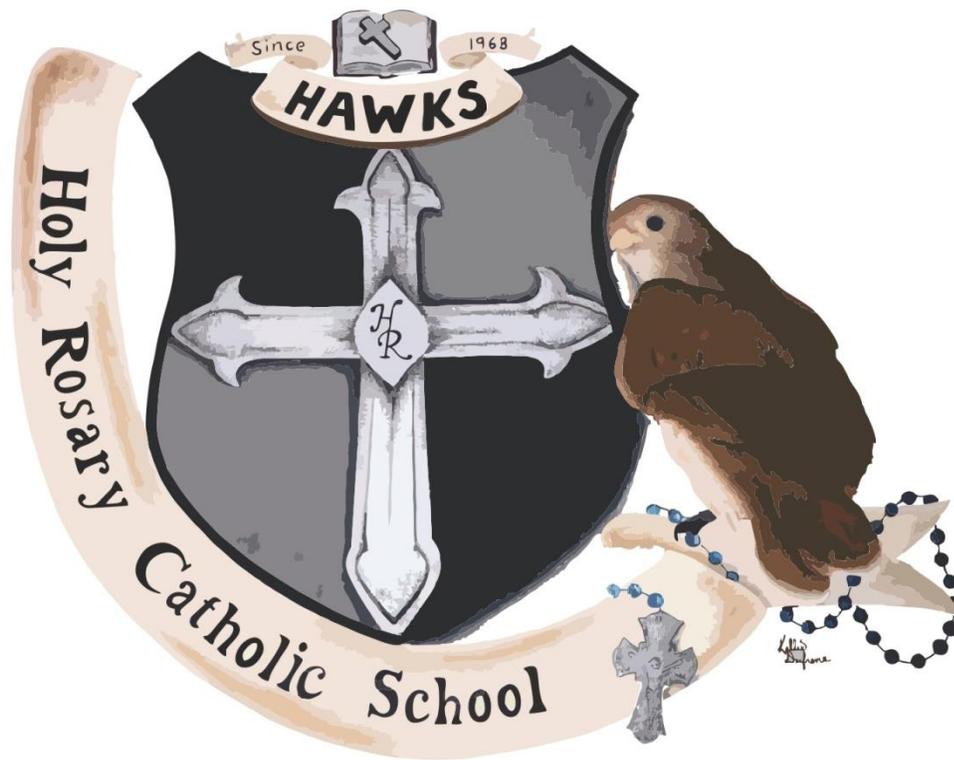


Holy Rosary Catholic School
12925 East Main
Larose, Louisiana 70373
985-693-3342



Handbook of Policies
2018-2019

Accredited by
Diocese of Houma- Thibodaux
Louisiana State Board of Education
Southern Association of Colleges and Schools

Member of
National Catholic Education Association
Citizens of Educational Freedom
National Association for the Education of Young Children
Association of Supervision and Curriculum Division
North American Reggio Emilia Alliance

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Phone Calls

Phones will generally be answered between 8:00 a.m. and 4:00 a.m. on school days. A message machine will be activated on weekends, during holidays, and summer.

Forward

The regulations and other provisions outlined in this Student/Parent Handbook are a material condition of the contractual agreement between Holy Rosary Catholic School and each student and parent in the school. In developing rules and policies for Holy Rosary Catholic School, the administration has tried to anticipate as many situations as possible. But as new and unusual situations may arise, the principal will have the authority to use his discretion in whatever circumstances the handbook rules do not precisely apply.

Therefore, realizing that not everything can be covered in the handbook, the principal reserves the right to also interpret any rule in the handbook or to make a judgment on any situation that might not be covered in this handbook.

The principal and administration of Holy Rosary Catholic School reserves the right to amend this handbook for a cause that, in his/her judgment is just. If changes are made, all parents will be sent prompt notification. In this handbook, wherever the term “parent(s) is used, parent(s) or guardian(s) is implied.

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HOLY ROSARY CATHOLIC SCHOOL

SCHOOL MISSION, VISION, & PHILOSOPHY

Holy Rosary Catholic School provides spiritual, academic, and social development for its students in a safe, Catholic environment so that they will become witnesses of Christ's presence in the world. Holy Rosary Catholic School instills a love of God and a respect for all wanting to foster Christ-like attitudes within the school, church, community, and world. This Christ centered school challenges each student to reach his or her highest potential to become life-long learners.

Holy Rosary Catholic School participates in the total mission of the Church by proclaiming the Gospel of Jesus as we educate students in a Catholic environment.

Through the collective efforts of clergy, administrators, faculty, staff and parents, we provide a curriculum that offers the opportunity for students to develop to his/her fullest potential as a member of the student body and as a member of the Body of Christ.

HISTORY OF HOLY ROSARY CATHOLIC SCHOOL

In 1963, under the direction of Father Emile Fossier, Holy Rosary Catholic School opened its doors to 42 students in the adjacent fire station to become the only Catholic school in lower Lafourche Parish. Within a short time children relocated to the newly completed building that would service students from Our Lady of the Rosary Catholic Church Parish, its sister parishes of Sacred Heart, St. Joseph, Our Lady of Prompt Succor, Our Lady of the Isle, and anyone who accepted its philosophy and mission. Under the direction of Sister Claire Rodrigue and the Sisters of the Immaculate Conception the School continued to provide academic excellence and a moral foundation to instill a passion to model lives after Jesus Christ.

During an economic peak in the early 1980's the school flourished and housed 406 students from kindergarten through sixth grade. HRCS added several classrooms, a library and administration offices to its facilities. In the mid 1980's the school lost the use of public transportation outside the immediate community and experienced a tremendous loss in population. The school addressed its enrollment concerns through several avenues including the addition of Friends of the Rosary tuition assistance, private bussing, Pre School, the expansion to the 8th grade and several enrollment promotions. HRCS continued to minister to each student's uniqueness through structured devotion, expanded curriculum, and offer students the opportunity to reach their potential in a safe Catholic environment.

Today, under the direction of Principal Mrs. Cathy Long , HRCS continues to grow and meet the challenges of the times. Expanding the minds and spirits of students is enhanced through a diverse educational, social, physical and religious curriculum. Dedicated, degreed teachers nurture students within each grade level from the three-year-old Early Childhood Program through the eighth grade. Students have daily religion classes, weekly masses,

opportunities for practicing social justice and ministering to the less fortunate. An average day at HRCS offers a peaceful, safe setting. Students reflect their appreciation for their Catholic school with feedback such as, "I love my school because the teachers are fair, it is always clean, and everything is fun! Did I say I learn a lot?"

Social experiences and physical activities complete the well-rounded education at HRCS. Students enjoy structured P. E. classes, choir, Passion Plays, Nativity performances, BETA Club, 4-H Club, D.A.R.E., Altar Servers, and Athletics.

Academic challenges are experienced in all areas of the school. A computer lab and instructor is accessible to all grades. All classrooms are equipped with several internet ready computers. A model reading program contributes to outstanding reading scores. Test results prove academic success as students score well above the National average. The success of HRCS alumni is prevalent as they continue to prosper in their education obtained from NSU to Notre Dame, MIT and higher institutions throughout the nation. These students become the morally responsible community leaders of tomorrow. Alumni comprise a large population of parents at HRCS with a third generation of students beginning to attend. They reaffirm their appreciation of their Catholic education as they return to have their children and grandchildren experience a faith-filled future at Holy Rosary Catholic School.

The community support is vital to the success and longevity of Catholic schools and in particular to HRCS. In turn Holy Rosary Catholic School offers its community an alternative in education, one that offers children a safe, morally-based, and academically-challenging experience.

PURPOSE OF THE CATHOLIC SCHOOL

1. Since parents are the primary religious educators of their children, it is the purpose and the role of the Catholic School to assist the parents in passing on the Catholic faith and Christian values as well as to teach the academics.
2. It is an assumption of the staff at Holy Rosary Catholic School that parents choose Holy Rosary Catholic School because, first of all, it is Catholic. It is further assumed that parents will know and support the teachings of Holy Rosary Catholic School.
3. Religion at Holy Rosary Catholic School is more than a class. It is a part of the Christian atmosphere. Religion class is taught each day during which children study, discuss, and learn the truths of the Catholic faith.
4. As an outgrowth of religion class, students/staff at Holy Rosary Catholic School plan, prepare, and celebrate liturgy. These liturgies include celebrations of certain feasts, seasons, and Christian values. These liturgies are celebrated in Our Lady of the Rosary Church weekly. Parents are always invited to participate.
5. During the Lenten season, the Stations of the Cross are celebrated weekly.
6. Holy Rosary Catholic School students attend monthly adoration of the Blessed Sacrament.
7. Daily prayer is an integral part of the school day.

8. An annual Nativity performance and Passion Play are held during the Christmas and Lenten seasons.
9. During the month of May an annual May Crowning ceremony is held during a school liturgy.
10. There is a continued focus on world missions.

COMMITMENTS

Holy Rosary Catholic School is committed to:

1. Providing religious education and spiritual formation in a Christian environment where learning is safe, caring and disciplined.
2. Experiencing religion as a way of life and living our faith in our everyday activities, including service to others.
3. Encouraging parental involvement at every stage of a child's development.
4. Encouraging students to accept responsibility for their own learning and to be accountable for their own actions and growth.
5. Providing a sound academic program in a comfortable atmosphere where children can challenge and question life and become critical thinkers.
6. Taking children where they are in their growth and challenging them to see their own gifts while striving to overcome their limitations.
7. Encouraging teachers and staff to continue their own growth by enrolling in continuing education courses, workshops and seminars.
8. The first duty of teachers and Holy Rosary Catholic School is to keep the children safe.

ADMISSION POLICIES

GENERAL ADMISSION POLICIES

1. Holy Rosary Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools.
2. We do not discriminate on the basis of religion, race, policies, scholarship and loan programs, admission policies and other school-administered programs.

3. Registration is conducted annually during a time period determined by the administration.
4. Payment of registration fee does not constitute acceptance, admittance, or enrollment to the school.
5. Admittance to Holy Rosary Catholic School is on an annual basis for all students.

ORDER OF ADMISSIONS

1. All students currently enrolled in Holy Rosary Catholic School.
2. Siblings of students currently enrolled in Holy Rosary Catholic School.
3. Catholic students in Our Lady of the Rosary Parish and all sister parishes.
4. Non-Catholic students.

TRANSFER POLICY

1. Parents seeking to transfer their children from one school to another must request that the child's records be forwarded to the new school.
2. Holy Rosary Catholic School reserves the right to reassign transfer students (traditional or non-traditional) based on the student's performance and/or teacher recommendation.
3. The final decision for placement of any student rests with Holy Rosary Catholic School.
4. Holy Rosary Catholic School recognizes the state's policy regarding LEAP for placement of students leaving fourth and eighth grades.

REGISTRATION

1. A child entering Pre-K must be four years of age by September 30th of the school year of entry. A child entering kindergarten must be five years of age by September 30th of the school year of entry. A child entering first grade must be six years of age by September 30th of the school year of entry.
2. For all entering students the following must be presented:
 - a. Baptismal Certificate
 - b. Birth Certificate
 - c. Updated Immunization Records
 - d. Copy of Social Security Card
 - e. Completed Registration Form
3. New students are accepted on a nine-week probationary period.

4. If a parent deliberately withholds information about a student and it is an issue of behavior or learning difficulties/special education problems, that student may be asked to leave, and the registration fee will be refunded.
5. All students registering do so with the understanding that they must take part in all aspects of the curriculum.
6. Fees:
 - a. There is a per-student registration fee paid at the time of registration. This fee is not refundable unless circumstances arise that prevent us from servicing a student.
 - b. Registration is not complete until all fees are paid and contract is signed
 - c. Fees for the After-Care program are handled apart from regular school tuition.
 - d. Lunch money is collected in May along with tuition.
7. A registered active Catholic parishioner of any church parish is one who is registered, active in the parish Sunday celebrations and contributes to the support of the church through the envelope system on a regular basis.

TUITION

1. Tuition rates are fixed each year by the finance committee of the school advisory council subject to the full council's approval.
2. A family plan allows us to offer reduced rates to families with 2 or more children.
3. Tuition increases are based on the cost to provide an education to our students, and not to impose an impossible hardship on any family. If you feel that you are unable to meet tuition costs, tuition reduction application forms can be obtained through the school office. An anonymous committee reviews all applications and the information is kept in strict confidence.
4. Non-Catholic families are assessed an additional fee.
5. The home parish (without a school) of out-of-parish Catholic students will be assessed an annual fee per student. The parent must bring a verification form to the Pastor and return it to the school signed by the Pastor. If the Pastor refuses the fee, the parent pays the fee. This fee is not subtracted from the total tuition.
6. Families of out-of-parish students coming from parishes with a school will be assessed an out-of-parish fee.
7. The Holy Rosary Catholic School Advisory Council has adopted a pre-paid tuition plan. All tuition is due in May preceding the academic year for which parents are paying.
8. Holy Rosary Catholic School Advisory Council Policy demands the following:

- a. If a tuition loan is delinquent, parents will be notified that the delinquent balance must be paid in full or make arrangements for payment in full within 15 days. Failure to comply may result in the child being dropped from the school enrollment.
- b. If a parent/guardian withdraws a child from school or if the child is not allowed to return to school due to outstanding tuition bills, the parent/guardian is responsible for any debts through the date the child is officially dropped from the school enrollment.
- c. If a tuition loan is delinquent a child will not be allowed to take final exams and grades will be marked "I" for incomplete for the year for upper grade levels. Lower grade students will not be graded for the last two weeks of school and final grades will be marked "I" for incomplete. A student will not be allowed to participate in the end-of-the-year awards program if the school is owed money for any unpaid bills.
- d. A child will not be accepted for the upcoming year if tuition and all outstanding bills are not paid up (assuming we would make allowances in hardship cases).
- e. Partial refunds on tuition are payable as follows:
 - Between first day of class and September 30 – 80%
 - Between October 1 and November 30 – 60%
 - Between December 1 and Mid-term – 20%
 - After mid-year – no refund
- f. Registration fee which consist of a book fee of \$125.00, supply fee of \$150.00 and technology fee of \$125.00 are non-refundable.
- g. The out-of-parish fee is treated as tuition according to refund percentages listed above.
- h. Refunds are payable within thirty days after withdrawal.

For information on any financial situation, please contact the Principal.

WITHDRAWAL PROCEDURES

Parents of students who transfer to another school during the school year must contact the principal to notify the school of the transfer and to be informed of the withdrawal procedure. A withdrawal form must be obtained in the office and completed and signed by all responsible parties.

STUDENT TERMINATION POLICY

Students and parents who accept the privilege of attending Holy Rosary Catholic School accept the responsibility to respect and implement all school policies, rules, and regulations without exception. The principal reserves the right to refuse continued attendance for existing students whose parents do not conform to school policy, rules, and regulations. Any parent who continually makes unreasonable demands which can be viewed or interpreted as harassment on faculty, staff, and/or administration, may be required to withdraw his/her child from Holy Rosary Catholic School. Tuition will be pro-rated and refunded at that time.

Catholic school handbook policy #5500: Parents who do damage to the school's purpose or who

are unable or unwilling to support the purpose and spirit of the school must further be evaluated as to whether their child should be allowed to remain in school or be readmitted.

ADMINISTRATIVE REGULATIONS

ATTENDANCE

Instructional time is of vital importance, therefore prompt and regular attendance at school is essential for successful class work and academic progress. In order to be promoted to the next grade, elementary students shall be in attendance a minimum of 160 days a school year. Absences should not exceed 20 days. This is in accordance with Louisiana state-approved policies for non-public schools. Promotion to the next grade is in jeopardy with 10 or more unexcused absences.

The administration may report all truancy to the Lafourche Parish School Board and/or necessary authorities.

Exceptions may be made only in the event of extended illness as verified by a physician or at the discretion of the principal. In the latter case, documentation of reasons for absences must be presented. Therefore, parents should monitor their child's school attendance very closely. A doctor's excuse should be obtained any time a child is taken to the doctor.

1. SCHOOL HOURS

School begins promptly at 8:30 a.m. and is dismissed at 3:30 p.m.

2. ARRIVALS

- a. The Lafourche Parish Transportation Office determines our bus schedule.
- b. Teachers are on duty to supervise arrivals and departures of students from 7:45 a.m. to the last bus departure in the afternoon.
- c. Breakfast is served in the cafeteria from 8:00 to 8:20 a.m. each school day.
- d. Students arriving by car are to be dropped off along the sidewalk near the main office.
- e. Students arriving before 8:15 a.m. are to report to the cafeteria. Students arriving after 8:15 a.m. are to report to their homeroom classrooms.
- f. Children arriving after 8:30 a.m. are considered tardy. Students who are tardy must report to the office with parents or an accompanying adult to receive a tardy slip to be admitted into class. Excessive tardiness is subject to disciplinary action.
- g. **TARDY POLICY:** The only "excused" tardy are those coming from a doctor or dentist. No other reasons for tardiness are accepted. Excessive tardiness will be sent to the principal for disciplinary actions.
- h. Records are also kept on students leaving before dismissal time. Consequences described for Tardy Policy apply to early checkouts.
- j. If the tardiness continues, the student may not be allowed to attend Holy Rosary Catholic School.

3. DEPARTURE

- a. Students cannot be dropped off or picked up in a limousine as a means of celebration at any time during the year. Each student will receive 2 large dismissal cards and 4 small early checkout cards. One of the large dismissal cards need to present on the dashboard of the vehicle picking up the student each day. Vehicles without the card present will be pulled over into the church parking lot to verify pick up arrangements. Small early checkout cards will need to be shown to the front office when checking out a student.
- b. Parents who wish to pick up their children are to use the street of the Civic Center and follow the pick-up line to school.
- c. Parish school bus drivers do not allow children to ride home with a friend. Only registered students may ride the HRCS bus. Registered families/students may not bring a friend on the bus.
- d. Tell your child if he/she will be a bus rider, car rider, or attending After Care prior to school hours. Do not call the school office to make a change in routine **unless it is an emergency.** Haircut appointments, shopping trips, concerts, etc. are not considered emergencies.
- e. In the event of any change in departure accommodation, both the office and the teacher should be notified in the morning in writing. Parents should not call with a change **unless it is an emergency.**
- f. Children who must leave school at an irregular time must send a note to the teacher in the morning and must be signed out from the office by a parent or the adult in charge that has the checkout card with them. Parents should park in one of the two spaces provided in the main parking lot reserved for school visitors. No one should be parking in the street between the rectory and school.
- g. In those cases where parents are divorced or legally separated, a child shall be released only to the parent awarded legal custody of the child. It is the responsibility of the parent who is the legal guardian to have on file in the school office a certified copy of the court order granting legal custody.
- h. Parents are asked to avoid doctor, orthodontic and dental appointments during school hours.
- i. Do not expect your child to be released to anyone other than those indicated on school “pick- up” list or who has the early checkout card with them.
- j. After Care services are provided from 3:45 p.m. to 5:15 p.m. Children not picked up by 3:40 will be sent to After Care, and parents will be assessed the usual After Care charges. Aftercare fees are paid in advance.

4. CAR LINE

Any student not arriving at school via a school bus is required to arrive in the car line. Buses take precedence over personal vehicles. All cars must have a student’s name and grade clearly displayed in the front windshield of the car. Initial signs will be provided by the school. Students are called to the appropriate pick-up area by duty teachers.

Parents are asked to remain in their cars and to proceed through the regular carline process. Students are not allowed to walk to a parked car without a teacher or administrator escort. Parents are asked to pay close attention during the carline process. **By law, cell phones may not be used at this time.** Please follow the traffic directions given by the teachers on duty. It is the responsibility of the parent to contact the school

when a child is absent or needs other transportation arrangements to be made. Homeroom teachers should be advised in writing if a child is to go home by a different means on a given day.

5. TRANSPORTATION

Bus drivers have the right to refuse extra students who are not on their regularly scheduled route. Students of Holy Rosary Catholic School will not be allowed to leave the campus or church grounds by means of rented or professional driving services such as limousines or party buses.

6. ABSENCES

- a. Parents are requested to call the school office by 10:00 a.m. to request work for a child's absence due to illness. A student who has been absent must present to the teacher a written excuse from the parent or doctor stating the reason for the absence. Students are expected to make up any work missed in class.
- b. Requested work may be picked up in the main office at 3:00 p.m.
- c. Parents are asked to report major communicable disease to the school and present a doctor's release form, before the child returns to school.
- d. If you anticipate an extended absence for your child and you know of this in advance (surgery), please notify school.
- e. **Types of absences:**
 - i. **Educational Leave:** An educational leave is due to a school-related activity and is not counted as a day absent. Students are required to make up whatever work is missed during the absence.
 - ii. **Excused Absence:** The student is absent for a justifiable reason, such as illness of student, death or serious illness in the immediate family. The student is allowed to make up whatever was missed in classes during the absence. For lengthy absences due to surgery, illness, family tragedy and etc., the teacher will determine the amount of time needed to complete tests and class work. Excused absences may be granted to students who must go out of town to attend a funeral, wedding, or graduation of a member of the student's immediate family. For a one or two day absence, all work should be completed upon a student's return to school.
 - iii. **Unexcused Absence:** The student is absent for an unjustifiable reason or simply as a matter of convenience. The student is responsible for all work and/or tests. Tests are administered upon return. If a student misses school as a matter of convenience, such as family trips, outings, ball games, etc. the absence is unexcused. Parents are encouraged to plan trips during school-scheduled vacations and are discouraged from extending these trips beyond school-scheduled holidays.
 - iv. **Half-Day Absences:** A student is considered absent one half day if he/she misses more than two hours. The student must be present for at least two hours to get half-day attendance.
- f. If a student checks out of school and/or is absent the day of any extra-curricular activity, being held outside of school hours, the student will not be allowed to participate in the activity. A medical appointment would be an exception.

- g. If work is desired in the case of an **unexcused** absence, it is the student's responsibility to ask a classmate to collect work. All teachers will collect work for students if a written request is obtained before the absence begins.
- h. No class work or tests will be given prior to an absence without the Principal's approval.

7. **Make-up Test Policy**

- a. All make-up tests will be administered in the designated classroom beginning as early as 7:45 a.m. Testing should end at bell time. Parents should have children on campus with a sufficient amount of time to complete tests. Once a test is begun the student must complete it before reporting to class making the time of arrival very important. Multiple tests will require more time.
- b. If a student is absent for one day with prior knowledge of a test to be given on that day, the student is required to report to the designated classroom to take the test on the morning of his/her return. Students may report as early as needed but not before 7:45 a.m. All make-up tests will be taken in the school library.
- c. If a student is absent on the day before a test is given, but all information was given prior to the absence, a student will be required to take the test with the class when he/she returns to school.
- d. If a student fails to report for make-up testing on appropriate day and time, an "F" may be assigned.
- e. In cases of extended illness or family tragedy, the individual teacher will work with the student and assign a testing schedule.
- f. All make-up tests for medical absences need to be taken within 3 days of returning to school.

DRESS CODE

Wearing a Holy Rosary Catholic School uniform is a privilege. It instills school pride, a sense of unity, and discipline in students. Students in the Holy Rosary Catholic School uniform are representatives of the school. Conformity to uniform regulations should be considered a serious matter. **All students are required to be in their complete uniform, worn in the appropriate manner** (i.e. shirt tucked in, shoe laces tied, pants not saggy or too tight, etc.), everyday from arrival on campus, until the end of the school day. Uniforms are to be purchased from HRCS official uniform supplier only. **Students are required to dress in complete uniform until the last day of school.**

Students who are in violation of any aspect of the dress and grooming code of the school may result in students receiving detention and or being required to call parents to correct the uniform violation.

UNIFORM REGULATIONS

All clothing should be modest. None should be too tight or revealing. Articles of clothing should be clean, neat, and properly mended. The only authorized decoration on any article of clothing is the official Holy Rosary Catholic School emblem. All removable clothing should be labeled with the child's full name.

JEWELRY

Girls and boys may wear only one small gold or silver cross, or religious medal or small religious charm around the neck. No other type of necklace is allowed. Religious scapulas may be worn inside clothing. Only small post earrings are allowed and they must be gold, silver, white or navy. Earrings may be worn only in the ear and only one pair is allowed. Watches in 3-8 grade with no alarm may be worn. **Watches that have cameras or access to social media are not allowed.** Small rings (no more than two) may be worn. **Bracelets or any other wristband are not allowed.** No other jewelry or accessories may be worn. Boys are not permitted to wear any type of earring or other jewelry not listed above.

HAIR

Hair should be well groomed, out of the eyes, and in its natural color. Boys' hair should be short enough to be off the collar, off the ears, and above the eyebrows. No undercuts, bizarre haircuts, or out of the ordinary hair styles are allowed. Girls must wear their hair in such a fashion that it does not obstruct vision. Girls may wear ribbons, bows, ties, or headbands of solid navy, blue, white, burgundy/wine (not red), or the fabric of the uniform. Other hair accessories such as clips, barrettes, and bands must be navy blue, white, burgundy, silver, gold, black, or brown. Bow should be no larger than 5" wide.

Students are not allowed to come to school with dyed hair any color other than their natural color. If hair is dyed or cut in an unacceptable manner the student will have to correct/cut the hair before being allowed back to school.

BASIC UNIFORM

All uniform shirts, pants, blouses, skirts, jumpers, and shorts must be purchased from our approved uniform list at School Time Uniforms in Houma.

SHOES

Approved uniform shoes and lists are available at Felger's Footwear in Houma located on Martin Luther King Boulevard and also at Lil Sweet Pea in Galliano. Shoes must be tied properly and worn properly at all times. Pre-K/K wear assigned Velcro shoes only.

SOCKS

Girls' socks must be solid white or navy. Boys may also wear khaki socks. All socks must be free of decals, lace, or any other design. Socks must be worn above the ankle. Ankle/tennis or any other sport socks are not allowed. Socks may not be rolled or stuffed into shoe.

BOYS

SHIRTS

Navy or white knit shirt with school emblem on left chest. 4th – 8th boys only are to wear white oxford shirts with school emblem on left chest on Mass days. Shirt tails must be tucked inside pants with belt showing at all times. Undershirts must be solid white and cannot extend past the sleeve of the school shirt. Long sleeve shirts cannot be worn under short sleeve shirts.

PANTS

Long or short khaki uniform pants with belt loops must be worn at the waist. Only PreK students may wear pants/shorts with a full elastic waistband (no belt). Uniform shorts may not be shorter than three inches above the knee.

As temperatures begin to cool down boys will be expected to wear long uniform pants on days that we attend mass. Parents will be notified in advance.

Belts

A brown, black, navy, or khaki belt must be worn at all times and must be the type that fits through the belt loops.

GIRLS

BLOUSES

White knit shirt or white oxford blouse with school emblem on left chest is to be worn with shorts or pants. Oxford blouse must be worn with jumpers or skirts. Shirts must be tucked in at all times. Only solid white undershirts may be worn and must not exceed shirt sleeve. No monograms, round collars and no over-sized or too tight blouses allowed.

SKIRTS/SHORTS

K through 5th grade girls wear plaid uniform jumpers and shorts. 6th through 8th grade girls wear plaid uniform skirts and shorts. Skirts and shorts are to be worn at the waist and must reach below the knee.

PANTS

Navy uniform pants may be worn in cold weather. A navy, brown, or black belt must be worn with uniform pants.

Girls **must** wear jumpers or skirts on days that we attend mass. Navy uniform pants are allowed on extremely cold days on which the students attend mass.

Tights worn by girls in cold weather must be solid white or navy with no design or lace. School socks must be worn over the tights. No **leggings** or **leg warmers** are allowed.

P.E. UNIFORM

6th through 8th grade boys and girls are to wear approved P.E. shirt and shorts purchased from Lil Sweet Pea Boutique in Galliano and must be appropriate length. **Regular school socks only are to be worn for P.E.**

COLD WEATHER REGULATIONS

LIGHTWEIGHT GARMENTS

Garments worn in the school building or outside must be one of the following:

1. Solid navy blue, white, or gray pullover sweatshirt preferably with school emblem.
2. Solid navy blue, white, or gray zip-up sweatshirt preferably with school emblem.
3. Solid navy blue, white, or gray pullover or cardigan sweater.
4. Solid navy uniform windbreaker with school emblem.
5. The solid navy school sweater vest allowed.
6. Sweaters, sweatshirts, and jackets cannot have stripes, colored piping or any other designs and must be worn properly – not tied around the waist.
7. North Face or similar jackets fall under the jacket regulations and should be solid navy, white or gray. If these jackets are purchased, emblems should be very small and stitched in white, navy, or gray.

HEAVY COATS

Heavy coats for extremely cold weather may be worn outside only. Dark colors such as navy blue, brown or black are preferred. No bright or fluorescent colors such as hot pink, bright orange, lime green etc. are allowed. No blue jean (denim jackets), athletic jackets or coats, camouflage jackets or coats, sleeveless vests or jackets may be worn. Any logo on coats must be very small and inconspicuous.

No camouflage outerwear of any kind is allowed.

When a student wears any apparel, including jackets, sweaters, etc, that interferes with the educational process, the teacher has the authority to dictate the way the apparel is to be worn, and if it is to be worn at all in the classroom.

SCHOOLBAGS

Schoolbags should be appropriate to the grade level and the size of the student. Backpacks should be worn properly – over both shoulders and high on the back. No wheeled or rolling bags allowed. Schoolbag ornaments such as keychains, pins, etc. are not allowed. All school bags should be appropriate for a Catholic School.

DRESS DOWN DAY GUIDELINES

1. Dress down days usually follows a theme. If a student chooses not to dress as the theme they must wear the regular school uniform.
2. Shoes must be uniform shoes unless specified. If other shoes are allowed, the following rules apply; Shoes must be closed-toe – no crocs, sandals, high heels or open shoes of any kind.
3. All rules for uniforms and jewelry apply.
4. Shirts must not advertise alcohol, tobacco, offensive language, etc. No tops with very tiny straps are allowed. Shirts should cover shoulders.
5. Pants must not be tight-fitting or too baggy. Pants must sit at the waist. Shorts and skirts must be of uniform length.
6. Clothing must completely cover the student's torso. No skin should be seen between shirt and pants when arms are raised or when seated.
7. Caps may be worn outside of the buildings only.
8. Final interpretation of dress rests with the school administration. Students who do not comply with Dress Down Day Guidelines will be asked to call home for appropriate attire.

GENERAL COMMENTS: Make-up, fingernail polish, artificial nails, and tattoos are not allowed. No over-sized clothing is allowed. Please label all clothing with your child's name.

Students must remain in school uniform until they are no longer on campus unless expressed permission has been given by administration.

ACADEMIC REGULATIONS

1. CURRICULUM

- a. HRCS strives to accomplish the main goal of a Catholic School: teaching its students the necessary components of a multi-faceted curriculum within a religious framework. The school's curriculum aligns with the Louisiana State Content Standards for each subjects' grade level expectations. Standard-based textbooks align with the Louisiana Content Standards and Stanford Compendium goals for student learning. Instructional time is in accordance with the guidelines set by the Louisiana State Department of Education Bulletin 741 for Non-Public Schools.
- b. A full day "Early Childhood Class" is offered for 4 year olds who are four by September 30th.
- c. Our Three-Year-Old program offers the option of three full days or five full days.
- d. Human Sexuality lessons are taught as part of the religious curriculum at Holy Rosary Catholic School, according to the Diocese of Houma/Thibodaux guidelines. Students are also instructed using the Safe Environment Program of the diocese.

2. COMPUTER LAB

- a. Holy Rosary has a computer lab that allows students to become active participants in research and learning.
- b. **COPYRIGHT** - Policy of educational programs governed by the Diocese of Houma-Thibodaux School Board mandates that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non- print materials allowed by: 1) Copyright law, 2) Fair use guidelines, 3) Specific licenses or contractual agreements and 4) Other types of permission. Licensing should be purchased in the school name rather than an individual. Employees, volunteers, and students who willfully disregard copyright law are in violation of school policy, doing so at their own risk and assuming all liability.
- c. **INTERNET** - Policy of educational programs governed by the Diocese of Houma-Thibodaux School Board requires the ethical use of the internet and related technologies by all employees, volunteers, and students as set forth below in the Terms, Conditions, and Regulations for use of Internet and related technologies. The school may consider that access privileg be revoked, that other school/district disciplinary action be taken, and/or appropriate legal action be taken for any violations that are unethical and may constitute a criminal offense. The Diocesan School Board requires that school policies be enforceable for students and faculty.

3. **INTERNET TERMS, CONDITIONS, AND REGULATIONS**

- a. **Acceptable Use** – The use of Internet and related technologies must be in support of education and research and consistent with the educational objectives of the Catholic Schools Office of the Diocese of Houma-Thibodaux. Use of other organization's networks or computing resources must comply with the rules appropriate for these networks.

- b. **Unacceptable Use** – Transmission of any material in violation of any U.S. or state board is prohibited. This violation includes, but is not limited to: copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Other unacceptable use includes:
- i. Use for commercial activities
 - ii. Use for product advertisement
 - iii. Political lobbying
 - iv. Game playing which has no educational application
 - v. Unauthorized ‘chat,’ or chain letter communication
 - vi. Pornography, illegal substances, information on bombs, inappropriate language and communication, flame letters, etc.
 - vii. Acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This definition includes, but is not limited to, the uploading or creation of computer viruses.
 - viii. Unauthorized use of another’s computer, access accounts, and/or files; home purchased programs may not be used in the school setting based on copyright laws.
 - ix. Unauthorized use of e-mail and/or website harassment.
- c. **Privileges** – The use of the internet and related technologies is a **privilege**, not a **right**, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user’s access to the Internet and related technologies due to unacceptable use.
- d. **Warranties** – The educational programs governed by the Diocese of Houma-Thibodaux make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. These damages may include loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies are at the user’s own risk. The education programs governed by the Diocese of Houma-Thibodaux specifically deny any responsibility for the accuracy or quality of information obtained through its services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the local budget.
- e. **Safeguard** – Most current versions of Internet monitoring software available will be used to ensure an environment that mirrors the values promoted by our school.
- f. Only computer software approved by administration may be installed on any computer. The school reserves the right to delete unauthorized programs.
- g. The school reserves the right to use student pictures in publications and on the school’s website. A letter will be sent home with each student opting in or out for pictures to be posted on the schools website or Facebook page.
- h. Parents, staff, and students should not post any pictures across the internet without getting permission from all people in the picture.
- i. Users shall not reveal any personal information (ex. addresses, phone numbers)
- j. Internet usage policies must be signed before utilization begins.

4. **EVALUATION**

Evaluation is an important component of the educational process. No single method of evaluation can present an adequate profile of strengths, weaknesses, accomplishments, effort, potential, and creative ability of an individual student. An over-emphasis on grades can cause a student to focus his energy on achieving grades rather than on real learning. Parents can help us to put grades in proper perspective.

Holy Rosary Catholic School grading scale:

A	94-100
B	86-93
C	85-78
D	77-70
F	69 or below
S	Satisfactory
IN	Improvement Needed
U	Unsatisfactory

Remember to check The Portal for an update on your child's grades.

5. **REPORT CARDS**

- a. Report cards are issued at the end of each nine-week period. Letter grades are used to designate pupil progress, in grades 1st -8th. Report cards are to be signed by parents and returned within two days. Final grades are determined by averaging the numerical value of each grading period. A student earning less than 70% in any two major subjects may repeat the grade level.
- b. Kindergarten students receive a report card. In these grades, marks are used to indicate student progress.

6. **PROGRESS REPORTS**

At the mid nine-weeks, the school will use some means of progress reporting and evaluation to parents other than the report card. Parents can expect to hear from the school at the mid-nine weeks. Progress Reports are to be signed by parents and returned within two days.

7. **PROMOTION AND RETENTION**

- a. In first through third grades a student may repeat the grade if he/she fails Language Arts (F), Mathematics (F), or Reading (D/F). A student earning a D or F in Reading for the last nine weeks may be referred to the administration for promotion or retention. Teachers may also recommend to the principal that a child can be retained for other reasons. Parents will be notified by the resource teacher

- and a meeting with the principal, teacher, and resource teacher will be arranged to discuss the need for retention.
- b. In fourth through eighth grades a student may repeat the grade if he/she fails two or more major subjects. The major subjects are: Religion, Reading, Math, Social Studies, Science, and Language. Any student in grades 4-9 who fails (F) the work of the fourth nine weeks period may be retained for the year regardless of the prior grades received. Promotion/Retention will be at the discretion of the administration.
 - c. All students are expected to meet attendance requirements.
 - d. Students in grades 6-8 receive grades for P.E.
 - e. A student must earn (S) grades for 3 grading periods to receive (S) marks for the yearly average.
 - f. Any unsatisfactory mark (IN or U) or grade (C or below) on the report card may hinder a student from earning end of the year academic recognition.
 - g. A student may be retained in any grade level, regardless of grades, if the administration feels sufficient mastery of curricula was not achieved. Parents will be notified and a meeting with the principal, teacher, and resource teacher will be arranged.

HOMEWORK POLICY

Homework is necessary to provide continuity of learning, enrich the curriculum, direct study, and encourage student responsibility and parent interest in the student's academic progress. Homework, which provides additional practice away from the classroom, is an important part of the learning process. It is meant to be the child's responsibility and the child's work.

Parent Responsibilities:

1. **Check Portal daily!**
2. Acquaint themselves with the school's homework policy.
3. Provide materials and a good time and place conducive to learning at home.
4. Encourage the child to accept homework as an important part of education.
5. Arrange a flexible time schedule for homework, household chores, extracurricular activities and recreation.
6. Sign all test papers and official school correspondence.
7. Assist the child if he/she encounters some misunderstanding in terms, but under no condition should the parent complete the assignment for the child.
8. Check with the child daily as to the nature and extent of homework.

9. Notice the quality of the work completed and insist that written work be properly spelled, neatly arranged and of good format.
10. Confer with the classroom teacher when the child repeatedly denies having homework.
11. Encourage, commend or admonish the child when the situation warrants it.
12. Provide constructive coaching upon recommendation of the teacher.
13. Insist that the child assume responsibility for completion of home assignments.
14. Regard homework as a teaching aid and never as a form of punishment.
15. Even when specific homework assignments are not given we would like to assume that time and effort are being expended on the home front. We would hope that parents are working with their children to reinforce what has been presented at school; that eventual mastery, when mastery is the objective, is seen as your task as well as ours. Please work faithfully with your child in the following areas:
 - a. Number recognition and learning the basic math facts
 - b. Recreational reading – reading to your child
 - c. In conversation with your child discuss interests, ideas, and ideals, the seeds of which are planted in the classroom. Ask about concerns in the areas of religion, values, current events, science and Physical education. Never underestimate what you, as a parent, can add to the school's efforts!

LIBRARY POLICY

The library is an important part of HRCS's instructional program. It enriches the school curriculum. In the library, students have access to computers, quality books and periodicals for recreational reading and research. The library also serves as a resource center for the teaching staff.

1. CIRCULATION

- a. All library materials must be checked out before leaving the library.
- b. Students are allowed to check out materials during weekly library classes and daily recesses.
- c. It is the responsibility of the student to return books to the library. Students are not allowed to call home for library books. Parents should not bring books left at home to school.
- d. If a student misses his weekly library class, it is his responsibility to return library materials at recess.

2. OVERDUE POLICY

- a. Students are allowed to keep books up to two weeks and magazines up to one week. A book is considered overdue if it is not returned by the due date.

- b. If a student has a book that is overdue, library checkout privileges are lost until the overdue item is returned to the library. No library materials, including Reading Counts books, can be checked out until the overdue book is returned.
- c. The student will receive a notice when a book is overdue.
- d. If the student fails to return the book after the first notice, a notification of the overdue book will be sent addressed to the parent.
- e. If the student fails to return the book after a week from the second notice, another letter will be sent addressed to the parent. At this point the student is required to return the overdue book and the letter signed by a parent by the next school day. If the overdue book and signed letter are not returned by the next school day, the student will have detention until both are returned.
- f. If a book has been misplaced and cannot be returned, an explanation in writing, signed by a parent is needed to reinstate checkout privileges.
- g. There are no fines for overdue books. The overdue policy is to prevent the loss of library materials.

3. LOST OR DAMAGES LIBRARY MATERIALS

- a. If a student damages a library book or material, a fine will be assessed for the cost of the repair or replacement of the item.
- b. If library material is lost, a fine will be assessed for the cost of the replacement of the item.

READING COUNTS

Students in grades 2nd through 5th participate in a reading program called Reading Counts. Reading Counts is a motivational reading and management program that encourages and monitors independent reading.

Program guidelines:

1. The student is first assigned an individualized Lexile number and then must read the books and take the tests. **Neither the book nor the test can be read to the student.**
2. Students are given a reading goal to accomplish for each nine-week period. Second-grade students begin the program at the second nine-weeks grading period.
3. The student will earn a reading comprehension **grade** for Reading Counts. The grade will count for one test grade in Reading for the nine-weeks grading period. The student will have the nine-week period to meet his reading goal. A student who completes his/her reading point goal will receive a 100/100 – A for their test grade. A student who completes his/her partial points will be given a number grade based on the percentage completed. A student who has 0 points with no attempt to acquire points at the end of the nine weeks period will receive a 0/100 – F for their test grade.
4. In the library, a book that has a Reading Counts test will have an orange Reading Counts sticker on the outside of the book and a sticker inside the book with the

book's point value. If a student passes a test, he will earn the point value of the book. If a student fails a test, he will earn no points.

5. After reading the book, the student should take the test within 24 hours if possible. He may take a test on a classroom or library computer. A student may not take a test without a teacher present.
6. Each test on a book has 10 multiple-choice questions about the book. To pass a test, he must answer eight or more questions correctly. After taking the test, he will see his score and find out if he passed or failed.
7. If a student fails a test, he is allowed one more chance to pass the test. A student must wait 24 hours before taking the same test.
8. A student is not allowed to retake a test that he has already passed or has failed twice.
9. The student reads books and takes tests until he has met his point goal.
10. On the computer, the student can view his Student Reading Record Report. The report shows date of quiz, book title, book author, score, passed or failed, number of points earned on each quiz he has taken, and his point total.
11. It is the student's responsibility to complete his reading goal by the end of the nine-weeks grading period. It is the student's responsibility to check out his/her reading counts books, read the books, and go to the computer to take the tests.
12. The testing period for the nine-week period begins on the first day of the nine-weeks grading period and ends on the last day of the nine-weeks grading period, except for the last nine-weeks period which ends on a date before the last day of school assigned/set by the librarian. Points only apply to the nine-week period in which points are earned. Points are not carried over.
13. Students should be encouraged not to wait until the last day to test. The last day to test will not be extended. Student absence, computer problems, library closed for recess, student in detention, school closing, etc. will not extend the last day to test.
14. Reading Counts list is on The Portal.

PHYSICAL EDUCATION

Every student is expected to participate in physical education classes. Only those students with medical cause signed by a doctor will be excused. Students who forget P.E. uniform at home will participate in P.E. in their school uniform. No student will call home for P.E. clothes.

The school uniform is the only clothing allowed for P.E. activity participation in grades 1st – 5th. Students in grades 6th – 8th are required to dress out in the school approved P.E. uniform.

FIELD TRIPS

1. Field trips on school days are school days filled with learning experiences most often unattainable in the classroom setting. With the exception of illness, any planned absence on such days should be discussed with the teacher and/or principal.
2. Students who forget to turn in the permission slip the day of the trip can have their parent fax or email the slip to the front office. Permission by telephone is not acceptable.
3. A field trip is a privilege and not a right. Students not meeting the school's standards of discipline will, at the discretion of the teacher and/or administration, lose field trip privileges.
4. Students will wear school uniforms on field trips unless otherwise noted.
5. Parents are reminded that such trips are for the students and are not meant to be a family outing. Chaperones are secured by the individual teachers.
6. Chaperones must adhere to safe-environment regulations.

AWARDS

Honor Roll Students are those who earn all A's and B's on their report card during a 9-week period. Principal's List students are those who earn all A's on their report card during a 9 week period. Any subjects on the report card that are scored with S, N, or U must be an S for the student to attain these awards. Perfect attendance awards are reserved for students who do not miss any full or partial day of school and who do not check out early on any day of the school year. Absences, late arrivals, or early check-outs, even for excused reasons, disqualify a student from a perfect attendance award.

BIRTHDAY OBSERVANCES

Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday (if their birthday falls during the summer months). In addition, birthday treats may be brought to school for students in **Grades Pre-K3 through Kindergarten only**. All treats should be pre-packaged with ingredients listed on the package and dropped off at the school office by 9:30 A.M. Gifts and decorations are not allowed.

GIFTS AND INVITATIONS

Invitations for personal parties may only be distributed at school if an invitation is extended to ALL students, all girls, or all boys in the student's class. Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Valentines **will not** be distributed at school. Once again this only contributes to hurt feelings.

BUCKLEY AMENDMENT

Holy Rosary Catholic School recognizes the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.). It is a great benefit to the child to have both parents involved in his/her education.

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody arrangements, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

TELEPHONE

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Students should NEVER use the teacher's cell phone to make a telephone call.

TITLE IX

Holy Rosary Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

EXTRA-CURRICULAR ACTIVITIES

1. **Altar Servers** - Beginning in third grade boys and girls are trained to serve on the altar. Students are then able to serve school masses as well as Sunday masses, funerals and weddings.
2. **4-H** - The Holy Rosary 4-H Club is open to all fourth through eighth graders. Students are able to participate in parish and state- wide activities along with service activities for our school and community.
3. **Buddies** - Students in grades 7 and 8 are paired up with Kindergarten students. The older students act as “big brothers and sisters” to the younger children. The two age groups interact during different activities throughout the school year.
4. **BETA** - Students in grades 6 through 8 with an average of 3.5 and no C’s are eligible to join the Holy Rosary Catholic School BETA Club. Members meet monthly and as needed. They work on projects throughout the year. They also participate in District Day and the State Convention.
5. **Choir** - Students in grades 5 through 8 are invited to join our school choir. The choir leads the singing during school liturgies.
6. **Volleyball** - Girls in grades 5 through 8 are encouraged to participate.
7. **Basketball** - Boys and girls in grades 5 through 8 are encouraged to try out for our teams.

DISCIPLINE POLICIES

The discipline at Holy Rosary Catholic School aims to form Christian character through Gospel values. Because the school is **Catholic**, each child learns to grow in:

Respect for God,
Respect for Self,
Respect for Others.
Respect for Property.

Discipline in a Catholic school is basically a structure, which leads to self-discipline directed toward discipleship and service. This policy reflects our Christian approach to discipline and behavior and is founded on the principles of Justice, Reconciliation and Forgiveness. Discipline is the responsibility of each individual student. It has the two-fold purpose of providing for the common good and individual good. Discipline helps all students contribute to a school atmosphere that provides the maximum learning environment. Respect for adults and fellow students, respect for property, obedience, awareness of the needs of others and the effort to develop self-directed behavior are expected of each student.

Apart from serious discipline problems, minor instances between students and teachers may occur. Parents can use these episodes to intelligently and maturely teach their children some important lessons. Students and parents are expected to grant all teachers the kind of courtesy and respect their position deserves. Collaboration between parents and the school community will lead to a positive relationship between the teacher and student and the teacher and parent. Together we can create an atmosphere that provides spiritual, academic, and social development for our students in a safe, Catholic environment so that they will become witnesses of Christ's presence in the world.

DISCIPLINE PROCEDURES

1. Each teacher has his/her own set of classroom rules and consequences. These rules and consequences are explained to the students and parents, and posted in the classroom.
2. Disciplinary referral forms will be issued by faculty members or any authority figure for failure to follow school rules and/or policies. The policy will apply to all classes, including P.E., Computer and Library, cafeteria time, church behavior, field trips and extracurricular events, etc.
3. It is the student's responsibility to return discipline forms with a parent/guardian signature to the homeroom teacher the following school day. Failure to return a Discipline Form with a parent signature will result in a recess detention.
4. A student serving an In-School Suspension will not be allowed to attend any after-school activity during the week that the incident occurs.

***Students must bring the Discipline Form home for parent/guardian signature and return it to the homeroom teacher the following day. If the form is not signed by a parent and returned the following day further consequences will occur.**

Recess Detention may be issued for the following offenses:

1. Gum chewing or eating of candy without permission;
2. Dress code violation (an accumulation of 3 will result in a detention assignment);
3. Unnecessary Roughness (hitting, pushing, kicking, etc);
4. Disrespect for self and others (teasing, tone of voice, creating excessive distractions);
5. Habitual lack of preparation for class (no pencils, paper, textbook, homework, etc.);
6. Inappropriate classroom, cafeteria, or restroom behavior;

7. Running in “ No Running Areas” on the school campus;
8. Note writing/note passing;
9. Being in an unassigned area;
10. For the 2nd and each subsequent unexcused tardy;
11. Inappropriate behavior in Mass/church.

In - School Detention may be issued for the following offenses:

1. Rude, discourteous, disrespectful behavior toward any adult;
2. Inappropriate language, gestures, writing, actions;
3. Poor sportsmanship at recess or during P.E. class;
4. Profanity (written or verbal);
5. Copying or allowing someone else to copy homework or class work;
6. Inappropriate use of computer/Internet resources;
7. Bringing electronics/forbidden items to school;
8. Any other behavior deemed inappropriate by administration and/or faculty.

OFF-CAMPUS CONDUCT

The administration of Holy Rosary Catholic School reserves the right to discipline its students for disruptions during the academic day or for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

EXPULSION

Expulsion takes place only at the discretion of the principal in extreme cases where the student habitually violates school rules/policies or the behavior is detrimental to the safety of others and/or the reputation of the school. The criteria for the decision to take serious disciplinary action will always be based on the good of the individual student concerned as well as the common good of other individuals in the school.

It is impossible to list all potential inappropriate behavior violations and circumstances. Ultimately, decisions on disciplinary action rest with the principal.

The student is a student at Holy Rosary Catholic School at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

POLICY ON HARASSMENT AND BULLYING

Holy Rosary Catholic School is committed to promoting the worth and dignity of all individuals regardless of race, creed, religion, physical or mental disability, color, gender, national origin, age, political opinion, or personal appearance. The school will neither tolerate nor condone any act of bias, discrimination, insensitivity, or disrespect toward any person whether these acts are implicit or explicit, verbal or nonverbal. The school will neither tolerate nor condone any sexual advances or sexually derogatory or discriminatory remarks. This policy applies to the student both on and off campus including Internet use.

POSSESSION OF ELECTRONIC DEVICES

Electronic devices such as cellular or digital phones, iPads, iPods, beepers, pagers, radios, cassette players, tape players, CD players, electronic games, and laser pointers are not permitted on campus, unless expressed permission from the administrator is obtained. This also applies to after-school activities and field trips.

ITEMS BROUGHT TO SCHOOL

Holy Rosary Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes all electronic devices.

SEARCH AND SEIZURE POLICY

A school official may search students' belongings, including but not limited to P.E. bags/athletic bags, and book bags for reasonable cause. This may include a search for purpose of maintaining discipline and order for health reasons. The search may also take place when there are reasonable grounds for suspecting that the search will reveal that the student has violated either the law or rules of the school. Parents will be notified by the administration if a search is conducted. Information on the outcome of the search will be relayed to parents.

CRISIS PLAN

Holy Rosary Catholic School has implemented a "crisis plan" in case of a lockdown emergency. Our Emergency Notification System will be activated as soon as safely possible to keep all parents informed during the event. **During a lockdown no student will be admitted or released from campus.** All teachers and staff are aware of the procedure to follow to keep your

children safe.

In the event of an emergency, circumstances permitting, the building will be evacuated and students will be moved to a designated secure location. If an off-campus evacuation is necessary, parents will be notified and advised as the situation is resolved. Students will not be released until administration deems the circumstances safe.

EMERGENCY DRILLS

State Law requires that **fire drills** be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close doors
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand facing away from the building;
5. Return to building when signal is given.

Tornado drills/Lockdown drills are held periodically.

GENERAL GUIDELINES

1. CAFETERIA

- a. The Holy Rosary Catholic School cafeteria participates in the Archdiocese of New Orleans Food Service Program. The staff prepares well-balanced meals daily. Students in grades 3-8 may either select a hot meal or sandwich.
- b. The cafeteria provides breakfast for all students from 8:00 a.m. – 8:20 a.m. each day.
- c. Please be advised that the school does not dictate cafeteria policy. Its management, though cooperating with us, is separate from the school. Therefore, cafeteria-related questions about menus or medical excuses for cafeteria lunch or milk allergy substitutions should be directed to the cafeteria manager. Students who cannot drink milk must provide the cafeteria manager with the special form from the cafeteria and signed by the doctor at the beginning of each school year in order to substitute for juice or water.
- d. All students should eat the meals prepared by the cafeteria staff. However, parents requesting to send their child with a lunch from home should present an excuse signed by the doctor stating the reason to the cafeteria manager.
- e. When available, students in grades 3-8 utilizing cafeteria services are allowed to buy extra food and special items assuming there is sufficient money in their account.
- f. Lunch Money must be paid in full by the first day of school. If you want your child to eat breakfast or have seconds, extra money must be put in their account. No one will be allowed to eat breakfast or have seconds unless additional money to cover the cost of these items is in the student's account.
- g. Students bringing their own lunch must adhere to the Cafeteria policy. A menu is

put on the portal each month. Because of health concerns students who are allowed to bring lunch will not be allowed to “trade” food. Lunch bags must be navy blue and not oversized. Containers inside the lunch bag should also be plain. Students will be passing through the lunch line and will be able to pick up napkins, straws and utensils. The lunch should be a balanced meal; no soft drinks, Gatorade, Powerade, candy, chips, pies, etc. or glass containers allowed. Their dessert should be a fruit or fruit alternative. However, when the cafeteria has a cookie or chips, the student may have these items with their lunch. Only milk, juice, or water is allowed and can be bought in the cafeteria. The school is not allowed to heat lunches. Food cannot be brought in restaurant containers and wrappers. If these guidelines are not followed, the school’s federal funds for the lunch program will be jeopardized.

- h. Because of health concerns, students are not allowed to exchange food.
- i. Free and reduced lunches are available if qualifications are met. You may go online at www.schoolcafe.org. Our participation in the free and reduced lunch program helps our over-all program in that more state money can be allotted per plate through state funds. Names are strictly confidential.

2. COMMUNICATIONS

- a. A monthly newsletter is posted on the Portal.
- b. Messages from Administration are posted on the Portal.
- c. Telephone calls from children to parents through the office are not allowed. We ask our parents to avoid calling the school for matters that are clarified in the newsletters and to anticipate needs before children leave home for school.
- d. Emergency closing of school will occur in certain extreme cases, usually due to inclement weather. The decision to do so is made as early as possible and announced on the portal, over all local television and radio stations.
- e. Parent-teacher contacts are a necessary part of school life. Teachers are more than willing to give their planning time at school toward private conferences with parents. We ask that you call the school secretary to arrange a convenient conference time. We ask our parents to be considerate of the fact that our teachers are already putting in a lot of after-hours work on school work. Please don’t call them at home.
- f. Parents or guardians are responsible for keeping the school office informed of any changes in phone numbers at home and work for both parents. Families with unlisted numbers must give the school a number at which they can be reached in an emergency.
- g. Please refrain from calling the office to get messages to your children, except in unexpected emergencies. Messages may not reach the child if called after 12:00 noon.
- h. Anytime money is sent to school for items such as tickets, pictures, etc. we ask you to enclose the money for each different item in a separate envelope, marked with the following information:
 - i. Cause for which money is sent
 - ii. Child’s full name
 - iii. Grade/teacher
- i. Party invitations may not be delivered at school unless the entire class is included. If, however, the party includes all the girls or all the boys in the class it is

- permissible to deliver invitations at school. This policy applies to all grades.
- j. Dropping out of a school program (e.g. altar server, club) should be done formally by the **student**, taking the following steps in this order:
 - i. Obtaining consent of the parents
 - ii. Informing the teacher or staff-member sponsor of the program
 - k. The school name or logo may appear only on correspondence that has been approved by the administration. Persons voluntarily using the school name or logo without permission put the school at risk for liability.
 - l. Anonymous letters – The school advisory council and the school administration do not honor anonymous letters. Parents may express concerns to the administration by calling the school to schedule a conference.
 - m. All fund-raising activities at or for Holy Rosary Catholic School held by any group and/or class must have the prior approval of the principal.
 - n. Any expenditures or purchases by any group must have the prior approval of the principal.
 - o. No individual or group is permitted to sell anything on campus without the written permission of the principal.
 - p. If any verbal communication is being recorded by one party, they must notify all participants in the conversation.

3. VISITORS

- a. All visitors must check in with the office; including volunteers who come on a regular basis.
- b. Parents will not be allowed in the classrooms during instructional time.
- c. Teachers may not release students to anyone, including parents, without permission from the office.
- d. Visitors and volunteers are asked to dress appropriately when on the school campus and when attending mass.
- e. Visitors and volunteers are not to use cell phones in areas where students are present.

4. LOST AND FOUND

- a. All items that are found on the school grounds are taken to the front office.
- b. Please mark your child's possessions so that they can be returned when found.

5. CHILD ABUSE

In accordance with Louisiana law 14:403, any persons or agencies who are responsible for the care of children, such as physicians, nurses, principals, teachers, and social workers who suspect that a child's physical or mental health or welfare is or has been abused are required to report such cases to the proper authorities. Holy Rosary Catholic School follows this policy.

6. HEALTH RECORDS

The Louisiana State Department of Health requires that all students have on file a current record of immunizations. The immunization records may be obtained from the local health unit and

require a doctor's signature or the stamp of the Department of Health. Parents who fail to have the records made current will be asked to withdraw their child/children from Holy Rosary Catholic School.

The school will take appropriate precautions to ensure that any health and safety concerns such as AIDS or related conditions, or infectious illnesses arising out of an individual's illness are managed in accordance with current medical knowledge and procedures. All members of the diocesan community will be expected to continue to work with an ill student and not to harass or otherwise discriminate against such an individual. Service dogs are permitted, but not comfort dogs. Individuals must provide paperwork from a doctor in regards to a service dog.

7. MEDICATION

- a. Parents are advised to give medication at home on a schedule other than school hours.
- b. Students may not keep medication (**including aspirin, cough drops, lip balm, etc.**) in their pockets, purses, or school bags. Violation of this policy is a serious offense and appropriate disciplinary measures will follow.
- c. Should a child become ill at school, no medication of any kind will be administered at school.
- d. If medication must be administered by parents during school hours, the parents shall be personally responsible for bringing medication to school and, if at all possible, for scheduling the visit at the time least disruptive to the school day such as the child's lunch time or recess.
- e. If you have an unusual medical circumstance, the front office can administer medication only if the prescription is in its original container and accompanied by doctor and parental permission.
- f. Parents are asked to comply with these rules in the interests of all students. Please be considerate of all the students and refrain from sending students to school when they have a virus or other contagious illness. Students absent with major contagious diseases must present a note from the doctor upon returning to school stating the reason for their absence. Please note that lice are considered a contagious disease.

8. INSURANCE

All Holy Rosary students are enrolled in the diocesan insurance program which covers school accidents and any accident occurring while engaged in authorized school activities. However, this is to be regarded as secondary insurance coverage only. The parent's insurance is Primary. A Supplementary Accident Plan may be purchased and these forms are sent out at the beginning of each school year. All injuries must be reported to the school office as soon as possible. This will help to expedite insurance claims.

All accidents must be reported to the school secretary by the teacher, parent or student. The secretary will call parents if necessary and make arrangements for the child to be picked up.

9. LOST/DAMAGED TEXTBOOKS

- a. All textbooks are provided by Holy Rosary Catholic School or the State of

Louisiana for use by students. Once a book is issued to a student, he/she becomes responsible for returning it in the same condition for use the following year.

- b. Students who lose textbooks are required to pay replacement costs. If the book is later found in the same school year, and is in good condition, payment is refunded.
- c. Students may be assessed for damage to books if the book's life is lessened. If a student damages a book so that it is not usable the next year, he may keep the book after paying the replacement cost. If the full replacement charge is not assessed, then the school retains the book.

10. DELIVERING ITEMS TO STUDENTS

In order to make students responsible for their own actions, students will not be permitted to call home for any missing items required for school. Plants, flowers, balloon bouquets, etc. are not allowed to be delivered to students.

We do not allow treats of any kind to be sent during the year. Teachers and parent representatives handle all treats and school parties.

11. EXPENDITURES

- a. All funding activities at or for Holy Rosary Catholic School held by any group and/or class must have the prior approval of the principal.
- b. Any expenditures or purchases by any group must have the prior approval of the principal.
- c. No individual or group is permitted to sell anything on campus without the written permission of the principal.

12. NON-CUSTODIAL PARENT

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

13. MAGAZINES

Students are not allowed to bring magazines, trading cards, etc. unless expressed permission from administration or faculty.

14. DRUGS – NARCOTICS – WEAPONS

Any student found to have possession of, use of, or be involved in trafficking illegal drugs or alcohol at school or any school-related function is subject to suspension and/or expulsion from Holy Rosary Catholic School.

We are a designated “drug free and weapon free” zone 1000 feet around our school campus,

property and buses. Any person, including a student, who is convicted of the use, the possession of, or the distribution of a controlled drug in this zone, is subject to a stiff, mandatory sentence. The school is required by law to report any drug and weapon incidence to local law enforcement agencies.

Act 833 of the 1991 regular session of the Louisiana legislature defines the carrying of a firearm by a student or non-student on school property as a crime. The crime is defined as the intentional possession of any firearm by any student or non-student on a school campus during regular school hours or on a school bus. Whoever is convicted of the crime of carrying a firearm by a student or non-student on school property is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years. The law also requires that the principal notify the parents of any student who is arrested for carrying a concealed weapon on campus.

In an effort to maintain a positive learning environment and/or to promote health and safety purposes, the administration reserves the right to search clothing, accessories, and personal property, at any time. Contraband materials may be confiscated.

15. HOME-SCHOOL COMMUNICATION

In order to insure that all communication from school reaches home in a timely manner, Holy Rosary Catholic School uses PlusPortals®. Official school-wide emergency communications are sent using the PlusPortals® emergency notification system. It is imperative that your contact information be kept current and on file in the school office at all times.

16. SEXTING

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Lafourche Parish Sheriff's Office will be notified.

17. SMOKING

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco of any type, marijuana, e-cigarettes, or vapors are not permitted on campus.

The above rules apply not only to the school day, but also to field trips and any extracurricular activities. Holy Rosary students should also remember that they represent the school at all times, and they must never bring discredit to their school. Holy Rosary students should strive to live by our school philosophy at all times.

Confidentiality will not be protected when life, health, or safety of any person is in question.

18. SCHOOL ADVISORY COUNCIL

The membership will promote the aims of Holy Rosary Catholic School, as it is expressed in the school philosophy. The Advisory Council is a consultative body and will assist in strengthening the educational program of the school, by being of assistance to the administration and the instructional staff. The council meets once a month (except for the months of December and July) at the school.

An attempt is made to select members representing the parishes of Our Lady of Prompt Succor, St. Joseph, Sacred Heart, and Our Lady of the Rosary. Members serve three year terms that rotate. The Pastor of Our Lady of the Rosary, administration, and bookkeeper are non – voting members.

The council acts only at official advisory council meetings and only as a body. All school concerns must be handled through the principal in a Catholic school. **Do not contact** Advisory Council members with school concerns. Advisory Council members cannot act on administrative matters. Parents with concerns should first contact the teacher, and then the principal if further help is needed. The pastor may be contacted if meeting with the teacher and the principal have not resolved the issue. If necessary, the Diocesan Superintendent may be contacted after all other contacts have been made.

NOTE: ALL VOLUNTEERS ARE WELCOMED; HOWEVER, ALL VOLUNTEERS MUST COMPLETE THE DIOCESAN SAFE ENVIRONMENT TRAINING PROGRAM TO BE ELIGIBLE TO VOLUNTEER IN ANY CAPACITY AT THE SCHOOL. THIS TRAINING INCLUDES A CRIMINAL BACKGROUND CHECK. ALL VOLUNTEERS MUST RENEW THE TRAINING WITH A ONE HOUR RENEWAL COURSE OFFERED BY THE DIOCESE EACH YEAR.

Holy Rosary Catholic School complies with all policies of the Diocese of Houma-Thibodaux, as stated in the Diocesan Handbook of Policies and as published in new policies, memoranda, bulletins and other such forms of communication from the Diocesan Office of Education. A copy of the Diocesan Handbook of Policies is kept in the school office and is available to anyone who might wish to study it. Guidelines are also based on the Nonpublic School Commission Handbook for the State of Louisiana.

Holy Rosary Catholic School does not discriminate on the basis of religion, color, race, sex, or ethnic origin in administration of educational policies, admissions procedures, extracurricular activities, and/or other school related programs.

PARENTS AS PARTNERS

As partners in the educational process at Holy Rosary Catholic School, we ask parents to meet these expectations:

- To set rules, times, and limits so that your child:
 - ✓ Gets to bed early on school nights
 - ✓ Arrives at school on time and is picked up on time at the end of the day
 - ✓ Is dressed according to the school dress code and is groomed well
 - ✓ Completes assignments on time
 - ✓ Has lunch money
- To actively participate in school activities
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- To notify the school with a written note when the student has been absent or tardy. These notes are kept for one year
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes, newsletters, and to utilize PlusPortals® and show interest in the student's total education
- To support the religious and educational goals of the school
- To attend mass and teach the Catholic faith by word and example
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems

- To never post negative comments about students, teachers, or the administration on social media

THE PARENT'S ROLE IN EDUCATION

We at Holy Rosary Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of Holy Rosary Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Holy Rosary Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging yet nourishing the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as a parent must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

HANDBOOK OF POLICIES ACCEPTANCE CONTRACT

Welcome and thanks for choosing Holy Rosary Catholic School for your child's education. Holy Rosary Catholic School is a State approved institution that follows the policies listed in the Louisiana Department of Education's Bulletin 741 for Non-Public Schools and the Handbook of Policies for the Diocese of Houma-Thibodaux. The policies and procedures in this handbook are in place to provide for the safe, efficient, and effective operation of our school and to inform and assist in the overall school experience. The Catholic Church and this Catholic School recognizes parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his/her child. This is a very serious decision that is not made lightly. The principal retains the right to amend the handbook for just cause; parents will be given prompt notification if changes are made. In addition, the administration has the authority to use discretion if unforeseen circumstances and policies are subject to interpretation by the administration.

A student at Holy Rosary Catholic School, as in any private or Catholic school is under contract law, meaning that students and/or parents voluntarily surrender certain constitutional protections while in school, including due process (examples: freedom of dress, freedom of speech, etc.). The faculty and administration practice Fundamental Fairness. All new students are admitted on a probationary basis for a nine week period. Policies in this handbook are in effect for one year only and may be amended for future school years.

We ask that together, parent and student take time to review the handbook thoroughly. Some of the wording might be difficult for younger children to understand and may require some minor translations. Lack of understanding of school policy in no way releases the student from their responsibilities regarding the rules and regulations outlined in the handbook. The signed agreement below must be returned to your child's teacher and is required for final admittance of a student.

Contract

My signature below indicates that I have read, understand, and agree to abide by the policies and procedures set forth in the Holy Rosary Catholic School Handbook of Policies. I realize that disciplinary action may result if the student conducts him/herself in a manner contrary to the standards outlined in the Handbook.

Student Name (Please print): _____

Last Name _____ First Name _____ Homeroom _____

Parent/Guardian Signature _____ Date: _____

Student Signature _____ Date: _____