

## **HANDBOOK FOR STUDENTS AND PARENTS**



**2023-2024**

Holy Rosary Catholic School  
1303 South Green River Road  
Evansville, IN 47715  
(812) 477-2271, School Office  
(812) 471-7228, Preschool Office  
[www.holyrosaryrams.org](http://www.holyrosaryrams.org)  
Mascot: Ram  
Colors: Green and Gold

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## **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.

## **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 Catholic 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 among 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.

## **PARENTS AS PARTNERS**

As parents in the educational process at Holy Rosary Catholic School, we ask parents:

...to support the religious and educational goals of the school.

...to treat teachers and staff with respect and courtesy in all discussions.

...to inform the school of any special situations regarding the student's well-being, safety, and health.

...to support and cooperate with the discipline policy of the school.

...to complete and return promptly to the school any requested information.

...to see that students pay for any damage to school property due to carelessness or neglect on the part of the student.

...to send your child to school ready to learn by being

- Nourished
- Rested
- Prepared for class with homework and materials
- Punctual upon arrival
- Dress appropriately in accordance with the Dress Code Policy and weather conditions.

## **SCHOOL HISTORY**

Bishop Henry Grimmelsman, the first Bishop of the Evansville Catholic Diocese, being a strong supporter of Catholic education, wanted every Catholic child in the diocese to have the opportunity to receive a Catholic education. To further that goal, the Bishop began construction of several new parishes and schools.

In 1950, Holy Rosary Parish was established with Monsignor Maurelius Bilskie as its first pastor. Under his leadership the parish grew from a small parish in the midst of cornfields and gravel roads to be the largest Eastside parish in the midst of Evansville's suburban expansion. During this same year, Holy Rosary Parish began building its temporary church building. The original church was renovated in 1995 and it now houses the school's computer lab, resource room, art room, 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.

Holy Rosary Parish had been exploring adding a preschool and in 2002 was blessed with the opportunity to move Totten Hall Preschool to the campus of Holy Rosary. The convent was renovated to include 6 classrooms and 74 students. In 2015, Holy Rosary conducted a capital campaign and added a new preschool wing to the 1988 wing, and Holy Rosary Totten Hall Preschool opened for the 2016-2017 school year. It houses 4 Pre-K and 6 preschool classrooms, a music room, activity room, Minds in Motion room, and offices.

## **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 have a particular focus of study in terms of Catholic Doctrine and Tradition.

**Kindergarten:** God Loves Me

**Grade 1:** The Trinity  
and

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

**Grade 3:** Church and the Liturgical

**Grade 4:** Commandments and  
Beatitudes

**Grade 5:** The Seven  
Sacraments

**Grade 6:** Old Testament

**Grade 7:** Church History

**Grade 8:** New Testament

Theology of the Body

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.
- ✠ Participate in Adoration on the first Fridays of the month and Benediction twice a year.
- ✠ 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, TEPE, Operation Rice Bowl, and more.

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, Preschool through Grade 8, is accredited by Cognia 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.

### **HOLY ROSARY FACULTY**

All Holy Rosary Teachers are licensed by the State of Indiana. The faculty includes 23 full-time teachers including music, art, physical education/health, technology teacher/coordinator, and resource. Part time faculty includes one Resource Teacher, two Kindergarten Teacher Assistants, a middle school Spanish teacher, an instrumental band instructor, and two librarians.

Special needs of students are met by a full time school social worker, a full time resource teacher, and a part time resource teacher. Part time teachers for Title I, speech, and special education, and consulting part time teachers for speech, English learners, and occupational therapy, 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.

## **ACADEMICS**

### **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.

The curriculum of Holy Rosary Catholic School includes but it not limited to the following:

Religion	Mathematics	Art
English/Grammar	Science	Music/Band
Reading/Literature	Social Studies	Physical Education
Writing	Indiana History	Health
Phonics	Geography	Computer/Technology
Vocabulary	Leadership	Handwriting
Spelling		

### **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**

Parents of students in grades 3-8 have access to student progress through PowerSchool, our 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. Kindergarten through grade 2 students will receive midterms as needed to inform parents of student progress.

### **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 PowerSchool 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 whether they be academic, social/emotional, and/or behavioral.

## **Cumulative Records**

Holy Rosary Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Student records will be kept and maintained in compliance with The Family Educational Rights and Privacy Act of 1974 (P.L. 93 380), as amended. Schools, as custodians of their students' official school records, shall allow parents or legal guardians to inspect their child's records upon written request.

## **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 and second graders (beginning Spring 2022) participate in an additional assessment during their spring semester called IRead-3. It is a high stakes assessment for third graders only, and passing is required by the state in order to be promoted into fourth grade level reading curriculum and instruction. It is used only as a diagnostic assessment for second graders to guide reading instruction.

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

Students who are English Learners will participate in WIDA assessments as required by the State of Indiana to assess and monitor growth in English language proficiency.

High School Placement Test: Holy Rosary 8th graders will visit Reitz Memorial Catholic High School in the fall of their 8th grade year. During this visit, they will participate in the PSAT 8/9. Results from these tests as well as 8th grade report cards and teacher recommendations may be used for placement purposes in their freshman year of high school for students attending Memorial.

## **ADMISSION/ENROLLMENT**

### **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:*

8. New parishioners moving into Evansville who have joined Holy Rosary Catholic Parish.
9. Families new to Evansville who have joined parishes without a school.
10. Siblings of non-Catholics already enrolled.
11. Parishioners of other parishes with a school.
12. 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.

### **Withdrawal of Students**

Parents withdrawing their child/children from Holy Rosary Catholic School must notify the school office by completing the Withdrawal from School form...or notify in writing.

## **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. Holy Rosary Catholic School is also an approved Choice School and may accept School Choice Scholarship (vouchers) for qualifying families who meet the criteria and income guidelines as established by the State of Indiana Choice Scholarship Program. Families might also be eligible for the Indiana Tax Credit Scholarship. Interested families should 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. All of our tuition payments will be made through FACTS. This tuition management and payment processing system provides optimal flexibility and secure technology to help our families effectively manage payments for both tuition and after school care and may be used to manage additional fees in the future.

**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.

### **CUSTODIAL RIGHTS**

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

### **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 pages 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.

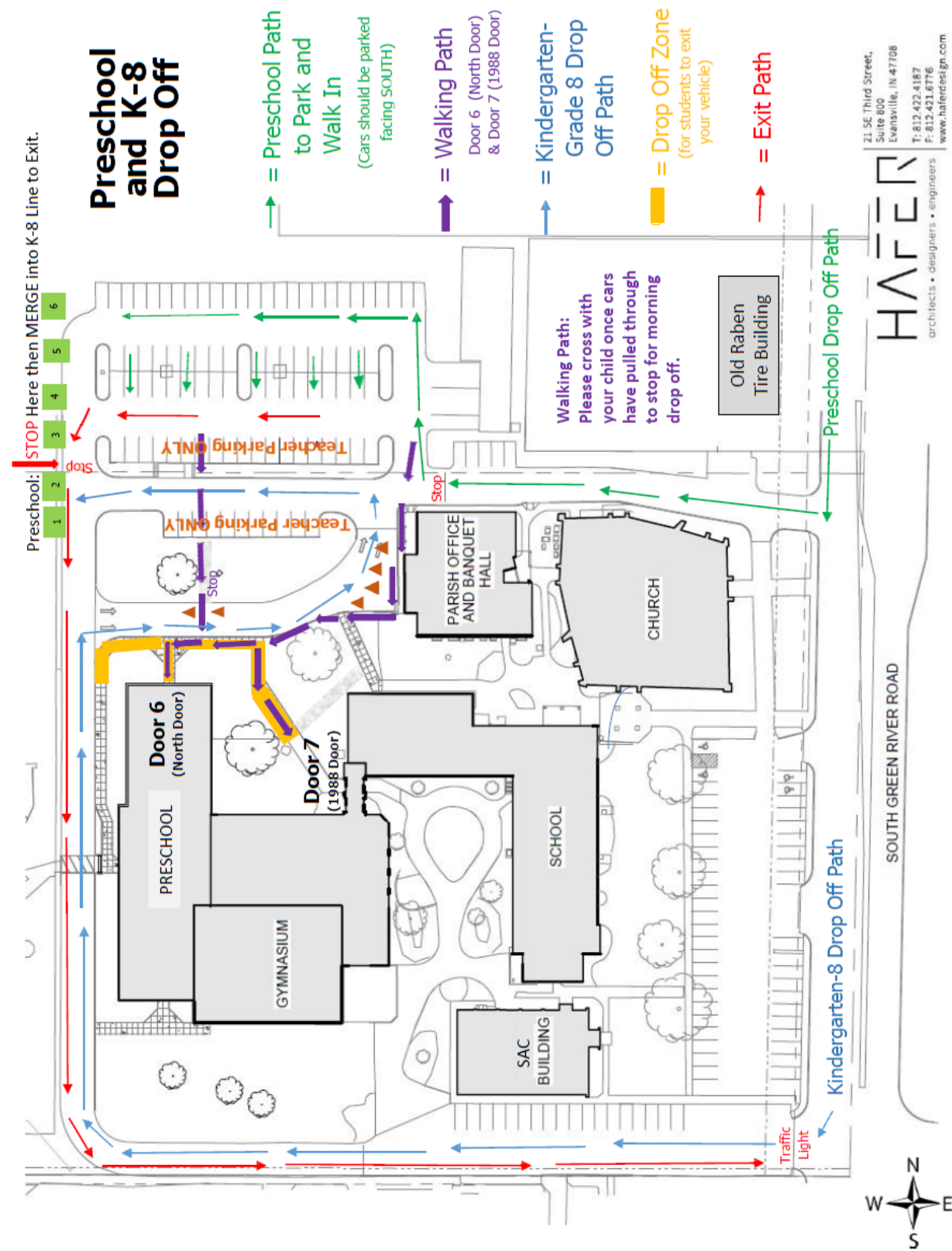
### Weather Related Conditions and Emergencies

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 canceled by the Evansville-Vanderburgh School Corporation, Holy Rosary's school day will also be canceled.
- 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 canceled 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.***

Arrival/Dismissal Map



## **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. Parents should not expect the teacher(s) 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*

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.

### **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.

### **Parental Role**

Discipline is a cooperative effort between parents, teachers, teacher aides, and the school administration. Parental involvement is imperative in maintaining appropriate behavior. Parent support of school policies and actions is vital. If parents have a concern, please contact the teacher first and make an appointment to discuss the matter. If after this discussion, satisfaction is not obtained, then the principal should be contacted.

### **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.

**Anti-Bullying Statement**

The Catholic Diocese of Evansville and the Catholic Schools Office (CSO) believe that each school in the Catholic Diocese of Evansville must be aware that its purpose is rooted in the mission of the Church. Each school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of “love your neighbor as yourself”, and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating

appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

Bullying, as defined by the CSO, is any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on or off school grounds where acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint of bullying must bring that complaint to the attention of the school principal. All such complaints will be properly 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 bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations. A copy of an Incident Form must be sent to the superintendent as soon as possible.”

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.

### **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.

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.

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion. Smoking and vaping of any type is not allowed on campus. Decisions concerning suspension or expulsion will be made through consultation among administration, teachers, and the school counselor and may include consultation with the pastor and the diocesan Catholic Schools Office.

## **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. The school reserves the right to search anything brought on school property. This includes, but is not limited to, backpacks, book bags, cell phones, and other electronic devices.

### **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.

## **HARASSMENT**

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **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 an advisory group 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, student appreciation, teacher/staff appreciation, membership, publicity, hospitality, and more.
- To assist the school in educational activities that might not otherwise be available. Committees may include: Health, Drug Education and Awareness, Technology Safety and Awareness, Art Fair, student clubs/extracurricular programs, and more.
- To support student events, rewards, and celebrations. 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**

7:00am School Doors are open.  
7:00am Supervision begins in the cafeteria. Teachers dismiss students to homerooms.  
7:50am Homeroom bell rings. School day begins.  
2:50pm Dismissal.  
2:50-5:30pm After School Care is available.

### **After School Care**

The After School Care Program has been developed to provide a safe, secure, and caring environment until their parents are available after work free from additional transportation and at an affordable cost to the parent. After School Care hours are from 2:50-5:30pm. Program details including fees are available in the school office. At dismissal, students report directly to the specified After School Care area to meet After School Care staff.

### **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. Inform your child's homeroom teacher and the school office of medical problems at the beginning of school. Students are assigned textbooks, technology devices, usernames and passwords during the first weeks of school. They are responsible for keeping school materials and devices 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 on the school website.



### **School Lunch Program**

Holy Rosary Catholic School participates in the National School Lunch Program and offers a nutritionally balanced lunch daily. 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**. Students may choose to bring a healthy lunch from home. Parents should not bring lunches or drinks from carry-out restaurants.

Holy Rosary School uses LINQ Connect (formerly 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.

### **Loss or Damage of Items Brought to School**

Holy Rosary Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices. We reserve the right to search any items brought to school.

### **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 (available in its entirety at [www.holyrosaryrams.org](http://www.holyrosaryrams.org)), 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 families.**

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 ask your child or teacher for suggestions.**

### **Party Invitations and Gifts**

Students bringing party invitations to school instead of using the postal system may distribute them to their classmates provided **ALL** students in the class or grade level receive an invitation. Gift exchanges between individual students should be done outside of school.

### **Electronic Equipment/Music**

Electronic equipment including but not limited to TVs, radios, CD players, iPods, game devices, cameras, cell phones (See Phone 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.

**Cell phones and Smart Watches must be "off" and be turned in to the homeroom teacher or to the school office at the start of the school day. These devices should not be used on school property unless in a case of extreme emergency or with permission of a supervising adult. Students are not permitted to use the phones to call home for homework or other forgotten items.**

## **OFFICE INFORMATION**

### **School Office Hours**

The school office will be open from 7:30 to 3:30 on all school days. The school office will be open with limited hours during the summer. Call or email the office staff during the summer with questions, and someone will get back to you as soon as possible.

### **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 facebook as possible and school website when appropriate. A school newsletter/parent pack will be shared via SchoolMessenger email to highlight dates, events, sign ups, or other information pertinent to a students' experience at school, church, or community when appropriate. Occasionally additional items will be delivered to the parents via students, however email or facebook will be the primary method of communication.

### **Office Records for Students and Families**

Parents/Guardians are requested to notify the school office in writing of any changes of address, custody, home telephone numbers, cell phone numbers, business phone numbers, email addresses, and/or phone numbers of emergency contacts. This will

guarantee that office records are accurate, complete, and up-to-date. In addition, parents/guardians should notify the school office of any transportation changes.

### **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, email, or by calling the school office and leaving a message.

### **Phone 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. If students do not follow rules pertaining to use of phones, their phones may be sent to the school office to be picked up by parents.

### **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.

### **Surveillance Cameras**

Holy Rosary Catholic School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

Only authorized personnel, as determined by the one responsible for the property will be involved in, or have access to, surveillance camera images and data.

### **EDUCATIONALLY RELATED ACTIVITIES (Field Trips)**

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.

Field trips are a privilege afforded to students; no student has an absolute right to a field trip. All field trips must be approved by the principal.

Students may be denied participation in field trips for the following:

- Accumulation of detentions both academic and behavior (Gr. 4-8)
- Consistent poor academic effort or poor behavior (K-3)
- Excessive absences or tardies
- In or out of school suspensions
- Multiple failing grades
- Exceptions may be at the discretion of the principal.

Field trips must have an educational or cultural value, adequate chaperones, and employ licensed and insured carriers. Teachers will request chaperones on an as needed basis using the volunteer sign up sheets. Some trips may involve an expense.

A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Telephone calls or notes cannot be accepted. Parents have the right to refuse to allow their child to participate in a field trip.

## **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.

## **Allergy Policy**

Parents are asked to provide pertinent information regarding any type of medical condition that affects their child in an acute manner. Training for staff is provided on an annual basis. The staff will cooperate with parents to provide a safe environment for the student.

**Ambulance**

If a student suffers a medical emergency precipitating the need for a 911 call to be made, the parent/guardian will be responsible for any/all expenses involved. The parent/guardian will also be called immediately so that proper directives can be given by the parent/guardian to emergency personnel.

**Asthma**

Immediate access to reliever inhalers is vital. Students are encouraged to carry their inhaler as soon as the parent, doctor or nurse, and class teacher agree that they are mature enough to do so. When necessary, inhalers will be kept in the school office. All inhalers must be labeled with the student's name by the parent.

**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.

**Immunizations**

Prior to entering school, every student shall be immunized in accordance with Indiana State Department of Health regulations. Records certifying to such immunizations should be obtained and maintained as part of the student's health record located in the school information system.

**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 in PowerSchool when parents complete the annual school registration in PowerSchool prior to the start of each school year. Changes in any telephone numbers, job, home, etc. should always be reported to the school office.

## 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. Holy Rosary staff appreciates the partnership of our parents/families regarding following the dress code properly in our students' best interests.

Be mindful of the approved dress code as stated below before purchasing dress code items. Not all "uniform sections" of local stores 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," and either alternate clothing will be provided or parents may be called to bring in clothing that follows the dress code. *Upon the 3<sup>rd</sup> dress code violation in the same quarter, the student will not be eligible to participate in the next Free Dress Day and/or possible Spirit Dress Day.*

### **Boys and Girls Grades K-8 Pants: Navy dress pants.**

- It is the parent's responsibility to see that the dress pants fit all policy guidelines. Pants must be ankle length. No rolling the cuff of the pant leg. No oversized, low rise, or hip-hugger pants. Pants should be straight leg, dress pants style and have a modest and appropriate fit. Skinny fit, body hugging pants are not dress code.
- NO LOGOS visible anywhere on the outside of the pants. No jean-style pockets or pockets with outside 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.

### **Boys and Girls Grade K-8 Shorts: Navy shorts with or without cuff.**

- NO LOGOS visible anywhere on the outside of the shorts. No jean-style pockets or pockets with outside flaps.
- Shorts should have a minimum 5-inch inseam. Shorts must fit modestly and appropriately. No oversized or undersized shorts. Skinny fit, body hugging shorts are not dress code.
- 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 or navy “uniform style” dress with collar Girls K-4 only: *Navy or hunter green/navy plaid are allowed.***

- 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 (navy, white, hunter green, black, or grey) with skirts, skorts, or jumpers after Thanksgiving and before Spring Break.
- Girls in grades 5-8 may not wear skirts, skorts, or jumpers/“uniform style” dresses 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 re-entering the building.
- 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.
- Turtlenecks may be worn but must be navy, white, or hunter green solid color.

**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.
- Holy Rosary spirit wear socks **ARE** allowed as part of regular dress code.

**Shoes: *Tennis shoes, gym shoes, or dress shoes that follow the guidelines below.***

- K-8 students may choose to wear tennis shoes, gym shoes, or dress shoes to school year round.
- Dress shoes should be black, brown, or navy only with rubber soles. There should be no heels or wedges.
- Shoes with laces must be laced and neatly kept.
- Sandals may not be worn. Shoes may not light up nor have wheels.
- Boots may only be worn after Thanksgiving and before Spring Break. Boots should be black, brown, or navy with rubber soles. There should be no heels or wedges. Rain boots, snow boots, cowboy boots are not permitted.

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

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

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

- Only school logo is acceptable on the sweatshirt. Uniform shirt with collar must be visible and worn under sweatshirts. Holy Rosary hoodies are not dress code and should not be worn throughout the school day in classrooms.

**Pullovers or full zip: *Navy or hunter green full zip or half zip pullover with embroidered logo is allowed as part of the regular dress code.***

- Pullover MUST be purchased through *Carolina Threadz, Lands End, or PTO.*
- Pullover may be tunic style or elastic waist.
- Uniform shirt must be visible and worn under pullover at all times.

**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. Hair should be kept out of the students' eyes and face and should not be distracting to the student or to others.

**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.
- Sweatshirts with hoods are not dress code and should not be worn throughout the school day. They may be worn as a "jacket" to and from school and during recess.

### **Free Dress**

Parents and students (in upper grades) should check before sending students to school to avoid changing, calling home, or otherwise uncomfortable situations for the student. 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, leggings, jeggings, and yoga pants are not allowed for students in grades 3-8.
- Leggings may be worn by girls in K-2. Parents should be sure that leggings fit appropriately and are not snug.
- Shorts may only be worn on free dress days prior to Thanksgiving and after Spring Break. Shorts must have a minimum 5-inch inseam.
- The regular dress code 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.
- Holy Rosary lettering or logo must be present on spirit dress items.
- Holy Rosary athletic or academic team t-shirts, sweat shirts, or hoodies 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 spirit 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 BELONGINGS with your last name for easy identification!!!**

(Approved 6.8.2022)

## **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.***

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.

## **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 and subject to change.)

Academic Teams	Library/Book Fairs
Advent Program	Liturgy of the Word
Art Fair/Art Show	Math Bowl
Athletics	Preschool
Authors Events: Kindergarten and Grade 1	Robotics
Band (Grades 6-8)	Safety Patrol
Battle of the Books	Science Fair/STEM/STEAM
Boy/Girl Scouting	Serra Club Essay Contest
Cantors/Choir	Service Learning/Projects
Catholic Schools Week	Speech Team (Grades 6-8)
Coffee House Poetry: Grade 2	Spell Bowl
Drug Awareness Curriculum/Red Ribbon Week	Spelling Bee (Grades 4-8)
Eighth Grade Play	Student Leadership
Fire Wardens	Student Spirituality Team
Geography Bee	Talent Show
Health Week	Teen Power
Hop-N-Ing	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. Some athletic opportunities fall under Holy Rosary School, and some are “cub” and may be organized and facilitated by Memorial High School.

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 7-8 (through Memorial High School)  
Girls: Grades 3-8 (through Memorial High School for grade 7-8)
- 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 and multiple stations in the back parking lot during after school pick up.

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.

When made available by the Evansville Police Department, some safety patrol members may 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 Leadership**

The Student Leadership Team 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 service and involvement community involvement.

Leadership opportunities and responsibilities are made available through classroom roles, the Student Leadership Team, the Student Spirituality Committee, teams, clubs, events, and more.

### **Grade Eight Activities**

Holy Rosary Catholic School provides special opportunities and celebrates the achievements of its graduating class in the following ways:

- The annual overnight trip to Camp Ondessonk each fall
- The annual Advent program
- The annual 8th Grade Play
- 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.

### **EMERGENCY DRILLS**

Fire drills, disaster drills, earthquake drills, and lockdown drills are conducted as required during the school year. The teachers and pupils are trained to know what must be done in the event of a particular type of drill or disaster. All students and adults in the building are expected to follow the procedures for the particular type of drill. **In the event of an emergency lockdown, no one will be allowed to enter or exit the building.**

### **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)

### **DIOCESAN POLICIES**

#### **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.

#### **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.

### **Insurance**

It is to be understood that 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 school-supervised activities, including sports. It is the parent'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.

### **Interagency Agreement**

Pursuant to existing binding agreements between the Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of the 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.

## **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 cell phones, computers, tablets, smart watches, 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.** Students 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.** Students' use of the school's Internet and e-mail will be for educational purposes only and in support of educational research and the educational goals and missions of Holy Rosary Catholic School as defined by the teacher in charge. Students agree to not "surf" the Internet for non-instructional purposes. Students agree to obey all federal and state laws and regulations, as well as any rules put in place by the school or classroom teacher.

3. **Network Etiquette.** Students will be polite and will not send or encourage others to send abusive messages. Students will use appropriate language and realize that they are a representative of their school community. Students will never use swear words, vulgarities, other inappropriate language, or any language that could be perceived as bullying.

4. **Privacy.** Students will not reveal their full name, usernames, passwords, home address, or their personal or family phone numbers or those of any member of their school community to anyone over the Internet at any time.
5. **Expectation of Privacy.** Students understand that electronic mail, Internet history, or other documents accessed or saved on the network are not guaranteed to be private. Students will not send or publish anything that they do not want others to see or read.
6. **Security.** Under no circumstances will students order any material over the Internet. Students will not download and/or attach files from any user or users they are not familiar with. Students will not attempt to gain unauthorized access to resources or files.
7. **Copyright.** Students understand that to copy another person's work on the Internet and call it their own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, students will ask permission when possible and credit the author accordingly.
8. **Chat/Messaging.** Students will not use chat or messaging programs or services unless it is part of a class activity which is supervised by their teacher. When posting messages for an activity, students agree to not post anonymous messages or post messages using a false name or the name of another person.

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

#### **Parent Agreement**

The parent or guardian will read and discuss the Internet Use Policy and Agreement with his or her child. The parent or guardian understands that Internet access is provided by the school for education purposes only. However, the parent or guardian also recognizes it is impossible for the school to restrict access to all controversial materials and will not hold the school or faculty responsible for materials acquired from the Internet. The parent or guardian gives permission for the student to access the Internet pursuant to the attached Agreement while supervised at school.

### **Social Media Policy**

Engagement in online social media such as, but not limited to, Facebook, Twitter, Instagram, Snapchat, TikTok, etc. may result in disciplinary action if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page may result in the children of the parent being separated from the school.

No parent should open a Facebook, Twitter, Instagram, Snapchat, TikTok, etc. account under the name of the school or a particular grade or school organization. The only official Holy Rosary Catholic School Facebook, Twitter, or Instagram pages are the ones created and monitored by the school/parish. A parent who chooses to create such an account may result in the children of the parent being separated from the school.

### **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.

### **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 Restraint Plan. The purpose of the plan is to ensure 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.*

### **Wellness Policy Statement**

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 we adopt a wellness policy.

- 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 students 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 policy in its entirety, you may request it from the school office.*

## **YOUTH PROTECTION/SAFE ENVIRONMENT PROGRAM**

Holy Rosary Catholic School complies with the Safe Environment Program written by the Diocese of Evansville. The complete program may be found in the school office. The following page outlines the Best Practices for adults working with youth.

Any adult who plans to have contact with youth must complete the Youth Protection/Safe Environment Training and have a criminal background check. This policy affects those who plan to chaperone field trips, read to students, help with classroom activities, etc. If you have questions, please contact Tracey Unfried or Joan Fredrich, Youth Protection Coordinators, or the school office.

## **Child Abuse Laws**

Holy Rosary Catholic School abides by the Child Abuse Laws of the State of Indiana. The law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

## **Best Practices for Adults Who Work With Youth**

*Following is the text of Best Practices published in the Safe Environment Program: Framework for Youth Protection, published by the Diocese of Evansville in September 2003.*

## **Two-Deep Leadership**

Two approved ("approved" means that the Pastor knows the person and approves him or her AND the person has submitted to a criminal history background check.) adults leaders or one approved leader and a parent of a participant, both of whom must be 21 years of age or older, are required for all parish sponsored youth activities. The parish is responsible for ensuring that sufficient leadership is provided for all activities.

## **No One-on-One Contact**

One-on-one contact between adults and youth is not permitted. In the rare situations that require personal conferences, the meeting is to be conducted in view of other adults and youths.

Note: Professional Mental Health Counselors, who are required to follow the Ethical Code of their professional discipline, State licensing requirements, and State legislation regulating professional conduct, may conduct one-on-one private counseling sessions.

The term Professional Mental Health Counselor, as used herein, means a person with a master's degree in a recognized mental health discipline, who is licensed, or supervised by a licensed professional, and is employed by Catholic Charities of the Diocese of Evansville or is officially approved by the Catholic Education Office to provide services on school premises.

### **Respect of Privacy**

Adult leaders must respect the privacy of youth and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

### **Separate Accommodations**

When staying overnight, no youth is permitted to sleep in the room of an adult other than his or her own parent or guardian.

### **Proper Preparation...**

...for high adventure activities. Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, competent supervision, and safety measures.

### **No Secret Organizations**

The Diocese of Evansville does not recognize any secret organization as part of its program. All aspects of the youth program are open to observation by pastors, parents, and leaders. Even in cases of closed membership (i.e. Knights of Columbus Squire Circles) parents and pastors MUST be admitted at any time to observe the program.

### **Appropriate Attire**

Proper clothing for activities is required. Modest dress is always required. Guidelines for appropriate attire for a given activity should be written and stated before all youth functions.

### **Constructive Criticism**

Discipline used in youth ministry, educational, and catechetical ministry should be constructive and reflect the Church's values. Corporal punishment is never permitted.

### **Hazing is Prohibited**

Physical hazing and initiations are prohibited and may not be included as part of any activity. Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure that diocesan policies are followed.



## Youth Protection/Safe Environment Statement From the Bishop



### DECREE

In accord with Article 12 of the *Charter for the Protection of Children and Young People* as well as the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* of the United States Conference of Catholic Bishops regarding the protection of children, youth, and vulnerable adults, I hereby decree and reaffirm that the Diocese of Evansville assumes its responsibility for compliance with and adherence to those tenets. In harmony with that, I deem that the Safe Environment programs operative in the Diocese of Evansville are in accord with Catholic moral principles.

Furthermore, I hereby decree the amendment of the *Framework for Youth Protection* to reflect new wording in the *Selection.com Fair Credit Reporting Act Background Check Disclosure* contained therein.

In accord with canon 51 of the *Code of Canon Law*, I hereby decree the *Records Retention Policy Pertaining to the Safe Environment Program* as particular law for the Diocese of Evansville; this is incorporated within the *Framework for Youth Protection*. Also incorporated within the *Framework for Youth Protection* is the *Policies and Procedures Regarding Allegations of Sexual Abuse of Minors by Clergy* which I have decreed separately.

In addition, I reaffirm the promulgation of the *Framework for Youth Protection* as particular law for the Diocese of Evansville.

The provisions of this decree are effective immediately, all things to the contrary notwithstanding.

Given at Evansville, Indiana  
11 June 2021

Most Reverend Joseph M. Siegel, DD, STL  
Bishop of Evansville

Tim McGuire  
Chancellor

### RIGHT TO AMEND

Holy Rosary Catholic School reserves the right to amend this Handbook. Any issue not covered in this parent/student handbook will be addressed on an individual basis.