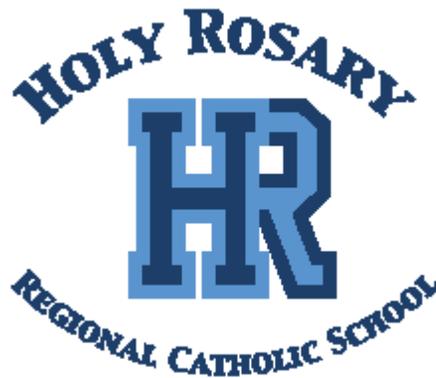


# **Student Handbook**

**2020-2021**



***3040 Walton Road  
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.



## ***Table of Contents***

Faculty and Staff, 2020-2021

Mission Statement

Board of Limited Jurisdiction

Memorandum of Understanding

Student Release and Waiver

Academic Policy

Admissions

Arrival & Dismissal

Attendance Policy

Books

CARES

Code of Conduct

Dress Code

Extracurricular Activities and Field Trips

Financial Aid

Health

- COVID-19

Involvement of Parents/Guardians

Lunch and Snack

Safety

Safe2Say Something

Smoking

Student Records

Technology

- Virtual Learning

Transfer of Student

Tuition

Visitors

Volunteers

Asbestos

**HOLY ROSARY REGIONAL CATHOLIC SCHOOL**  
**FACULTY/ADMINISTRATION 2020-2021**

***Principal***

Mrs. Mary Ann Gilman

***Faculty***

Grade 8	Mr. Joseph Gronski (Math)
Grade 7	Ms. Kathryn Fennessey (Math)
Grade 6	Mr. Robert Weinert (SS & PE)
Grade 5	Mrs. Frances Luthy (Religion)
Grade 4-A	Mrs. Julie Rafalowski
Grade 4-B	Ms. Kathryn Houser
Grade 3	Mrs. Dana Fitzpatrick
Grade 2	Ms. Kelly Barrett
Grade 1	Mrs. Donna Koneski
Kindergarten	Mrs. Christina Pickering
Pre-K	Mrs. Lauren Gill
Science	Ms. Regina Morrow
ELA (Grades 6-8)	Mrs. Judy Kluth
Technology/PE	Mr. Tom Graham
Art	Mrs. Erica Hawn
Music	Ms. Cathie Toth
World Language	Ms. Nathaly Febrillet
Resource Room	Ms. Renee Prieto

### ***Support Staff***

School Secretary	Mrs. Susan Johnston
Business Manager	Mrs. Daniela DiCandilo
Financial Aid Officer	Mrs. Beth Hallinan
Lunch Program	Mrs. Andrea Remolde, Mrs. Donna Melito
CARES	Ms. Rae Morrow, Mrs. Anne Farzetta, Mrs. Bonnie Klein
Maintenance	Mr. Tony Mashaintonio

Nurse	Mrs. Ann Pruskowski
MCIU Reading/Math	Mrs. April O'Donnell
MCIU Counselor	Ms. Adrianna Savarese
MCIU Speech	Mrs. Lynne Fratta
Band	Mr. Keith Miller

School Phone Number            610-825-0160

School Fax Number                610-825-0460

Staff E-mails: [firstinitiallastname@holyrosaryregional.com](mailto:firstname.lastname@holyrosaryregional.com)

For example: [sjohnston@holyrosaryregional.com](mailto:sjohnston@holyrosaryregional.com)

Exception: [magilman@holyrosaryregional.com](mailto: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 strengthening the Catholic faith that the students first acquired in their homes.
- We **inspire** students to achieve the highest standards of intellectual and personal development by imitating Jesus' life through service to others.
- We **empower** all students to communicate effectively and collaborate skillfully as lifelong learners and independent problem solvers.

---

## BOARD OF LIMITED JURISDICTION

---

Holy Rosary established a Board of Limited Jurisdiction in August, 2019. The purpose of this board is to promote and advance the mission of the school for the education and instruction of students in assisting them to "reach the fullness of the Christian Life", (CANON 794). In keeping with the principles of the Roman Catholic Church, the board collaborates with the pastors and works in partnership with the principal in ensuring that the school fulfills its mission of forming the human person for our final end and for the common good, (CANON 795). The board also collaborates with the pastors and works in partnership with the principal in ensuring that the finances of the school remain healthy and a course of education, as prescribed by the Archdiocese of Philadelphia and the applicable policies, rules and regulations of the Commonwealth of Pennsylvania is provided.



---

## 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



## Student Release, Waiver of Liability, and Indemnity

Catholic Schools of the Archdiocese of Philadelphia

Attendance at Holy Rosary Regional Catholic School and participation in activities that are sponsored and/or supervised by or taking place at School ("School Activities") may present certain risks of injury or illness (including from Covid-19 or other communicable diseases) that could result in death and/or risks of loss of or damage to property. Parents/guardians enrolling their child or children in School acknowledge such risks and voluntarily assume those risks or other unknown risks, and accept that the School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia have no obligation to provide any insurance or other financial assistance for the costs of any injury, illness, or death or loss of or damage to property resulting, directly or indirectly, from the School Activities, and expressly waive any claim for such compensation.

**Acknowledgments.** Parents/guardians agree that they: (1) consent to their child's participation in School Activities; (2) understand the nature of the School Activities; and (3) their child is qualified, in good health, and in proper physical condition to participate in the School Activities.

**Medical Treatment.** In the event of a medical emergency, parents/guardians consent for their child to receive necessary medical treatment until the emergency contact person(s) on file with the School can be notified and that they are responsible for the payment of any such treatment.

**Waiver and Release.** By acknowledgement and acceptance, parents/guardians, on behalf of themselves, their child, heirs, next of kin, spouse, and legal representatives, release, waive, discharge from, and agree not to sue the School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia and their respective affiliates, successors, and assigns, directors, officers, employees, volunteers, agents, contractors, and representatives (collectively "Released Parties") for any and all claims, costs, liability, or damages of any injury, illness, death or loss of property resulting, directly or indirectly, from the School Activities except if caused by the gross negligence or intentional misconduct of any of the Released Parties which shall not be imputed to the other Released Parties.

**Indemnity.** Parents/guardians will indemnify, save, and hold harmless each of the Released Parties from any litigation expenses, attorney fees, loss, liability, damage, judgment or cost which may be incurred as the result of any claims by others against the Released Parties on behalf of the parents/guardians or their child.

BY ACKNOWLEDGEMENT AND ACCEPTANCE OF THIS POLICY, I ACKNOWLEDGE THAT I HAVE READ THE STUDENT RELEASE, WAIVER OF LIABILITY AND INDEMNITY AND FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS, INCLUDING MY RIGHT TO SUE. I ACKNOWLEDGE THAT I AM ACCEPTING THIS STATEMENT FREELY AND VOLUNTARILY, AND INTEND THIS TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF LIABILITY.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

---

# 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 Google Classroom.

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.**

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 Google Classroom. 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. Your child, grades 1 – 8, will receive a Progress Report once each trimester (midway through the trimester). **The Progress Report should be reviewed, signed and returned to school.** If a parent/guardian has any concerns, they should contact their child's teacher.

## **ACADEMIC PROBATION**

### **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 a trimester will meet with the teacher(s) and principal. A plan of improvement will be implemented. The plan will be monitored by teachers, principal and parents.

## **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. Report cards may remain at home.

- 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. If all financial obligations are not met, students in grade eight will not be permitted to participate in graduation activities.

---

## 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
- A student who is five years old by September 1 of the school year is eligible for enrollment in Kindergarten
- Potential PreK4 students must be four years of age by September 1 of the current year. Children must be fully toilet-trained.

The necessary forms and a list of certificates required for admission are available in the school office as well as on our website, [www.holyrosaryregional.com](http://www.holyrosaryregional.com)

### REGISTRATION GUIDELINES

In early January, currently enrolled families will automatically be registered for the next school year. If you are choosing not to re-register, you should opt out in writing to the principal. The registration fee will be added at that time to your Smart Tuition account. This fee is non-refundable.

---

## ARRIVAL & DISMISSAL PROCEDURES

---

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**

### **ALL STUDENTS MUST WEAR A MASK ON THE SCHOOL 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 their school district. At school dismissal, students will proceed to their bus following announcements 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 on the office side of the building and, dropping students at the GYM. Therefore, there may be NO cars parked in the office side lot in the morning.

## **CAR RIDERS**

### **STUDENTS AND PARENTS MUST WEAR A MASK.**

Students arriving in a car will exit their car without teacher assistance beginning at 7:45. Students will then proceed to the temperature checkpoint. Parents who park their car may watch their child move to the designated teacher, who will safely escort the child to the temperature checkpoint. Students will go directly to their classroom after the temperature check. All students must be in their classroom by 8:00. After 8:00, students must report to the office with their parent/guardian.

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 wearing a mask, 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. **Please park only in yellow lined spaces. A lane must remain open at all times for emergency vehicles.**

## **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 *an* automated parent notification service in the case of early dismissals and emergency closings. The phone numbers in MSP will be used to contact parents.

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.

Should Holy Rosary have an emergency closing for any reason, we will teach virtually.

## 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 parent notification 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.**

---

## 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.

For the 2020-2021 school year:

**Modified Attendance** - since we are encouraging parents to monitor health closely, and we also encourage keeping children home if they display any symptoms, the grading of attendance has changed. Children will be marked as **attending in person** or **attending virtually**. Only when children cannot or do not participate in any of the virtual lessons, will they be marked absent.

## DAILY SCHOOL SCHEDULE

For the 2020-2021 school year, students (K-8) will enter the school building upon arrival to school, and go directly to their classrooms. 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 AM	
Morning Prayer	8:05 AM	
First AM Period	8:15 AM	
Lunch	11:45-12:05	Grades 5-8
	12:05-12:30	Grades K-4
Lunch Recess	11:45-12:05	Grades K-4
	12:05-12:30	Grades 5-8
First PM Period	12:32 PM	
Afternoon Prayer	2:55 PM	
Dismissal	3:00 PM	

## 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.
- Should a child become ill once 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 on vacation, 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. **For the 2020-2021 school year, any child traveling to a location designated as a 'hot spot', will need to be quarantined for 14 days.**
- 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).

---

## 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.

---

## 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 6:45 AM to 7:45 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. CARES is available on any full day of school and starts on the first day.

A daily or monthly fee per child will be charged.

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 assist 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, electronic devices, 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 and Smartwatches must be turned into the homeroom teacher upon arrival.

### 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 and **preclude a student from attaining Honors**. Unacceptable behaviors include, 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, vaping, 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
- Racist remarks/Behavior

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 suspension:**

1. Before a suspension, a student will be notified of an infraction.
2. Student will meet with the Discipline Committee for further investigation of the infraction.

3. Parents/guardians of the student will be informed in writing of the suspension.
4. Suspensions may be implemented in-school, at the discretion of the principal.
5. 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.
6. 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.
7. Where possible, a student will be referred to a counselor or a teacher for counseling.
8. Signed agreement of parent/guardian and a written report of the suspension will be filed in the student's record.
9. 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
- **Racist Remarks/Behavior**

## **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.

---

## 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 is at the discretion of the principal.

### UNIFORM

#### 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.** The date to wear sweaters 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.

#### 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 or a sweater vest with Holy Rosary embroidery. **Sweaters are part of the winter uniform.** The date to wear sweaters 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).

#### **Girls: Grades 5-8**

- Plaid kilt at fingertip length. Kilts may not be rolled up at any time. Students breaking this rule will receive a conduct referral each time.
- Ash gray/ BANDED knit polo shirts with Holy Rosary embroidery (long or short sleeved).
- Navy blue pullover long-sleeve sweater or sweater vest with Holy Rosary embroidery. **Sweaters are part of the winter uniform.** The date to wear sweaters will be determined according to weather patterns.
- Designated navy or black shoes, tan Sperry's (found at Flocco's). No sneakers or moccasins of any kind are permitted.
- Navy blue knee-socks or tights.

#### **Gym Uniform: Boys and Girls All Grades**

- PreK Daily Uniform

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**). Shorts must be at least halfway between hip and knee.
- Gray tee-shirt with Holy Rosary emblem.
- Navy blue sweatshirt with Holy Rosary emblem. CYO HR sweatshirts are not considered part of the gym uniform.
- Socks must be **white/black/navy blue 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.

## **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. Boys are not permitted to wear earrings. Small Religious necklaces may be worn.

## **MAKEUP**

Makeup is not part of the school uniform. Face makeup or eye makeup is not permitted. Nail polish is permitted; however; no bold or extreme colors/styles are acceptable. Student will be required to remove such extremes.

---

## **EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS**

---

### **FIELD TRIPS/CLASS TRIPS**

**DUE TO COVID, THERE WILL BE ONLY VIRTUAL CLASS TRIPS UNTIL FUTHER NOTICE.**

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 attending field trips are asked to park along the grass near the HR shed to avoid conflict with EOL church services.**

**Parents and family members are not permitted to take students home directly after school events. Students must remain until dismissal. This includes the last day of school.**

**All chaperones must agree to refrain from purchasing and/or drinking alcoholic beverages while chaperoning any student at any school activity whether on or off campus. Schools are held to a very high legal standard and those who are employed by and/or who volunteer their services in supervising children must avoid even the appearance of impropriety. We respect the rights of adults to drink alcohol but anyone who will not agree to refrain from exercising that right while supervising students at a school activity will not be allowed to chaperone.**

Parents transporting students to school related activities must be certified. Please contact the Business Manager at least two weeks before the planned activity.

## **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 Governing Members (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.

The requirements to hold a Student Council position are as follows:

- All Student Council members must be in good standing behaviorally (3 or 4 on the left side of the report card) and academically.
- All Student Council members must exhibit ideals of responsible leadership in all facets of student life and extracurricular activities.
- Conduct unbecoming to a Student Council member will result in removal from office.

### **INSTRUMENTAL MUSIC PROGRAM**

Students in grades 3-8 can sign up for instrumental music lessons through an outside contractor. Lessons are scheduled during the academic school day. All class work 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.

---

## FINANCIAL AID

---

### TUITION ASSISTANCE OPPORTUNITIES

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. The family must also have completed the enrollment process for the year they are applying. 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@holyroaryregional.com](mailto:bhallinan@holyroaryregional.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, the adjusted gross income for a family with one dependent must be \$100,608 or less. For each additional dependent, the adjusted gross income threshold increases \$15,608 per child. 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. This year Holy Rosary students received \$48,000 in BLOCS funding during the 2020-2021 school year. BLOCS applications for the 2021-2022 school year are available December 15, 2020 and are due by April 15, 2021. Please apply by going to [www.blocs.org](http://www.blocs.org), **scholarship** tab, then **'apply now'**. Please note: all eligible families do not necessarily receive funding, it is up to the school's financial aid department. Awards are dependent on the amount of scholarship money BLOCS has available each year. **Each family MUST provide a copy of their current income tax return to Beth Hallinan, the financial aid coordinator, to be considered for any and all aid.**

## 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 from the Kremer Foundation \$10,000 for the 2020-2021 school year.

To qualify for assistance, a family's adjusted gross income for the 2020-2021 school year could not exceed the federal food program's maximum family income for reduced priced meals of \$47,838 for a family of four and increased by \$8,177 for each additional family member. If Holy Rosary receives a grant from the Kremer Foundation for the 2021-2022 school year, Holy Rosary will notify families of the application process in the spring. All applications will be submitted to Holy Rosary.

**Annual Fund** was initiated to provide families with financial assistance. It has been made possible by generous families within our school and our parish. 100% of these funds are used for tuition assistance.

**Heritage in Faith** is a charitable organization which conducted a capital campaign designed to raise funds to enable the Archdiocese of Philadelphia to meet several goals. Two of which provide financial support to parishes and ensure access to a high quality Catholic education. For the 2020-2021 school year, this organization donated \$4,150 to help some of our financially struggling families keep their children in Catholic education.

---

## HEALTH

---

### COVID – 19 GUIDELINES

#### DEALING WITH COVID CASES

We will make efforts to monitor the health of our students and staff, although it is not required or suggested by the CDC. Specifically, they suggest schools are not expected to screen children, students, or staff to identify cases of COVID-19. If a school has cases of COVID-19, local health officials will help identify those individuals and follow up on next steps. Below are the steps we will follow for COVID-19.

#### **If a staff member or volunteer has a confirmed case of COVID-19 we will:**

- Notify the local health officials and ask for guidance.
- Dismiss the staff or volunteer for 2-5 days until health officials can determine next steps.
- Consider dismissal of cohort, related to the suspected case of COVID-19, according to the health official guidance.
- Discourage the cohort from gathering until during the initial period.

- Communicate to staff and families that there was a confirmed case – without using name or identifying information of the person(s) involved.
- During the initial 2-5 day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort dismissal.
- The staff/volunteer can return after the following conditions have been met:
  - 3 days no fever and,
  - Symptoms improved and,
  - 10 days since symptoms first appeared.

**If a student has a confirmed case of COVID-19, we will:**

- Notify local health officials to ask for guidance.
- Dismiss the student(s) for 2-5 days until health officials can determine next steps.
- The individual should be comforted in our designated room until a parent or guardian can come take them home.
- Consider a dismissal of cohort related to the suspected case of COVID-19 using health official guidance for this.
- Discourage the cohort from gathering during the initial period and the situation has been evaluated.
- Communicate to staff and families that there was a confirmed case. Name or identifying information of the student with COVID-19 is not permitted.
- Close off area the person was in and wait 24 hours. Clean areas related to the identified case of COVID-19.
- During the initial 2-5 day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort dismissal.
- The student can return to school after the following conditions have been met:
  - 3 days with no fever and,
  - Symptoms improved and,
  - 10 days since symptoms first appeared.

**If a student or staff has a suspected case of COVID-19 or is demonstrating symptoms, we will:**

- Immediately separate staff and children with “COVID-19 symptoms, (fever, cough, or shortness of breath) at school. The individual should be comforted in the sick room until a parent or guardian can come and take them home. Individuals who are sick should go home or to a healthcare facility depending of the severity of their symptoms. CDC guidelines for caring for oneself or others should be followed.
- Provide an isolation room
- Call for home transportation, if necessary.
- Can return when:
  - 3 days with no fever and,
  - Symptoms improved and,
  - 10 days since symptoms first appeared,
  - And Is cleared by a medical professional.

If case is confirmed, please see aforementioned section (confirmed case of COVID-19).

## WHEN A CHILD SHOULD BE KEPT HOME

**Monitoring Health** – Every day, parents are primarily responsible for monitoring the health of their children. Teachers will be reminded to check the health of their students during a common activity. Additionally, the school will implement random temperature monitoring.

**Partnership** – Catholic elementary schools are inherently a partnership between the parent and the school. This is never more important than at this time and an even greater partnership is now needed. It is our goal to open this school year and remain open. This cannot be possible unless the school and the parents agree to the importance of monitoring your child's health daily. Most importantly, this means that children who are experiencing symptoms such as:

- Fever
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Parents need to keep their child home until medically cleared to return to school. With parental cooperation in this matter, we will be able to keep the schools open and safe.

**Cohorting** - *A cohort is a group of students in the same grade, most cases this is a single homeroom, but, in some situations; it could be a larger group.*

Cohorting is recommended by many health organizations as an environmental measure to prevent the spread of disease. Some large school systems are using it as the only method of prevention to control the spread of the COVID-19 virus. Although, we will be using precautionary measures, cohorting will be a major part of the plan. With this, we will keep groups of children together for the entire day. They will attend lunch, recess, and classes as a cohort. If a case of COVID – 19 were to surface within a cohort, we would then move to virtual learning at home with just the identified cohort. The rest of the school would continue to operate with in-class instruction.

**Social distancing** – Social distancing is also a fundamental practice in all our procedures of operations. Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Keeping your distance from others lessen the chance of catching and spreading COVID-19. Travel in the hallway, lunch periods, and classroom instruction have all been planned to maximize social distancing.

**Strategic Use of Masks** – Masks will be mandatory in certain situations, such as **travel in the hallway, on the bus and classroom situations where students are not 6 feet apart**. When a child is at his desk with his cohort in a socially distance situation, the student may remove his mask.

Using these principles, a student then can remain mask free for much of the day, unless a parent indicates they would like their child to keep their mask on the entire day.

**Hand Sanitizers** – Students must keep a personal hand sanitizer on their desk. Students will use the stationary hand sanitizer at the school entrances as they enter and exit the building.

**Playground** - will be closed until further notice.

**Food** – students will not share food.

**Lunch** – Students will eat outside if weather permits or in their classroom.

**Birthdays** – Students may bring in prepackaged individual treats 3 days prior to their birthday for their classroom only.

**Outside Classes** – Weather permitting, classes will be held outside. Students are encouraged to bring a towel for sitting outside.

## **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.

## **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. **If the illness is related to COVID, the student will wait in a designated room by the main office until they are picked up.**

## **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 ALLERGY AWARENESS**

**Families should not pack any peanut products for their child for lunch or snack.** We impress upon families to read labels carefully. The partnership between the parent and the school is especially important this 2020-2021 school since students will be eating together in cohorts.

---

## **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 (HASA).

## 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
- Hospitality
- Lead Homeroom Parent

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.

---

## LUNCH AND SNACKS

---

A typical school day for students in PreK to grade four 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. **Please refrain from packing snacks or lunches that contain peanut products.**

---

## 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.** 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.
- **At no time, may parents or guardians go directly to a classroom without a previously scheduled appointment.**

### FIRE DRILLS, INTERNAL AND EXTERNAL LOCKDOWNS

Fire drills are conducted on a monthly basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Internal lockdowns drills are also conducted monthly. Students sit along an inside wall on the floor in a locked classroom. External lockdowns are conducted monthly. Students exit into the hallway, sit on the

floor between locked hallway doors. During COVID, these drills will be performed monthly but adjusted for social distancing.

## **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 broadcasts will be monitored for further instructions and information.

**Steps** of action once Shelter in Place has been initiated:

1. All windows and doors exposed to the exterior of the building are closed and locked. Ventilation devices are turned off.
2. All students are moved to their designated areas. Each class has a designated area within the gymnasium/auditorium.
3. 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.
4. Each teacher will take a roll call and report the information to the principal.
5. Individual teachers coordinate student activities.
6. 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.
7. Parents/guardians and families are instructed not to call the school since continuous calls will jam phone lines and hinder communication.
8. 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.**
9. Families of students with special needs should have these needs be identified and any necessary medications in place at the school.

---

## SAFE2SAY SOMETHING

---

“Safe2Say Something” (S2SS) is an initiative mandated in all schools within the state. It is an anonymous reporting system. It’s a multi-faceted program that teaches students, teachers and administrators how to recognize warning signs and signals within social media, especially, of individuals who may be a threat to themselves or others. Secondly, the program hopes to encourage individuals to *Say Something* to a trusted adult OR use its anonymous reporting system. Specifically, the program educates participants to:

- Recognize the signs and signals of at-risk behaviors – especially within social media.
- Take every sign and signal seriously; act quickly to get help by talking to a trusted adult, OR
- Report it anonymously through the S2SS Office of the Attorney General 24/7 Crisis Center, mobile app, or website.
- Respond to and manage the submitted tip via a school-based multi-disciplinary educator and administrator teams.
- Sustain the curriculum and awareness via student clubs, in-school activities and call-to-action weeks.

This initiative is implemented with the anticipation that S2SS will help stop school shootings, suicides, and gun threats; it will help reduce bullying and cyberbullying; help intervene upon cutting, drug use, racial conflicts, and other violent and victimization acts.

---

## SMOKING

---

Holy Rosary Regional Catholic School (and its premises during school hours) is a smoke-free environment. No smoking, including vaping, 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.

---

## 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.

Mid-way through the first trimester, each student will have a scheduled conference with their teacher and parent/guardian. For the 2020-2021 school year, conferences will be virtual until further notice. Additional conferences throughout the school year will be at the discretion of the teacher and parent/guardian. Students **MUST** attend as the conference is intended to promote positive and instructional information between all parties. 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.

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.**

---

## TECHNOLOGY

---

### **Responsible Use Policy for Technology**

#### Preamble

#### Catholic Schools of the Archdiocese of Philadelphia

*Revised May 2019*

The heart of our curriculum is timeless – love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayerful life.

In his message for the 48<sup>th</sup> World Communications Day, Pope Francis said that technology is a “gift from God”. The Pope challenged the Church to use this tool to promote the faith, asking how communication can “be at the service of an authentic culture of encounter?” Because of these things, we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways.

We are interested in technology because of our faith.

We expect our students to utilize technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology, while also challenging them to be digital ambassadors spreading the Good News.

But it is our faith that guides how we use technology.

We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype.

We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face.

We greatly value technology in our schools. And what makes technology most powerful, is when it serves to make our students better people.

# **Responsible Use Policy for Technology**

Catholic Schools of the Archdiocese of Philadelphia

## **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, cyber bullying awareness and response to ensure an appropriate use of technology.** The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) 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 Responsible Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, text messaging, email, voice over Internet Protocol, chat rooms, instant messaging, cloud, and web-based tools.

## **GOAL**

The school's goal is to prepare its members for a responsible 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, creativity, and problem-solving skills.
- Facilitate evaluation and synthesis of information.
- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity.
- 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:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, tease or harass other people.
- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, media, etc...
- **Protect Intellectual Property:** Responsible users will request to use the software and media others produce and license agreements for all software and resources.

## **TECHNOLOGY USE GUIDELINES**

**Educational Purpose/Responsible Use:** School technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

**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, school-issued email and/or phone number.
- Teacher created, educationally focused networking sites
- Student Information System and Learning Management System
- Remind Communication App

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact parents using a home phone number or a personal cell phone. However, they should not distribute a home phone number or personal cell phone number to students.

If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

**Electronic and Mobile Devices, Cell phone/Wearable technology:** 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, including live-streaming, 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, blocked sites, or to bypass software protections.
- 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.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission or direction.
- Load personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

**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 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, Instagram, Tumbler, Ask.fm, Snapchat, Vine, and Tik Tok.

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” or “Following” of current students by teachers is forbidden on a teachers personal social networking site. Personal and professional post must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Teachers are encouraged to have professional accounts and parents are encouraged to follow for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media.

## **POLICY VIOLATIONS**

Inappropriate use in contradiction to the above rules will be addressed by the administration 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.

## **Holy Rosary Addendum to Acceptable Use Policy of the Archdiocese of Philadelphia**

### **ELECTRONIC DEVICES**

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 Electronic Device 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, for Grade 5-8 students, devices will also be confiscated and will not be returned for 20 school days from the date of the infraction. For Grades 3-4, students will not be permitted to participate in iPad activities 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 any electronic device, 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.

#### **Cell Phone/Smartwatch Policy**

Cell phones and Smartwatches will be collected by homeroom teachers when your child enters homeroom at 8:00 AM. The teacher will keep them for the day. They will be given to the students when they leave for home at 3:00 PM. Should a parent have an emergency, they may contact the main office. Parents will complete a Cell Phone/Smartwatch Policy Agreement at the beginning of the school year.

---

## VIRTUAL LEARNING – GROUP OR INDIVIDUAL

---

While we realize that in-person instruction has greater impact at the elementary level, the need for virtual learning has become a reality in a variety of circumstances including the pandemic-related quarantines, (including individual or small group situations), weather-related situations and building maintenance issues. Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically and academically. When this is not possible, it is important to provide a means for student learning without interruption.

### PHILOSOPHY

As much as possible, instruction will continue to apply best practices incorporating our Catholic Identity and based on educational research and sound pedagogy. The term “virtual learning” refers to adapted instructional practices being utilized by means of online instruction and interaction with students using various technological devices and platforms aligned to the curriculum through various devices synchronous and asynchronous methods. Virtual learning can take place in situations where students are unable to be physically present in the school building.

### PROCESS

1. We will use Google Classroom to centralize materials, lessons, instruction, assessments, feedback and communications.
2. Direct instruction will take place as teachers:
  - a. Provide a continued focus on our Catholic identity throughout instruction and in all content areas,
  - b. Live-stream direct instruction,
  - c. Incorporate recorded instruction via You Tube video with follow up,
  - d. Provide materials that are age-and grade-appropriate,
  - e. Use textbook online components with timely follow up.
3. Use assessments with timely feedback.
4. Goal is mastery of curriculum for the year.
5. Use small group and large group instruction to meet needs of students.
6. Have regular communication with parents/guardians.
7. Set up a process for students to view class from home.
8. Teachers will encourage age appropriate physical movement to avoid sitting too long.

---

## 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.

---

## 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. If tuition payments do not remain current, it is the administration’s right to withhold student participation in extra-curricular and graduation ceremony and dance. When a student’s tuition for the preceding year remains unsatisfied, re-registration may be withheld for the upcoming year.

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

---

## VISITORS

---

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

During COVID, a visitor must wear a mask. Unless it is an emergency, visitors are discouraged during this time.

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  
Homeroom parents

In addition, volunteers are often needed for Home & School Association (HASA) functions. Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. A volunteer form will be made available in the beginning of the year for those who would like to share their time and talents with us. 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 and Holy Rosary. For further information, please contact the school office or visit our website, [www.holyrosaryregional.com](http://www.holyrosaryregional.com)

**Volunteerism during COVID will be limited.**

---

## **ASBESTOS**

---

### **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 (see page 42).



TO: Holy Rosary Regional Catholic School Parents, Faculty and Employees  
FROM: Mary Ann Gilman  
RE: Asbestos Program  
DATE: September 2020

Holy Rosary Regional Catholic School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection at the school maintenance office during regular school hours (8 AM – 3 PM). KEM Partners, Inc., Exton, PA, is the school's asbestos program manager.

An audit was done on June 25, 2018 as required by AHERA every three years. The inspection by Pennoni found the school to be in compliance. Pennoni will perform audits every six months for Holy Rosary Regional Catholic School.

Thank you.

3040 Walton Road  
Plymouth Meeting, PA 19462  
610-825-0160