

Student Handbook
HOLY ROSARY REGIONAL CATHOLIC
SCHOOL
Plymouth Meeting, PA 19462



This handbook contains the policies and procedures of Holy Rosary Regional Catholic School. The school may change any of its policies or procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the principal.

2017-18 Academic Year



*Holy Rosary Regional Catholic
Faculty/Administration 2016-17*

ADMINISTRATION

Principal

Mrs. Lisa S. Hoban

Teachers

Grade 8

Mrs. Judy DePlato (6-8 Math)

Mrs. Amanda Higgins (4-8 HM)

Grade 7

Ms. Meredith Elizalde (6-8 ELA)

Ms. Jennifer Boris (6-8th SS)

Grade 6

Mr. Gabe Antonello (6-8 Science)

Grade 5/ 6-8 Relligion

Mrs. Francis Luthy

Grade 4

Mrs. Eileen Monaghan

Grade 3

Mrs. Dana Fitzpatrick

Mrs. Stephanie Purcell

Grade 2

Ms. Renee Prieto

Grade 1

Mrs. Mary Ann Gilman

Ms. Christina Reale

Kindergarten

Mrs. Donna Koneski

Mrs. Christina Pickering

Pre-K 4

Ms. Lauren Gill (Gray)/ Mrs. Barbara Kellogg (Aide)

Science PreK-5/ 8 D Religion	Ms. Regina Morrow
Art/ Physical Education	Mrs. Maria Byrnes
Technology/Physical education	Mr. Tom Graham
Resource Room	Mrs. Mary Anne Keith

Support Staff

Administrative Assistant	Mrs. Beth Sheldon
Financial Aid Officer	Mrs. Elizabeth Hallinan
Business Manager	Mrs. Daniela DiCandilo
Lunch Program	Mrs. Diane Johnston
CARES	Ms. Rae Morrow
Nurse	Mrs. Ann Pruskowski
MCIU Reading/Math	Mrs. Mary Leanness
MCIU Counselor	Ms. Bridget McNulty
MCIU Speech	Mrs. Lynne Freas

School Phone Number 610-825-0160

School Fax Number 610-825-0460

Staff E-mails: firstinitialslastname@holyrosaryregional.com;

[i.e. lhoban@holyrosaryregional.com](mailto:i.e.lhoban@holyrosaryregional.com); magilman@holyrosaryregional.com

MISSION STATEMENT

Holy Rosary Regional Catholic School, built and supported through our sponsoring parishes, provides a Christ-centered quality Catholic education. We are committed to enhancing and strengthening the faith and spiritual values students first acquired in their homes, a formation grounded in the Catholic tradition, whose focus is centered on service to others. We inspire students to achieve the highest standards of intellectual and personal development, to take appropriate risks, and to accept challenges. We develop future leaders for the 21st century by daring to use innovative techniques to enhance life-long learning through technology, the multiple intelligences, varied instructional strategies, interdisciplinary units, and a focus on STEM in our upper grades. We empower all students to communicate effectively and collaborate skillfully as competitive global citizens and independent problem solvers.

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. Attending a Catholic school is a privilege, not a right.
2. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
3. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
4. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
5. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
6. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

ADMISSIONS

Holy Rosary Regional Catholic School admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

Holy Rosary Regional Catholic School strives to accommodate students with special needs, as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

Holy Rosary Regional Catholic School generally follows local public school districts' age requirements for admission. A student who is six years old by September 1 of the school year is eligible for enrollment in Grade 1; students eligible for enrollment in Kindergarten should be five years old by September 1 of the appropriate school year. Potential Pre-K3 and Pre-K4 students must be the required age by September 1 of the current year. Children must be fully toilet-trained.

The necessary forms and a list of certificates necessary for admission are available in the school office.

REGISTRATION GUIDELINES

In early spring each year, currently enrolled families will be emailed the tuition and fee information for the next school year. All financial obligations must be current before paperwork is processed for the next school year.

Registration for Kindergarten students and other students new to our school typically takes place in spring for the following school year. There is a non-refundable fee due at the time of registration.

TUITION

Holy Rosary Regional Catholic School provides quality Catholic education through the efforts of the faculty, staff, Home and School Association, volunteers and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined in the spring for the following school year. The school also may impose fees for other items, such as extracurricular activities, science equipment/labs, field trips, books, registration, and graduation.

QUALIFYING FOR SUBSIDIZED TUITION RATES

Per the *Standards for Quality Catholic Schools*, published by the Archdiocese of Philadelphia in January 2012, the following applies:

- “Tuition is **subsidized** by parish funds. Parents who are not members of the parish or who are non-contributing members of the parish should expect to pay 100% of the total cost per pupil.”

TUITION PAYMENTS

In fairness to all families, parents/guardians are expected to keep tuition payments up to date. Both parents/guardians are jointly responsible for tuition and other fees charged by the school. Parents/guardians are required to sign up for automatic debiting from a designated account through the Smart Tuition system used by the school. Debits are made once a month over a ten-month period. Those wishing to avoid this process may pay their tuition in entirety prior to the first day of school.

The student report card will not be released if the tuition account has an outstanding balance. In addition, the school reserves the right to take further action, up to and including dismissal and withholding of school records, if outstanding balance is not made. Accounts will be monitored and notifications sent out periodically. [When a student’s tuition for July- December remains unsatisfied, students may not return in January. When a student’s tuition is from January-June is unsatisfied, re-registration may be withheld for the upcoming year.](#)

FINANCIAL AID

Tuition Assistance Opportunities for Holy Rosary Families

There are several sources of tuition assistance available to Holy Rosary families. These opportunities are made possible through the generous support of various businesses and foundations. A number of these opportunities require interested families to go through an outside application process. Other opportunities become available because of direct donations to Holy Rosary from generous parishioners of affiliated parishes.

The available opportunities and related application processes are outlined below. In cases in which Holy Rosary decides who the recipients will be, Holy Rosary will only consider families that have completed the application process for all funding sources for which they would qualify. Any cases of extraordinary or unforeseen circumstances will be reviewed on a case-by-case basis.

If you have individual questions on applying for financial assistance, contact Beth Hallinan in the school office at 610-825-0160 or by email bhallinan@holyrosaryregional.com.

EITC & OSTC FUNDS

Much of the available tuition assistance is made possible through Educational Improvement Tax Credit (EITC) and Opportunity Scholarship Tax Credit (OSTC) business donations to non-profit organizations interested in promoting education. To be eligible for EITC or OSTC funding for the 2015-2016 school year, the adjusted gross income for a family with one dependent must be \$90,000 or less. For each additional dependent, the adjusted gross income threshold increases \$15,000. Below is a listing of the organizations that provide EITC & OSTC funding to Holy Rosary students and an explanation of how to apply for funding from each organization. Please note: all eligible families do not necessarily receive funding. Awards are dependent on the amount of scholarship money available each year.

Business Leadership Organized for Catholic Schools (BLOCS) is a non-profit organization dedicated to helping families afford Catholic education. Holy Rosary students received almost \$25,000 in BLOCS funding during the 2014-2015 school year.

BLOCS applications for the 2015-2016 school year will be available in January at www.blocs.org.

The Henkels Foundation supports benevolent, religious, educational, charitable, scientific, and literary undertakings throughout the United States. If funds become available through the Foundation, Holy Rosary determines how to distribute the funding. Only families that have completed the BLOCS application, and who meet the eligibility requirements for EITC funding, will be considered for available Henkels funds.

The Bridge Foundation is an independent non-profit organization that provides scholarship opportunities to Pennsylvania low-income families. Families must apply directly to the Bridge Foundation between May 1st and June 30th each year.

Applications are only accepted during this window. Applications are available online at www.bridgedu.org. Families who receive Bridge funding must complete a 40-hour community service requirement.

OTHER FUNDING SOURCES

The Kremer Foundation provides Catholic elementary schools with tuition grants for children from financially challenged families. The Foundation's grants are given directly to the schools to be allocated to those who have applied. Holy Rosary received \$11,400 from the Kremer Foundation for the 2014-2015 school year.

To qualify for assistance, a family's adjusted gross income cannot exceed the federal food program's maximum family income for reduced priced meals. The 2015-2016 guidelines are not yet available. To qualify for the 2014-2015 school year, a family of four's adjusted gross income had to be less than \$43,568; the qualifying amount was increased by \$7,437 for each additional family member.

If Holy Rosary receives a grant from the Kremer Foundation for the 2015-2016 school year, Holy Rosary will notify families of the application process in the spring. All applications will be submitted to Holy Rosary.

Children's Scholarship Fund (CSF) provides scholarships to qualifying families who live in Philadelphia to fund tuition at a private school of the family's choosing. PLEASE NOTE: Families must reside in Philadelphia to qualify; students may attend a CSF-approved school outside the Philadelphia city limits. Income eligibility requirements will be available on the CSF website www.csphiladelphia.org when they become available.

Applications will be available on the website in mid-November and are due no later than March 1. Scholarships are awarded by random lottery. Recipients are notified by mid-March.

STUDENT RECORDS/ RELEASE OF STUDENTS/ COMMUNICATIONS

LEGAL CUSTODY ISSUES

Parents and guardians are asked to inform school personnel when legal custody of the child(ren) resides with one parent/guardian. ***It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions should the need arise.*** Custodial parents/guardians are likewise asked to supply the school with copies of restraining orders if the need arises.

Unless a court or custody agreement specifies otherwise, each parent/guardian is legally entitled to be provided access to all school records of the child(ren). Only the parent(s)/guardian(s) who have legal custody of the child have the legal right to make religious and educational decisions. If there is joint custody, then both parents must agree on life decisions. Religion and education are life decisions.

COMMUNICATION

Parents/guardians should regularly check their e-mails for communication from the school. In addition, parents are asked to check book bags and folders of their youngest child regularly for communications that cannot be e-mailed.

Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher.

Student-Parent-Teacher Conferences

Student-parent-teacher communication contributes to a successful school experience for children.

Arrangements for student-parent-teacher conferences will take place at the beginning of the year at mid trimester (first). Students **MUST** attend as the conference is intended to promote positive and instructional information between all parties. If parents/guardians would like to speak privately, this may be done at the end of the conference. When requesting a conference at any other time during the school year, state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, the teacher should be your first contact. If further intervention is needed, an appointment with the teacher and principal should be scheduled.

Parent(s)/guardian(s) often wish to bring third parties (step-parents, relatives, friends, lawyers, and counselors, activists) to school meetings involving the student. **Meetings where third parties are present should not take place.**

When entering the school building for any reason, parents/guardians and/or visitors must sign in at the office. At no time may parents or guardians go directly to a classroom without a previously scheduled appointment.

SCHOOL ATTENDANCE

Regular school attendance impacts positively on the child's academic development. The total number of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

DAILY SCHOOL SCHEDULE

Students (K-8) stand in line in the school yard before school. In event of inclement weather, students will enter through the Grady Hall doors and go directly to the gym. No student (other than those attending CARES before school) may enter the building before 7:45 AM unless permission is given by a teacher.

Grades K-8:

Bell -- 8:00

Prayers -- 8:05

1st AM class -- 8:15

Lunch – 11:45-12:10 Grades K-3

12:10-12:30 Grades 4-8

Recess – 11:45-12:10 Grades 4-8

12:10-12:30 Grades K-3

1st PM class – 12:32

Prayers – 2:55

Dismissal – 3:00

LATENESS/ABSENCE

Lateness and irregular attendance interfere with pupil progress. It is vital for all students to be present and on time each day school is in session. The policies regarding lateness or absence from school are as follows.

- Students are considered late if they arrive after 8:00 and before 10:00. Students arriving after 10:00 AM are considered absent for the morning. Students leaving before 2:00 PM are considered absent for the afternoon.
- If a child is going to be absent or arrive late at school for whatever reason, the parent/guardian is required to call the school. Every absence or late arrival must be reported to the school by 8:00 AM. If no one answers, please leave a message on voice mail.
- If a child is absent or late and the parent/guardian has not phoned to let the school secretary know of the absence, a call will be made from the school to verify the absence and check on the child's whereabouts. Each child's safety and welfare is of great importance to us.
- In the case of illness once the child has arrived at school, a school official will contact the parent/guardian or adult whose name has been submitted to the office as the emergency contact. Students who leave school early because of an illness will not be permitted to return to school for any after-school activities.
- Family or personal trips constitute an absence. Students are encouraged to be present for school each day. The planning of family vacations during the academic year is strongly discouraged. Please contact the classroom teacher and the office staff directly if there is a need for your child to be on vacation during school time. In the event that a child does go away, all work must be made up when the child returns to school. Teachers should not be expected to provide this work prior to vacation. When it is necessary to take vacation time during the school year, please consult the school calendar and try to take advantage of long weekends when school is not in session. Doctor appointments and vacations should not be scheduled during days on which standardized tests are to be given.
- Chronic lateness demonstrates a lack of cooperation with school policy. For each lateness except for bus delays, a **parent or guardian must escort** the student into the school office to sign him or her in. ***Holy Rosary has determined that more than ten late arrivals a year or five late arrivals in any single trimester is excessive. When a student exceeds this limit, parents or guardians will be notified by a written warning sent home with their child and an email. Each lateness after that will result in a detention.***

- The reason(s) for any and all absences from school must be reported by the parent or guardian in writing. Student illness and a serious illness/death in the family constitute reasons for excused absence. Children absent three or more consecutive days must have note from their physician. Upon the student's return to school, a note from the parent or guardian must be presented to the teacher within three days.
- Pennsylvania law dictates that a maximum of ten days of cumulative lawful absences **verified by parental notification** may be permitted during a school year.
- Holy Rosary has determined that more than ten days absent a year or five in any single trimester is excessive. ***When a student has reached this number of days absent, the administrator will bring this to the attention of the parents or guardians by a written warning sent home with their child, as well as an email. In addition, in compliance with Pennsylvania state law, each absence beyond ten cumulative days will require a note from a physician.***
- Students that miss excessive school days without a physician's note or note from a parent or guardian are considered truant and subject to dismissal. The local public school district will be notified of dismissal for truancy and that the child is no longer on our school roll.
- Any child who stays home without his/her parent's knowledge is liable for suspension.

APPOINTMENTS DURING THE SCHOOL DAY

Parents and guardians should make a sincere effort to schedule medical appointments on school holidays, after school hours, or on the weekend. When it is necessary for a student to be released early, a written note stating the reason for the early dismissal and the requested time of dismissal should be presented to the school main office via the classroom teacher at the beginning of the school day. Parents or guardians must sign the student out by reporting to the main office and completing the sign out book. For the protection and safety of the child, the parent or guardian will also be required to check the student back in upon the student's return; if it is later the same day (return time will be noted).

SCHOOL DRESS CODE

Holy Rosary Regional Catholic School believes that an appropriate dress code is important in educating our students. Neatness and cleanliness in personal attire are

part of a child's education and the responsibility of the parents. When a child looks and feels good about himself/herself, he/she acts and works accordingly.

The complete school uniform is required for each student every day. Uniforms are to be worn to all field trips and other school-related trips, unless otherwise specified by the principal. Any student not in compliance with the dress code will receive a formal warning. If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child's teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete.

Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval are at the discretion of the principal.

Boys: Grades K-8

- Ash gray banded knit polo shirts with embroidered Holy Rosary logo (long or short sleeved).
- Navy uniform dress pants.
- Navy blue pullover long-sleeve sweater or vest with Holy Rosary embroidery. Sweaters are a required part of the winter uniform, and the date to wear sweater will be determined according to weather patterns.
- Designated black shoes (found at Flocco's) and dark socks. No sneakers are permitted.
- Dark leather belt (optional).
- *Optional spring/fall attire: Navy uniform twill walking shorts with either white or navy crew socks. No "no-show" socks are permitted.

Girls: Grades K-4

- White or Light Blue Peterpan collar blouse (short or long sleeved).
- Plaid drop waist jumper, with length near the knee.
- Navy crew neck cardigan sweater with Holy Rosary embroidery. Sweaters are part of the winter uniform, and the date to wear sweater will be determined according to weather patterns.
- Designated navy or black shoes (found at Flocco's). No sneakers or moccasins of any kind are permitted.
- Navy blue knee-socks or leotards.
- *Optional spring/fall attire: Navy uniform twill walking skorts or shorts with either white or navy crew socks. Ash gray/ or Light blue BANDED knit polo shirts with embroidered Holy Rosary logo (long or short sleeved).

- No “no-show” socks are permitted.

Girls: Grades 5-8

- Plaid kilt with respectable length near the knee. Kilts may not be rolled up at any time.
- Ash gray/or Light Blue BANDED knit polo shirts with Holy Rosary embroidery (long or short sleeved).
- Navy blue pullover long-sleeve sweater with Holy Rosary embroidery. Sweaters are part of the winter uniform, and the date to wear sweater will be determined according to weather patterns.
- Designated navy or black shoes (found at Flocco’s). No sneakers or moccasins of any kind.
- Navy blue knee-socks or leotards

Gym Uniform: Boys and Girls All Grades

Gym uniforms are to be worn on the day of scheduled physical education and are to be worn for the entire school day. New gym uniforms are to be purchased from Flynn & O’Hara.

- Navy blue shorts or sweatpants (***with elastic bottom***)
- Gray tee-shirt with Holy Rosary emblem
- Navy blue sweatshirt with Holy Rosary emblem
- Socks must be white/black in color.
- No bold or extreme sneakers. (No neon sneakers/laces/wheels.)

HAIR STYLES/GROOMING

A student’s hair is to be neat and clean and groomed conservatively. No extreme or trendy styles or colors are permitted. Students are expected to come to school in a state of cleanliness. Boys’ hair may not touch the shirt collar and may not sit below the eyebrows. Hair wraps and beaded braids (often done while vacationing) are not acceptable.

JEWELRY

Although jewelry is not a part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls in the traditional earlobe location. No additional earrings are permitted (i.e., no second hole, etc.). Boys are not permitted to wear earrings. Bracelets (ankle and wrist), pins, and buttons are not a part

of the school uniform. This includes all rope, yarn and beaded neck, wrist and ankle bands. A religious medal or cross on a chain is permitted.

MAKEUP

Makeup is not part of the school uniform. Face makeup or eye makeup is not permitted. Clear or sheer nail polish is permitted; any other will be required to be removed.

HEALTH

MEDICAL RECORDS

In accordance with Pennsylvania state law, it is required that all school children in the Commonwealth of Pennsylvania are to be protected against serious communicable disease and immunized.

These immunizations may be completed by your family physician or the County Health Department (610-275-5145). There is no charge for these immunizations at the County Health Department, but you must call for an appointment and take any immunization record you have with you to the appointment.

According to the law, the required immunizations must be completed **prior to entrance** into school. Children **will not** be registered for school until proof of immunization is provided.

NURSE

A registered nurse is provided by the public school district according to the school's enrollment, on days selected by the public school district.

The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

All students are screened yearly under the state-mandated program. Student physical examinations are required within three months of entry into school and in grade six. Student dental examinations are required within three months of entry into school and in grades three and seven. Grade six and seven students are also screened for scoliosis.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child

with a medical problem. Emergency numbers are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

WHEN A CHILD SHOULD BE KEPT HOME

When a child has any of the following symptoms during the night or in the morning, he/she should be kept home:

- *untreated rash or skin eruption anywhere on the body
- *diarrhea
- *severe headache
- *fever (100 degrees or more) and until without fever for 24 hours without medication
- *vomiting and until ceased for 24 hours
- *under the influence of prescription pain medication

The above symptoms are forerunners of many different diseases. If the ailment is minor, a day or two of rest at home will usually eliminate the symptoms. If the ailment is more serious, resting at home at the onset will help prevent complications.

Usually, cold symptoms (cough, sneezing, and runny nose) from an infectious standpoint, are not a reason to keep your child out of school. Youngsters are contagious a day or two before the onset of symptoms. By the time your child has a runny nose, other children have been exposed. The critical concern is how the child feels. Children who feel ill generally do not concentrate or learn well.

ACCIDENT/ILLNESS AT SCHOOL

Accidents, injuries, or unusual illness occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine of any kind, including aspirin, may be given to the student in the event of an injury or illness. Only basic first aid may be administered. Parents or guardians will be contacted immediately if there is any question regarding an injury.

MEDICATIONS

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it should be taken

by the student in the presence of a staff/faculty member. ***No medications should be placed in lunch boxes or school bags for students to self-administer.***

Parents/guardians are required to sign a medication authorization form, which is available from the school, if the student must take medication at the school.

Prescription and non-prescription over the counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. ***Parents must deliver any medication to the school as it should not be transported by students.***

PEANUT FREE

The entire Holy Rosary Regional Catholic School building is peanut free, with the exception of the cafeteria where one table is designated peanut free.

TRANSPORTATION

In the beginning of the school year, parents/guardians are asked how their child(ren) will arrive at and leave school.

Should a change in student transportation be necessary (for example, a student will be a car rider instead of a bus rider), a note signed by the parent/guardian must be given to the student's teacher, specifying the nature of the change and the dates affected. A written note is necessary for any change, even if it is for one day.

BUS

Students who ride a school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will be reported by the bus driver to the principal; the privilege of riding the bus may be rescinded if a student's behavior warrants.

The safety of all bus passengers is the responsibility of the bus driver who has authority to make any necessary safety rules, in addition to the rules of the Bureau of Traffic Safety of the Commonwealth of Pennsylvania. All students must respect the decision of the bus driver.

Children must ride the same bus both morning and afternoon as assigned to them by the school district. At school dismissal, students will proceed to their bus following announcement via orderly lines of bus riders, supervised by faculty members. Bus

riders are not permitted to walk home unless the parents/guardians send a note to the teacher and the principal asking permission for this exception.

Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school is not in a position to grant such a request. If you wish to pursue such a change, you may call the transportation office of the local public school district.

All buses will be entering the school parking lot by the Mods and circling directly in front of the gym, dropping students at the Art Room. Therefore, there may be NO cars parked in the gym lot in the morning.

CAR RIDERS

Parents/guardians dropping children off in the morning who want to walk their children to their class line must park in the parking lot on the church side and walk their children to their class line. Parents/guardians in the car drop-off line must remain in their cars. Children are not to be let out of the car until the car reaches the staff person on duty. The entrance to the line will be blocked off at 7:55 to ensure that all cars are unloaded before the bell rings at 8:00.

Parents/guardians who pick up students must park their cars where directed in the parking lot opposite the school (away from church), turn ignition off, and meet the students at the school dismissal area. Only after **ALL** students are safely in cars will the staff begin allowing cars to exit the parking lot. **DO NOT** attempt to avert this dismissal procedure, as in doing so, you threaten the safety of the children in our charge. Students who are transported to school via personal automobile are to be dismissed only after announcements.

HALF-DAY SESSIONS

Students will have a half-day of school on certain days throughout the year. On a scheduled half-day of school, students are dismissed at noon following normal dismissal practices

EARLY DISMISSAL AND EMERGENCY CLOSINGS

Emergency school closings and snow holidays are announced on KYW (1060 AM - Radio) and several local television channels under the school name. **DO NOT CALL THE SCHOOL FOR THIS INFORMATION.** Holy Rosary Regional Catholic School's closing number is Montgomery County - #1385.

Holy Rosary Regional Catholic School will be using

Several school districts provide transportation to Holy Rosary Regional Catholic School. *It is vital that parents/guardians follow announcements pertaining to the school district of their residence as well.* If busing is not provided for your school district, but Holy Rosary Regional Catholic School is open, parents/guardians are *not* encouraged to provide private transportation. Your local school district superintendents and local transportation directors have firsthand knowledge of the road conditions in your area, and their recommendations should be considered.

In the event of an unanticipated weather closing after school has begun, we are under the discretion of the various school districts that provide transportation—please stay informed of *your school district's* decisions. Holy Rosary Regional Catholic School will be using an automated notification service in the case of early dismissals.

MORNING DELAYS IN SCHOOL OPENINGS

A delay in morning school opening will also be announced on KYW (1060 AM- Radio) under Montgomery County, #1385 and on several local television channels under the school name. Parents and guardians will also receive notification under an automated web system in the event of a delayed opening. In the event of a two-hour delay, supervision of students by school personnel will not begin until 9:45 AM and the regular school session will begin at 10:00 AM.

EMERGENCY CONTACT FORMS

Holy Rosary Regional Catholic School requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the school. This form outlines pertinent family contact information and medical information. **It is absolutely essential for the safety of the student that information on this form is accurate and updated so that the school can contact the parent/guardian in the event of an emergency.**

LUNCH AND SNACKS

A typical school day for students in Kindergarten to grade eight incorporates one, 10-minute snack period in the morning and a 45-minute lunch period. All students stay for lunch during the school year. The 45-minute lunch period is divided into 25 minutes for lunch and 20 minutes for play for students in grades K-4, and 20 minutes for lunch and 25 minutes for play for students in grades 5-8.

A prepared lunch can either be purchased through the school's Lunch Program or can be brought from home by the student. A cheese or jelly sandwich is provided when a student forgets his or her lunch.

Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to the playground area when dismissed.

Respect and courtesy are to be shown to the parents who supervise and assist during this time.

Weather permitting, the lunch recess is spent outdoors. Parents should not expect that their children will remain indoors during the lunch recess. If this is necessary, a note from either a parent or the physician is required.

CARES PROGRAM

Children Are Receiving Extended Services (CARES) is the before- and after-school program offering professional care, supervised homework time, recreation, snacks and fun. Before-school care is available from 6:40 AM to 7:40 AM. PreK-4 students have CARES available from 6:40-8:30 AM. After-school care begins upon designated school dismissal (Pre-K at 2:30; everyone else at 3:00) and supervision is provided until 6:00 PM. Space permitting, students can be enrolled in the CARES Program for regular attendance or on an occasional basis.

A daily or monthly fee per child will be charged.

BOOKS AND MATERIALS

Every student must carry his/her books to and from school in a suitable book bag. All textbooks must be covered (no contact paper). Workbooks must be covered with paper or contact paper. Copybooks may be covered with clear contact paper. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name.

Any lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books were purchased by the school.

Parents are welcome to visit the lost and found outside the gym.

Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any damage to property either intentionally caused or via carelessness, will necessitate compensation and may result in disciplinary action.

CODE OF CONDUCT

DISCIPLINE CODE

Holy Rosary Regional Catholic School believes that discipline is fundamental to life. Discipline is a necessary reflection of the philosophy of a Catholic school. The observance of just rules and regulations assists the individual in responding to his/her responsibilities and obligations to himself/herself and others. Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to Holy Rosary Regional Catholic School.

General Rules of Behavior

Students should be aware that their first obligation is to God.

Students are to cooperate with all school personnel.

Students are to show proper respect, courtesy, and follow directives willingly.

Students are to obey all classroom and school rules and regulations.

Students will respect each other's right to learn.

Students may not leave school premises once they arrive in the morning.

Students may not chew gum.

Students may not litter or abuse school property. They are to take care of things given them, such as textbooks, library books, iPads, and school materials.

Students are to have a note from parent or guardian explaining any change in the daily schedule.

In groups, or alone, students are asked to respect the classrooms as they pass. They are to go directly to the place that they are sent - quietly, and without delays; no stopping in lavatories or other areas of the school are permitted without permission of the teacher.

All cell phones, beepers, CD players, or other electronic devices must be stored in the student's backpack unless given permission to use by a teacher.

Students are expected to show a Christian attitude toward one another. Therefore, fighting, abusive and foul language, roughness, excessive taunting, teasing of a student or any similar action is forbidden. Students not following this regulation will answer to their teacher, the principal, and the Disciplinary Team for disciplinary action. When appropriate, a *Think About It* form will be completed and sent home to inform parents of the incident and steps taken.

INFRACTIONS

Behavior will be monitored on ***My Students Progress*** conduct. When the third conduct report is uploaded by a teacher, the student will be required to attend the next detention period being held. After three detentions, the student may be suspended. These reports will drive the grade on the left side of the report card. ANY checks on the left side of the report card immediately disqualifies the student from running for Student Council the following year. If already holding an office, the student will be placed on probation until such time the teacher and principal agree to either reinstate or dismiss the student from Student Council. Some behaviors that warrant a check are (but not limited to):

- Chewing gum in school
- In hall/lavatory without permission
- Repeatedly unprepared for class
- Minor classroom disruptions
- Violation of dress code
- Incomplete homework

- Any other behavior that warrants attention not specified on the above list
- Unacceptable behavior during school hours and/or school related activities
- Inappropriate language
- Repeated lateness (more than five in one trimester or more than 10 for the year will result in detention every time thereafter).

Infractions warranting immediate detention and possible suspension

- Any sign of disrespect for faculty, administration, staff or fellow student
- Leaving classroom, other school areas or campus without school authority
- Insubordination/Defiance
- Lying
- Forgery
- Cheating
- ***Plagiarism (and a "0" on the assignment)***
- Truancy – unexcused absences
- Cutting class
- Theft
- Vandalism - damaging or defacing of school or parish property
- Personal assault – any behavior that causes physical injury
- Verbal/written threats towards others
- After two suspensions a student may be dismissed

Infractions warranting immediate dismissal

- Use of alcohol and/or drugs
- Profane/obscene language or gestures or engaging in immoral conduct
- Possession of any item which may present a danger to others or self
- Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus

Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility, and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements and behavior otherwise not conducive to the educational and religious mission of the school.

Unacceptable behavior, either by student or parent/guardian includes, but is not limited to:

- Disrespectful behavior of any kind toward or about any staff, student, or other parent of students
- Insubordination
- Fighting
- Bomb scares or triggering other false alarms
- Cheating or plagiarism
- Use or possession of drugs or alcohol
- Smoking
- Stealing
- Intimidation, harassment or threats of any kind
- Weapons

These categories do not cover every possible situation. The school is responsible for determining what is appropriate or inappropriate behavior, both in and out of the classroom, in the school community generally, and outside the school community, where such improper behavior affects the school community. Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to, immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities when necessary. In addition, in the case of threats of violence or harassment, in any form, including oral, written, or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have a psychological or psychiatric clearance before returning to school. In the case of cheating or plagiarism, students will be given a zero for the assignment. The zero will be averaged in the grades for the trimester.

DETENTION POLICY AND NOTIFICATION

Parents will be notified by email when a child is expected to serve a detention. The date and time will be included in that email. Should a student not serve an expected detention (unless excused by the teacher), he/she will receive an additional detention and parents will be notified as well.

Discipline records are now a part of the student's permanent or cumulative record.

SUSPENSIONS

Appropriate disciplinary policies are essential educational processes. These include procedures that are more remedial than punitive yet provide the necessary protection of the common good of the school community.

Suspension may lead to dismissal. The principal will meet with the parents/guardians and student to inform them of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

Procedures for student suspensions:

1. Parents/guardians of the student will be informed in writing of the suspension.
2. Suspensions may be implemented in-school, at the discretion of the principal.
3. Following suspension, parents or guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parent interview has been conducted and all other conditions for readmission have been satisfied.
4. Parent/guardians and the student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
5. Where possible, a student will be referred to a counselor or a teacher for counseling.
6. Signed agreement of parent/guardian and a written report of the suspension will be filed in the student's record.
7. Suspension records are now a part of the student's permanent or cumulative record. Suspension records will be made available only to authorized school personnel.

Serious infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at a school-sponsored function. Examples of serious infractions include the following:

- **Truancy** – unexcused absences

- **Violent behavior** – any fighting or behavior that causes physical injury or places another’s physical well-being into jeopardy
- **Blatant disrespect for authority** – to any adult in the building
- **Possession and/or use of drugs, inhalants, narcotics, tobacco or alcoholic beverages on campus or on bus**
- **Vandalism** – destruction or defacing of parish or school property
- **Theft**
- **Profane/obscene language or gestures or engaging in immoral conduct**
- **Possession of any item which may present a danger to others in school or out**
- **Cutting class**
- **Leaving campus without permission from a school authority**
- **Bullying** -physical intimidation (pushing, tripping, and hitting) and verbal abuse (teasing, insulting, mocking, threatening, and taunting of peers) over a period of time

DISMISSAL/EXPULSION

The student is no longer considered a member of the Holy Rosary Regional Catholic student body upon dismissal/expulsion. The student will be required to transfer to another school immediately upon the administration’s written notification of dismissal/expulsion.

- After two formal suspensions, a student may be dismissed.
- Students who are dismissed may apply for readmission after one full year. The school will determine whether readmission is appropriate.
- In certain instances the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings.
- Parents or guardians of the student will be informed in writing of the dismissal.

SAFETY

GENERAL SUPERVISION OF SCHOOL BUILDING

The school building is supervised during school hours, from arrival time until dismissal time, when school is in session. There is also general supervision in connection with school-sponsored activities, such as extracurricular events. Parents/guardians are responsible for insuring that they and their children are not on the premises during other times. The school has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times. **In particular, the administration, faculty and staff cannot be responsible for any student arriving at school before 7:45 AM or staying beyond dismissal except for scheduled extracurricular activities.** Any student left in the school yard before 7:45 AM will be taken to CARES and the parents/guardians will be charged a fee. Students not picked up within a reasonable time of dismissal will be taken to CARES and parents/guardians will be charged a fee.

GENERAL SAFETY REGULATIONS

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in a serious consequence. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors, including parents/guardians, must report to the school office and sign in and out.
- The entire Holy Rosary Regional Catholic School building is peanut free, with the exception of the cafeteria where one table is designated peanut free.
- Morning Car Line: The entrance to the pathway that runs behind the school will be closed at 7:55. All students must be in their lines by 8:00 and the last five minutes are used to escort students out of the cars that are already in line. Cars that arrive past 7:55 will have to park on the office side of the building and

parents MUST escort their children to the lines. Under ***NO CIRCUMSTANCES***, may parents drive onto the church side of the parking lot to let children out.

- Afternoon Car Line: all parents picking students up from car line MUST adhere to the protocol. This requires all cars to line up within the yellow lined rows on the office side of the building. All engines should be shut off and parents are to walk to the front to escort their children to their car. Once all children are safely in the cars, a teacher will direct the rows to exit onto Walton Rd. Parents MUST follow the teachers' directions.
- Parents attending field trips are asked to park along the grass near the HR shed to avoid conflict with EOL church services (funerals, mass, etc)

FIRE DRILLS

Fire drills are conducted on a regular basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.

SHELTER IN PLACE

The Department of Homeland Security has advised all Americans to have a plan in the event of a large-scale emergency. A Crisis Management Plan at Holy Rosary Regional Catholic School has been developed and is in place. While we pray that we will never have to implement this plan, please be assured that your children will be safe in our care should it become necessary to enact the Shelter In Place procedures.

Steps are outlined for communicating the need for the Shelter In Place procedures:

1. Principal is notified to implement Shelter In Place by the police department, fire department, or the Office of Catholic Education.
2. Principal implements Shelter in Place and notifies the Crisis Management Team.
3. Principal communicates to faculty, staff and students, "We are initiating Shelter in Place. Quietly report to your designated area." This announcement is made three times.
4. The Office of Catholic Education is notified, if possible.
5. Once the plan is implemented, emergency radios will be monitored for further instructions and information.

Steps of action once Shelter In Place has been initiated:

- All windows and doors exposed to the exterior of the building are closed and locked. Ventilation devices are turned off.
- All students are moved to their designated areas. Each class has a designated area within the gymnasium/auditorium.

- All windows and doors are secured to the extent possible with duct tape to prevent an undesirable substance from entering the area(s) where students and staff are located.
- Each teacher will take a roll call and report the information to the principal.
- Individual teachers coordinate student activities.
- Staff and students are NOT to leave their designated area until they receive direct instructions from the police or fire department that Shelter in Place is over. Once Shelter in Place is over, standard school procedures for emergency dismissal will be followed.
- Parents/guardians and families are instructed not to call the school since continuous calls will jam phone lines and hinder communication.
- Parents/guardians and families are not to come to the school until the “all clear” is sounded. **STUDENTS WILL NOT BE RELEASED TO A PARENT/GUARDIAN UNTIL THE ‘ALL CLEAR’ IS SOUNDED. FURTHERMORE, ONCE LOCK-DOWN HAS BEEN INSTITUTED, NO VISITORS, INCLUDING PARENTS/GUARDIANS WILL BE ALLOWED INTO THE SCHOOL BUILDING AND NO ONE WILL BE PERMITTED TO LEAVE UNTIL THE ‘ALL CLEAR’ IS SOUNDED.**
- Families of students with special needs should have these needs be identified and any necessary medications in place at the school.

FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

FIELD TRIPS/CLASS TRIPS

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities that the school deems to be high risk. Each student’s parent(s)/guardian(s) must provide written permission for each trip in order for the student to participate. A field trip parent consent form must be signed by the parent(s)/guardian(s) and the student, in the form provided by the school.

A class trip is a privilege, which can be taken away if a teacher deems it appropriate.

If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the school. The child must attend school on the day of the trip or be marked absent.

Parents/guardians wishing to attend field trips **MUST HAVE** all required (current) clearances on file in the school office.

Parents and family members are not permitted to take students home directly after school events. Students must remain until dismissal.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are sponsored for the enrichment and enjoyment of our students. The following programs are available:

Student Council

Members of Student Council are elected by fellow students. The Council serves administration, faculty, and the student body, presenting initiatives on the part of students for consideration, review and possible implementation by the faculty and staff. Election of Student Council officers (from grade 6-8) and class representatives (from grades 4 to 8) is guided by the teacher/moderator and the faculty at Holy Rosary Regional Catholic. Active participation in Student Council provides training for leadership, service, responsibility, and loyalty.

Beginning in the fall of 2013, the requirements to hold a Student Council position are as follows:

- All Student Council members (including officers and class representatives) may not have any check marks for behavior on the left hand side of the report card.
- All Student Council members (including officers and class representatives) must exhibit ideals of responsible leadership in all facets of student life in both co-curricular and extracurricular activities.
- Conduct unbecoming to a Student Council member will result in removal from office.

Instrumental Music Program

Students in grades 4-8 can sign up for instrumental music lessons through an outside contractor. Lessons are scheduled during the academic school day. All classwork missed becomes the responsibility of the student.

MONTGOMERY COUNTY INTERMEDIATE UNIT

Mathematics and reading support programs are offered through this government-funded office. Psychological testing, individual counseling and speech therapy are also provided on site. A guidance counselor is on staff one day a week to direct preventive guidance and implement special programs for continuing strong emotional and social

development of all our students. Throughout the school year, the principal, at the request of the faculty, may refer students for screenings by these auxiliary specialists.

VISITORS

Visitors are most welcome by appointment. To arrange for a visit, visitors should contact the school office.

Although discouraged, parents/guardians coming to school to bring forgotten articles or to relay messages should come to the school office. Classes may not be disturbed for these reasons. Such articles will be left in the teacher's mailbox to be picked up at lunch or end of the day.

The school building doors are locked; access to the facility is permitted through the front door **ONLY**. Visitors and parents/guardians need to properly identify themselves and the reason for their visit. ***No one may go directly to the classrooms at any time.***

While either in the school or on school property, visitors and parents/guardians are required to sign the Visitor's Log. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

VOLUNTEERS

The assistance of parent/guardian volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families, which helps in building a strong learning community. Volunteers assist in some of the following ways:

Classroom assistance
Extracurricular activities

Lunch duty aides (Paid \$5.00/day)
Homeroom parents

In addition, volunteers are often needed for Home & School Association functions. Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. Every family is required to donate 1.5 hours of their time to fundraising efforts by HASA. In the absence of that, they will be charged the per pupil tuition amount of that fundraising effort. Every student is expected to show courtesy and respect to all volunteers.

All volunteers must provide to the school office current clearances and proof of training as designated by the Office of Child Youth and Protection. For further information, please contact the school office.

Modified August 2015

ASBESTOS INSPECTION REPORT & MANAGEMENT PLAN

Holy Rosary Regional Catholic School has developed and maintains an Asbestos Inspection Report and Management Plan as required by the Asbestos Hazard Emergency Response Act of 1986 (AHERA). A copy of the plan is available for inspection in the school office during regular business hours. Keating Environmental Management, Inc. (484-876-2196) is the school's asbestos program manager and Pennoni Associates (856-547-0505) is the school's consultant. Inquiries regarding the plan should be directed to these organizations.

SMOKING

Holy Rosary Regional Catholic School (and its premises during school hours) is a smoke-free environment. No smoking is allowed in the school building, either by students, faculty and staff, or visitors (including parents/guardians). Violations on the part of a student will result in suspension from school and school-related activities until a conference can be arranged with the parents/guardians and the principal.

ACADEMIC POLICIES

CLASS PARTICIPATION

Students are expected to

- give attention and respect to the teacher at all times;
- show respect and concern for other students by a willingness to share and to take turns;
- actively participate in class by responding orally or in writing as circumstances dictate; and
- report to the class with necessary supplies and tools as listed in the teacher's requirements.

HOMEWORK

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

All homework assignments are available on the website www.edmodo.com. Each parent/guardian and student sets up a free account to access this information.

Teachers may require that homework be signed by the parent/guardian.

The following time per night is suggested for homework; this includes both written and study assignments:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

The school realizes that teachers, students and subjects vary. The objective is not merely to put in time, but to extend learning beyond class time. It is the belief of Holy Rosary's administration and faculty that parents/guardians play an integral part of this process and are expected to check to ensure homework is completed by their students.

Beginning in September 2015, should a student in grades 3-8 not complete their homework and not have a written note of sufficient explanation from their parents/guardians, the following policy will be in effect:

- Students will remain in the classroom during lunch and recess to complete the work. They will also use all Academic Recovery time to do so. A student who repeatedly does not complete homework could be considered for Academic Probation.

In the event of absence or suspension, all homework and missed assignments are to be made up. Missed assignments can be accessed by parents/guardians/students on Edmodo. Parents/guardians may call the school office prior to 11:00 AM to request that a teacher send necessary textbooks and workbooks home with another student or that the materials be left in the school office for pickup at the end of the school day. Unless the teacher is present, students are not permitted inside the classrooms after dismissal for any reason (e.g., to retrieve forgotten homework or books).

PROGRESS REPORTS

Learning not only cultivates intellectual skills, but also responsibility for one's actions; therefore, your student's progress will be available online each trimester to all students in grades K to 8 (conferences held mid-way through first trimester).

After reviewing your child's progress, parents/guardians should then print and sign a copy of their grades and send it in to the teacher or send in a letter confirming they have reviewed their progress.

ACADEMIC PROBATION

The principal, at the recommendation of a teacher, may place a student on academic probation. In this case, the parents or guardians meet with the principal and teacher to review the contract developed to ensure student's success. Parents and student are advised in the contract that more severe action may be taken if satisfactory improvement is not shown within a designated time period. At the end of the designated time period, the student will be reinstated if satisfactory progress has been achieved. If satisfactory progress has not been achieved within the designated time period, the student may be dismissed from Holy Rosary.

Academic Responsibilities

Each student is responsible for the satisfactory completion of projects, class work and homework in a timely manner. Grades on tests and quizzes should be commensurate with the student's ability.

A student who does not fulfill his/her academic responsibilities in an academic trimester will be placed on academic probation for the next trimester, the length of which is tailored to each student, during which evaluation of a student's progress is monitored as follows:

1. The teachers will monitor the student who is experiencing academic difficulties in either assignments or test scores and maintain contact with the parents/guardians to ensure all are aware of the student's continued progress.
2. The progress report issued prior to the report card will include a written notification citing the possibility of academic probation.
3. Written verification that the child will be on probation will be addressed in a meeting with the parents/guardians, teachers, students, and principal.

Conditions and Consequences of Academic Probation

1. The parent(s)/guardian(s) and student will confer with the administration and the classroom teacher. The teacher and principal will outline the student's program for improvement.
2. The teacher will inform the parent(s)/guardian(s) of the student's progress. The process will follow the stated format in entirety:
 - Parent contact
 - Trimester progress reports
 - Periodic meetings with the student
 - Trimester report cards.

3. If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation, and the parent/guardian will be notified in writing.

4. If the student is unsuccessful in meeting his/her academic responsibilities, the administration may dismiss the student from Holy Rosary.

5. Students will not be permitted to engage in **any** extracurricular activities while on academic probation.

A Sample Probation form follows:

HOLY ROSARY REGIONAL CATHOLIC

ACADEMIC PROBATION

January 27, 2015

Per the student handbook:

ACADEMIC PROBATION

“The principal, at the recommendation of a teacher, may place a student on academic probation. In this case, the parents or guardians meet with the principal and teacher to review the contract developed to ensure student’s success. Parents and student are advised in the contract that more severe action may be taken if satisfactory improvement is not shown within a designated time period. At the end of the designated time period, the student will be reinstated if satisfactory progress has been achieved. If satisfactory progress has not been achieved within the designated time period, the student may be dismissed from Holy Rosary.”

“Students will not be permitted to engage in any extracurricular activities while on academic probation.”

This is a working document developed to enact a plan for student success.

Student Name _____ Grade _____

Subject (s) _____

Expectations of the Student

- *Mandatory meeting with teacher at least twice/week until passing grade is accomplished*
- *Mandatory attendance at homework period on Thursdays at 3-4:00 PM until passing grade is accomplished*
- *All homework and projects are completed daily or as prescribed by the teacher*

Expectations of the Teacher

- _____

Expectations of the Parent/Guardian

- _____

Signatures: Student

Parent

Teacher

Principal

REPORT CARDS

Report cards are issued three times a year to students in grades K through 8.

Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements: major testing, quizzes, oral and written reports, independent classroom work, active participation in classroom lessons and activities, and class/individual projects. No work for a given marking period will be accepted following the close of the trimester.

Report card envelopes must be signed by the parent or guardian and returned promptly to the teacher.

- First Honors is awarded to students who have a GPA of 92 or better and no grade less than a 90; all specials' and behavior grades must be greater than or equal to "3".
- Second Honors is awarded to students who have a GPA of 87 or better and no grades less than an 85 ; all specials' and behavior grades must be greater than or equal to "3".

STANDARDIZED TESTING

The standardized Terra Nova Test is administered each year to students in all grades 3-7. The results are communicated to parents and are utilized by the school for curriculum planning. Testing is done during the spring of each year.

EIGHTH-GRADE CLOSING EXERCISES

Eighth-grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for closing exercises if all financial

obligations have been met. Procedures are determined by the administration and the eighth-grade teachers.

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student's participation in closing exercises if, in the view of the school, the student's academic or disciplinary record indicates that the privilege should not be extended.

TECHNOLOGY

Re: Addendum to Acceptable Use Policy of the Archdiocese of Philadelphia
1/11/14

IPADS

Holy Rosary Regional Catholic School students in sixth-eighth grades will receive iPads from the Archdiocese of Philadelphia. Students must pay an annual insurance premium to Holy Rosary Regional Catholic School. Students will be responsible for increasing deductibles for each successive insurance claim. Students will not be covered by insurance beyond the third insurance claim.

I. Policy for iPad/Cell Phone Usage

- On buses and in lines:
 - The use of cell phones, iPad, or any technology is strictly prohibited.
- During the school day:
 - The use of cell phones, iPad, or any technology is strictly prohibited unless specifically permitted by the teacher.
 - Students are prohibited from accessing games or any other site that is outside of the teacher's subject area unless specifically permitted by the teacher.

II. Consequences

- First Infraction
 - In the case of a phone, students found breaking this policy, will have their phone confiscated immediately and it will be returned only to a parent/guardian who comes to pick it up. In addition to the phone, in the case of Grade 6-8 students, iPad will also be confiscated and will not be returned for 20 school days from the date of the infraction. In the case of Grades 3-5, students will not be permitted to participate in iPad activities (on the cart) for 20 school days from the date of the infraction.
 - In the case of an iPad, students found breaking this policy will have their iPad immediately confiscated and it will not be returned for 20 school days from the date of the infraction.
 -
- Second Infraction

- In the case of a phone, students found breaking this policy a second time, will have their phone confiscated immediately and it will be returned only to a parent/guardian who comes to pick it up. In addition, (as per the OCE policy), the student will lose the use of ALL school network, computers and software, including Internet access for the remainder of the school year. The student will be expected to complete work on a non-networked, stand-alone computer system.
- In the case of an iPad, students found breaking this policy a second time, will have their iPad confiscated immediately and permanently for the remainder of the school year. In addition, (as per the OCE policy), the student will lose the use of ALL school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.

Technology and iPad fees will not be refunded in any case due to a students' misuse or violation of the school technology policy.

ARCHDIOCESAN ACCEPTABLE USE POLICY FOR TECHNOLOGY

Purpose

Technology is a valuable and real world educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response** to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

Scope of Use

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the *Acceptable Use Policy* and may be subject to the disciplinary measures found herein. The types of electronic and digital communications referenced include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, e-mail, voice over ip, chat rooms and instant messaging.

Goal

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning
- Encourage critical thinking, communication, collaboration and problem solving skills
- Facilitate evaluation and synthesis of information
- Encourage ethical practices and provide education for Internet safety and digital citizenship
- Provide a variety of technology based tools and related technology skills

Responsibilities of User

Our schools will make every effort to provide a safe environment for learning with technology, including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools, including the Internet. With this privilege comes the responsibility for appropriate use. In the Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways.

We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect One's Self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

Technology Use Guidelines

Educational Purpose/Appropriate Use: School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with federal copyright law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of federal law.

Communications: Electronic and/or digital communications with students should be conducted for **educationally appropriate purposes** and employ only **school** sanctioned means of communication. The **school** sanctioned communications methods include:

- Teacher school web page, e-mail, and/or phone number
- Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, e-mail or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices and Cell Phones: Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, YouTube and MySpace. Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. 'Friending' of current students by teachers is forbidden on a teacher's personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Policy Violations

Violation of the above rules will be dealt with by the administration and disciplinary board of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action, including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

INVOLVEMENT OF PARENTS/GUARDIANS

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

- Attending Masses on Sundays and Holy Days with their child(ren).
- Regular receipt of the sacraments.
- Sending their child(ren) to school physically fit, clean, and properly dressed and fed.
- Assisting their child(ren)'s spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the school in matters of activities, recreation, academics and discipline.

- Discovering their child(ren)'s special interests and talents so that they may be developed to the fullest.
- Meeting financial obligations set forth regarding tuition and fees.
- Participating in fund-raising efforts.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings or the law.
- Taking an active role in the Home & School Association.

HOME & SCHOOL ASSOCIATION

Holy Rosary Regional Catholic School's Home and School Association (HASA) consists of an Executive Board which includes a President, Vice President, Treasurer, Recording Secretary and Corresponding Secretary. HASA has formed committees that include, but will not be limited to,

- Beautification
- Community Service
- Fundraising
- Grant Writing
- Hospitality
- Lead Homeroom Parent
- Marketing
- Social

HASA will coordinate annual events and fundraisers. The funds raised will be used only for the support of the school. These fundraisers will be separate from any fundraisers run by the four partnering parishes.

HASA will make an annual report of its activities and finances to the parents and principal of Holy Rosary Regional Catholic School.

Parents are encouraged to get involved and volunteer for committees.

TRANSFER OF STUDENTS

If a student is transferring to another school, an exit letter giving the reason for withdrawal should be given to the principal before the process is complete. Records are not forwarded to another school until an official school request is received and suitable arrangements have been made to pay any amounts due Holy Rosary Regional Catholic School.

