Blouses for Girls K-8:** Navy, white or hunter green solid color.

- Must have a collar and sleeves, tailored with no contrasting color on body, sleeves or collar, including buttons.
- Blouses must always be tucked in. Blouses that are worn too tight or otherwise inappropriately will be considered as disregarding the dress code policy.

**Socks:** Navy, white, hunter green, black, or grey solid color.

- Socks must be worn with all shoes and must match each other.
- Other than a simple logo, SOLID colors will be enforced at school. Alternate color stripes on socks will not be allowed.
- SOLID color tights or full-length leggings in navy, white, hunter green, black, or grey may be worn with jumpers or skirts not with shorts.

**Shoes:** Tennis or dress shoes may be worn.

- Shoes must be laced and neatly kept.
- Sandals may not be worn. Shoes may not light up nor have wheels.
- Boots may be worn to school for weather-related reasons only. It is the intention of this dress code to allow boots when it is cold, rainy or there is snow, not simply for style.
- Boots may only be worn after Thanksgiving Break and before Spring Break.

**Sweaters:** Navy, white, or hunter green solid color.

- V-necks, crew neck sweaters, vests or cardigans (no hoods) may be worn. Uniform shirts must be visible and worn under sweaters.

**Sweatshirts:** Navy, white, or hunter green solid color crew neck sweatshirts (no hoods).

- Only the school logo is acceptable on the sweatshirt. Uniform shirts with collars must be visible and worn under sweatshirts.

**Fleece:** Navy or hunter green full zip or half zip fleece sold by PTO is allowed as part of regular dress code.

- Fleece MUST be purchased through Lands End, Carolina Threads, or Ad-Vision.
- Fleece may be tunic style or elastic waist.
- Uniform shirts must be visible and worn under fleece.

**Belts:** Navy, hunter green, black, or brown.

- Belts must be SOLID color.
- Belts MUST be worn with pants and shorts.

**Hair:** Hair must be kept clean and properly styled. Hairstyles bordering on the extreme will not be permitted. Boys' hair may be no longer than collar length in back and mid-ear on sides.

**Jewelry:** Basic jewelry is acceptable. Earrings must lie flat and close to the earlobe, posts only. **NO HOOPS**. Dangling earrings pose a safety concern and may not be worn. Boys may not wear earrings.

**Make-up:** 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.

**Additional Guidelines:**

- Solid color means all one color on the entire item. No contrasting colors or stripes on body, sleeves, or collar.
- Dress Code 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 weather circumstances.
- Coats are not to be worn in the classrooms without teacher permission.

**Free Dress**

The schedule of free dress days will be published at the beginning of the school year.

- 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 and do not have holes.
- Athletic pants may be worn. There should be no wording across the seat of the athletic

pants.

- Pajama pants, lounge pants and yoga pants are not allowed.
- Tops worn with leggings must completely cover one's seat.
- The regular uniform policy regarding shoes must be followed. Socks must be worn.

### **Spirit Dress**

To celebrate our school spirit, students and staff of Holy Rosary Catholic School will be invited to participate in spirit dress days! The schedule of spirit dress days will be published at the beginning of the school year.

- Spirit dress tops for students K-8 will include Holy Rosary spirit wear sold by the PTO.
- Holy Rosary lettering or logo must be present on spirit dress items.
- Holy Rosary athletic or academic team t-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.
- *Spirit wear t-shirts MUST be tucked in during the school day.*

LABEL ALL ARTICLES OF CLOTHING AND PERSONAL BELONGS  
with your last name for easy identification!!!

### **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.

### **Extracurricular Eligibility Policy - Behavior**

Students are eligible to participate in extracurricular 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 extracurricular 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):

- Academic Teams
- Advent Program
- Art Fair/Art Show
- Athletics
- Authors Event – Kindergarten and Grade 1
- Band (Grades 6-8)
- Battle of the Books
- Boy/Girl Scouting
- Catholic Schools Week
- Coffee House Poetry – Grade 2
- Drug Awareness Curriculum/Red Ribbon Week
- Eighth Grade Play
- Fire Wardens
- Geography Bee
- Health Week
- Hop-N-Ing
- Library/Book Fairs
- Liturgy of the Word

Math Bowl  
 Preschool  
 Robotics  
 Safety Patrol  
 Science Fairs/Robotics  
 Serra Club Essay Contest  
 Service Projects  
 Speech Team (Grades 6-8)  
 Spell Bowl (Elementary and Junior High teams)  
 Spelling Bee (Grades 4-8)  
 Student Council  
 Talent Showcase  
 Teen Power  
 Yearbook

### **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:

- Archery                                      Boys and Girls: Gr. 4-8
- 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 Extracurricular 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.

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 a 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 their 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**

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. (Tune of Notre Dame fight song)

## 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 files 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: \_\_\_\_\_

Please Print

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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



**Catholic Diocese of Evansville**

Office of the Bishop

4200 N. Kentucky Avenue · Evansville, IN 47711-2799 · Tel. 812-424-5536 · Fax 812-436-7450

### DE C R E E

In reference to Article 12 of *The Charter and Essential Norms* of the United States Conference of Catholic Bishops, regarding the protection of children and youth, I hereby reaffirm the approval of these programs as being in accordance with Catholic moral principles, made by my predecessor, Bishop Gerald A. Gettelfinger, dated 1 October 2003.

Given at the Catholic Center, in Evansville, Indiana, on the 2<sup>nd</sup> day of August, in the year of our Lord, 2011.

*+ Charles C. Thompson*

The Most Reverend Charles C. Thompson, D.D., JCL  
Bishop of Evansville

*Judith A. Neff*

Mrs. Judith A. Neff  
Chancellor



## 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

## **SECLUSION AND RESTRAINT STATEMENT**

Holy Rosary Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office.

## **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.

## **School Choice Lottery Process Policy for Holy Rosary**

If Holy Rosary Catholic School were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that Holy Rosary Catholic School can successfully accommodate, then Holy Rosary Catholic School would conduct a random lottery drawing of eligible Choice Scholarship Students who meet admission standards Holy Rosary Catholic School at a public meeting.

See *Holy Rosary Admissions Policy* on pages 16-19 of this handbook.

To be considered for Lottery applications are due by March 15. Lottery will be held on or near April 1 depending on the calendar.

**ADDENDUM: ARRIVAL AND DISMISSAL MAPS**