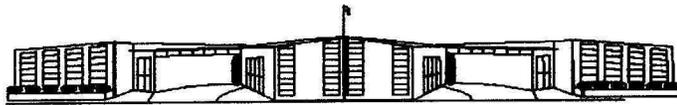


**HOLY ROSARY SCHOOL**

**HANDBOOK**

**2018-2019**



**HOLY ROSARY SCHOOL**  
**IMPORTANT INFORMATION**

161 9<sup>TH</sup> Street

Idaho Falls, Idaho 83404

Phone: (208) 522-7781

Fax: (208) 522-7782

Website: [www.holyrosaryschoolif.org](http://www.holyrosaryschoolif.org)

Email: [hrooffice@cableone.net](mailto:hrooffice@cableone.net)

**Office Hours**

Office hours: 7:30 A.M. to 3:30 P.M.

Appointments may be made for other times.

**Extended-Day Program**

Hours: 7:00 A.M. to 6:00 P.M.

Phone: (208) 522-7781 or 523-9188 (after 2:45 p.m.)

**Snow Days and Emergency Closure Information**

Watch TV station Channel 6 and Channel 8

**Text Alert Sign Up**

Text: @holyrosar

To: 81010

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Dear Parents and Students,

Holy Rosary School has a strong history of academic and faith-filled excellence dating back to 1921. This magnificent school has taught many generations of children in the Idaho Falls area. We are happy to continue the tradition of excellence at Holy Rosary Catholic School.

Quality education takes a community effort. Our mission at Holy Rosary is to foster a Catholic identity in a safe learning environment, which is child-centered, Christ driven, and based on the premise that all students will develop fully in spirit, mind, and body reaching their God given potential.

To live out our missions, there are policies and general rules that need to be followed. These help ensure the safety and well-being of the Holy Rosary Students. The rules and regulations that govern behavior are clearly defined and explained in this handbook, at the beginning of the school year, and throughout the school year as needed. It is our goal to provide a high quality education in the safest environment possible.

The teachers are ready for a great academic and spiritually challenging year. We will also continue to develop our community partnerships to enhance the challenging curricula offered at Holy Rosary. The students will also continue to foster their Catholic identity through prayer, service, love and respect for others.

The communication between home and school is imperative to the success of each student. Our new Holy Rosary web site ([www.holyrosaryschoolif.org](http://www.holyrosaryschoolif.org)) is a wonderful way to stay informed about everything that is happening here at Holy Rosary. Facebook, text alerts, and Twitter are other ways to stay informed about the school.

I look forward to another year of spiritual and academic growth at Holy Rosary Catholic School. We will continue to honor many great traditions of Holy Rosary while continually integrating some new exciting ideas for continuous improvement. It is going to be a GREAT year at Holy Rosary School!

Sincerely in Christ,

Mrs. VanPelt, Principal

Holy Rosary Catholic School

# MISSION/VISION/VALUES

## Mission

We are the super sainted students! We will be respectful, responsible, and rise to our ultimate potential. We are role models and leaders in our home, school and community. We place God at the center of our lives and because of this, we change the world, one action at a time!

## Vision

Holy Rosary School will be the most outstanding elementary school in the Idaho Falls area.

## Values

G - Gifts from God

R - Respect and Responsibility

E - Expressing Excellence

A - Academic Achievement

T - Togetherness with Community

## School Wide Learning Expectations

The basic goals for the children of Holy Rosary Catholic School are the SLEs (School wide Learning Expectations). They are statements that embody the most essential skills for a lifetime of success and fulfillment. The students of Holy Rosary Catholic School can be defined by the acronym G.R.E.A.T. from the phrase "It's a GREAT day at Holy Rosary!"

*It's a GREAT day at Holy  
Rosary!*

*G* Gifts from God

*R* Respect and Responsibility

*E* Expressing Excellence

*A* Academic Achievement

# *T* Togetherness with the Community

## **Holy Rosary Students Will:**

Share their GIFTS FROM GOD by:

- Demonstrate a knowledge of Catholic Doctrine and Tradition
- Participate actively in the sacraments, liturgical celebrations, retreats, adoration, and a variety of prayer

Show RESPECT AND RESPONSIBILITY by:

- Respect self, others, God, church, authority, and property in speech, action, and reaction
- Develop study skills and habits to promote responsibility and effective learning

EXPRESS EXCELLENCE by:

- Demonstrate honesty and fairness
- Practice compassion, tolerance, justice, and respect

Display ACADEMIC ACHIEVEMENT by:

- Demonstrate the ability to analyze, synthesize, and evaluate information using critical thinking skills
- Communicate effectively through reading, writing, and speaking
- Appreciate and engage in the fine arts

Demonstrate TOGETHERNESS WITH THE COMMUNITY by:

- Utilize time, talent, and treasure for community service
- Promote social justice through prayer
- Helping our neighbors through kind actions

## **Holy Rosary School History**

- 1921 Sisters of the Holy Cross founded Holy Rosary School on August 26.
- 1958 A new convent was built at 145 9th Street (current parish hall).
- 1959 The parish hall, currently housing the cafeteria, gymnasium and stage, was erected.
- 1966 A new school was constructed under the direction of Rt. Reverend Monsignor Verhooven and was dedicated on May 12, 1967, by His Excellency Sylvester W. Trienen, Bishop of the Diocese of Boise.
- 1971 The School Board was organized.
- 1977 Holy Rosary became a state approved school.
- 1983 A Kindergarten program added and computers incorporated into the curriculum.
- 1984 The Endowment Foundation was established.
- 1985 Kindergarten program expanded to include both morning and afternoon sessions.
- 1986 The Extended Day and the Pre-Kindergarten programs were added. The last eighth grade class graduated in May.
- 1987 The Sisters of the Holy Cross withdrew, leaving the school with all lay faculty.
- 1988 The Summer Enrichment Program was established.
- 1988 The Preschool program was added.
- 2003 Multi Age (First-Second-Third Grades) was added.
- 2004 Inaugural Year of the Wiegand Multi-media Center
- 2006 FAME established.
- 2008 Holy Cross Early Childhood Learning Center established.
- 2008 Seventh Grade added.
- 2009 Eighth Grade added.
- 2011 Seventh and Eighth Grade removed
- 2013 E.L. Wiegand S.T.E.M. Center and Research Facility added. Playground remodeled-turf added
- 2018 Added second kindergarten class, Spanish, art, and counselor

## Code of Conduct

*The purpose of our Holy Rosary School Code of Conduct is to provide clarity on how we, as a school and a catholic community, learn to conduct ourselves at school, at home, and in our community.*

Our Code of Conduct will help to define the values and vision of our Catholic school in which all relationships are conducted in a respectful, dignified manner according to the gospel message of Jesus Christ and the social teachings of the Catholic Church. Christ is the reason for this school and He is the inspiration for our students and employees.

Our school provides a safe haven for learning in the light of our Catholic faith. The school is a place where children know that they are cared for, protected, and safe. Our students are taught and expected to behave in a Christ-like manner that demonstrates honesty, kindness, and respect for themselves, their fellow students, and all adults.

### SELF-DISCIPLINE AS A BASIS FOR THE CODE OF CONDUCT

*Catholic education is based on the principle of self-discipline. This principle includes exercising good judgment and Christian understanding in personal and social relationships. We expect all students to develop self-discipline.*

- † Self-discipline is part of the total teaching-learning process, which promotes the development of integrity, accountability, personal ethics, and self-management.
- † Self-discipline enhances self-knowledge, self-esteem, and self-confidence.
- † Self-discipline recognizes and respects cultural diversity and differences.
- † Self-discipline policies adhere to accepted principles of fairness and equity.
- † Self-discipline is a set of skills that allows for effective learning.
- † Self-discipline informs policies that guide intervention strategies for students.
- † Self-discipline guides policies that are dynamic and flexible.

## **Achieving the Code of Conduct Expectations of Students**

**I will behave in a Christ-like manner.**

### **Spiritual**

I will respect others and myself in speech and actions by:

- Exhibiting empathy, kindness, and forgiveness to others.
- Being cooperative with teachers and schoolmates.
- Using polite manners and appropriate titles when addressing others.
- Respecting the rights, safety, and well-being of others.
- Refraining from harassing and bullying.
- Helping and assisting others cheerfully and lovingly.

### **Academic**

I will take an active part in my learning by:

- Developing self-confidence.
- Concentrating and persevering.
- Developing independent work skills and habits.
- Completing and turning in all assignments in a timely manner.
- Developing appropriate time management skills.
- Assuming a fair share of the workload in group work.
- Working and learning in cooperation with others.
- Listening attentively at all times.
- Being prepared daily for class.
- Being consistent in attendance and punctuality.

### **Community**

I will take the Gospel message and build God's Kingdom here on earth by:

- Taking responsibility for my own actions.
- Following the directions given by those in authority.
- Actively listening to what others have to say.
- Respecting the personal space of others.
- Being honest and truthful in word and deed at all times.
- Being careful with all property: the school's, other's, and mine.
- Using safety habits at all times while on the school campus: inside the classrooms, the halls, restrooms, cafeteria, gym, playground, and the church.
- *Not* bringing guns, knives, or weapons; replicas of guns, knives, or weapons; prescription or non-prescription drugs; or any potentially dangerous items onto the school campus.
- Abstaining from the use of abusive or profane language.
- Never engaging in dangerous, violent, threatening, or illegal activities.

## **Expectations of Parents/Guardians**

### **I will model for my child a lifestyle that demonstrates Christ-like behavior.**

- I will interact with staff, children, and other parents in a respectful and positive manner.
- I will keep all confidential information obtained during volunteering including but not limited to grades confidential.
- I will support the academic progress and spiritual growth of my child by:
  - assisting in homework assignments and behavior plans.
  - ensuring that my child is consistent in attendance and punctuality.
  - preparing my child to be ready to learn each day.
  - encouraging my child's best effort at all times.
  - reviewing and explaining school rules and procedures with my child.
  - expecting my child to know and follow classroom and school rules.
- I will celebrate my child's learning, recognizing and appreciating their accomplishments.
- I will maintain open, ongoing communication/dialogue with my child's teacher.
- I will be knowledgeable and supportive of the school policies and expectations.
- I will resolve differences in a sincere and genuine manner giving validity to differences.
- I will be an active member of my child's educational team.
- I will volunteer my time and talent to the school (25 hours per family per year minimum).
- I will attend the Safe Environment Class for parents and volunteers.

## **Expectations of Faculty and Staff**

### **I will exhibit a Christ-like lifestyle demonstrating and modeling Catholic beliefs and values.**

- I will respect myself, other staff members, the children, and parents/guardians.
- I will support the spiritual and academic growth of the children.
- I will provide a positive environment for learning and celebrate each child's growth and accomplishments, while employing accepted best instructional practices.
- I will maintain open communication/dialogue with children, families, and faculty/staff.
- I will not use my cell phone during school hours unless there is an emergency.
- I will support the mission statement, vision statement, and policies of the school.
- I will ensure confidentiality and privacy in regards to records and the people I serve.
- I will adhere to the guidelines established in the Idaho Teacher Code of Ethics.
- I will be an active member of the children's educational team.
- I will make every effort within my means to protect the students from conditions detrimental to learning or to physiological, psychological, or spiritual well-being.

## **Interventions to Achieve the Code**

Students, parents, and staff will work collaboratively in assisting the children to understand the expectations of the code and the interventions used to facilitate growth in self-discipline.

Violations of the Code of Student Conduct are grouped into three classes—minor, intermediate, and major. Each classification is assigned a disciplinary procedure which is to be followed by the administrator or designee, who shall hear the student’s explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

### **CLASS I- MINOR OFFENSES**

**1.1 USING PROFANE OR OBSCENE LANGUAGE, CONDUCT, OR GESTURES--** Any language, obscene gestures or conduct in opposition to the faith-based educational standards we provide will merit disciplinary action.

**1.2 EXCESSIVE TARDINESS—**Students repeatedly arrive tardy for class. After the third tardy recorded, a parent phone call will be made. After the **fifth** tardy recorded, further disciplinary action will occur. (See page 16)

**1.3 NONCONFORMITY TO DRESS CODE—** We strongly enforce our dress code policy. Professionalism in the classroom is held to high regard. Uniforms should be clean and meet all school uniform regulations as outlined on pages 45-47

**1.4 EXCESSIVE DISTRACTION OF OTHER STUDENTS—**Any behavior which disrupts the orderly educational process in the classroom or other school functions

**1.5 ANY OTHER VIOLATION WHICH THE PRINCIPAL OR DESIGNEE REASONABLY DEEMS TO FALL WITHIN THIS CATEGORY.**

### ***CLASS I- DISCIPLINARY ACTIONS***

**FIRST OFFENSE:** Informal interview with the classroom teacher, parent contact made via email or phone call

**SUBSEQUENT OFFENSE:** Interview with the classroom teacher, discipline referral made to Principal, parent contact is made, loss of school privileges (i.e. lunch detention, school work detail, homework session with lunch duty), meeting with the parents may be deemed necessary

### **CLASS II- INTERMEDIATE OFFENSES**

**2.1 BULLYING, ASSAULT, HARASSMENT, OR BATTERY UPON STUDENTS—**Bullying, as outlined in the Anti-Bullying Policy (see APPENDIX A) is *the imbalance of power that is hurtful, threatening, or frightening to another individual or group. These REPEATED behaviors can be verbal, physical, social, or psychological, or via multimedia.* Unlawfully using physical force or striking another student against the will of the other, or any action which intentionally causes bodily harm to an individual.

**2.2 DEFIANCE OF A SCHOOL EMPLOYEE OR VOLUNTEER**—Any verbal or nonverbal refusal to comply with lawful direction of a school employee or volunteer.

**2.3 USE OF OBSCENE MANIFESTATIONS, VERBAL OR WRITTEN SEXUAL COMMENTS OR GESTURE, TOWARD ANOTHER PERSON.**

**2.4 SIMPLE ASSAULT ON A SCHOOL EMPLOYEE OR VOLUNTEER**—The intentional, unlawful threat by word or act to do violence to the person of an employee, coupled with an apparent ability to do so, and the doing of some act which creates a well-informed fear in such person that violence is imminent.

**2.5 UNJUSTIFIED ACTIVATION OF A FIRE ALARM SYSTEM.**

**2.6 STEALING, LARCENY, PETIT THEFT**—The intentional, unlawful taking, concealing, and/or taking away of property valued at less than one hundred dollars (\$100) belonging to, or in the lawful possession or custody of another.

**2.7 POSSESSION OF STOLEN PROPERTY**—With the knowledge that it is stolen.

**2.8 TRESPASSING**—Will fully entering or remaining in any structure, conveyance, or property without being authorized, licensed or invited; or having to been warned by an authorized person to depart, refusing to do so.

**2.9 VANDALISM**—Intentional action resulting in injury or damages of less than One Hundred Dollars (\$100) to public property or the real or personal property to another.

**2.10 FIGHTING**—Any physical conflict between two or more individuals

**2.11 THREATS, EXTORTION**—Verbally or in writing maliciously threatening injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever; or any other person, to do any act or refrain from doing any act against his/her will.

NOTE: completion of the threat, either by the victim's complying with the demands or the carrying out of the threat against the victim, constitutes a Class III Offense.

**2.12 UNLAWFUL OR OFFENSIVE TOUCHING OF ANOTHER PERSON.**

**2.13 WRITTEN OR VERBAL REFERENCE TO OR PROPOSITIONS TO ENGAGE IN SEXUAL ACTS.**

**2.14 ANY OTHER VIOLATION WHICH THE ADMINISTRATOR OR DESIGNEE REASONABLY DEEMS TO FALL WITHIN THIS CATEGORY.**

**2.15 UNAUTHORIZED ABSENCE FROM CLASS OR SCHOOL.**

### ***CLASS II- DISCIPLINARY ACTIONS***

**FIRST OFFENSE:** Formal interview with parents, student, and Principal, loss of privileges (i.e. lunch detention, school work detail, homework sessions with lunch duty), Behavioral Learning Plan will be created with the Principal

**SUBSEQUENT OFFENSE:** In-school suspension, out of school suspension

### **CLASS III- MAJOR OFFENSES**

**3.1 AGGRAVATED BATTERY**—Intentionally causing bodily harm, disability, or permanent disfigurement to another.

**3.2 DISCHARGING ANY PISTOL, RIFLE, SHOTGUN, AIR GUN, OR ANY SUCH DEVICE.**

**3.3 POSSESSION OF WEAPONS, EXPLOSIVES, POSSESSION OF FIREARMS**

**3.4 DRUGS**—Unauthorized possession, transfer, use or sale of drugs, drug paraphernalia, alcoholic beverages, tobacco products or paraphernalia. This is an automatic court referral.

**3.5 BATTERY UPON A SCHOOL EMPLOYEE OR VOLUNTEER**—The actual unlawful, intentional use of physical force or striking of an employee or volunteer against his/her will, or the intentional causing of bodily harm to an employee or volunteer.

**3.6 ARSON**—The willful and malicious burning of any part of the building or its contents.

**3.7 STEALING, LARCENY, GRAND THEFT**—The intentional, unlawful, taking or concealing and/or carrying away of property valued at one hundred dollars (\$100) or more belonging to, or in the lawful possession or custody of, another.

**3.8 ROBBERY**—The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or fear.

**3.9 CRIMINAL MISCHIEF**—Willful and malicious injury or damages at or in the excess of one hundred dollars (\$100) to public property, or to real or personal property belonging to another.

**3.10 BOMB THREATS**

**3.11 SEXUAL ACTS**

**3.12 ANY OTHER OFFENSE WHICH THE ADMINISTRATOR OR DESIGNEE MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY**

### ***CLASS III- DISCIPLINARY ACTIONS***

**FIRST OFFENSE:** Referral to Law Enforcement Agencies, as per Diocesan Policy. Out of school suspension or expulsion will be considered.

\*A request to review the decision for suspension or expulsion may be submitted in writing to the Pastor/Superintendent and the Superintendent of Catholic Schools of the Diocese of Boise. However, the suspension or expulsion will remain in effect during the process.

## **Faculty/Staff**

**Superintendent** Father Raul Covarrubias

The Pastor is responsible to the Bishop for the administration of the total parish, including the parish school. The pastor hires, supervises, and evaluates the principal with the assistance of the Superintendent of Catholic Schools. In addition, the pastor is responsible for the supervision of religious education programs within the school.

**Principal** Carina VanPelt

The Principal functions as the chief administrator of the school. The Principal is responsible for the operation of the school program. This responsibility includes: 1) the employment, supervision, and evaluation of faculty and staff; 2) establishment and assessment of educational programming; 3) evaluation and management of student behavior, and 4) development of the school's annual budget.

**Faculty**

Alicia Johnson - Preschool & Pre-kindergarten  
Karianne Earnest – Kindergarten  
Kayla Martens - Kindergarten  
Sarah Atwell -First Grade  
Anita Garcia - Second Grade  
Jillian Mock - Third Grade  
Julie Orme -Fourth Grade  
Kristin Kress-Weitenhagen - Fifth Grade  
Fran Hassing - Sixth Grade

**Staff**

Heather Geib - Administrative Assistant  
Vanessa Prairie – Administrative Assistant  
Mary Lund - Business - Business Manager  
Leona Kelly - Computer Lab Teacher  
Myah Gillespie – Counselor  
Martha Pineda – Spanish Teacher  
Deanne Slaughter – Faith Formation  
Marilynn Koelsch – Art Teacher  
Elizabeth Conrad - School Nurse  
Chansity Tucker - Cafeteria  
Maria Carrillo – Kindergarten Aide  
Yolanda Birch – Aftercare Teacher  
Anita Allred – Daycare Teacher  
Karen Duenes – Preschool/PreK Aide  
Maria Delaney – Second Grade Aide  
Wendy Farnsworth – Daycare Aide  
Tina Moyer – Aftercare Teacher  
Barb Holman - Music Teacher  
Mitchel Moore – Physical Education Teacher  
Gary Vigil - Maintenance & Custodial

## **School Board**

School Board meetings take place on the 2nd Monday of the month at 2:00 p.m. in the school faculty room and are open to the public. The pastor, principal, and/or chairperson can call special board meetings.

The Consultative School Board has no authority for formulating policies separate from the Pastors and Principal. The Parish School Board does not have responsibility for determining the amount of parish funds in support of the school and has no responsibility with regard to school staff/personnel or students.

### **Purpose and Function:**

The Consultative School Board is established to assist the Principal and ultimately the Pastor by providing advice and counsel particularly in the following areas:

- Strategic Planning: to assist in formulating strategic goals for the long-term direction of the school and to assist in formulating the school mission statement.
- Policy Formulation: to provide advice and counsel with regard to policies in areas determined by the Pastors and Principal.
- Evaluation of policies, plans, mission effectiveness and board self-evaluation.
- Institutional Advancement/Development: to provide advice and counsel with regard to the establishment and maintenance of comprehensive programs of institutional advancement and to enhance the image, enrollment and financial viability of the school.
- Communications: to provide advice and counsel with regard to communicating school policies and activities to the various school constituencies.
- Lead marketing initiatives for the school (outside of PTO activities – but in coordination with the PTO as needed).

### **2018-2019 School Board Members:**

Father Raul Covarrubias, Pastor (non-voting)

Carina VanPelt, Principal (non-voting)

Jake Murray, Chairperson

Alexa Stanger, Vice-Chairperson

Aishie Lindula, Secretary

Mike Farnsworth

Maggie and Edwin Chavez

Dan and Jenni Garren

Sandy Hartenstein, PTO President

## PTO

The mission of the Holy Rosary Catholic School (HRCS) Parent-Teacher Organization (PTO) is, through its activities, to support and enhance the Christian learning environment at HRCS, complementing HRCS's Mission Statement. *“Holy Rosary Catholic School's mission is to use its Christian Catholic traditions and community resources to empower and celebrate student achievement, so that our students will have a secure environment in which to grow in their knowledge of God, themselves, community, and academics and use that knowledge to reach their God-given potential.”*

### **2018-2019 PTO Board Members**

Sandy Hartenstein - -President

Jean Helford – Secretary

Bright, Jodi-Treasurer

*PTO meetings take place on the 2nd Tuesday of the month at 8:05 a.m. in the school faculty room.*

## Fund Raising

Fundraising is essential to the economic security of Holy Rosary School. Money raised supports the daily running of our school and provides scholarships for parish families. The primary fundraisers include:

- School Raffle
- Christmas wreath sales
- Fall Auction & Wine Tasting
- Catholic School Week Carnival

Other ways the school earns money:

*Post Register:* Request each time you pay your subscription to have them sign your subscription to benefit Holy Rosary School

*Target:* Sign up for their Visa card and have the proceeds go to Holy Rosary School

*Box Tops for Education:* Collect them and bring them to school

*Smith's Grocery Store:* Sign up rewards club and have the proceeds go to Holy Rosary School

# **Admissions**

## **Statement of Non-Discrimination**

As a Catholic school, Holy Rosary is dedicated to the dignity of every human being. Our admission policy is inclusive and shows no discrimination with regard to sex, race, ethnic background, or social or economic status. Since we are a religiously oriented school for the Catholic community, we give enrollment preference to members of the Catholic Church, but welcome members of all denominations.

## **Student Entrance Requirements**

### **Order of Precedence for Admission to Holy Rosary School**

- Children currently attending Holy Rosary School
- Sibling of children attending Holy Rosary
- Children of registered at Saint John Paul II Parish (parents/guardians) who are practicing Catholics and are committed stewards of their time, talent, and treasure in their relationship to Saint John Paul II Parish and Holy Rosary School
- Children of practicing Catholic parents/guardians who are transferring into the community.
- Children of practicing Catholic parents/guardians who belong to another parish
- All other students

### **Procedures and Requirements**

- At the time of admission, transfers, health records, and academic records are required from the previous school.
- Kindergarten students must be 5 years old by September 1. Parents/Guardians are required to present copies of original birth certificates and health records.
- The latest test scores and report cards for students enrolling in Grades 1 through 6 are also required for entrance.
- The Principal may interview students in kindergarten through 6<sup>th</sup> grade before acceptance.

### **Academic Records**

- The academic records of all students wanting to transfer to Holy Rosary School will be examined prior to admission. The student records must show that they have been attending school regularly and are in good academic standing. Any requirements for special needs to assist a student's learning will be discussed and reviewed to determine whether Holy Rosary School has the ability, facility, and expertise to provide the required special assistance.
- All students entering Holy Rosary School for the first time will be enrolled on a nine-week probationary period. The student's academics and conduct will be evaluated continuously during this period. If it is determined that Holy Rosary School program is not meeting the needs of the child, the family may be asked to withdraw the child.

## **Immunization Requirements**

- Holy Rosary Catholic School requires that all students be vaccinated according to Idaho code (IDAPA 16.02.15) before registering for school and maintained during their time of attendance. The school abides by the rules set forth by the Idaho State Department of Health regarding immunizations.
- However, should a parent/guardian choose to **not** have their child(ren) vaccinated, they are required to file an **Exemption Form** with the school. The **Exemption Form** can be obtained from the school secretary.
- In the event of a disease outbreak, unimmunized children are excluded from school until the outbreak is over. This is done both for the safety of the unimmunized children and the protection of others. For example, if there is an outbreak (two or more cases) of Pertussis, the Center for Disease Control (CDC) states that unimmunized children/individuals must stay out of school for 21 days (length of incubation period) after the **LAST** known exposure.
- Due to limited resources, Holy Rosary Catholic School **cannot** provide educational services to unimmunized students during an outbreak of disease. Parents/Guardians need to be aware that tuition fees will be charged while the student(s) are out of school. As per Holy Rosary Catholic School's attendance policy, any students absent more than 18 days in any one year will be considered for retention at his or her grade level.

## **Students may be denied admittance under the following conditions:**

- Consistent, unacceptable behavior which is deemed detrimental to the best interest of the class and the school community.
- Delinquent payment of tuition, registration fees, or child care.
- A learning disability, which requires educational and/or psychological services not available at HRCS.

## **Registration Requirements**

Families must re-register each year. Pre-registration will begin in January for the next school year. Financial aid application is accepted at that time. See the financial aid requirements in this handbook. In the fall, the school will have a one day registration. To register all families will:

1. Need to be current on all fees including tuition, registration, classroom, lunch, library, aftercare, and volunteer hours.
2. Complete registration packet
3. Register for FACTs (unless paying in one or two payments)
4. Complete all contract forms
5. Have all immunizations up to date (see immunizations in this handbook)

All of these items are accessible on the school website at [www.holyrosaryschoolif.org](http://www.holyrosaryschoolif.org).

## **Baptismal Certificate**

Baptismal certificate is required for sacramental preparation before receiving the sacraments of Reconciliation and First Communion.

## **Student Supply Lists**

**Student Supplies** Each child is required to have a book bag to transport books to and from school. A supply list for each student can be found on the school web site at [holynosaryschoolif.org](http://holynosaryschoolif.org). The classroom fees cover supplies for the teacher and school.

## **Attendance Policy**

Daily attendance and punctuality are essential to the successful spiritual, academic, and social development of the student. Excessive absenteeism will result in a Child Success Team meeting to discuss the retention of the student in his/her current grade level.

## **Absences**

Students are expected to attend school and to be in their assigned area when the bell rings at 8:00 A.M. each day. Absences are considered either excused or unexcused.

### **Excused Absences**

- Illness of the student
- Death in the family
- Scheduled appointments accompanied by a Doctor's note
- Extended absences due to illness require a physician's statement

### **Unexcused Absences**

- Vacations
- All other absences, even if for part of a day

If a student is absent from school, the parents/guardians should contact the school office about the absence by 8:30 A.M. If the parent/guardian does not contact the school and the child is not in class, the child's absence will be marked UNEXCUSED.

A student arriving after 10:00 A.M. will be counted as absent half day. A student leaving before 1:00 P.M. will be counted as half day absent.

After an absence, a written excuse should be presented at the office in order for the absence to be excused correctly.

Although scholastic success is closely related to regular class attendance, a student who is ill should be kept at home for his/her own benefit and for the health of the other students and staff members.

Parents are requested to report any contagious disease their child has to the office so that other parents may be notified to watch for the symptoms and the school nurse can report to the Eastern Idaho Health Department when required.

To be eligible for promotion to the next grade, students are expected to miss no more than six (6) days missed in a tri-semester, eighteen (18) days in a school year. All absences, both excused and unexcused, count against scheduled attendance. Students who achieve 85-89 percent attendance may be promoted at the discretion of the principal if:

- Absences are justified and validated,
- Circumstances warrant,
- Schoolwork is complete, and
- Academic achievement meets requirements for promotion.

### **Make-Up Assignments**

Parents or care-givers may call the school office before 9:30 AM to request school work missed as a result of excused absences.

It is the student's responsibility to go to the teacher to obtain missed assignments. One school day for each day absent will be allowed for a student to turn in missed work for excused absences. For example, if a student misses 2 days, the student will be given 2 days from the date of return to turn in missed work.

When children are absent from school because of travel or family vacations outside of the school schedule, the parents accept full responsibility for the education of the child. Our policy is that the children make up the specific work missed when they return to school. It is not possible for the teachers to make individual assignments PRIOR to a child's departure. Teachers are NOT OBLIGED to accept for a grade, make up work from an unexcused absence. Students, however, are obligated to complete missed assignments at proficiency level.

### **Tardiness**

It is important to develop in our students the responsibility for being punctual. Arriving on time and being prepared for school each day teaches our children responsibility, accountability, consideration for others, time management, and the importance of following the rules. Arriving late for school is disruptive to the class environment. The instruction of the teacher is interrupted, the other students in the classroom are distracted, and most often the schoolwork in progress must be repeated.

Five tardies will be counted as one unexcused absence.

In cases of excessive tardiness the principal will request a conference with parents.

Habitual tardiness will result in a Child Success Team meeting to develop a behavior modification plan

to address the issue of tardiness.

### **Vacations**

Vacations during the school year are strongly discouraged. Such requests must be made directly to the principal in writing. Teachers are **NOT REQUIRED** to administer tests or prepare assignments for the student in advance. Students are expected to do make-up work upon their return.

### **Doctor and Dental Appointments**

Any type of appointment is discouraged during school hours. However, if it becomes necessary for a student to be excused during the school day, a note signed by a parent/guardian must be brought in and given to the teacher and the office secretary. The student is to be called for and signed out at the school office. Students are marked absent if they miss the major part of the day or half day.

## **Student Permanent Records**

Parents/Guardians and students have the right of access to their child's/children's records. Parents/Guardians who wish to view these records must put their request in writing and provide the administration 24-hour notice. Non-custodial parents also have this right, unless a court order has been issued to the contrary. It is the custodial parent's responsibility to provide the school with an official copy of the court order.

### **Access**

The Family Educational Rights and Privacy Act (PL 93-380) established the right of parents/legal guardians to have access to their child's school records and limits the disclosure of personally identifiable information from school records without parental consent. Parents/Guardians may request an appointment with the principal to see their child's records.

# Student Health Information and Procedures

## Health Records

Your child's cumulative school health record includes the following:

- immunization and communicable disease record
- vision test results

An up-to-date immunization record must be on file in the school office prior to the child's first day of school. This should be submitted at pre-registration.

Children need to be current with all required immunizations before entering school.

## Immunizations

Holy Rosary Catholic School requires that all students be vaccinated according to Idaho code (IDAPA 16.02.15) before registering for school. However, should a parent/guardian choose to **not** have their child(ren) vaccinated, they are required to file an **Exemption Form** with the school. The **Exemption Form** can be obtained from the school secretary. In the event of a disease outbreak, unimmunized children are excluded from school until the outbreak is over. This is done both for the safety of the unimmunized children and the protection of others. For example, if there is an outbreak (two or more cases) of Pertussis, the Center for Disease Control (CDC) states that unimmunized children/individuals must be out of school for 21 days (length of incubation period) after the **LAST** known exposure. Due to limited resources, Holy Rosary Catholic School **cannot** provide educational services to unimmunized students during an outbreak of disease. Parents/Guardians need to be aware that tuition fees will be charged while the student(s) are out of school. As per Holy Rosary Catholic School's attendance policy, any students absent more than 18 days in any one year will be considered for retention at his or her grade level.

## Emergencies--Illness or Accident

In cases that appear to be of a minor medical nature, first aid will be administered on the premises. All health issues and contact information must be included on your child's registration forms.

In the case of a serious accident/illness, parents/guardians will be contacted immediately. If impossible to reach parents/guardians, the family doctor or nearest emergency unit will be contacted as indicated on the student's Emergency Form. This form **MUST** be filled out and returned to school by the first day school is in session. The office must be informed of any changes regarding the data on the form, which is vital for the health and well-being of the child.

## Prescription and Non-prescription Medications

Students are not allowed to carry medications with them during school hours. All medications need to be kept in the school office, and must be accompanied by a note from the child's physician with specific instructions on how it is to be administered. HRCS will not distribute any medications without a signed *Permission to Administer Medication* release form on file in the school office. The permission form may be obtained from the office and should be returned to the secretary. A new form is required each school year and for any change of medicine or dosage. The medicine must also be in the original container with the label from the pharmacy indicating the name of the child, the name of

the medicine, and the dosage. **Sickness**

If a student becomes sick during school hours, the parents or guardian will be contacted to make arrangements for the child to be picked up from school. If a parent/guardian cannot be reached, the faculty and/or staff will attempt to reach an individual identified as an "emergency contact" on the student's registration form. It is very important that the school have current emergency information on file at the office.

Students who go home due to illness, or stay home from school due to illness, are not allowed to attend our after school childcare program or any HRCS activities during that time. Sick children are not to be sent to school, particularly if they have a fever in the morning, or have other cold/flu symptoms. A child who has had a fever should be "fever-free" for 24 hours before being sent back to school. A temperature of over 100 degrees is a fever.

While HRCS puts great importance on regular attendance, parents are strongly encouraged to keep their children home when they are sick. The Southeast Idaho Health Department recommends the following when determining if your child is too sick for school:

- a fever
- diarrhea (must be symptom free for 24 hours before returning to school)
- vomiting (must be symptom free for 24 hours before returning to school)
- excessive or discolored nasal discharge
- or other contagious symptoms

No child will be denied an education solely on the reason of their health. Parents or guardians of the students with a communicable disease shall immediately inform the school principal of the infections.

### **Contagious Conditions**

Although scholastic success is closely related to regular class attendance, a student who is ill should be kept at home for his/her own benefit and for the health of the other students and staff members.

Parents are requested to report any contagious disease their child has to the office so that other parents may be notified to watch for the symptoms and the school nurse can report to the Eastern Idaho Health Department when required. If a child has a condition that is highly contagious (e.g. head lice, pinkeye, and chicken pox) the school must be informed so steps can be taken to prevent its spread to other children. In the case of the condition being discovered by school personnel, the child's parent/guardian will be contacted and the child will have to be picked up. Moreover, a written note signed by either the school nurse or your doctor must be sent as an assurance that the condition is no longer contagious and that it is safe for the child to return to school. **The utmost confidentiality will be maintained in these matters.**

## **Family Profile/Information**

### **Emergency Contacts**

Parents will provide the office with "Emergency Contacts", the names of individuals and phone numbers in the event that you cannot be reached. Please update as necessary!

If parents/guardians have not provided the school with adequate emergency instructions or if the instructions cannot be followed at the time of the emergency, the faculty and staff will proceed with a course of action which, in their judgment, is best for the welfare of the child.

### **Custody**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office. The school will follow the most recent court order on file and will not be held responsible for failing to honor arrangements that have not been made known. No exceptions will be made to such decree without court certification.

### **Transfer/Withdrawal from Holy Rosary**

Families transferring from Holy Rosary School are advised to notify the principal. Records will be sent to the new school only upon request from the principal of the next school. Parents/guardians are not allowed to hand carry their child's record from one school to another. Before the student's records are forwarded, all school fees and tuition payments must be paid in full per the signed tuition contracts, as well as the return of all library books and textbooks borrowed from the school.

### **III. SPIRITUALITY**

#### **Religion**

One of the most basic purposes of a Catholic school is to assist the parents in the religious formation of their children. A great part of that mission is actualized through the adopted religion text for Holy Rosary students.

- Our pastoral team is invited and welcomed in each classroom as they assist the children in planning the weekly school Mass liturgies.
- Each member of our school community strives to reflect Jesus' living presence.
- Gospel values permeate the entire school community as teachers integrate gospel values into all subject areas, enabling the students to relate gospel principles to each aspect of life.
- Students are regularly challenged to live their faith through lessons taught in each classroom, activities in family groups, and planned retreats throughout the year.

#### **Mass**

Students in grades K-6<sup>th</sup> participate in Mass each week on **Wednesday at 8:15 a.m.** The Holy Rosary School Choir leads the congregation in song; fourth, fifth, and sixth grade students participate as altar servers; and each class in turn prepares the weekly liturgy. Students are required to wear their Mass uniforms on **Wednesdays**. Family members and parishioners are strongly encouraged to attend. We understand that Wednesday is NOT enough. In order to receive the well-rounded Catholic education we deliver at the school, weekend attendance at Mass is paramount to building better families and increasing the community of the Idaho Falls Catholic Community.

#### **Daily Faith Formation**

Students, faculty, and staff come together every morning for prayer and song to begin the school day. The daily Mass readings are also read to begin the school day followed by discussion and writing activities. Wednesdays are focused on faith formation, Mass discussions, and faith-sharing groups incorporated into the school day.

#### **Retreats**

Throughout the year, students join together for lessons designed to help them appreciate the meaning of the liturgical seasons and enable them to evaluate their own spiritual growth.

## Sacramental Preparation

Students and their families participate in comprehensive training and preparation for First Reconciliation and First Eucharist. The students receive the sacrament for the first time with the children throughout the parish who have also prepared. They again celebrate with the student body for the first time at Wednesday School Mass.

## Family Groups

A family group is a small group of students from various grades with a leader from sixth grade. This provides our students with the tools and foundation to become more comfortable sharing their faith. We are committed to preparing students for their lives after graduating from Holy Rosary Catholic School and becoming leaders in their future parishes. On occasion, the students attend Wednesday Mass in Family Groups, recess together, and experience a service project as a group.

## HRCS Service Projects

*(Based on the Corporal Works of Mercy)*

Matthew 25:32-46 tells us that when we feed the hungry, give drink to the thirsty, welcome the stranger, clothe the naked, take care of the sick, and visit the imprisoned, we care for Christ himself. The school-wide service project for HRCS is based on the Corporal Works of Mercy. **Every 2<sup>nd</sup> Friday of the month, the rosary will be said for that month's work of mercy. Every 3<sup>rd</sup> Friday of the month, students can pay \$1 to dress out of uniform.** The money collected for the dress down day will go toward an organization that helps with that work of mercy. Here is the plan and grade responsible for each month of the school year.

October: 2<sup>nd</sup> grade – Clothe the Naked

The school will collect sweaters, sweatshirts, and coats (gently used and new).

The money collected on the dress down day will be given either to Christmas baskets or St. Vincent.

November: 6<sup>th</sup> grade – Bury the Dead

The names of people that have died will be placed on the wall in the school hall. The entire school will pray for those people. The 6<sup>th</sup> graders will do a trip to Rose Hill Cemetery to clean up. The money collected on the dress down day will go to the Catholic Women Organization to help with funeral dinners.

December: 3<sup>rd</sup> grade – Shelter the Homeless (animals)

The entire school will collect items to give to the animal shelter. The 2<sup>nd</sup> grade will take a trip to

volunteer at the shelter. The money from the dress down day will be donated to the animal shelter.

January: 4<sup>th</sup> grade - Visit the Sick

The school will do a teddy bear drive. The 4<sup>th</sup> grade will take the teddy bears to Mass, pray with them, and have them blessed. The bears will be taken or sent to primary children's hospital in Salt Lake City.

The money collected on the dress down day will be used either for shipping or to buy new bears. The 4<sup>th</sup> graders will also make cards for the local nursing home.

February: 5<sup>th</sup> Grade – Pray for Imprisoned

The entire school will use the St. Valentine prayer for shut-ins and make valentines for those in shut-ins. The 5<sup>th</sup> grade will bake cookies for the jail, and Sheriff Paul Wilde will come and talk to the students about the prison ministry. The money collected on the dress down day will go to the prison ministry.

March: Kindergarten - Feed the Hungry

The students will learn about food insecurity with examples in from the world, Idaho, and Bonneville County. The entire school will also participate in rice bowls. The money collected from the dress down day will go to the St. Vincent DePaul Pantry.

April: 1<sup>st</sup> Grade - Drink for the Thirsty

The entire school will be asked to give up something they like to drink. The money saved from this will be donated to a water or well project. The first grade class/parents will help pass out drinks for the Fun Run. The money collected on the dress down day will also be given to the water/well project.

## IV. ACADEMICS AND CURRICULUM

Holy Rosary School participates in the North West Education Association (NWEA) test of basic skills and Roman Catholic Diocese of Boise standardized testing of student ability at particular grade levels, maintains testing records of classes and individual students, regularly studies the cumulative data to assess growth of classes and individual students in each subject area tested, and applies the findings to instructional planning and priorities. Parents and students are apprised of testing results with appropriate explanations and printed student profiles.

### Assessment

NWEA Standard Advancement Testing is administered to Third through Sixth Grade students in the fall and the spring. Students in grades Pre-K-3<sup>rd</sup> take the Idaho Reading Indicator (IRI). The STAR Reading and Math Tests are given in grades 1<sup>st</sup> -6<sup>th</sup>. Students in Pre-Kindergarten, Kindergarten, and First Grade take the STAR Early Literacy Test.

### Curriculum

#### **Preschool and Pre-Kindergarten**

Preschool and Pre-Kindergarten are the foundation of formal educational experiences as well as an extension the child's first learning environment, the home. Levels of growth and abilities of the individual child will vary among children within the group. Learning experiences will be adapted and provided for the individual child. The Preschool and Pre-Kindergarten curricula are based on a variety of developmental, social, and cognitive skill levels. The lessons are designed to challenge all with more emphasis placed on the process, than the finished product. All aspects of a child's development: physical, cognitive, linguistic, social, emotional, and spiritual are addressed through unit themes and learning centers that provide a balance of activities. The children experience age appropriate religion, language arts, music, art, PE, math, technology, and science activities each day. Parental involvement in the classroom is vital to the learning process.

#### **Elementary: Grades K through 6**

**Religion:** All students, Catholic and non-Catholic, are required to participate in religion class and to attend all liturgical and Para-liturgical programs. All students are also expected to participate in programs of a religious nature that are sponsored by the school. The core religious program is taught daily in each class. Religion is integrated into all subject areas. Christian values in living, loving, and serving are emphasized. Classes prepare and celebrate liturgies such as Mass and Reconciliation, and provide opportunities for Christian action and service. Second-graders are prepared to receive the Sacraments of Reconciliation and Eucharist. Parents/guardians are a vital part of this preparation and are required to attend the scheduled parent meetings. Students who are in grades 3-6 and who have not

received these sacraments may request preparation. The principal and/or pastor should be notified in early fall so that special classes of preparation can be arranged.

**Reading:** The reading is aligned with the Common Core State Standards. Journeys is taught in grades K through 6th. Phonics is emphasized in the primary grades and may be repeated as necessary in the intermediate grades. The Title I Intervention Program is currently being implemented successfully at Holy Rosary as a remedial intervention focusing on Reading.

**Language Arts:** Words their Way is used for spelling in each grade. “*Words Their Way*” is a word study program. The adoption of this proven literacy program signifies a shift away from traditional spelling, focused on memorizing words in isolation, to studying the patterns and meanings of words and making generalizations about word patterns in the English language. Research shows that word study supports students in improving their writing, reading comprehension and vocabulary skills..

**Grammar** is taught at all grade levels using Voyages.

**Mathematics:** The Math in Focus curriculum is the basis for math instruction. This program provides an approach to teaching and learning mathematics that will challenge our students to think deeply about mathematics, while meeting the needs of all learners. Students are expected to master basic addition and subtraction math facts at home before 3rd grade. Students are expected to master basic multiplication and division math facts before 4th grade.

**Social Studies:** The curriculum is aligned with the Idaho State Standards for Social Studies across the grade levels.

**Science:** The Scientific Process as well as reasoning skills are emphasized as the students engage in the content of the three areas of: Physical, Life, and Earth Sciences. Each grade will do a hands-on science experiment in each trimester using Full Operation Science System (FOSS) materials.

**Spanish:** All students receive thirty minutes of Spanish instruction every week. Students are taught basic vocabulary, conversational language, and prayers.

**Handwriting:** Handwriting without tears is taught to preschool and pre-kindergarten. D’nealian printing is taught in K and 1st grade. D’nealian handwriting is taught in 2nd and 3rd grade. Students are expected to write all language arts assignments in cursive in 4th through 6th grade.

**Health:** The curriculum includes, but is not limited to, D.A.R.E. self-esteem, stress management, drug awareness, alcoholism, conflict management, social decision-making and problem solving skills, nutrition, dental health, personal hygiene, and systems of the human body.

**Music:** A general music class is taught each week to grades K - 6. The Kindergarten and 1st grade classes focus on vocals. Second grade learn handbells. Third grade learns boomwhackers. Fourth grade learns recorders. Fifth grade learns ukuleles. Sixth grade learns percussion. Music is also

integrated into the preschool and pre-kindergarten curriculums. Liturgical music is also presented. Students in grades 1-6 have the opportunity to sing in the Holy Rosary School Choir.

**Piano:** Private lessons are available for piano.(Not included in tuition.)

**Guitar:** Group lessons are available for guitar. (Not included in tuition.)

**Art:** is taught by an art teacher twice a month to each class. It is also integrated throughout the K- 6 curriculum by the classroom teacher. This is supplemented with lessons from the Art Museum of Eastern Idaho.

**Physical Education:** Students in K- 6<sup>th</sup> grades attend a PE class 2 times a week. Students are required to dress appropriately and wear athletic shoes. These are supplemented with swim instruction at the Aquatic Center in the spring.

**Technology:** All students in K-6 are scheduled in the computer lab on a weekly basis. Integration of technology and computer use into the curriculum at every grade level exists for each classroom. By the time students leave Holy Rosary School, they are proficient in word, excel, publisher, file management, and can type 20 words per minute. All lessons are based on the standards from the International Society for Technology in Education. <https://www.iste.org/standards>

**Computers and Internet Access:** are available in each classroom, the technology lab, and the library. Our purpose in providing this service is to promote educational excellence in the school by facilitating research, resource sharing, innovation, and communication. The intention of Holy Rosary School is to maintain an environment that promotes ethical and responsible conduct in all online activities by staff and students. All students who access the network must adhere to established purpose and rules in compliance with the Children's Internet Protection Act (CIPA). All use of computers must be in support of education and research and consistent with the educational objectives of our school and the Diocese of Boise. The general rules of etiquette must be followed: Be proper in the language of your messages or responses and Do not reveal personal information, addresses, or phone numbers.

## Daily Schedule

Parents/Guardians will be notified in writing whenever there is a change in the daily schedule.

### **K-6th Grade:**

- 7:00 AM: Extended-Day in Cafeteria
- 7:55 AM: The school day begins Pre-K -6
- 11:30 AM - 12:10 PM: Lunch PS-6th
- 3:00 PM: Dismissal
- 3:00-6:00 PM: Extended-Day in Cafeteria

**Pre-K (4 year old):** 7:55 AM to 11:00 AM or 12:00 PM to 3:00 PM (M, W, F)

**Preschool (3 year old):** 9:00 AM to 11:00 AM or 12:00 PM to 2:00 PM (Tues. & Thurs.)

## Homework Policy and Table

We believe in the value of regularly scheduled and well-designed homework assignments.

**If you have any concerns about homework, please contact your child's teacher.**

Homework provides for our students:

- Building blocks to form life-long study habits in self-discipline and time management.
- Necessary reinforcement of a new process or academic skill.
- Opportunity to apply new knowledge and skills.
- Enrichment and extension of content knowledge and reasoning skills.
- Ownership, responsibility, and accountability for learning.

Homework provides for our parents opportunities to:

- Form an educational partnership with their children
- Offer one-on-one instructional help for their children
- Read with their children nightly

<b>AVERAGE NIGHTLY HOMEWORK TIME PER GRADE</b>	
<b>Kindergarten</b>	<b>5 minutes</b>
<b>Grade 1</b>	<b>10 minutes</b>
<b>Grade 2</b>	<b>20 minutes</b>
<b>Grade 3</b>	<b>30 minutes</b>
<b>Grade 4</b>	<b>40 minutes</b>
<b>Grade 5</b>	<b>50 minutes</b>
<b>Grade 6</b>	<b>60 Minutes</b>

The amount of time required to complete an assignment may vary depending on the ability and study habits of an individual student; however, the above table suggests an average amount of time typically required for each age group.

## **Reporting Progress**

### **Student Led Conferences**

Student Led Conferences with parents, students, and teachers are held twice yearly. Students are required to attend with their parents/guardians. Every effort should be made to attend the assigned times.

### **Grading Scale**

100-98	A+	89-88	B+	79-78	C+	69-68	D+	+ Exceeds Expectations
97-94	A	87-84	B	77-74	C	67-64	D	√ Meets Expectations
93-90	A-	83-80	B-	73-70	C-	63-60	D-	-- Requires Assistance

### **Report Cards**

Report cards are distributed at the end of the trimester. Pre-kindergarten students receive a written developmental assessment during spring conferences and at the end of the school year. First and second trimester midterm notices are sent to parents of students in grades 1-6.

### **Promotions and Retentions**

Students are promoted to the next grade level if they successfully complete their coursework for a given year. Students are retained in the same grade if the parents, teacher, and principal agree that the student would benefit from another year of instruction at that level. Retention may not happen after 1<sup>st</sup> grade. Students may be placed in the next grade without successfully completing their coursework if the parents, teacher, or principal do not agree that it would be beneficial for the student to repeat the grade.

## Enrichment and Extracurricular Opportunities

In addition to a rigorous academic program, Holy Rosary offers many enrichment and extracurricular opportunities, which address the unique academic, social, academic, and physical needs of the adolescent. The Idaho Falls Catholic Community Junior High Religious Education program provides another venue in which Catholic junior high youth may interact and participate in social activities as well as gain additional religious education.

### Enrichment

- **Choir** (1st - 6th) *Interested students meet weekly for practices and sing at Friday Mass, some Sunday Masses, Children's Christmas Mass, Festival of Trees, and invitational events.*
- **Robotics** (1-6th) *Interested students work on teams to research a global problem, design, build, and program a Lego robot to perform a series of tasks, and prepare a presentation for the Idaho Lego League competition held each December.*
- **Music Classes** (all students) *Private piano lessons and group guitar lessons are offered by local musicians during the school day.*
- **Chess/Checkers Club** (1st-6th) *Meet Wednesday during cold weather at 7am.*
- **Fishing Club** (All Ages) *Parent attendance required. Meet Wednesday during warm weather.*

### Extracurricular

- **Altar Service** (4th-6th) *Trained students have opportunities to serve at Thursday, Friday, and Sunday Masses as well as funeral Masses.*
- **Skiing** (4th-6th) *Skiing enthusiasts meet in the parking lot after school one afternoon per week for 4 weeks in the winter to travel to Kelly Canyon Ski Resort for an evening of skiing.*
- **Scouting** (all students) *Participation in Cub Scouts, or Boy Scouts is offered to all students at Holy Rosary. Meetings are held after school or in the evenings.*

## V. ARRIVAL/DISMISSAL PROCEDURES

On page 39, you will find a map of the school parking lot and playground area with instructions for dropping-off and picking up children. Please ask if you have any questions. **A written notification is required if a student is to leave school with someone other than a parent, a designated caregiver or an "emergency contact" listed on your registration form.** While the staff will work with you in an emergency situation, under normal circumstances, we will not release your child to an unregistered party on a verbal authorization.

### Arrival Procedures (Pre-K--A.M through 6th Grade)

**School monitors begin supervising the playground and receiving students in the parking lot at 7:45AM.** Please do not drop students off when there is no supervision. The Extended Day Program is available in the cafeteria beginning at 7:00 AM for students who arrive before 7:45 AM. Parents must

accompany their children to the cafeteria. The cost for the Extended Day Program is \$3.25 per hour per child.

**To drop your child off from your vehicle at 7:45AM**, enter the parking lot from the southern entrance on Lee Avenue and wait in one of the three drop-off lines that form perpendicular to the alley. One of the school monitors/teachers will assist your child out of the car and walk them across the alley to the playground. Please wait for a monitor to signal you before proceeding into the alley to exit onto Lee Avenue.

**To walk your child onto the playground**, you may walk your child to the area next to the cafeteria/gym where classes line up at 7:55AM.

**If you arrive after 8:00 A.M.** you must park your car and deliver your child to the front desk (at the main entrance on 9<sup>th</sup> Street). ***Do not Double Park on 9<sup>th</sup> Street.*** Students entering the school at the 9<sup>th</sup> Street entrance **MUST be accompanied by a parent or designated guardian and sign in.** The Administrative Specialist, at the front desk, will check them in.

#### **Dismissal Procedures (Pre-K P.M. through 6th Grade)**

Teachers will walk the children to the car line at the end of the day. To pick-up your child at 3:00 P.M., the same basic procedures for arrival also apply to afternoon dismissal. Form three lines between the power poles and pull forward when directed. Children who are not picked up in the parking lot by 3:15 P.M. are taken to the cafeteria and signed into the Extended-Day Program. Parents will be charged per hour for this service. The Extended-Day Program is available in the cafeteria until 6:00 P.M.

**Red Flag Drop Off** In the event of extreme weather conditions, funerals at Holy Rosary Catholic Church, or other emergency situations, school staff will hang a **RED FLAG** on the fence by the parking lot entrance. When the red flag is on the fence, do not enter the parking lot to drop off or pick up your child. Instead, proceed down Lee Avenue and turn left on 8<sup>th</sup> St. Turn left on S. Blvd. and left again at the alley that runs between the main school building and the gym. Proceed slowly down the alley to the doors at the back of the classroom building. A teacher will direct you to pull up to the speed bump where a faculty or staff member will remove your child from your car or put your child in your car. Please refer to map on page 32. If cars are already lined up in the parking lot and this procedure is to take place, as in the case of a sudden downpour, a school monitor will inform parents of the change.

#### **Early Dismissals**

In order to be dismissed early from school for any reason, the student must bring a note from the Parent/Guardian to the office in the morning. No child may leave the premises without written permission or a direct phone call from a parent/guardian to the principal or administrative specialist. The student will be signed out and dismissed directly from the office.

### **3-Year-Old Preschool Class**

#### **9:00 Drop-off:**

- You may either bring your child to the school car line at 8:00 AM and they will stay in Daycare for one hour for a charge of \$3.25; or you may go to the designated drop off for the preschool and prek classes.

#### **11:00 AM Pick-up:**

- Students leaving for the day will be walked to Car-Line and follow the same procedures as above.
- Teachers will assist children into each car.
- Children not picked up within 10 minutes will be signed into the Extended Day Program.

### **4 – Year Old Pre-Kindergarten Class**

#### **8:00 Drop-off (AM):**

- Please refer to arrival procedure on previous page.
- Teachers will assist children out of each car.

#### **11:00 Pick-up (AM):**

- Students leaving for the day will be walked to Car-Line for preschool and prek.
- Teachers will assist children into each car.
- Children not picked up within 10 minutes will be signed into the Extended Day Program.

#### **12:00 Noon Drop-off (PM):**

- Please go to the designated carline drop off for preschool and prek.

#### **3:00 Pick-up (PM):**

- Refer to dismissal procedure on previous page.
- Teachers will assist children into each car.
- Children not picked up within 10 minutes will be signed into the Extended Day Program.

### **Extended Extended-Day Program**

#### **Arrival Procedure—**

**7:00 – 7:45** Breakfast is provided in the HRS cafeteria between Park in the school parking lot, walk your student into the cafeteria, and sign-in. Teachers will escort the children to car line at 7:45 AM.

#### **Pick-up Procedure --**

After school snack is provided in the HRS cafeteria from 3:00 - 6:00 PM. Park in the school parking lot, walk into the cafeteria, and sign-out your student. Allow for time to clean up. Please be off the phone.

**Daily supervision** is provided in the Daycare Room between 8:00 AM and 2:45 PM for Holy Rosary Students.



## School Closure

Holy Rosary School has an Emergency Management Plan to utilize and inform decisions in the event of emergency situations.

In the event that extreme weather related conditions, safe environment issues, or excessive absenteeism due to illness warrant the closure of our school for the day, the following procedure will be utilized:

- The administrative team will look at conditions, consider our specific circumstances, and make the decision to close or not to close our school no later than 6:30 AM.
- Our decision is informed but not dictated by that of our surrounding districts: 91 and 93.
- Please stay tuned to the TV stations, **Channel 8 and Channel 6**, for information concerning closures.
- Text message alerts-- Text Alert Sign Up: **Text: @holyrosar To: 81010**

## Lunch Program

Hot lunch is served every school day, including days with early dismissal. All hot lunches must be ordered by 9:30 AM. If your child does not order by 9:30, they must wait until all other students have been served lunch.

7:15 to 7:45 A.M Breakfast is served

11:30 A.M. (K-6th) Lunch is served

11:00 A.M. (Preschool and Pre-K) Lunch is served

## Meal / Beverage Prices

Student Lunch - \$2.80

Breakfast - \$1.35

Adult Lunch - \$3.75

Reduced Lunch - \$0.40

Reduced Breakfast - \$0.30

Milk - \$0.40

Milk is provided as part of the school breakfast and lunch and is included the cost of the meal.

At Holy Rosary School, we will never deny a child breakfast, lunch, or a snack for lack of money. If a child has an outstanding balance that is a month overdue, the principal will meet with the parents to create a payment plan. If there is an outstanding balance at the end of the year, the balance will be added to the family's FACTS account.

A monthly lunch menu is available at school and will come home in the Family Folder. Please take the time to review the menu with your child at the beginning of each week. Lunches can be pre-ordered. If your child plans to eat a school cafeteria breakfast or lunch anytime during the month, please send in a check at the beginning of the month or week to cover the cost of those meals.. If your child later decides not to eat meals that you have already paid for, the remaining balance will be credited to future

meal or beverage costs. **Lunches from home must be ready to eat without heating, cutting, etc. Please remember to put your child's name on his/her lunch box or bag.**

## DIOCESE OF BOISE CATHOLIC SCHOOLS

### **Healthy School Environment Policy**

#### **(Local Wellness Policy)**

Each school that participates in the National School Lunch and /or Breakfast Program will adhere to the following policy and regulations:

1. The Diocese shall provide nutrition education, recommendations for physical activity and other activities that are designed to promote student wellness.
2. Each participating school will develop nutrition guidelines promoting student health and reducing childhood obesity for all goods vended or distributed by school employees and/or student organizations.
3. Guidelines for reimbursable school meals will follow current regulations as issued by the USDA.
4. Each local school board will evaluate the implementation of the Healthy School Environment (Wellness) policy annually.

#### **I. Administrative Regulations:**

A. Physical activity is to be encouraged through active engagement in recess, physical education classes, and intramurals which maximize the use of available space, time, and personnel. State requirements for physical education classes must be followed.

B. Wellness education including nutrition, fitness, safety, physical and emotional health is to be included through the normal curriculum process in each elementary school grade, secondary health class, and appropriately integrated into other courses.

#### **II. Healthy Food Guidelines:**

A. The school provides a clean, safe, enjoyable meal environment for students.

B. The school provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.

C. The school makes drinking fountains available in all schools, so that students can get water at meals and throughout the day.

D. Fresh Food: Fresh foods such as fruits, vegetables, calcium rich dairy products, nuts, seeds, and whole grains already meet the item criteria. Whenever possible these products should be promoted as

best practice in foods offered or sold to children.

E. Educators are discouraged from using foods and beverages with low nutritional value as rewards. Candy and other foods with low nutritional value should not be sold to raise funds. Occasional class parties and celebrations are exempt from the above guidelines; however providing healthful options is strongly encouraged.

F. The school encourages all students participate in school meals program and protect the identity of students who eat free and reduced price meals.

G. School menus offered meet the nutrition standards established by the U.S.

Department of Agriculture and the Idaho State Department of Education. School meals are consistent with the current Dietary Guidelines for Americans published by the United States Department of Agriculture.

### III. Monitoring and Compliance

A. The local school board of each participating school shall form a monitoring committee to ensure compliance with this policy. This committee will invite members from the following areas... school board, physical education instructors, school nurse, community/parish members, students, parents, and food service staff. The principal of each school will include the compliance report in her/his summary to the diocesan superintendent, who will include the information in the annual report on Catholic Schools to the Bishop.

B. The monitoring committee is responsible to inform and update the public (including parents, students, and others in the community) about the content and implementation of the wellness policy.

C. The monitoring committee is required to periodically measure and make available to the public an assessment on the implementation of the wellness policy, including:

- The extent to which schools are in compliance with the wellness policy
- The extent to which the wellness policy compares to model the wellness policy
- A description of the progress made in attaining goals of the wellness policy

D. Each local monitoring committee should include at least one parent, one student, representative of the school food authority, teachers of physical education and one health professional as well as assigned board members and school staff.

## **Lost and Found**

Clothing or other items that are left anywhere on school grounds will be placed in the lost and found bin. If the article is marked with a name, it can and will be returned to the owner. Please label your child's backpacks, lunch boxes, and outerwear. Unclaimed items are donated to St. Vincent de Paul.

## **Birthday/Holiday Treats**

If you plan to bring a treat to class for your child to share on a birthday, please contact your child's teacher ahead of time to find out when to bring the treats, and what is acceptable due to food allergies. Snacks and treats that are meant to be shared with the class, need to be store bought, not homemade.

## **Cell Phone/Electronics/SmartWatches**

In the belief that keeping interruptions and distractions to a minimum enhances the educational environment of each child, Holy Rosary School establishes the following policy for our students: Between the hours of 7:45 and 3:15, students may not use any personal electronic device for any purpose. All student cell phones and electronic devices will remain off and secured in a backpack. Infractions of this policy will result in confiscation of the cell phone and a parent/administrator/student conference to determine appropriate consequences. Holy Rosary School is not responsible for the loss or damage of any electronic device brought on campus by a student.

## **Communication**

Communication between families and school is essential to the successful education of Holy Rosary Students. HRCS wants to communicate with families in as many ways as possible and as effectively as possible. Some of the ways we communicate are:

### **Phone Calls, Panther Pause, Webpage, Family Folders, Email, Facebook, and Text**

On Tuesday of each week the Family Folder is sent home. The Family Folder is sent home with the designated child from each family and should be returned empty and signed the following day. Parents are encouraged to use the Family Folder for sending in notes, fee payments, book orders, etc. It will contain important news about upcoming events and is the major means of communication. Important information will also be posted on our website ([www.holyrosaryschoolif.org](http://www.holyrosaryschoolif.org)). There will be a \$5 charge for lost family folders.

### **To Receive Text Message Alerts:**

Enter this number: **(208) 881-5190** with this message **@holynosar**

## **Procedure for Concerns**

1. Schedule an appointment with your child's teacher to discuss the problem or concern.
2. If you are unable to communicate your concern to the teacher in a manner that is acceptable to you, schedule an appointment with the Principal to discuss the problem or concern.
3. If after meeting with your child's teacher(s) and the Principal, you still have issues that must be addressed, please contact the Holy Rosary Parish Office to schedule a conference with the Holy Rosary Pastor/Superintendent. **To facilitate an effective discussion with the Pastor, please provide a written statement of your concerns to the Parish Office at least three days prior to your scheduled meeting.**

## **Field Trips**

Field trips are a privilege, not a right. Students can be denied participation if they fail to meet the academic or behavioral requirements. These trips are planned by the teachers, in consultation with the principal, and are educational in nature. Information and parent/guardian permission slips are sent home prior to any trip. Trips will be well planned and chaperones (usually made up of teachers and parent/guardian volunteers) are provided. Parents/Guardians will be required to sign the field trip permission form, permitting their child/children to attend the field trip. Parents/Guardians have the right to refuse to allow their child/children to go on the field trip. Students who do not attend a field trip with their class will complete an alternative assignment at school. Any student without permission for a field trip will be placed in another classroom or the office for the time that the class is on the field trip.

## **Library**

The Media Center is coordinated by media specialist volunteers. A library period is provided each week for grades K-6. All books must be properly checked out. Students with overdue books may not check out books; borrowers must pay for lost or damaged books. Students and teachers are also encouraged to use the public library. Outstanding library charges from the previous school year are collected throughout the summer and during registration in the fall at the latest.

## **Videos, DVD's, and Movies**

All G Movies have been approved by the school board. There is a small list of PG Movies that have been approved by the school board. Holy Rosary School will observe recommended rating standards and are connected to the taught curriculum.

It is the policy of Holy Rosary Catholic School to assure that time spent by the students in pursuit of an education is wisely and prudently used. The school recognizes that movies, videos, DVDs, and other audiovisual materials are important tools in the educational process. However, the use of such materials must be legally and appropriately used in achieving legitimate educational objectives. The

school, therefore, encourages the appropriate educational use of video segments or clips when such use maximizes classroom instructional time, encourages parental participation, and fosters community values.

### **Guidelines**

1. Video segments or clips used in the classroom **shall not** include persistent use of sexually-derived profanity, depictions of sexual acts, nudity, graphic or pervasive acts of violence, drug use, or aberrant behavior.
2. All video segments or clips must be previewed by the teacher before showing during instruction.
3. Parents and students must be provided an “opt-out” opportunity.
  - a. Teachers should provide an optional lesson for opt-out children.
  - b. Opt-out children should be treated discreetly and with respect.
4. Any use of videos, DVDs, movies, or other audiovisual materials must adhere to all federal copyright laws as well as publisher licensing agreements.

## **Photos and Publications**

School pictures are generally taken in the fall and in the spring. Although all students are asked to have pictures taken for school records, the purchase of these pictures is optional. The principal will determine the dress code for pictures. Generally, the fall pictures will be in uniform, and the spring pictures are parent choice.

## **Media Release**

Holy Rosary School sometimes places news of our school in the local newspaper, the Idaho Catholic Register, our website, or other media. It is necessary for us to have permission before publishing and/or identifying photos. Therefore, we ask that you fill out and sign the MEDIA RELEASE FORM in your registration package and return it to the school office.

## **Telephone Use**

Teachers and students are not called out of class except for a verifiable emergency. Using the phone to make arrangements to go home with another child or to ask parents/guardians to bring something to school, which was forgotten at home, is subject to phone availability in the office.

## **Bicycle Use**

Children who ride their bikes to school must wear helmets. Students must walk their bikes when on school grounds.

# Uniform

## Dress Standard

It is the intent of Holy Rosary School to provide for our children and adults a safe educational environment that is conducive to learning and growing in our Catholic faith. A school dress code complements the teaching of order and discipline, provides for a less distracting environment, and builds a sense of teamwork. Students **MUST** be in uniform every day. Compliance with the dress standard is mandatory. Students are expected to arrive at school clean and neat in appearance, wearing approved clothing and colors. Parents will be called to bring appropriate clothing when needed.

## Mass Day Uniform

- Girls: Navy skirts or jumpers with Holy Rosary Logo – no shorts; white polo
- Solid color tights that are navy, white or pale blue
- Boys: Navy dress pant – no shorts; white polo and Holy Rosary Logo Sweater
- Both: Navy cardigan or pullover sweater or navy vest with Holy Rosary Logo, no sweatshirts

## Regular Day Uniform

### Bottom

- Color: Dark Navy blue
- Cotton or cotton/poly blend: dress or corduroy pants, shorts, skorts, jumpers, or skirts
- Shorts, skorts, jumpers, and skirts must touch the knee
- Shorts are approved in September and in May
- Levi, jean, denim materials, cargo style and other colors are NOT approved

### Top

- Color: white or light blue - cotton or cotton/blend
- Collar: buttons at the neckline
- Sleeves: long or short sleeved: sleeveless is NOT approved
- Cardigan, pullover sweaters, sweatshirts, and vests may be crew or v-neck

Colors: solid navy, white or light blue in color.

- Other colors and Logos are NOT approved
- The navy blue, Holy Rosary Logo sweatshirt is approved

## Shoes, socks, and belts

- Shoes should be sturdy, support the foot well, and are primarily black, brown, white, grey, or navy with solid flat, low heels
- Sandals, lights and roller blades or heely shoes are NOT approved
- Tights or matching socks must be worn. Colors should be solid: white, navy, or light blue
- Belts should be black, brown, or navy

### **Outerwear**

- Jackets and sweatshirts worn for outside warmth must be removed while inside the classroom
- Snow boots must be exchanged for shoes while inside the classroom
- Hats, gloves, and snow pants are recommended in winter

### **Appearance**

- Students must arrive at school clean and neat in appearance
- Shirt tails must be tucked in
- Clothing must be the correct size and in good repair
- Hair accessories should color coordinate with the school colors
- Hairstyles should be neat, conservative, and reasonable length. If children choose to chemically color their hair, a natural color must be used
- Cosmetics and jewelry with the exception of a small neckline cross and non-dangle delicate earrings are strongly discouraged.

### **Spirit Wear Fridays**

- On Fridays students are allowed to wear Holy Rosary Spirit Wear Shirts with uniform bottoms. The spirit wear can be purchased at the school or via the spirit wear web site.

### **Dress-Down Day**

- Clothes should be appropriate, clean, modest, and in good taste for a Catholic School
- Shorts, pants, jeans, and shirts must be without holes, frays, or patches
- Shorts and jeans must be worn at the waist
- Shirts must have appropriate logos

The administrator will make final decisions regarding apparel, hair, or accessories considered inappropriate, dangerous, or distracting from the learning environment.

## **VI. HEALTH/SAFETY**

*Holy Rosary School has an Emergency Management Plan to be utilized in the event of emergency situations. The plan may be reviewed in the school office.*

### **Security System**

During the summer of 2013, a new state-of-the-art security system was installed in the school building. This has cameras throughout the school and school grounds with monitors to regulate action in those areas. It also includes alarm systems, emergency buttons, and communication with people at the front door without opening the door. All of these features are to keep every person at Holy Rosary School safe during the school day.

### **Fire/ Emergency Drills**

Regular fire and lockdown drills are held at school. The school is in compliance with State regulations and local Civil Defense recommendations with regard to all emergency disaster plans.

1. Entrances to school are locked at all times. Parents and visitors can enter through the office only, which is monitored during our regular hours from 7:30 AM to 3:30 PM.
2. The playground supervisors are equipped with a communication device to facilitate communication with the office in case of an emergency during recess.

### **Visitors**

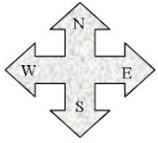
Visitors are welcome. All parents who volunteer at Holy Rosary School need to complete a Safe Environment Class and pass a background check. Parents/Guardians and other visitors who come to school must first report to the office before proceeding to other areas in our building. Please sign in and pick-up a visitor badge. When leaving the school, please sign out at the office and return the badge.

### **Special Delivery**

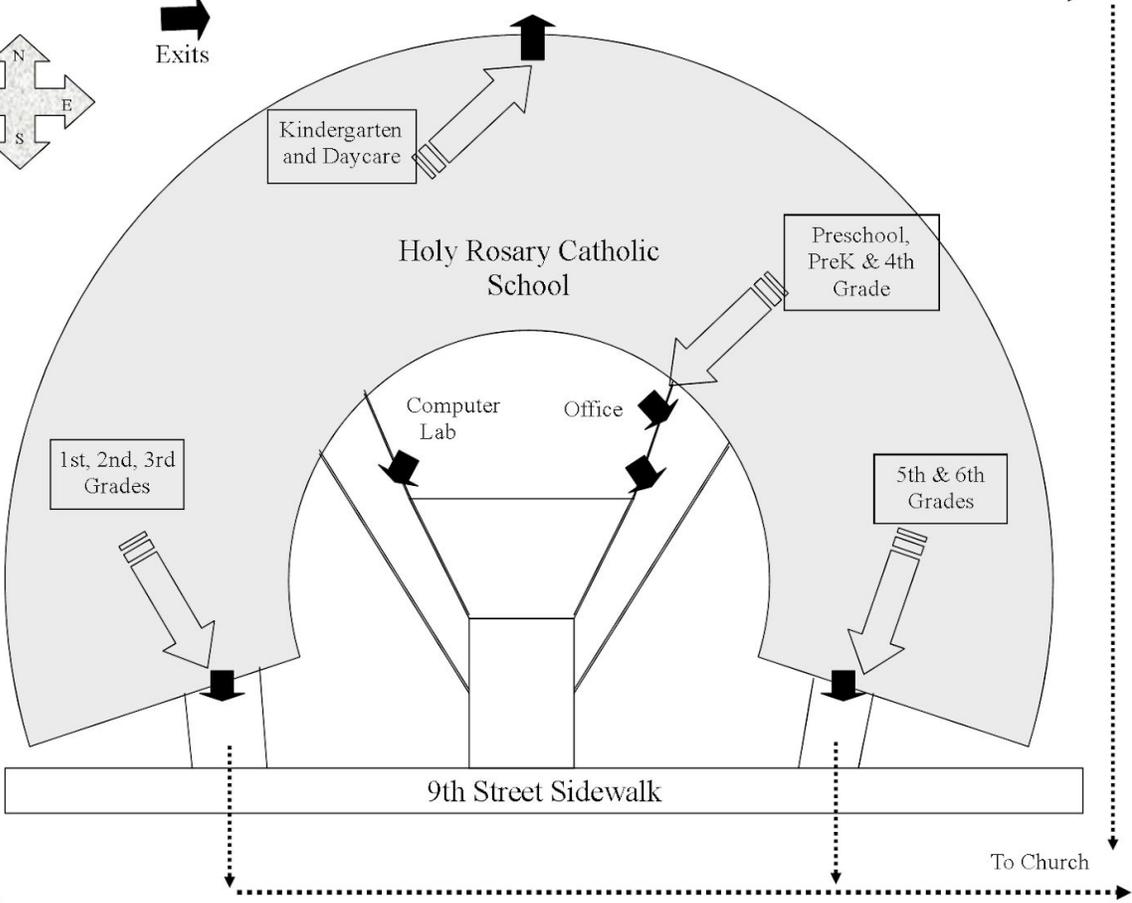
If a child receives a special delivery during the school day, the office staff will

1. Let the classroom teacher know
2. Have the teacher send down the student at the next recess
3. Show the child what they have received and celebrate with them
4. Tell them they will receive the special delivery at the end of the day
5. Have the child come to the office to receive the gift at the end of the day

Emergency Exit and Fire Exit Plan



Exits



Revised 8/2015

## VII. EXTENDED-DAY PROGRAM

The Extended-Day Program offers services to Holy Rosary School students between 7:00 AM and 6:00 PM.

This Extended-Day Program is available to Holy Rosary students and their families and Holy Rosary Staff children only.

A school monitor is on the playground every morning beginning at 7:45 AM; however, if you must bring students to school before this time, please park in the parking lot, escort your child to the cafeteria, and sign him/her in. Students going to Extended Daycare after school are expected to go directly to the cafeteria/gym after school and check in with the staff. Roll is taken before any activities begin.

When a child is picked up, he or she must be signed out by a parent or designated caregiver. Anyone other than parent/guardian adult who picks up a child from Extended Daycare should bring along some form of photo identification.

A written notification is required if a student is to leave school with someone other than a parent, a designated caregiver, or an "emergency contact" listed on your registration form.

While the staff will work with you in an emergency situation, under normal circumstances, **we will not release your child to an unregistered party on a verbal authorization.**

The telephone is reserved for emergencies, parent communication, and school business.

The Extended-Day Program is a part of Holy Rosary School; therefore, all school guidelines relating to behavior, discipline, dress, and expectations apply.

### Extended-Day Program Daily Supervision Summary & Times

HOURS	PLACE	CHECK-IN/OUT	GROUPS
7:00 – 7:45 AM	HRS Cafeteria	Parent	All Students
7:45 AM – 2:45 PM	HR School	Parent / Teacher	3 – 5 Year -olds
2:45 – 6:00 PM	HRS Cafeteria/Gym	Parent / Teacher	All Students

## **Payment/Fees**

- A fee of \$3.25 per hour is assessed for use of the Extended-Day Program.
- Billings are placed in the Family Folder the first Tuesday of the month.
- Payment is due upon receipt – no monthly carry-over. (There will be a 3% charge on all credit card transactions.)
- If payment is not received, the student will not be able to attend Extended-Day Program until the bill is paid.
- Failure to make timely monthly payments will result in the following:
  1. If an account is thirty (30) days past due, the school office will send, by certified mail, a written request for payment. The school will also assess a \$10.00 late fee and the child will not be allowed to attend the Extended-Day Program until the bill is resolved.
  2. If an account is sixty (60) days past due, the school office will send, by certified mail, a written notification requesting that the account be brought current or that a written payment plan be submitted to the principal within ten (10) business days of the receipt of the request, the student(s) shall not be allowed to attend school and the account wither will be turned over to a collection agency or a legal action will be filed to recover payment on the account.
  3. Families experiencing financial difficulty are encouraged to contact the principal or the business manager to make payment arrangements or apply for financial assistance.
  4. Students are not allowed to enroll in the upcoming school year if their family account is past due.

## **Guidelines for Parents**

- All students are checked-in and/or checked-out by the student's parent or a parents' designee.
- Parents may authorize a designated person to check-in/out their student.
- Supervising teachers will release students to parent approved designees with identification.
- Code of Conduct found in the HRCS Handbook is followed during the Extended-Day Program.
- All drivers must follow Drop-off and Pick-up Procedures. Please do not block the alley when picking up your children. The alley is a public thoroughfare and we share it with our neighbors.

## VIII. FINANCIAL OBLIGATIONS

### Tuition Payment

Tuition is the main revenue stream used for all school operations. Thus, it is the school's life blood, and it is imperative that tuition is paid in full each year. Payment is made monthly through the FACTS Direct Withdrawal Program, paid in full at the August Registration, or paid half in August and half in January.

All families are expected to make tuition payments according to one of the following payment plans:

- Full Payment: The entire amount of tuition is paid on or before August registration. This payment is made directly to the school.
- Bi-yearly Payments: Two equal payments made directly to the school. One at August registration and one after Christmas Break.
- Monthly Payment: The entire amount of tuition is paid monthly over a ten (10) month period beginning at August registration. The first monthly payment will be made directly to the school. The remaining monthly payments will be withdrawn automatically, by FACTS Tuition Management, from your checking or savings account. Withdrawal date choices are the 5th or 20th of each month. A FACTS agreement contract will be made at August registration. If a student's account becomes seriously in arrears, the continued enrollment of the student(s) may be jeopardized. There is a fee for the monthly payment plan, payable to FACTS.

All returned checks written to Holy Rosary School are subject to a \$20.00 returned check charge. The entire amount due will need to be paid in cash, cashier's check, or money order. **There will be a 3% charge on all credit card transactions.** School Fees are non-refundable.

Failure to make timely monthly payment will result in the following:

1. If an account is thirty (30) days past due, the school office will send, by certified mail, a written request for payment.
2. If an account is sixty (60) days past due, the school office will send, by certified mail, a written notification requesting that the account be brought current or that a written payment plan be submitted to the principal within ten (10) business days of the receipt of the request, the student(s) shall not be allowed to attend school and the account wither will be turned over to a collection agency or a legal action will be filed to recover payment on the account.
3. Families experiencing financial difficulty are encouraged to contact the principal or the business manager to make payment arrangements or apply for financial assistance.

Students are not allowed to enroll in the upcoming school year if their family account is past due

## **Financial Aid**

Financial aid is offered to those families who show financial need and are members of the Saint John Paul II Parish. The amount of financial aid will vary from year to year. Financial aid applications are accepted through the FACTS Tuition Management online portal beginning in January and must be completed no later than April 15th. Applications must be fully complete, including a copy of the applicant's current year income tax forms, which can be uploaded to the FACTS portal. After the financial analysis via FACTS, appointments/interviews with Father for financial aid will be scheduled. All decisions about financial aid will be made by the end of May. All families will have two weeks to respond to the financial aid letter by either accepting or denying the financial aid and expectations.

## Holy Rosary Tuition Schedule 2018-2019

### *Parish Member Tuition*

GRADE LEVEL	First Child	Second Child	Third Child	Fourth Child	Fifth Child
Pre-School (3yr)	\$ 890	\$ 715	\$ 535	\$ 535	\$ 535
Pre-Kindergarten (4yr)	\$ 1425	\$ 1140	\$ 855	\$ 855	\$ 855
K- 6 <sup>th</sup> Grade	\$ 3275	\$ 2620	\$ 1965	\$ 1965	\$ 1965

### *Non – Parish Members*

GRADE LEVEL	Each Child
Pre-School (3yr)	\$ 1225
Pre-Kindergarten (4yr)	\$ 1810
K-6 <sup>th</sup> Grade	\$ 3780

### *Registration Fees*

*(Not included in tuition)*

*(Due at registration)*

	Non - refundable
Student	\$ 100
3 <sup>rd</sup> Child+	\$50 each

### *Classroom Fees*

*(Not included in tuition)*

	Per Student
Pre-School (3yr)	\$ 100
Pre-Kindergarten (4yr)	\$ 150
Kindergarten-6th	\$ 250

## **IX. Volunteer Handbook**

### Philosophy

The following Handbook is designed to assist the school's volunteers in understanding the many activities, responsibilities, and procedures related to the Holy Rosary School volunteer program. Working together we can achieve our shared goal of educating our children in a faith-centered environment.

Parent volunteers have an important place in our school. The children, the parents, and the school all benefit because of volunteer participation. Therefore, parents are welcome in all areas of school activities and routine. We recognize that our parents are the first and best educators of our children both spiritually and academically. Families are encouraged to be physically present within the school day and to become better acquainted with the school's environment and with the teachers who guide the children. **Volunteers working in the school will be allowed to leave their children in daycare without a charge based on the notification and approval of the principal.**

### **Safe Environment Classes**

ALL volunteers who work within the school MUST have taken the Safe Environment Class and pass a background check. The safe environment class is a 2 hour course that was designed by the Diocese of Boise. There will be classes offered at the beginning, middle, and end of the school year. The parish and school also have a once per month class.

### **\$20 per Hour**

The volunteer hours help keep the tuition cost down for families. Each volunteer hour is worth \$20. EVERY FAMILY is expected to **donate 25 service hours** each year to the school. Others are allowed to help your family with volunteer hours (up to 50%). Hours from boy scouts and religious education will not count toward school volunteer hours. Families that do not complete their volunteer hours will be charged \$20 per hour for the remaining hours as of June 1st of that school year.

### **Tracking Hours**

It is the responsibility of the family to write their hours in the volunteer handbook. This handbook is kept in the office. The secretary will be more than happy to answer any questions about the volunteer handbook. Officers on the PTO and School Board do not need to track their hours.

### **Confidentiality**

Holy Rosary School volunteers are expected to respect the privacy of children and to hold in confidence all information obtained in the course of service. Only information which is life threatening should be divulged, and then only with the principal/administrator or other appropriate professionals. If there is ever any doubt about reporting, always feel free to consult the principal/administrator.

### **Drug-Free Policy**

Holy Rosary school is a drug-free environment. Volunteers are expected to adhere to a standard of conduct that will promote a drug-free environment.

## **Goals**

- Minimize school tuition.
- Stewardship: The time and diverse talent of Holy Rosary School family volunteers make a significant contribution to the high quality of education of our children.
- Confidentiality: All information concerning our students is confidential. Any information obtained about a student while participating as a volunteer must be shared **ONLY WITH THE CLASSROOM TEACHER AND/OR THE PRINCIPAL**. “Gossip” is destructive to relationships within the learning community.
- Dependability and punctuality: If it is necessary to miss a volunteer commitment, please call the teacher or committee chair 24 hours in advance.
- Accountability: Plan volunteer responsibilities and tasks with the teacher in advance of classroom assistance. Excessive parental presence is potentially disruptive to the educational process.
- Responsibility: Become familiar with the Holy Rosary School Handbook and Diocesan Education Policies as well as school procedures while working in the building: classroom floor plan. Teachers’ names, school/classroom rules, fire drill procedures, first aid procedures, appropriate dress, students’ names, and computer lab and library guidelines.
- Code of Conduct: Modeling and living the Christ-like behavior as described in the Holy Rosary School Covenant is imperative at all times for the spiritual, social/emotional, and academic development of all within our learning community.

## **How to Volunteer**

1. Attend a safe environment class and pass a background check.
2. Schedule times with school personnel to work.
3. Sign in at office for volunteer session.
4. Get a school badge, and place on clothing so that badge may be seen plainly.
5. Report to your volunteer location.
6. Before leaving, record volunteer hours in volunteer book located at the office.
7. Sign out at the office and turn in the school badge.

## **Service Opportunities**

### **With-in the School**

#### **Classroom Helpers:**

Assist with individuals or small groups, prepare and monitor centers, field trip chaperone, preparing student handouts, art helper, science helper, attend Mass with the class, assist with Computer Lab, assist with scheduled library time, be a guest speaker, or be a Room Parent.

#### **Facility Maintenance and Improvement:**

Families are needed to assist with spring cleanup and facility maintenance throughout the year.

#### **Grant Writing:**

Assisting teachers and administration in locating and writing successful grants.

#### **Library Aide:**

Assist in re-shelving returned library books.

Assist with the Book Fair: planning, set-up, sales, and clean up.

Conduct year-end inventory.

#### **Lunchroom Helpers:**

Volunteers are needed between 11:00 - 1:00.

Assist in the kitchen: serving, running the dishwasher, cleaning tables, and mopping the floor.

#### **Playground Duty:**

Volunteers are needed for A.M. Carline, AM Recess 9:45-10:00, Lunch Recess 11:55-12:10, and PM Recess 1:45-2:00

#### **Office Helpers:**

Answer the phone and take messages from 12:00 - 1:00 Daily

Help prepare, file, and distribute the Tuesday, Family Folders

#### **School Board:**

The elected member serves the school in a variety of capacities through the actions of committee work.

The Board advises in the capacity of policy, finances, marketing, and planning.

## **Service Opportunities Within the PTO**

### **PTO Description:**

The goal of the Parent-Teacher Organization is to support the school by organizing and facilitating parental involvement in a variety of activities and projects that benefit Holy Rosary School and its students. These activities include: major fund-raising, service projects, room-parent coordination, and community building events.

### **Classroom Ambassador:**

This hospitality and welcoming program is designed to assist new families and students.

### **Teacher Appreciation Week:**

During May, volunteers are needed to organize a staff luncheon and other appreciation activities.

### **Auction & Wine Tasting Committee:**

Our biggest fundraising event of the year is scheduled each November. The event features fine wine, live and silent auctions and requires many volunteers.

### **PTO Officers:**

The PTO is run by 4 officers: president, vice-president, secretary, and treasurer. All are vital to a successful organization.

## ANTI – BULLYING POLICY Holy Rosary Catholic School

### **BULLYING AND THE SCHOOL’S DISCIPLINE POLICY**

The Holy Rosary Catholic School community does not tolerate bullying.

#### **Anti-Bullying Policy Statement**

We believe that our School’s Discipline Policy – Anti-Bullying Policy is closely linked with our school vision statement and the teachings of the Catholic Church. We work to promote respectful, secure, and healthy environments in which students can prosper. We believe that Catholic Schools can successfully create environments which are supportive of individuals and groups with special needs, conducive to worthwhile learning, which enhance a sense of belonging and demonstrate a caring concern for the well-being of all its members.

#### **Discipline for Improvement**

Holy Rosary Catholic School ensures that disciplinary measures and sanctions are approached, not merely as punitive actions, but as concerted attempts to foster responsibility for actions and to change and heal destructive behaviors and breaches of order. At Holy Rosary Catholic School, we aim to affirm each other’s worth and dignity within an atmosphere where Gospel values and attitudes are nurtured. We see the implementation of this policy as a positive step towards creating this within our school environment.

#### **Bullying Defined**

*Bullying is an imbalance of power that is hurtful, threatening, or frightening to another individual or group. These REPEATED behaviors can be verbal, physical, social, or psychological, or via multimedia.*

The community of Holy Rosary Catholic School respects people’s ethnic backgrounds, individual differences, gender and socio-economic status. We aim to provide a safe and caring environment that promotes positive relationships between all members of our school community. We understand the correlation present in our society between students who experience bullying and, when reach their breaking point, commit suicide. This is a major issue and will be treated as such.

### **Types of Bullying:**

- Physical violence such as hitting, pushing, kicking or spitting
- Intimidation, exclusion or verbal threatening of others
- Spreading rumors
- Demand for money or possessions
- Damaging, removing or hiding belongings
- Putting down others and their achievements
- Hurtful exclusions from a group
- Rude gestures
- Name calling, teasing and ridiculing in relation to religious views, social status, or sexual orientation.
- **“Bullying can be determined by the impact or effect it has on the victim.”**

### **How to Respond to Bullying**

#### **Staff will:**

- Act as role models of tolerant and caring behavior.
- Openly discuss bullying within each classroom and foster a class culture of respect for others.
- Teach students the skills for empowering themselves and give them the opportunity to practice these skills (“3 Step” Approach) (See *Appendix A*).
- Notify principal of any bullying including notifications made by parents.
- Treat all parties equally and fairly to achieve a positive outcome for all those involved.
- Protect the victim from further harm.
- Communicate to parents the anti-bullying strategies (i.e. “3 Step” Approach) so they can be reinforced at home.

#### **Parents can assist in the following ways:**

- Let your child know that bullying is unacceptable behavior.
- Observe and listen to child and take their feelings and concerns seriously.
- Inform the **class teacher** first of any incident of bullying or encourage your child to inform their teacher.
- Work with the school community in seeking a permanent solution.
- Encourage your child to follow the “3 Step” Approach.

**Students:**

- Be responsible and actively help someone who is being bullied by speaking out against bullying behavior.
- Report bullying behavior to a teacher and/or principal.
- Use the “3 Step” Approach.

**Students who are bullied can assist in the following ways:**

- Follow the “3 Step” Approach
- Report bullying to parent, teacher, or principal
- Utilize the opportunity for self-esteem and/or counseling
- Report to an adult mentor.
- Find the principal to monitor the situation.

**School action with students who are bullies:**

- Student is asked to examine his/her behavior, complete an interview with the principal, fill out reflection document, and promise to make immediate changes.
- Student’s parents are notified after the meeting with principal
- Student will check in with the school principal on a weekly basis.
- Accurate description of this incident is to be recorded on “bullying reflection” page.
- A Mediation Conference conducted by principal between victim and/or bully and/or bystanders.
- Principal to assess the situation and follow the school’s discipline consequence plan.
- Class teacher and/or staff to monitor the student’s behavior.
- The student will receive further counseling if deemed appropriate.

**Discipline Consequence Plan**

1. Incident is recorded in the student’s file.
2. Parents are informed of bullying.
3. Student is placed on discipline rubric.
4. Depending on severity of issue, parents are requested for formal meeting with the principal.
5. If the student will not make a change and the students at the school no longer feel safe and/or the learning environment is distracting because of the attitude of the student in question, the student will be dismissed from the Holy Rosary Catholic School community.

# Holy Rosary Catholic School

## 3-Step Bullying Program

1. **Say, “Please Stop!”**
2. **Repeat, “Please Stop!” Then say, “If you don’t stop, I’m going to report you!”**
3. **Find an adult and report the issue.**

## XI. GLOSSARY

<b>Administrator:</b>	Principal
<b>Appeal:</b>	Asking for a review of what you have done, looked at by those in charge
<b>Bullying:</b>	Bullying is the imbalance of power that is hurtful, threatening, or frightening to another individual or group. These REPEATED behaviors can be verbal, physical, social, or psychological or via multi-media
<b>Child Success Team:</b>	Parents, child, teachers, administrators planning together for student success
<b>Counseling:</b>	To talk with others for advice or guidance
<b>Cumulative record:</b>	Records maintained on a student for each year he/she is in school
<b>Defiance:</b>	Refusing to cooperate with the adults in charge
<b>Detention:</b>	Being asked to stay apart from a group as a consequence to a rule infraction.
<b>Documentation:</b>	Written proof
<b>Expulsion:</b>	Permanent removal from the school
<b>Focus Sheet:</b>	Thinking about one's actions and creating a plan for changing behavior
<b>I.D.E.A.:</b>	Individuals with Disabilities Act of 2004
<b>Harassment:</b>	Talking inappropriately about a person's sex, sexual orientation, body, ethnic or national origin, race, color, religion, physical attributes, disability, or handicap
<b>IEP:</b>	Individual Education Plan
<b>Mediation:</b>	Attempt to resolve a problem by others who are not involved and who have heard both sides of a situation
<b>Obscene:</b>	Offensive to standards of decency
<b>Personal Space:</b>	Respecting an appropriate distance from others
<b>Privileges:</b>	An advantage or benefit not available to everyone
<b>Referral:</b>	To send a person to someone or someplace else for assistance
<b>Respect:</b>	To treat kindly, with importance, and in a Christ-like manner
<b>Request to Unenroll:</b>	As a last resort in an effort to effect a change in a child's behavior through the Child Success Team, administration will ask a student to transfer
<b>Responsibilities:</b>	The things you are expected to do
<b>Suspension:</b>	Temporarily removing a student from a classroom environment
<b>Title I:</b>	Federally funded program to assist with reading and math skills
<b>Truancy:</b>	Missing school often without a valid reason