



# *Parent / Student Handbook*

2021-2022



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# **DIOCESAN LEADERSHIP**

Most Reverend Kevin W. Vann, JCD, DD	Bishop of Orange
Most Reverend Thanh Thai Nguyen	Auxiliary Bishop
Most Reverend Timothy Freyer	Auxiliary Bishop
Msgr. Stephen Doktorczyk	Vicar General & Moderator of the Curia
Most Reverend Tod D. Brown D.D.	Bishop Emeritus
Dr. Erin Barisano	Superintendent of Schools
Dr. Denise Valadez	Associate Superintendent of Schools
Mike Schabert	Associate Superintendent of Schools
Dr. Brad Snyder	Associate Superintendent of Schools

# **SCHOOL LEADERSHIP**

## **LEADERSHIP TEAM**

Dr. Shawna L. Pautsch	Head of School
Sean Basford	Principal/Assistant Head of School
Nicola Huerta	Assistant Principal of Student Services
Eileen Kearns	Director of Campus Ministry
Kristie Rueff O'Campo	Executive Director of Advancement
Tom Tice, Jr.	Director of Athletics
Steve Ruszak	Director of Business Operations
Dr. Rich Yoon	Assistant Principal of Academics

## **DIRECTORS**

Kelly Huerta	Director of Admissions
Mary Doherty	Director of Marketing & Communications
Al Lares	Director of Facilities
Matt Karcher	IT Consultant
Lissy Burboa	Dean of Students
Katie Marquez	Director of Social & Emotional Learning

# **ADMINISTRATION**

Since Rosary Academy is a diocesan school, not associated with one particular parish, the Bishop is considered the “pastor” and chief School Leader of the school. The school is owned and operated by the Diocese of Orange. As direct agents of the Bishop, the Diocesan Department of Catholic Schools is responsible for supervision of the school on behalf of the Bishop. The Diocesan Department of Catholic Schools is responsible for setting the policies and requirements of all diocesan schools. Rosary Academy is a diocesan school and thus must abide to the set policies and requirements found in the Diocesan Administrative Guide.

The Bishop delegates the everyday administration of the school to local delegates. Rosary Academy is governed by a Head –Principal/Assistant Head of School model. The Head of School will lead the Rosary Academy community. The Head of School is charged with visioning the Catholic Identity, planning the financial security for present needs and future development, and structuring an advancement team to ensure that the Rosary Academy legacy lives on for generations to come. The Head of School focuses on the vision for the future of Rosary Academy along with assuring that the Catholic Identity is lived among the shareholders of the school community. Curriculum and student services fall under the purview of the Principal. The Principal/AHOS is to manage the day to day operations of the school. The Head of School along with the Principal/AHOS work to maintain the safety and grounds as well as the staffing and personnel of the school. A faculty and staff of gifted educators support the Head of School and the Principal and together create a quality educational environment in which young women flourish.

## **NONDISCRIMINATORY POLICY**

Every person, as a child of God, regardless of race, condition, or age, has equal dignity and an inalienable right to an education. Rosary Academy in the Diocese of Orange, mindful of its mission to be witness to the love of Christ, admits students of any race, color, and national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Rosary Academy in the Diocese of Orange does not discriminate on the basis of race, handicap, color, and national and/or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs. Likewise, Rosary Academy in the Diocese of Orange does not discriminate against any applicant for employment on the basis of sex, handicap, race, color, and national and/or ethnic origin.

***The Head of School and/or the Principal/Assistant Head of School reserve the right to amend any of these policies or guidelines as necessary. The handbook on the Rosary Academy website will be the most accurate and up to date.***

## **MISSION**

As a college preparatory diocesan Catholic high school, Rosary Academy empowers the mind, body, and spirit of each young woman in a transformative educational experience. Guided by the Blessed Mother, Rosary Academy embraces and challenges its students with an innovative instructional curriculum to achieve academic success and ignite the call to serve the dear neighbor.

## **PHILOSOPHY**

Rosary Academy, established by the Sisters of St. Joseph of Orange in 1965, is a diocesan Roman Catholic college-preparatory school for young women. Our community strives to live daily the philosophy of the Sisters to serve the dear neighbor, and we embrace their charism of unity and reconciliation with Our Lord and one another. As a Catholic school, Rosary Academy is rooted in a commitment to evangelization, Catholic beliefs, traditions, values, and education.

The Rosary community includes faculty, staff, administration, students, alumnae, and families. We believe in the value of the family unit as the primary educational environment for our students; therefore, we work to assist the family in this endeavor. We strive to create an environment where each

young woman becomes a person of faith and a lifelong learner who appreciates the value of God's creations and who recognizes herself as a positive force for change in the world, living and working to bring people into union with God and one another.

As a faith community, we accept Jesus Christ as the Way to respond to the Dear Neighbor, the Truth to be communicated, and the Life to be shared. Rosary upholds the dignity and uniqueness of each individual within the community experience. We provide guidance for our students on their journeys of faith and we supply opportunities for their development as daughters of God. We recognize the parents as primary educators of their children and partner with them to facilitate faith formation and learning.

The goal of the Rosary community is to empower each student to become a woman of faith and a citizen who is knowledgeable, creative, ethical, and responsible. In the face of our multi-cultural constantly changing world, we call upon each young woman to become a contributing member of society and a lifelong learner who appreciates the value of both culture and creation. We are committed to helping each young woman recognize herself as a positive force within the greater human society.

By offering a strong faith formation experience and a diversified college-preparatory curriculum complemented by extensive co-curricular activities, we challenge students to acquire and refine the skills necessary for a fulfilled, well-balanced life. We cultivate in student's leadership skills, critical thinking, artistic expression, and technical competence in all areas. From academic excellence to success on the athletic field, Rosary fosters a healthy competitiveness and a secure sense of community that brings out the best in our students, no matter their interests. Rosary Academy empowers students to become women of faith and citizens who are knowledgeable, creative, responsible, and ethical.

## HONOR CODE

As a Catholic school, Rosary Academy is committed to developing young women of faith and integrity. In accordance with the values of Christianity, all Royals agree to live and work by the following pledge:

*I pledge my honesty to the school community and expect the same from my peers. On all my academic work, my name certifies my integrity. Thus, I will adhere to the scholarly standards of responsible digital citizenship including appropriate gathering and use of data as well as accurate acknowledgment of sources. Cheating on exams or homework, plagiarizing, or misrepresenting the ideas or language of someone else as my own violates my personal values as well as the Christian values of my community.*

*During school, at school events, and in all social media, I will treat each member of the Rosary Academy community with love, respect, and concern. Lying, stealing, gossiping, and tolerating those who do damages my moral virtue and diminishes the reputation of my school, which is founded upon the dignity of Mary. Finally, I will take responsibility for my words and actions and continuously strive to be an example of humility and kindness for others.*

Every student and parent will receive a copy of the Honor Code on the handbook agreement form at the beginning of each school year. The form must be signed and returned to the Dean of Student's office by the date requested. If a student or parent refuses to sign the agreement form, an Administrative meeting may take place to consider the student and family's placement at Rosary Academy.

# **INTEGRATED STUDENT OUTCOMES (ISOS)**

Rosary Academy provides an environment in which students become integrated, holistic women who think critically, communicate effectively, and embody their religious faith. A Rosary graduate is:

## **A person of faith who**

- Communicates the essential elements of Catholic beliefs, liturgy, and tradition
- Gives evidence of faith in her choices, ethics, service, and commitment to social justice
- Demonstrates her commitment to ongoing spiritual development
- Understands and respects religious, ethnic, and cultural diversity

## **A critical thinker who**

- Gathers, organizes, analyzes, synthesizes, evaluates, and creates information and uses it to solve problems
- Works independently as well as collaboratively
- Sets goals, establishes priorities, and makes informed decisions

## **An effective communicator who**

- Uses oral, written, and visual forms of communication
- Utilizes practical and technological methods to access, apply, and create information
- Listens openly and respectfully to ideas and opinions of others
- Expresses her opinions insightfully, intelligently, and respectfully

## **A holistic woman who**

- Acknowledges and develops the spiritual, intellectual, creative, physical, social, and emotional dimensions of life
- Commits to understanding a world vision and making a beneficial difference among the global community

## **ACCREDITATION**

Rosary Academy is accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

## **SCHOOL HISTORY**

Rosary Academy was founded in September 1965 under the auspices of the Archdiocese of Los Angeles and administered by the Sisters of St. Joseph of Orange to provide greater opportunity for girls residing in the central and northeastern portions of Orange County to attend a Catholic secondary school. In 1976, with the establishment of the Diocese of Orange, Rosary came under the jurisdiction of the Roman Catholic Bishop of Orange. Presently, Rosary is also under the supervision of the Vicar of Faith Formation/Superintendent of Catholic Schools. Students now represent a broader geographic range that includes the counties of Orange, Los Angeles, Riverside, and San Bernardino.

## **SISTERS OF ST. JOSEPH OF ORANGE**

The Sisters of St. Joseph of Orange trace their roots to 17th century France to a Jesuit priest, Jean-Pierre Medaille. During the French Revolution, the sisters were persecuted; several were imprisoned, others guillotined. Mother St. John Fontbonne survived the Revolution and reestablished the Congregation. By the 18<sup>th</sup> century's end, the Sisters of St. Joseph, previously confined to one section of France, were serving the Dear Neighbor worldwide. Mother St. John sent several sisters to the United States in 1836. The first ministries of the Sisters in the United States involved establishing a school for the deaf, working with

Native Americans, establishing hospitals and orphanages during the Civil War, and teaching immigrants and African-Americans.

The first ministries of the Sisters of St. Joseph of Orange were in education and health care. Schools and hospitals were staffed primarily by the Sisters in the 1940s and 1950s. Today, the Congregation's commitment to education is expressed in a variety of forms including elementary, secondary, university, and other adult education. The commitment to extend the healing mission of Christ is expressed through acute care hospitals, rehabilitation programs, home health care, community education, primary care clinics, and wellness programs.

The works of the Congregation have expanded, however, beyond education and health care to also include such things as helping new immigrants, feeding the hungry, giving shelter to the homeless, and fostering spiritual development.

## **SCHOOL CHARISM**

The Sisters of St. Joseph of Orange, and those who work with them, are called to live the charism of the Sisters—a charism of unity, reconciliation and service to the “dear neighbor without distinction.” Since 1965, Rosary Academy has journeyed with the Sisters of St. Joseph in this mission. We invite all members of our school community to join with us as we strive for unity, reconciliation and service to the dear neighbor without distinction in the spirit of echoing Mary’s yes.

## **CREST**

The Rosary crest presents the school’s philosophy in visual form. The sun symbolizes growth – spiritual, intellectual, emotional, and physical. The Royal open hand characterizes a student’s readiness to receive and learn from others – parents, teachers, and fellow students. At the same time, she is always eager to share her learning, her time, her talents, and herself with others. The cross is the traditional symbol of Christ, and the letter “M” is symbolic of Mary. The “M” is superimposed on the cross to signify that the pattern of our life is a journey toward Christ through Mary, the patroness of Rosary Academy. Our mascot, “Royals,” reminds us that we are not regal, but rather we emulate Mary, our Blessed Mother, the queen of heaven and earth.

## **COMMUNICATION**

Each teacher, moderator, and coach at Rosary Academy is primarily responsible for enforcing policies in her/his classroom and/or activity. These policies reflect the vision of Rosary Academy. Infractions are dealt with in a manner that encourages the students to respect themselves and others and to correct behaviors that interfere with learning in the classroom and the Christian environment of the Rosary Academy community. Teachers, moderators, and coaches are expected to be firm, fair, and consistent when interacting with students.

Consequences for failing to meet expectations are intended to be corrective, not punitive. It is our belief that a Rosary Academy student should advocate for herself. We count on parents to encourage their daughters to do just that. When an issue arises the following steps should be followed:

### **Communication steps**

1. The student must first approach or email the teacher, moderator, or coach and ask to speak with her/him at an appropriate time. Likewise, the teacher, moderator, or coach will update the student with a plan to meet for a discussion.
2. If the concern persists, then a parent phone call or note to the teacher, moderator, or coach is appropriate, as is a request for a phone or in-person conference.
3. If steps #1-2 do not result in a successful resolution, the student, parent, teacher, moderator, or coach should request the involvement of the department chair, counselor or director, as appropriate.
4. If the situation still cannot be resolved and all previous steps have been attempted, the Dean of Students and/or the Assistant Principal of Academics will be involved in a conference with all involved parties to help find a resolution.

### **FACULTY EMAIL**

The most efficient way to contact a faculty/staff member is through school email. Email contact can be made through the [Rosary Academy website](#). Faculty and staff members will respond to emails or phone calls within 24 hours, if your contact is initiated on a Friday or holiday you can expect a reply within 24 hours of the teacher's return to school. Please allow the proper amount of time before follow-up contact is made. Per Diocesan policy, faculty/staff members may not communicate school business from personal email addresses and may only communicate with students using school-issued email addresses.

**The school will not respond to anonymous messages.**

## **GENERAL INFORMATION**

### **CODE OF CHRISTIAN CONDUCT AND PARENT INVOLVEMENT**

It shall be an express condition of enrollment that the students and parents/guardians behave in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school in its discretion. These expectations include, but are not limited to, any policies, expectations, or procedures set forth in any Student and Parent Handbooks of the school. These Christian principles further include, but are not limited to, the following:

Parents/guardians are expected to work courteously and cooperatively with the school to assist the students in meeting Christian, academic, moral, ethical, digital, and behavioral expectations of the school. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive, this includes verbal or written communication even through social media. In such a case, the decision of the Head of School regarding the suitability for continued enrollment or acceptance into the school will be final.

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the parents or guardians. Nevertheless, sometimes a situation arises in which the uncooperative or destructive attitude of parents/guardians might diminish the effectiveness of the school in acting *in loco parentis*, so that continuation of the student in the school appears to be incompatible with the school philosophy. Should a manifest lack of agreement reach the point where the school judges that the necessary and appropriate relationship no longer exists, the student(s) can be withdrawn from school.

## **SHARED SUPERVISION**

Parents are the primary educators of the student and are responsible for the supervision and behavior of their daughter at all times. The school shares supervision responsibility during regular school hours and at school-sponsored activities and events. In the case of school-sponsored activities, events, or semester and final exams the school assumes shared responsibility only for the duration of the activity and/or event. Before the activity or event commences and when it concludes, students must be dropped off and picked up as closely as possible to the start/end times of the function. **The school is not responsible for the shared supervision of students on weekends unless at a school-sponsored activity or event, and then, only for the duration of the activity, event, or semester and final exams.**

## **PARENT COUNCIL**

The objective of the advisory Parent Council is to provide an opportunity for parents to actively participate and engage in the educational, social, and spiritual development of our students. Each family is automatically invited to be a member of the Rosary Academy Parent Council and is invited to attend regularly calendared meetings. Parent Council members are ambassadors of Rosary Academy to support the mission and philosophy of the school, to sustain and grow enrollment, to respect traditions while welcoming innovation, and to support advancement and develop efforts to benefit the school's viability. The Director of Advancement is the school liaison to the Parent Council.

## **TRAFFIC PATTERNS FOR DROP OFF AND PICKUP**

Students are to be dropped off and picked up along the drop off curb in the Acacia Avenue front parking lot, not where faculty parks as to not back up that area. Picking up or dropping off Rosary students in the back lot shared with St. Juliana's or near the Karcher Center is a safety hazard and is not permitted. In the event of a drop off in these areas, security will ask you to go around to the front entrance for drop off.

## **CHANGE OF CONTACT INFORMATION**

In order to keep information accurate, any student who changes residence, whether permanent or temporary, must report the change to the Main Office in a timely manner. Parents/guardians must report changes in residence address, email address, home telephone numbers, cell phone numbers, and/or parents' work numbers to the Office of the Registrar in writing, preferably by email.

## **PARENTS OUT OF TOWN**

If parents/guardians will be absent from the home overnight, the school must be notified in writing. The name, phone number, and email of the temporary guardian must be turned into the **Main Office** with authorization for emergency medical treatment included.

## **EIGHTEEN-YEAR-OLD STUDENTS**

Students who have reached eighteen years of age must still abide by the rules and policies within this handbook under which they were accepted. Students of any age, while enrolled at Rosary academy, must live with and under the supervision of their legal parent/guardian.

## **STUDENT ID**

Students will have their picture taken at Royal Return and will receive a Rosary Academy lanyard and student ID card. Every student is required to wear their lanyard with ID on a daily basis for on campus

learning. The first set is free of charge, if either item needs to be replaced students will need to purchase a new one in the Dean of Student's office (**ID card \$10 / Lanyard \$5 / cash only**). Students may only wear Rosary Academy lanyards; seniors may wear appropriate college lanyards, with their Rosary Academy ID attached.

Detentions can be given for any student not wearing their ID. Students must have their school ID for all events and/or for possible purchases.

### **HALL PASS**

All students must have a hall pass or note from an employee when out of class. There is a sign in/out sheet in each classroom and whenever a student needs to leave class, she must receive permission from the teacher, obtain the hall pass, sign out with name, time, and destination and sign back in once she returns. Students gone for an extended amount of time, which is determined by the teacher and the Dean of Students, may receive disciplinary action. Students may only use hall passes for their intended purpose. Students may not visit offices or other classrooms during class time; this must be done before school, at breaks and lunch, or after school.

### **LUNCH TIME**

Students are to be in supervised areas only during lunch. If a student needs to be in a classroom for any reason during lunch, they must be supervised by a faculty/staff member. Nothing is to be stored on or remain on the lunch tables during the school day. All belongings must be stored in the lockers and anything left on the tables will be taken to lost and found.

### **LOST AND FOUND**

If items are found such as clothing, lunch boxes, textbooks, etc., please turn them into Room 8. It is the students' responsibility to check and claim her personal belongings. If items are found that might hold more value such as jewelry, electronic items, car keys, etc., please bring these items to the Dean of Student's office.

### **TRASH**

Students are to dispose of all litter in the appropriate receptacles at all times of the day, especially during break and lunch. The lunch area is to be left as clean as it was found. The students are expected to act appropriately being courteous to the lunch staff, faculty, and fellow students during break and lunch. All students have the responsibility to pick up after themselves, and as good citizens to occasionally be willing to clean up after their neighbor as well.

### **FOOD / BEVERAGES / GUM**

Consumption of food and beverages is permitted before school, on breaks, at lunch and after school in designated eating areas. The beverage machine is to be used only during these times. Only water is permitted in the classroom. Gum chewing is prohibited on campus at all times. Students with health-related dietary needs should discuss their needs with Counselors to notify teachers of their needs.

### **STUDENT EMPLOYMENT / WORK PERMITS**

State law requires that students who are under 18 years of age and who have been hired by an employer must obtain a work permit. Once you are hired, you will pick up a *Work Permit Request* form from the

Registrar in the Counseling Office or on the Rosary website under the student tab. This form must be completed by the student, parent, and employer and then returned to the Registrar for issuance of the official work permit.

## **NON-CLASSROOM LEARNING EXPERIENCES**

Occasionally teachers incorporate opportunities to learn outside of the classroom. These opportunities include, but are not limited to: class retreats, performing arts, community outreach and service projects, field trips, on-campus assemblies, etc. Rosary Academy counts on the support of families to ensure their students participate in all non-classroom learning experiences.

Field trips are valuable learning experiences and privileges afforded to students; they are not a student's right. A student will not be allowed to participate in a field trip unless the proper school forms have been signed by a parent/guardian and submitted to the school. Verbal authorization by phone will NOT be accepted in lieu of the proper form. If a parent/guardian's authorization is submitted by fax or email, it must be on the proper school form. With the exception of performing arts, a parent may refuse to allow her/his daughter to participate in a school-sponsored study trip; however, attendance at school is required in lieu of participation in the trip. If a student misses a mandatory field study trip, she will complete an assignment designed to teach concepts and skills related to the trip. If a student is on a contract of any kind, it will be an administrative decision whether the student will be permitted to attend. Students may not participate in voluntary field trips, such as Close-Up, unless all financial obligations to the school are current.

## **LOCKERS**

The school is not responsible for lost or stolen items; therefore, lockers are provided for each student to keep her belongings safe. At all times, lockers need to be kept locked. Lockers in disrepair are to be reported to the Dean of Student's office. No student should attempt to unjam a locker by hitting or kicking it. The Dean of Students will communicate with facilities to assist the student.

Defacing lockers with pens, markers, white-out, scratches, stickers, and/or anything that would alter the original condition of the locker is prohibited. Each student is personally responsible for the condition of her own locker. Students and parents will be held financially responsible for repairs to damaged or vandalized lockers. Students who deface or vandalize a locker will earn disciplinary consequences depending on the damage.

## **PREGNANCY POLICY**

As a diocesan Catholic school, Rosary Academy affirms the sacredness of all human life. Rosary Academy praises the personal courage and commitment to life by pregnant women who choose to protect the life of their unborn children. Should a student become pregnant, the school will work in partnership with the student and her family to support life.

Rosary's goal is to support the student throughout her experience – before and after delivery of her baby. The student is encouraged to continue her Rosary education until her doctor advises her to remain at home. The school requires pre- and post-natal counseling for both the student and her family and requires proof of regular medical care throughout the pregnancy. The school will assist by suggesting appropriate agencies for counseling and physical care and will work with the local school district if homeschooling is necessary for the student. Following the birth of her baby, the student may return to school as soon as she is able and the school has received a written medical clearance from her physician.

The Counseling office will coordinate arrangements for the student's success plan upon returning to campus. Although the above does constitute Rosary's basic policy, each case is handled on an individual basis.

## **ABORTION**

Rosary Academy supports and affirms the teaching of the Catholic Church that abortion is the taking of an innocent human life. If the school becomes aware that the student has had an abortion, that student may be asked to leave the school.

## **VISITORS / DELIVERIES**

All visitors, including parents and alumnae, must check in with security at either entrance and show valid ID. Students may not go to the gates, especially outside the gate during lunch or breaks, to greet visitors or accept items from visitors. Visitors may not join the students during lunch at the lunch area, unless pre-approved by the Dean of Students. To minimize disruption and to ensure faculty/staff and students are not distracted from their primary responsibilities, Rosary Academy strongly discourages the delivery of food, flowers, balloons, etc. We expect our students to be self-reliant and able to adapt to an occasional forgotten uniform item, school supply, or lunch. We ask parents to partner with us by limiting visits during the school day to matters that are urgent. In the event a lunch needs to be dropped off, it must be left at the front gate with security, and parents will need to fill out a name tag for the lunch to ensure the lunch goes to the correct student.

## **UBER / UBER EATS**

Rosary Academy does not support the use of Uber or any like driver service to and from school and/or any Rosary Academy events. Rosary also does not support the use of food deliveries from Uber Eats or any like service to school or school events strictly for the safety of our students.

## **SECURITY**

In order to provide a safe and orderly campus, Rosary Academy maintains a closed campus with locked fencing for the protection of all stakeholders. Rosary is equipped with a security camera system. Cameras have been placed outdoors and in public view to reduce any concerns about privacy. The primary purpose of these cameras is to act as a deterrent to outsiders who do not belong on campus.

All visitors must check in with security and present a valid ID before entering campus and will receive a visitor's pass that must be worn during the duration of the visit. Due to the current state of the pandemic, visitors will be strongly limited. Please call in advance of a visit to campus, as entrance will be to the discretion of school administration. If a visit to campus is deemed necessary, a health screening may take place before entrance.

All students are required to stay on campus for the entire day. Any student who needs to leave early must have parent verification with the Main Office, receive an off-campus permit, and check out with security.

## **SAFE ENVIRONMENT CURRICULUM**

In June of 2002, the Bishops of the United States promised to protect children and young people and to help prevent sexual abuse by committing to the implementation of the *Charter for the Protection of Children and Young People*. Article 12 of the *Charter* states:

*"Dioceses/parishes will establish 'safe environment' programs. They will cooperate with parents, civil authorities, educators and community organizations to provide education and training for children, youth, parents, ministers, educators and others about ways to make and maintain a safe environment for children."*

Thus, in order to support the vision of our Bishops to provide a safe environment for our students, Rosary Academy provides a Safe Environment curriculum through freshman Religion class. Safe Environment curriculum covers the following topics: God's gift of sexuality and its inherent responsibility, sexual harassment, child abuse, child sexual abuse, sexual exploitation and violence in the media, acquaintance/date rape, healthy and unhealthy relationships, teenage runaways, and Internet safety.

## **EMERGENCY PREPAREDNESS**

Rosary faculty, staff, and students have regular drills to familiarize themselves with emergency procedures. A faculty/staff emergency committee works on a regular basis to keep the Rosary community knowledgeable, prepared, and trained for emergency situations. Every student is required to turn in an emergency contact form to the Dean of Student's office at the beginning of each school year, even if no information needs updating. Each household is required to complete and sign an emergency release form, stating those persons who have permission to take their student from campus after an emergency.

The school has emergency first aid supplies as well as food and water. The faculty/staff is prepared to stay on campus to help and care for students up to 72 hours after a major disaster. It is imperative that each parent/ guardian be aware of notices which are sent home with students and/or posted on the Rosary website. Parents are advised to listen to local radio broadcasts in the event of an emergency, as cell communication may be unavailable.

## **ATTENDANCE**

### **ATTENDANCE LINE: 714.879.6302 > PRESS 4 > LEAVE A MESSAGE**

If a student is absent, it is imperative that her parent/guardian call the Attendance line to confirm knowledge and reason of the absence by 9am. Unexcused absences, which is an absence from school without parent knowledge and verification, will be investigated as truancies.

Attendance has a direct correlation with positive class performance and the outcome of grades. Due to this correlation, each student is allowed seven absences per class, per semester, without consequences. Students and parents will be notified by the Dean of Students when their absence numbers get high in any class. *Medical situations due to COVID-19 will be reviewed case by case.*

## **EXCESSIVE ABSENCE POLICY**

Once a student exceeds 15 absences in any class per semester it will result in the following consequences, five percentage points will be deducted from the semester grade. At the end of each semester, Administration will review attendance.

## **NURSING/HEALTH AND WELLNESS**

Health Services are provided for students by a registered nurse. This includes first aid, health counseling and health programs. The emphasis of the program is to promote physical and mental wellness and personal responsibility. The Health Room is open daily during school hours. To avoid missing any class work, students are encouraged to visit the Health Room during their morning passing break, lunch break, or academic period for non-emergency needs.

### **MEDICATION**

**Students are not permitted to carry or store medicine of any kind.** Tylenol, Advil, Tums, Claritin, Sinus Decongestants, and Midol can only be given to students who have the consent of their parents on their online registration forms. All medication (over-the-counter and prescription) must be stored and taken in the Health Room. If medication is to be administered at school, all of the following conditions must be met:

- The ***Diocese Parent/Guardian and Physician Request for Medication Administration*** form specifying the reason for the medication, the name, dosage, time, route, side effect; and specific instructions for emergency treatment must be on file at school. This form must be completed and signed by the student's parent/guardian for the administration of all medications. Prescription medication requires that the form be completed and signed by the student's parent **and** the licensed authorized physician/dentist. This form can be found on the schools website under Student Life, or by clicking on the following ***Parental Notification for the Administration of Medication at School*** form.
- Medication must be delivered to the school by the parent/guardian or other responsible adult.
- Medication must be in your student's original, pharmacy-labeled container or a sealed over-the-counter container.
- All liquid medication must be accompanied by an appropriate measuring device.
- Any tablets requiring partial doses (1/2 or 1/4) must be sent to school already cut.
- A separate form is required for each medication.
- Students using or sharing medication will be subject to disciplinary action and the medicine will be confiscated. This includes all prescription as well as over-the-counter medication.

### **MEDICATION TAKEN AT HOME**

Students taking prescription medications at home for ADD/ADHD, depression or other mental health diagnosis are advised to report these medications on their admissions health history form or directly to the Health Room. Some medications may cause a positive test result during random drug testing.

### **CHRONIC MEDICAL CONDITIONS**

Students diagnosed with chronic medical conditions that affect their school day or may require medical attention while at school, should have a parent/guardian contact the Health Room. Students with **asthma or life threatening allergies** may carry an inhaler and/or EpiPen. A ***Diocese Parent/Guardian and Physician Request for Medication Administration Form*** must be submitted. In case of an emergency, keeping an extra inhaler or EpiPen in the Health Room is highly recommended.

Students with **diabetes** are required to submit an ***Individual Diabetes Plan*** signed by their physician before attending school. During school hours, diabetic students will test blood glucose levels, administer

insulin and/or other diabetic medication as specified in the student's *Individual Diabetes Plan*. If the student feels their blood glucose level may be high/low, or if symptoms of high/low blood glucose are observed, the student is to report to the Health Room. The goal of the Health Room is to encourage independence while providing the education and services needed to maintain blood glucose levels within the student's target range, and to respond to levels outside of this range.

## **STUDENT HEALTH AND MEDICATION FOR OVERNIGHT FIELD TRIPS/RETREATS**

Please consider only sending medication that is absolutely necessary for your student. Our field trip/retreat leaders are responsible for all medication administration and this can become a very time consuming task.

If your student requires any medication other than Tylenol, Advil, Tums, Claritin, Sinus Decongestants, or Midol while on a field trip, a *Diocese Medication Administration Form* must be provided. Please be advised that all medications will be administered by field trip/retreat leaders. It is important to provide clear instructions with the time the medication is to be given. Make sure your student knows that it is their responsibility to go to the leader for medication administration.

Medication must be delivered to the Health Room by the parent/guardian (or other responsible adult) one day prior to the trip/retreat. The Health Room will record and deliver all student medication to the field trip leader the day of the trip/retreat. Students with a *Diocese Medication Administration Form* and medication stored in the Rosary Health Room can notify the Health Room 48 hours prior to departure for delivery to the trip leader. It's the parent's responsibility to confirm that there is enough medication for the length of stay.

Please alert the field trip/retreat leader and the Health Room to all **life threatening allergies or chronic medical conditions** as soon as possible, prior to the field trip/retreat. Students with asthma or life threatening allergies may carry an inhaler or EpiPen. A *Diocese Medication Administration Form* should be on file in the Health Room.

If your student keeps an extra inhaler or EpiPen in the Health Room and you want him/her to have it on field trip/retreat, notify the Health Room 48 hours prior to departure. It is highly recommended that your student bring a back-up inhaler/EpiPen. All medication administration forms on file in the Health Room will be copied and sent with the leader.

## **ILLNESS**

Students should feel well enough to participate in all classroom activities when coming to school. If she is suffering from an active illness, they are advised to stay home in order to protect other students and staff from possible disease transmission. If your student develops a fever or is sent home from school with a temperature of 100° or higher, she must be free of fever for 24 hours without the use of fever-reducing medicine before returning to school. Students should remain at home until their illness has resolved, even if examinations will be missed as a result of illness. Do not come to school simply to complete an examination with the intention of leaving early due to illness.

If a student is absent for three consecutive days, a physician's note indicating that the student has been seen and is safe to return to school may be requested. This will allow the student to take the absences as excused and more importantly, reassure the school community that we are making every effort to minimize the transmission of treatable contagious diseases.

## **EARLY DISMISSAL DUE TO ILLNESS**

If a student is too ill to remain in school, **she must go to the Health Room and the nurse will notify the student's parents. Students are not allowed to make arrangements to go home on their own.** If the parent is unavailable, the persons designated on the student's emergency card will be called. Once the nurse has called and obtained permission from the parents or emergency contact for the student to go home, a call slip will be issued. Leaving campus without a call slip will be considered truancy. Students are not allowed to use ride sharing services such as Uber/Lyft.

## **EMERGENCY CONTACTS**

Emergency Contacts are relatives/friends/neighbors whom you have authorized to pick up your student at school (in case of illness, injury or disaster) if you were unable to be reached. It is important that all emergency contacts be kept current for the protection of the student.

## **IMMUNIZATION REQUIREMENTS**

The California School Immunization Law requires that students receive a series of immunizations before entering school. In addition, it requires schools to enforce immunization requirements, to maintain immunization records of all students enrolled, and to submit reports to the health department. The California School Immunization Law available at [www.shotsforschool.org](http://www.shotsforschool.org) explains these requirements and provides additional clarification of the law.

Parents are responsible for submitting immunization records to the Health Room. Students will not be enrolled unless an immunization record is presented and immunizations are up-to-date. In the event of an outbreak, unimmunized students may be excluded from attending school to prevent further spread of disease, according to California School Immunization Law.

2021-2022 California School Immunization Requirements 9 <sup>th</sup> – 12 <sup>th</sup> Admission	
Vaccine	Number of Doses Required of Each Immunization
<b>3 Polio</b> OPV or IPV	3 doses meet requirement if 1 dose was given on or after 4 <sup>th</sup> birthday; if not, 4 doses are needed
<b>1 Tdap</b> Tetanus Toxoid, Reduced Diphtheria Toxoid & Acellular Pertussis	1 dose of pertussis-containing vaccine is required on or after 7 <sup>th</sup> birthday. Tdap will meet (1) DTaP requirement. <i>Students will not be allowed to attend school without documentation of a Tdap immunization.</i>
<b>THIS IS A CALIFORNIA STATE REQUIREMENT</b>	
<b>3 DTaP, DTP</b> Diphtheria, Tetanus, & Pertussis	3 doses meet requirement if <b>Tdap</b> was given on or after 7 <sup>th</sup> birthday.
<b>Td</b> Tetanus	1-2 doses of Td given on or after 7 <sup>th</sup> birthday count towards the requirement.
<b>3 Hep B</b> Hepatitis B	3 doses at any age meets requirement
<b>2 MMR</b> Measles, Mumps & Rubella	only doses given on or after 1 <sup>st</sup> birthday meet the requirement
<b>2 Varicella</b> Chickenpox	OR Chicken Pox disease history with a <b>positive serum titer</b> and a <b>Permanent Medical Exemption</b> .
<b>Titers:</b> Serum <i>titers</i> are blood tests that measure whether or not you are immune to a given disease(s).	
A <b>Medical Exemption</b> requires a signed, written statement from a MD or DO, licensed in California which includes the following information:	
<ul style="list-style-type: none"> <li>• The specific nature of the physical condition or medical circumstance</li> <li>• Each specific required vaccine that is being exempted</li> <li>• Whether the medical exemption is permanent or temporary. If temporary, include an expiration date no more than 12 calendar months from the date of signing.</li> </ul>	
Starting in 2016, <b>Personal Beliefs Exemptions (PBE's)</b> are no longer allowed to be submitted.	
<ul style="list-style-type: none"> <li>• A PBE filed before 2016 at entry to any grade from 7th through 12th remains valid through 12th grade.</li> <li>• PBE's filed in 2014 and 2015 are only valid when signed by both an authorized health care practitioner and a parent/guardian no more than 6 months prior to first entry into school or a new grade span. If the "religious beliefs" box was checked, then a practitioner signature was not required.</li> <li>• PBE's may be transferred between schools in California, both within and across school districts. PBE's from out of state students will not be accepted.</li> <li>• If the student's PBE documentation is no longer available from a previous school, current immunization requirements must be met.</li> </ul>	

## REPORTING INJURIES

All accidents that are school related should be reported to the Health Room. Sports injuries are reported to the Coach and Trainer. All accident insurance claims are processed by the front office administrative assistant and are reported to the Health Room.

## INSURANCE

All students at Rosary have secondary accident insurance with Meyer-Stevens and Toohey. This coverage also includes accidents, which occur one hour before or after school (while directly en route to or from school), all school sponsored events, and sports activities.

## CONCUSSIONS

All confirmed and suspected concussions must be reported to the Health Room and/or Athletic Trainers whether occurring during school activities or outside of school. All students with confirmed concussions will take part in the Rosary's Concussion Management Program which will outline modifications and assist the student to safely return to full participation in academics and activities. Details regarding the Concussion Management Program can be found in the Athletic Office.

## FOOT INJURY

Students are not allowed to wear flip-flops or slippers under any condition. In the event of a student injuring a foot or toe, use either a medical shoe or a sandal with a back strap on the affected foot and a regular shoe on the unaffected foot.

## **SPORTS PHYSICAL**

A yearly sports physical is required to tryout and participate in all Rosary athletic programs. Pre-participation Physical Exam forms and further instructions can be found at <https://www.rosaryacademy.org/apps/pages/athleticsphysicalform>. For further questions, contact the Rosary Certified Athletic Trainers at ext. 210.

## **ILLNESS OR INJURY DURING SCHOOL HOURS**

### **Illness or Injury:**

When a student becomes ill or injured during class, a pass to the Health Room must be obtained from the current teacher. If a student is too ill to remain in school, the nurse will notify the parents. **Students are not allowed to make arrangements to go home on their own.** If the parent is unavailable, the persons designated on the student's emergency card will be called. It is important that all phone numbers be kept current for the protection of the student.

The school nurses are here to partner with families and students to promote the health and wellness of our students and community.

Please contact the nursing office if you have any questions about this e-mail or any health related topic.

School Nurses are:

Anne Fiorentino BSN, RN

Melissa Doyle BSN, RN

714-879-6302 xt 113

[nurse@rosaryacademy.org](mailto:nurse@rosaryacademy.org)

## **EXTENDED ABSENCE**

When a student is absent for an unanticipated extended amount of time (two or more days) the parent/guardian is asked to contact the Dean of Students and the student's counselor, who will then communicate with the teachers and assist with the process for missed assignments and tests.

We count on parent support to ensure students attend school every day. When a student is absent for an anticipated extended amount of time (two or more days), parents are to complete the [Extended Absence Form](#) and email it to [attendance@rosaryacademy.org](mailto:attendance@rosaryacademy.org). The family will be contacted by school personnel to further discuss the proposal.

Please be aware that college visits and club sporting events are considered extended absences if it matches the criteria above.

In the case of a concussion, please refer to the concussion protocol which can be found on our [school website](#).

## **OFF-CAMPUS PERMITS**

Anytime it is pre-planned that a student needs to leave campus early she MUST provide a signed parent note to the Main Office either before school, on break or at lunch, explaining the reason and the time needing to leave. The Main Office will provide her with an off-campus permit to show security to leave early. Once a student has the permit, she may present that to staff and is authorized to leave campus at the time stated.

If the off-campus is not pre-planned, a parent/guardian must come into the Main Office to sign the student out. If the student drives themselves, an email confirmation with the date, time, and reason will need to be sent to attendance with parent permission to release the student.

Rosary Academy is a closed campus. Students are not permitted to leave once they are on campus during school hours. Students must remain on campus during break and lunch periods, and during all Masses, rallies, retreats, and assemblies held on campus.

## **TARDY**

When a student is late to school, including her zero period, she must obtain a tardy slip from the Main Office. If the student has missed less than half of the first class, no need for parent verification. If the student has missed more than half of the first class or multiple classes in the day, a parent will need to verify the tardy by calling the attendance line or sending the student with a note.

Every student is allowed five tardies per semester without consequence, including being late to class in the middle of the school day. Students have plenty of time in between classes to get to each class on time. Once a student reaches six tardies, she will receive a consequence that is listed below. If there is a tardy pattern and a student is consistently late to school or to the same class, there can be a meeting with the Dean of Students and the teacher to discuss any problems and consequences can vary.

<b>NUMBER OF TARDIES</b>	<b>CONSEQUENCE</b>
6 - 8	1 hour detention
9 -11	Two 1 hour detention / Conference with Dean of Students
12 +	Tardy Contract

## **MEDICAL APPOINTMENTS**

Please do not schedule medical appointments during school hours. In the unavoidable event that a student must see a medical practitioner during school hours, the student must provide a doctor's note upon her return to school.

## **READMIT PROCEDURE**

If the absence was called in, the day of return the student may go directly to class. If there was no parent verification on the day of the absences, the student must check in with the Main Office, to either turn in a signed parent note or make a parent phone call to verify the absence. If there is an absence pattern and a student is always absent to the same class, there may be a meeting with the Dean of Students, teacher, and/or the counselor to discuss any problems and consequences may vary.

## **TRUANCY**

A truancy is defined as an unexcused absence. A student is subject to disciplinary action if at any point she misses a day of school, a class or classes, and does not have permission from her own parent/guardian. The student may be asked to attend a conference with her parent/guardian and the Dean of Students to develop an action plan to ensure the student understands and complies with attendance expectations. The student may be placed on probation until she can demonstrate better behavior. In addition, a grade of zero may be assigned to all class work and tests missed due to the truancy.

## **COVID-19 INFORMATION**

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. The symptoms can range from mild (or no symptoms) to severe illness. The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with virus and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.

### **Signs & Symptoms**

Symptoms may appear 2-14 days after exposure to the virus, according to the CDC. People have had a wide range of symptoms, ranging from mild to severe.

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Nausea and vomiting

### **What happens if someone becomes ill during the school day?**

If a student becomes ill during the school day, the student should report to the Health Room. Individuals with symptoms of COVID-19 will be sent home and should see their doctor to determine if testing is needed. If tested, they will remain home until results are received.

## **Face Coverings**

At Rosary Academy, we too are called by our charism to serve the dear neighbor without distinction. Therefore, we are called to wear face coverings to respect the health and safety of others. Demonstrating respect for ourselves and others is central to what it means to be a Royal. Face coverings MUST be worn indoors at all times. The face masks must be appropriate for school. Face covering guidelines:

1. The mask must be a solid color or those sold in the Royal Retail shop.
2. Rosary logos ONLY.
3. There is to be no writing or slogans other than Rosary or Servite.

## **ACADEMICS**

### **PHILOSOPHY**

The primary purpose of the Rosary Academy curriculum and instruction is to prepare students for academic success and to be ready for college and career while fostering ethical and moral growth through the integration of Gospel values across disciplines. This goal is achieved through a balanced liberal arts curriculum, individualized programs of study, rigorous courses, and a competent and dedicated faculty who embrace the principles included in the United States Conference of Catholic Bishop's letter "To Teach as Jesus Did." The academic program is designed for students to master Rosary Academy academic skills and to foster inquiry, diversity, creativity, true scholarship, a love of God, and life-long learning.

### **OFFICE HOURS**

Office Hours is intended to give students the opportunity to get additional help from their teachers during the school day, increase teacher/student communication, and to minimize student stress. Students will have flex period on certain days that are marked in the calendar to visit any teacher with whom they have questions, need extra help, or just need a quiet place to study. During Office Hours, all students must be in a classroom with a teacher or supervisor.

If a student has a D or an F in any class, she may receive an email from that teacher requiring her presence at the next Office Hours. If a student receives multiple emails requiring her presence, she must communicate with those teachers and make proper arrangements, which includes attending at least one. A teacher can assign a detention for a student who does not make the necessary arrangements.

The language of communication and instruction at Rosary Academy is totally in English with the exception of World Language classes which are taught in the target language.

### **CURRICULUM**

Rosary Academy is a college preparatory school with over 150 academic courses available. Students are accepted based on the expectation that they are capable of meeting the academic rigors of the curriculum. While at Rosary, students must maintain a cumulative academic Grade Point Average (GPA) of 2.0 or better.

The curriculum at Rosary has been developed by the Academic Council under the direction of the Principal/Assistant Head of School and the Assistant Principal of Academics. The curriculum is multi-layered offering academic classes as well as Advanced Placement and Honors classes for those who qualify. A Rosary Support Program is offered throughout all four years of the academic curriculum for students with mild learning differences. Rosary hires only faculty who are highly knowledgeable in their subject matter and who have appropriate credentials or degrees to teach our students the highly academic curriculum offered.

## **GRADUATION REQUIREMENTS**

In order to graduate from Rosary Academy, a student must successfully complete a minimum of 27 credits of course work. Included within credits completed satisfactorily are the following

## **GRADUATION POLICY**

In order to receive a diploma from Rosary Academy, a student must:

- Have successfully completed a minimum of 27 credits of coursework.
- Have no un-remediated grades of "F" on her transcript.
- Have a cumulative academic GPA of 2.0 or better.
- Be in good standing with the Attendance and Dean's Office.
- Have no outstanding financial obligations with the Business Office.
- Have completed all class service and retreat obligations.

A senior who has the misfortune of receiving a grade of "F" on her transcript will not receive a diploma from Rosary Academy until the "F" has been remediated. In order to participate in graduation exercises she must:

- Have a cumulative academic GPA of 2.0 or better.
- Not have more than 2 "F" grades on her transcript.
- Be in good standing with the Attendance and Dean's Office.
- Have no outstanding financial obligations with the Business Office.

All incomplete work must be turned in by the 85% posting date in order for this work to be calculated into final grades. Any senior who is enrolled in a non-Rosary Academy online class needed to meet graduation requirements must have all work and the final exam completed by May 1st with the official transcript received by the counselor no later than May 10th. Any student who has a "School Hold" on her diploma will not receive the diploma until the hold is removed. Students who have a "School Hold" on their diploma because of incomplete graduation requirements must have those deficiencies completed by August 31st of the graduation year. If applicable, a transcript from the community college or university must be submitted to Rosary for the completed work. The date of graduation on the transcript will reflect the year the graduation requirements have been met if not done by August 31st of their graduation year. All religion courses must be made up at Rosary Academy.

## **28 CREDIT LIMIT**

Rosary uses a maximum number of 28 academic credits to determine GPA. Academic credits beyond 28 taken during summer or at a community college may be placed on the Rosary transcript, but the credit will be zeroed out so the 28 number is not exceeded. Note: Universities may recalculate a student's GPA

to include any course given zero credit. Academic credits earned in classes taken during the regular school day, periods 1-7, will always be counted on the transcript with no exceptions.

## **GRADING SCALE**

The school grading scale is:

A+ .....	99-100%	B- .....	80-81%	D.....	62-67%
A .....	92-98%	C+.....	78-79%	D- .....	60-61%
A- .....	90-91%	C .....	72-77%	F .....	59% and below
B+ .....	88-89%	C-.....	70-71%		
B .....	82-87%	D+.....	68-69%		

## **GRADES AND ATTENDANCE**

Regular attendance in class is directly related to strong academic performance. Students who miss class for any reason may find their grades affected by these absences. Every teacher has an absence policy for their individual class, in addition to the school policy listed below. Parents and students should be sure to familiarize themselves with their teachers' policies regarding absence from class.

## **GRADES AND GPA**

Honors classes, AP (Advanced Placement) courses receive an extra grade point. The scale is as follows (pluses and minuses within each letter grade do not change the scale):

<b>Honors Scale</b>	<b>Academic Scale</b>
A - 5	A - 4
B - 4	B - 3
C - 3	C - 2
D - 1	D - 1
F - 0	F - 0

The semester exam constitutes 15% of the semester grade.

"I" (Incomplete) is used only in very rare cases when a student has missed work/test due to an excused absence at the end of the grading period. If the Incomplete grade is not made up within 2 weeks from the date grades were due, the grade will turn to an "F".

All 8th and Zero period classes that receive a letter grade may be used for athletic eligibility but may not be calculated into the Academic GPA unless there is a non-academic class for substitution.

## **HONOR ROLL**

Rosary Academy acknowledges both 1st honors and 2nd honors based on weighted academic Semester Grades.

1<sup>st</sup> Honors is identified by 4.0 and above, and 2<sup>nd</sup> honors is identified by 3.5 – 3.99 GPA.

## **LATIN HONORS**

In recognition of distinguished academic achievement and high standards of academic integrity, Rosary Academy awards graduation honors to students based on the students weighted academic grade point average (GPA) over seven semesters.

Rosary Academy will honor graduating seniors by the following distinctions based on their weighted academic GPA upon the completion of their coursework over seven semesters out to 4 decimal places.

- 4.5000 or higher = Summa Cum Laude – “with the highest distinction”
- 4.3000 – 4.4999 = Magna Cum Laude – “with great distinction”
- 4.1000 – 4.2999 = Cum Laude – “with distinction”

Eligibility for Latin Honors designation is based only on courses taken at Rosary Academy. Latin Honors designations are placed on student transcripts.

## **VALEDICTORIAN AND SALUTATORIAN**

The Valedictorian award is bestowed upon the senior who has earned the highest weighted academic GPA over seven semesters and has shown commitment to the school's mission and charism. In order to be considered for Valedictorian the student must have attended Rosary for at least six of the seven semesters. The decision is made in early spring by the Head of School and the Principal/Assistant Head of School.

The Salutatorian award is bestowed upon the senior who has earned the second highest weighted academic GPA over seven semesters and has shown commitment to the school's mission and charism. In order to be considered for Salutatorian the student must have attended Rosary for at least six of the seven semesters. The Head of School and the Principal/Assistant Head of School make the decision in early spring.

Rosary Academy is a non-ranking school. It is not the policy of Rosary Academy to rank students or provide a decile placement. In the very rare case that a College, University, or Scholarship Program should require a decile placement, that report will be sent directly to the requesting agency. Rosary Academy does not give this information to parents or students.

## **COURSES AND SCHEDULING**

Each student is required to take a course load of seven classes per semester. Counselors, with the assistance of the Assistant Principal of Academics, will closely monitor a student's choice of courses to avoid the student becoming overloaded in her academic curriculum. A detailed explanation of the courses that are offered can be found in the Course Catalog which is published each year and posted on the school website. Registration for courses for the following year takes place during the third marking period. Students work with their counselor to prepare their next year's schedule, to review graduation requirements, and to take proper courses for admission to the colleges or universities of their choice.

Incoming Freshmen receive course selection forms and a hard copy of the Course Catalog at the mandatory Incoming Freshman Scheduling Night in the Spring. At this meeting individual Department Chairs and administration speak about scheduling options.

## **PLACEMENT IN CLASSES**

### **All Students**

After students have selected courses, they are assigned to classes by the computer. Selection of specific teachers is not permitted. Students not initially qualified for Honors classes can earn placement into certain Honors classes by individual department policy (testing or by earning A's both semesters in the academic level class with teacher and counselor recommendation).

### **GRADE NINE**

Students are assigned courses required for graduation based on their Entrance Exam scores, Rosary math placement test, courses taken in middle school, and standardized tests administered in middle school in 7<sup>th</sup> and 8<sup>th</sup> grade.

### **GRADES TEN - TWELVE**

Returning students select courses based on teacher recommendation and approval during the registration process in the spring. Each department has guidelines for the placement of students in advanced courses which can be found in the Course Catalog published annually.

### **CHANGING CLASSES**

Rosary Academy does not have an open add/drop period. No changes will be made to schedules after the first two weeks of a semester, the exception to this would be an error made by the school for an incorrect placement in a subject. Should a class change be needed due to misplacement, the grade the student has earned to that date will be carried to the new class. Please note also, that seniors are not permitted to change classes at the beginning of 2<sup>nd</sup> semester. In some cases, seniors have already been accepted to college and wish to lighten their load. Rosary does not permit this as an option. Please note that Rosary Academy will not accommodate student-initiated course changes for convenience, such as teacher preference or time of year. Students not doing homework or classwork is not sufficient reason to change a class. Student's meet with a counselor during the Course Request process, and course requests are finalized before the end of the prior school year.

### **REQUESTS FOR TEACHER CHANGES**

All students are assigned to teachers and periods by the computer. The computer balances all class sizes and assigns teachers to students in a random manner. To maintain proper class balance and fairness to all, requests for schedule changes will not be made to accommodate a teacher of their choice.

### **WITHDRAWAL FROM A COURSE AFTER THE SEMESTER HAS BEGUN**

It is important to note that dropping a class can only occur under very unusual circumstances with the approval of the Assistant Principal of Academics. If a student drops a course prior to the first four weeks of any semester, there will not be a W on her report card. These drops would only be approved if the student is misplaced not because the student does not like the class or teacher. However, if a student drops a course after the first four weeks of any semester, a W will appear on the student's report card. In both cases there will be a straight transfer of grades even when dropping levels, i.e. AP/Honors to academic.

## **HOMEWORK FOR STUDENT ABSENCES**

Homework can be found on the individual teachers' online class site (Moodle page) and/or within the teachers OneNote Class Notebook when students are absent.

### **ABSENCES AND MAKE UP POLICY**

Absences fall into 2 categories: Excused (Unanticipated and Anticipated) and Unexcused. Unanticipated excused absences are due to illness, accident, family issues, etc. In a case of excused absences, students are required to meet with their teachers before or after school on the day of their return to discuss missed work and due dates. Failure to make up assignments, tests, quizzes as scheduled will result in no credit.

Guidelines regarding makeup work for unanticipated excused absences are as follows:

- If students are absent when something is assigned, they will have one day to complete the assigned work for each day missed.
- If students are absent the day of a quiz or test, they must make it up within one week of their return. Scheduling of make-up tests is strictly at the teacher's convenience. Tests are generally expected to be made up either before or after school.
- Make up quizzes and tests are subject to alternate quizzes or tests based on teacher's discretion.
- If students are absent on a day of an oral presentation, individual or group, the student will be offered an alternate assignment or due date.
- Students may be required to miss an extra-curricular event or practice to make up an assignment.

Anticipated absences are absences due to an athletic event, performance, school trip, college visits or vacation.

In the case of an anticipated absence, students are required to turn in all assignments on the originally scheduled due date. The student has the option of turning the assignment in early or sending it in that day with a classmate, parent, etc.

For anticipated absences where the assignment cannot be completed and turned in on the originally scheduled due date, students are required to meet with their teacher at least 2 days before the anticipated absence to discuss work and instruction expected to be missed and establish a due date.

Please note, if a student is absent, it is the student's responsibility to find out what assignments have been given and when they are due. The student is responsible for reaching out to the teacher to determine what they missed, in addition to checking Moodle or their OneNote Class Notebook to see what was missed.

### **MISSING SEMESTER/FINAL EXAMS**

All requests to take exams early must go through the Assistant Principal of Academics. Final exams may not be rescheduled without this approval. Students must provide documentation supporting the reason for the early request and get approval from the Assistant Principal of Academics.

No second semester exam may be taken after the last day of teacher attendance. Students that must miss exams due to illness must contact the Academic Office immediately to see if it is possible to make up exams before teachers leave for the summer.

**Please note:** Semester and Final exams will not be rescheduled to accommodate vacations plans, appointments, etc. Please check the school calendar before booking your vacation plans. All seniors MUST take their semester exams. If a senior student is ill and has to miss taking one or more of their exams, a doctor's note is required if the exam cannot be taken. Failure to provide this will result in the student receiving an "F" grade for their semester exam.

## **WITHDRAWAL DUE TO EXCESSIVE ABSENCES**

Regular attendance at school is essential for academic success at Rosary. A student's grade will be affected by excessive absences since it becomes extremely difficult to make up missed assignments while continuing to move forward with new work. When it becomes necessary for a student to miss a segment of school beyond two weeks or absences have become excessive due to medical or psychological reasons, the school may ask the student to withdraw from Rosary for the remainder of that semester and enroll in another accredited school while they are recuperating. Should the student wish to return to Rosary a transcript from the accredited school must be sent to the Registrar at the end of that semester or year. A meeting will be scheduled with the Academic Office and the student's counselor before the student is permitted to reenroll through the Admissions Office.

## **CLASSROOM POLICIES**

All teachers distribute and post Parent/Student agreements that include classroom policies at the beginning of each school year or semester. Parents and students should read these agreements very carefully before signing them. Students will be held responsible for the content of these agreements throughout the school year. Contact the teacher with questions on individual classroom policies. **Note:** School policy preempts classroom policy.

## **GROUP WORK POLICY**

All teachers who assign group work must follow the school policy on group work which requires that both an individual and a group grade be given. The weight for each grade is determined by the teacher. Always consult the teacher's classroom policies for more detailed information.

## **ACADEMIC INTEGRITY**

All students are expected to strive for and demonstrate academic honesty and integrity at all times. The grade a student earns, reflects the student's true ability and effort. Academic dishonesty of any kind is contrary to the school's philosophy and Christian values.

Academic dishonesty will result in both academic and disciplinary consequences. Forms of academic dishonesty include, but are not limited to:

- **Cheating:** Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work not one's own. This includes using notes, aids, electronic devices and/or help of other students in ways other than those permitted.

- **Plagiarism:** The theft and use of another's ideas or writings as one's own, with or without the knowledge of the other person. This includes misrepresenting or fabricating a source. The use of another's words or ideas without proper citation.
- **Facilitating Dishonesty:** Knowingly sharing passwords to allow others access to one's own work or allowing another student to obtain, without the teacher's authorization, information from one's own, or someone else's, exam, paper, and/or homework or doing the work of another.
- **Unapproved Collaboration:** Working together on a project or assignment without the instructor's knowledge or permission. Students may tutor other students within proper limits. A tutor may work any assignment, question or problem for a student that is not being turned in for a grade. If an assignment is being turned in for a grade, a student should never turn in the tutor's solution as if it were her own. Hence, the tutor should not supply a complete (or even partial) solution to that particular answer or problem. Tutors may, however, create or select similar questions or problems and work through them for the purpose of illustrating the concepts and methods that the student will need in completing the assignment. It is also permissible for a tutor to look at a student's work on an assignment for the purpose of identifying the student's errors. The tutor can then address any misconceptions that might have caused these errors and, without giving the direct answer, explain the correct principles, using appropriate examples to illustrate each point.
- **Academic Misconduct:** Tampering with grades, tests, or any other class materials; stealing any item from an instructor to facilitate cheating; stealing or tampering with the work of another student.

Cell phones, smart watches and other wearable technology must be placed in the front of the class or in the student's backpack during tests and assessments. Failure to do so is a violation of the Academic Integrity policy.

Students in AP courses face more serious consequences for academic dishonesty than other courses. The guidelines of her contract and loss of privileges may exceed that of a non AP course Academic Integrity contract, all of which is decided by the Dean of Students and Administration.

### **Consequences for Academic Dishonesty**

1. All assignments, quizzes, tests, papers, or devices will be taken from the student at the time of the violation and given to the Dean of Students.
2. It is up to the teacher to either send the student to the Dean of Students at that time, or have the Dean of Students call her in.
3. A grade of "F" or zero will be given, without the opportunity for make-up.
4. Parents will be notified by the teacher via email or phone.
5. A conference may be conducted with student and the Dean of Students to discuss the situation and possible consequences. (If the student will be placed on an Academic Integrity Contract, the Dean of Students will contact the parents).
6. Repeated violations or a single serious violation may lead to more serious disciplinary actions such as probation, suspension, or expulsion.
7. Violations of academic integrity, even in the fourth quarter, may seriously compromise a senior's grades and any honors, academic or otherwise, which she may have earned, including college scholarships.

### ***Consequences for Academic Dishonesty on a Semester/Final Exam***

To be determined by the Dean's Office and administration. Depending upon the nature and seriousness of the situation, consequences include, but are not limited to, the following: "No Credit" on the exam (15% of the final grade), Sanctions, Suspension, Probation, Parent Contact, "U" in Citizenship for semester, possible Involuntary Withdrawal, Expulsion from Rosary Academy, Student

removed from any and all elected or leadership positions for the remainder of the school year or the following semester.

#### ***Consequences for Academic Dishonesty on National Examinations***

To be determined by the Dean's Office and administration. Depending upon the nature and seriousness of the situation, consequences include, but are not limited to, the following: Sanctions, Suspension, Probation, Parent Contact, "U" in Citizenship for semester, possible Involuntary Withdrawal, Expulsion from Rosary Academy. Student removed from any and all elected or leadership positions for the remainder of the school year or the following semester. National Examinations include, but are not limited to, the following, IOWA, PLAN, PSAT, SAT, ACT, and AP.

#### ***Additional Consequences***

An incident of academic dishonesty will result in the student's removal from the honor roll for the quarter (if necessary) and may also jeopardize the student's membership in National Honor Society and California Scholarship Federation. Academic Dishonesty in an Honors class (including AP classes) may result in the student's removal from the class.

### **OBSERVING CLASSROOMS**

Occasionally, the Academic Office receives requests from parents to observe a teacher's classroom. These requests to observe a particular teacher's class cannot be approved. We strongly encourage parents to contact the teacher first when there are concerns about a class. Please review the Rosary Academy Communication with the School Policy for any questions about the proper chain of communication.

### **AERIES PROGRAM**

Students and parents who wish to monitor academic progress on a regular basis can access Aeries, the official school grading program which allows parents and students to review assignments and test scores online 24 hours a day from any computer. In addition, it allows parents and students to review the official school records for discipline, attendance, and grades at set grading periods. All teachers are required to use Aeries and to update it at least once a week. Aeries access instructions are emailed to new Rosary Academy students/parents at the beginning of the school year. If you need to reset your password, use the "Forgot Password?" option on the site login screen. For additional assistance, please email [aeriesportal@rosaryacademy.org](mailto:aeriesportal@rosaryacademy.org).

### **QUESTIONS ABOUT GRADES**

Students and parents who have questions about any grade on a test, quiz or project and wish to have a review with the teacher, must bring that to the attention of the teacher within a reasonable time (two weeks).

### **REPORT CARDS**

Parents and students are encouraged to review grades on Aeries (the school's online grading program) regularly to keep track of students' academic progress throughout grading periods. Please note we no longer mail report cards.

## **Grades Available for Viewing on Aeries**

- October ..... First Mark Grades
- January ..... First Semester Grades
- March ..... Third Mark Grades
- May (Seniors Only) ..... Second Semester Grades
- June (Grades 9-11) ..... Second Semester Grades

## **REQUEST FOR REVIEW OF A SEMESTER EXAM GRADE**

At the end of the second semester, there are occasional requests from parents and students to review the semester exam. Since the 85% of the semester grade is posted the Friday before the beginning of semester exams, any questions relating to this portion of the grade must be taken care of before teachers leave for the summer. Parents or students wishing to review the second semester exam may request a SEMESTER EXAM REVIEW FORM from the Academic Office. Forms must be completed and turned in no later than June 30th. The purpose of this semester exam grade review is twofold. One, to provide an opportunity for the semester exam to be reviewed, and two, to see if possibly a mistake in the grading of the exam has occurred. It is not the purpose of this review to dispute answers on the test or otherwise try to persuade the teacher to change the grade. If a student has a question about a grade during the first semester, the student (or parent) should contact the teacher directly. If the teacher is no longer on campus, the Department Chair for the subject may be contacted. All requests for first semester grade reviews must be made prior to January 15.

## **POSTING OF THE 85% 1ST SEMESTER AND 2ND SEMESTER GRADE**

The Friday before first and second semester exams begin teachers post the 85% grade for each student. The reason for this is to allow students or parents to be aware of their grade going into the final. This allows the student to know how well they must perform on the final exam to earn the grade they desire. It also allows the student an opportunity to ensure the 85% clearly reflects all completed work, test, and quizzes. **If a parent or student has any questions regarding the 85% grade, it must be addressed before the semester exam is taken.**

## **COMMUNITY COLLEGE CLASSES/ONLINE CLASSES, OTHER**

Any student wishing to take a class at a local community college, online, or other, is required to have the signed approval of their counselor and the Assistant Principal of Academics. Students must request an official transcript be sent to their counselor once the course is completed. **Please note:** All core classes must be taken at Rosary Academy.

## **REPEATING A COURSE**

Any semester grade of "F" must be remediated in summer school. Students are not permitted to retake a class during the school year for which they earned a grade of "F". It is highly recommended that a semester grade of "D" earned in the second semester of a first or second year Math or World Language class be remediated in summer school.

Students who wish to earn a diploma from Rosary Academy (this does not apply to transfer students) must take all core classes at Rosary Academy. Students may not take more than 2 credits (2 years of classes) from another outside accredited educational institution for any class unless there is an extenuating circumstance which requires approval by the Assistant Principal of Academics. Online

classes are permitted on a limited basis only. An Off Campus Course Request form must be submitted to the Assistant Principal of Academics by your counselor for approval.

## **SUMMER SCHOOL**

Rosary Academy offers a summer school program for remediation and enrichment. In order to receive academic credits for summer school, students must take courses through Rosary Academy. When Rosary Academy offers a summer school course, students are not permitted to take another course for credit, or credit recovery (remediation) elsewhere at the same time. Summer School courses taken at a school other than Rosary Academy must have approval. Summer School courses taken at Rosary Academy will replace a "D" or "F" on the student's transcript. An Off Campus Course Request form must be submitted to the Assistant Principal of Academics by your counselor for approval to remediate a course taken at a school other than Rosary Academy. Summer School courses taken at a school other than Rosary Academy will be averaged with the student's grade on her transcript at Rosary Academy. Summer School at Rosary Academy is co-educational and is open to students attending Rosary Academy and other Catholic high schools. At times, public school students may also attend summer school.

Any student who receives an "F" grade at the semester in any subject must remediate that "F" in summer school. In addition, a student receiving a "D" grade in the second semester of any Math or World Language course for which a second or third year is required is recommended to attend summer school at Rosary to remediate the grade and to prepare for the following year. Students whose academic GPA is below a 2.0 must attend summer school to remediate D's even if they have no "F's", so that they may improve their academic GPA to meet graduation requirements. Students may only remediate grades of D+ or lower. It is the student's responsibility to select and take the appropriate classes that are eligible for remediation.

Summer school courses must be completed in a shorter amount of time. Therefore, it is very important that you are in attendance for every face-to-face meeting. There are no "Excused Absences" for Summer School. Our Summer school courses are very intensive. Approximately 1 week of material is covered each day during summer school. Moodle and/or OneNote serve as your classroom when you are not attending class at Rosary. Please note that you will need to spend approximately 4 hours each day, if not more, on the course material to keep up.

## **TRANSFER STUDENTS**

To be accepted as a transfer student to Rosary, a student must have an academic GPA of 2.0. All transfer credits must come on an official school transcript from an accredited institution. Only courses marked honors or AP will receive any additional weight on the Rosary Academy transcript. Courses marked Accelerated or deemed to be "at an honors level" by sending school will not qualify for additional weight. Families may be asked to provide a letter of recommendation from either the principal or school official of previous school indicating no disciplinary actions have been taken.

## **INTERNATIONAL STUDENTS**

All International students are held to the same standards and code of conduct requirements as our domestic students. International students must also maintain a cooperative relationship with their homestay family. The arrangement of the homestay for the international student is the responsibility of the student's family and not the responsibility of Rosary Academy. In the event of any homestay changes, it is the responsibility of the student to communicate those changes to the school registrar. An international student's enrollment status is considered "at will," meaning the school reserves the right to

withdraw the student from Rosary Academy on the basis of academic probation, on campus school discipline problems, and/or off campus homestay behavior problems.

Students transferring from an International School as seniors must be able to meet all the graduation requirements of Rosary Academy if they wish to earn a Rosary diploma and participate in graduation exercises. In addition, they must complete two years of required Religion courses. Those courses should be the junior and senior year classes offered at Rosary. The Administration reserves the right to make the final decision on International students wishing to graduate from Rosary Academy.

International students who come to Rosary after their Freshman year, will have their previous course work sent directly to the colleges and universities to which they are applying. Courses taken and credits earned at International Schools will not be reconciled on the Rosary transcript. It will be necessary for the student to send two transcripts when applying to college, one from the international school, which the student must request, and one from Rosary.

## **STUDENTS STUDYING ABROAD**

Any student who leaves Rosary Academy to study abroad must have a transcript from an accredited school if they wish to return to Rosary. Students and parents must sign an agreement regarding this at the time of withdrawal should they wish to return.

## **ACADEMIC PROBATION**

Rosary is a college preparatory high school. Students are accepted based on the expectation that they are capable of meeting the academic rigors of the school. Therefore, students must maintain a cumulative, as well as semester, academic Grade Point Average (GPA) of 2.0 or better. Students are placed on academic probation after the first semester that they perform below 2.0. A second semester of academic work below 2.0 can be reason for dismissal. Freshman students may be asked to withdraw from Rosary if they have both semesters of academic work below 2.0 or if the second semester or cumulative academic GPA falls below 1.50. Having a GPA that low so early in the high school program makes meeting graduation requirements very difficult.

## **ACADEMIC WITHDRAWAL**

When a student has not met the academic requirements of Rosary, the Assistant Principal of Academics in consultation with the administration may ask the student to withdraw. Final transcripts are provided to the school/program designated by the parent/guardian at the time of withdrawal. No future academic grades for work completed at another institution or educational program will be posted or added to the Rosary Academy transcript of grades issued at the time of withdrawal. Rosary is under no obligation to continue to facilitate the continuance of the student's education at Rosary or by any agent or representative of Rosary.

## **VOLUNTARILY WITHDRAWING FROM SCHOOL**

If, for any reason, a student is withdrawing to attend another school, the parent must contact the Registrar to sign the withdrawal form within two weeks of the last day of student's attendance at Rosary Academy. If the withdrawal occurs other than at the end of an official grading period withdrawal grades, based on the date of withdrawal, will be obtained by the Registrar from the teachers and forwarded to the new school. Withdrawal grades will be posted on the official transcript.

## **YEAR-END REVIEW PROCESS**

At the close of first semester and at the end of summer school, the Assistant Principal of Academics in consultation with the administration examines the files of any student(s) for whom there is some academic concern and determines an appropriate course of action.

## **ACADEMICS AND PARTICIPATION IN ATHLETICS**

Students must have a 2.0 total GPA (which includes non-academic classes) in the most recent grading period to be eligible for participation in athletics or specified activities. The grades from the most recent grading period will be used to determine eligibility. In some cases, activities require a higher GPA for participation. These athletic/activities eligibility GPA's include all courses taken for credit.

If a student athlete falls below a 2.0 total GPA at any official grading period (i.e. 1<sup>st</sup> mark, 1<sup>st</sup> semester, 3<sup>rd</sup> mark, 2<sup>nd</sup> semester), she may not represent Rosary in athletic competition. Should an athlete fall below a 2.0 total GPA, a request for a one-time Waiver for Eligibility to participate in athletic competition may be made by the coach. Students or parents who wish to receive a Waiver for Eligibility should present their individual case to the student's coach for the particular sport in which the student is participating. The coach in turn will petition the Assistant Principal of Academics for approval. The request for a waiver must come directly from the student's coach. The Assistant Principal of Academics will not consider the request for a waiver that comes directly from a student or parent. A Waiver for Eligibility is given only ONE TIME during the student's high school years. The Monday after grades are submitted, students become either eligible or ineligible. A waiver is generally reserved for varsity athletes. Freshmen are generally not given this option. A Waiver for Eligibility is effective for one grading period only. The waiver may be revoked if a student's GPA falls below a 2.0, the student receives an F in any course, or academic progress is not seen during the time of the waiver.

## **PHYSICAL EDUCATION POLICY**

All students at Rosary Academy are required to complete One year (1 credit) of Physical Education in order to graduate. This requirement can be met in the following ways:

### **REGULAR P.E. CLASSES**

- Completion of 1 year (1 credit) in a Physical Education class at Rosary Academy, either during the regular seven period day, (first priority given to seniors), or during summer school (space permitting and first priority given to seniors). Summer school classes will count as .5 credits per semester or summer session. Students may take summer school P.E. both sessions if space is available and can earn a total of 1 credit for both sessions.
- Students may earn .5 P.E. credits per semester by being a Team Manager. Space is limited in this semester long course, and students must be recommended by the team coach.

### **ROSARY-SANCTIONED SPORTS**

Only those Rosary-Sanctioned sports that are offered on our campus will be approved for credit. This includes the following : Basketball, Lacrosse, Cheerleading, Cross Country, Dance, Golf, Soccer, Softball, Swimming, Tennis, Track and Field, Volleyball, and Water Polo. Two years of continuous participation in a seasonal or semester sport will satisfy the full 1 credit requirement for graduation.

A maximum of 1 credit per year may be earned through participation in a Rosary-Sanctioned sport. If a student is dropped or withdraws from the sport before meeting the 1-year commitment (stated above), she must earn the additional credits needed prior to graduation. These additional credits may not be earned off campus; the remaining P.E. credits needed for graduation must be earned on the Rosary Academy campus.

## **THE ADVANCED PLACEMENT PROGRAM**

The College Board's Advanced Placement Program (AP) enables students to pursue college-level studies while still in high school. Based on their performance on rigorous AP Examinations given in May, students can earn credit or advanced placement for college. In addition, the AP Program offers students these benefits:

- Allows high school students to take courses that are challenging, rigorous and in-depth – exactly the kinds of courses they will face once in college.
- Prepares students to succeed in college.
- Allows students to take more advanced courses in disciplines where they have received a firm grounding from AP.

Rosary Academy only offers AP exams for courses that are taught at the high school. Per the College Board, schools are under no obligation to offer such exams. Students may take AP exams at other high schools, but it is incumbent upon the students to ensure that when signing up for these exams that they are not in conflict with the regularly scheduled AP exams at Rosary Academy.

Rosary demonstrates its commitment to academic excellence by offering a variety of Advanced Placement courses taught by teachers who are well trained in their area. Qualified students who are willing to accept the challenge of a curriculum that serves as a national standard for college-level achievement should consider these courses.

# **ROSARY SUPPORT PROGRAM (RSP)**

## **Program for Students with a Documented Learning Difference**

Rosary Academy established the Rosary Support Program (RSP) to support students that have mild learning differences. RSP is a comprehensive program designed to assist and respond to the needs of students who learn differently. This program is specifically designed to support and facilitate student engagement. An additional fee is required for participation in this program. Please contact RSP for detailed information at (714) 879-6302 ext. 136.

### **RSP MISSION**

Taking into account individual student learning differences and needs, RSP facilitates student engagement, success and independence within a college preparatory curriculum through responsive and comprehensive academic support services. RSP is supported by the Center for Learning (C4L) staff.

### **ELIGIBILITY**

Services and classes available through RSP will be extended only to students formally accepted and currently enrolled in RSP. An application must be completed with documentation of the student's learning differences attached. Documentation consists of a written report of assessment either by RSP or by a qualified and licensed individual, should be three years current and specifically demonstrates the presence of a learning or attention issue. This evaluation is the cornerstone to an effective plan of supportive education for the students as well as the operation of a focused, successful program.

### **PROGRAMS AND SERVICES**

RSP in conjunction with the C4L staff provide student support in the Collaborative Classroom of the Learning and Enrichment Center. The C4L team is comprised of a coordinator, learning specialists, and psychologists. Recognizing that teens have varied learning styles due to differences in background knowledge, information processing, focus, and processing speed, C4L is part of the Rosary Support Program team that aims to empower every student to realize her potential.

Instructional support in all disciplines is offered in the center. Additionally, school psychologists offer behavioral interventions to enhance the student's academic experience and ensure that intervening factors do not undermine students' ongoing success.

Rosary Academy's RSP and C4L staff offer expertise in a variety of areas: assessment, diagnostics, remediation, progress monitoring, teacher education, and curriculum development. In addition, the RSP and C4L staff provide support for appropriate classroom accommodations and modifications for students (i.e. extended time for tests), offers Learning Labs to target students' executive function skills and academic needs, and helps to secure College Board accommodations for qualifying students.

### **Academic Assistance\* includes (but not limited to):**

- Office Hours support and Learning Lab periods
- Assistance with written and reading assignments
- Individual subject tutoring
- Use of computer, scribe services
- Self-advocacy programs

### **Testing Accommodations\* include (but not limited to):**

- Distraction-free environment/use of testing center
- Extended time testing/special format testing
- Test reader services (for students who qualify)

\* Academic Assistance and Accommodations are based on the individual needs of each student.

### **Other Functions in the School Community**

RSP and C4L are responsible for administering and overseeing the extended time finals, extended time SATs, ACTs, and AP tests as well as maintaining records of documentation for all Rosary Academy students qualified for special services due to learning or attention issues whether or not they are formally enrolled in RSP. RSP and C4L staff are available to make recommendations relating to special needs and special services for all Rosary Academy students.

The RSP and C4L staff utilize evidence-based approaches that have stood up to the scrutiny of research. Interventions are typically referred to as “educational therapy,” as opposed to “tutoring”. RSP and C4L implement evidence-based interventions that are intended to address the underlying weakness that may be impeding the student from learning at their true potential. Tutoring, on the other hand, is conceptualized as a form of learning or curriculum assistance. Students will often need both forms of intervention: the root cause of the learning difference is addressed (a long term solution) through educational therapy, while the student is supported in meeting the day-to-day demands of school (a short term solution) through tutoring.

### **Assessment Guidelines**

Assessment takes place outside of the school and is performed by a public school (at no cost), or by a private clinician, with the family being responsible for the cost of the private assessment. This type of psychoeducational or neuropsychological assessment serves a valuable function in identifying a student’s learning profile, including her strengths and weaknesses. The psychoeducational or neuropsychological assessment provides valuable information used to help a student.

Evaluations must be performed by a licensed educational psychologist, psychiatrist, psychologist, or developmental pediatrician.

The battery administered must include at least the following instruments\*:

- Wechsler Intelligence Scale for Children (WISC-IV) or the Wechsler Adult Intelligence Scale (WAIS-IV)
- Wechsler Individual Achievement Test(WIAT-II) and/or the Woodcock-Johnson Revised
- Achievement Test (WJ-III)
- Conners Continuous Performance Test (CPT)
- Stroop Color and Word Test (Stroop)
- Wisconsin Card Sorting Test (WCST)

\*Some supplemental testing may be needed.

- Documentation should provide a thorough evaluation that would assess attentional capacities within the testing environment, and home and school. Documentation should also include a referral for medical review, if appropriate.
- The assessment must be in writing, report the Standardized scores achieved for each of the tests, state the qualifying diagnosis and the data that supports the clinicians' diagnosis.

### **Students with Documented Learning Issues Who Are Not Enrolled in RSP**

A limited set of services is available to students who have documented learning or attention issues. These include special accommodations on semester finals and on PSATs, SATs, APs, and ACTs.

Students not enrolled in RSP can receive extended time on semester finals for a nominal fee per student during Final Exam Periods only; there may be additional fees for other special accommodations, e.g., reader or scribe services. Please contact our RSP office at (714) 879-6302 ext. 136 or via email [rspinfo@rosaryacademy.org](mailto:rspinfo@rosaryacademy.org) for further information.

Documentation as outlined above must be submitted to the Rosary Support Program to avail of these services if the student does not enroll in RSP. It is the responsibility of the student to advise her counselor and teachers of the need for special accommodations.

Please contact RSP for detailed information at (714) 879-6302 ext. 136 or via email at [rspinfo@rosaryacademy.org](mailto:rspinfo@rosaryacademy.org).

# **COUNSELING**

## **PHILOSOPHY**

As an integral member of the school community, the Counseling Department actively supports the school's mission by providing intentional support to develop students' academic, college/career, and personal/social knowledge and skills; to empower our young women to reach their fullest potential and become positive, contributing members of society.

When parents have questions about school progress, personal and emotional well-being, or college and career objectives, your student's counselor should be contacted. Questions related to grades should be directed to the appropriate teacher.

## **ACADEMIC & COLLEGE COUNSELORS**

Kristin Crowley	Academic and College Counselor
Christine Lee	Academic and College Counselor
Elizabeth Sanchez	Academic and College Counselor
Michelle Moore	Counseling Assistant & Registrar

Each student is assigned a counselor based on counselor case load.

## **SOCIAL AND EMOTIONAL LEARNING**

Katie Marquez	Director of Social & Emotional Learning
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## **DIRECTOR OF SOCIAL & EMOTIONAL LEARNING**

The Director of Social Emotional Learning supports Rosary Academy's vision and is committed to supporting and challenging all learners by providing authentic social emotional coaching and support to teachers and students. The purpose of the Director of Social Emotional Learning is to collaborate with educators, students, families, and administrators to maximize student outcomes through a partnership approach.

Catholic Charities Crisis Counseling Center  
A faith based approach.  
Available 24 Hours per Day - 7 Days per Week  
714-NewHope (Hotline)  
[www.newhopenow.org](http://www.newhopenow.org)

## **LEARNING AND ENRICHMENT CENTER**

The LEC is a place where students are welcome to read, research, check out books, and work on assignments or school projects. Students should be respectful of others by speaking quietly so that other students are able to read or study without disruption.

Rules of respect:

1. Courteous behavior and language are expected at all times.
2. No food or drink is allowed in the LEC at any time.
3. The “No cellphones at lunch” rule also applies when in the LEC and collaboration rooms.
4. Respect for the space: feet belong on the floor and students should sit on the furniture.
5. All students must enter or exit from the front door.
6. Students are strongly encouraged to do all printing and copying at home.

Collaboration room reservations must be made 24 hours in advance and are taken on a first-come, first-served basis. Borrowed books should be returned by the due date. Lost library books or damaged materials will be charged to the student for the current replacement cost of the item, plus a \$5.00 processing fee.

Other resources located in the LEC: laptop support provided by the IT Helpdesk, and student support services provided by the Center for Learning (C4L) staff.

The LEC may be closed during finals, AP exams, or other special events.

## **CAMPUS MINISTRY**

### **PHILOSOPHY**

The Office of Campus Ministry fosters an environment through which students, faculty, staff, and parents can deepen their understanding and experience of their faith. Ever faithful to our Catholic identity, Campus Ministry challenges students to form their spirituality, emphasizing their relationship with Christ and a devotion to the Blessed Mother. Students are encouraged to transform the world through liturgy, prayer, social justice, service to the dear neighbor without distinction, retreats, leadership development, and faith formation.

### **SERVICE TO THE DEAR NEIGHBOR WITHOUT DISTINCTION**

Rosary women gladly carry out the philosophy of the school's original leaders, the Sisters of St. Joseph of Orange, performing acts of service to the dear neighbor without distinction. Leaders of each club and grade level plan and implement service projects to provide opportunities for the Rosary community to serve the community within and beyond the school. Class level service projects are offered to all students and participation in them is a graduation requirement. On average, each project involves a minimum of 10 hours of preparation and execution.

Our Integrated Student Outcomes (ISOs) identify graduates as women who “commit to understanding a world vision and making a difference among the global community”. It is essential then, for each student to take responsibility for her own service to the dear neighbor without distinction in order to achieve graduation expectations described by the ISOs and to become the person God intends her to be.

## **CHAPEL**

Renovated in the summer of 2015, the Chapel is available for daily prayer and meditation for the Rosary community. We offer several spiritual opportunities during breaks and lunch including mass on Tuesday and Wednesdays at lunch, reconciliation with our Chaplain on Tuesday/Wednesdays. We offer Father-Daughter and Mother-Daughter monthly Mass at 7:05am. Please see the Rosary calendar for details.

## **LITURGY & PRAYER**

The Rosary community gathers for school-wide prayer and liturgy each month including, but not limited to, the Mass of Holy Spirit for the beginning of the year, Feast of Our Lady of the Rosary Prayer Service, Rosary Day Mass, All Souls Day Mass, The Feast of the Immaculate Conception Mass, Adoration, Advent, Reconciliation, Ash Wednesday, St. Joseph's Day Mass, May Crowning Mass and Mass of Thanksgiving for the end of the year.

## **RETREATS**

Students, faculty, and staff participate in spiritual retreats throughout the school year. Student retreats are designed to be age and grade appropriate. Retreats are held off campus. Freshmen, Sophomore and Junior classes attend an overnight off site retreat. Our class level retreats are mandatory, we count on the support of families in ensuring their daughters attend and fully participate in the meaningful faith formation opportunities provided through spiritual retreats. Retreats are one of the many ways we express our unity and have an opportunity for reconciliation with God and one another.

Freshmen, Sophomore and Junior classes attend an overnight off site retreat, participation in the class retreats is part of the graduation requirement. Freshmen and Juniors attend a 2 day, 1-night retreat and the Sophomore class attends a 3 day, 2-night retreat, both off site.

## **KAIROS SENIOR RETREAT**

The Kairos Retreat, held two times per year, is primarily for seniors; however, a few juniors attend the spring session to prepare themselves for leadership roles during their own senior Kairos Retreat in the fall. Kairos takes place over three and a half days and is open to everyone in the senior class. Students, faculty, and staff of Rosary Academy lead small group reflection and activities and give motivational, inspirational talks about one’s personal relationship with God. Attending the Kairos Retreat provides an opportunity for students to retreat from their typical routine in order to focus and reflect upon their relationships with God. It is a unique opportunity for students to pray, meditate, listen, share and grow spiritually. Students are not permitted to use cellular phones during the Kairos experience, nor are they permitted to leave Kairos early or temporarily to participate in other activities or obligations, so students need to plan ahead and prioritize their participation in Kairos.

## **MAGDALENE CIRCLE**

The Magdalene Circle support group strives to create a community of prayer and support for those who have lost a family member. Magdalene Circle meets multiple times per year for lunch, prayer, reflection, and conversation to honor and remember immediate family members who have died and to provide a community of support for students.

## **CAMPUS MINISTRY LEADERSHIP TEAM**

Freshmen, sophomore, junior and senior students are encouraged to be a part of the Campus Ministry Leadership program. The Campus Ministry Leadership class, along with the Director of Campus Ministry, prepares all of the campus ministry activities at Rosary Academy including liturgies, prayer services, class retreats, charitable drives, and meaningful school-wide faith formation opportunities. They meet during zero period on Tuesdays and Fridays

## **CAMPUS STORE**

Rosary maintains the campus store (Royal Retail) to sell gifts, and apparel. Other school related supplies including USB Drives are also available for the students. The store opens one hour before school starts (please refer to the daily bell schedule for times). The campus store closes at 4:00 p.m. Monday-Thursday and at 3:00 p.m. on Fridays.

### **Gifts and Apparel**

The campus store at Rosary Academy is a proud Under Armor partner and sells a variety of school-branded gifts, merchandise and apparel, including polos, t-shirts, sweatshirts, jackets. You may shop for these items online at [www.royalretail.org](http://www.royalretail.org) or in the campus store.

# **ATHLETICS**

## **PHILOSOPHY**

As an integral part of our school philosophy, the athletic program has a religious dimension rooted in the values of our church. It is our hope that each student athlete will develop a deeper relationship with Jesus Christ, grow in relationship with other athletes both within and outside of the school environment, learn to adjust to the successes and struggles in life, and learn to recognize and develop in herself those qualities that will make her a better person.

## **OBJECTIVES**

A successful athletic program at Rosary includes the following objectives:

- To teach the sport and instill in her qualities of sportsmanship, competitiveness, and hard work
- To create opportunities for the athletes to experience fellowship and the joy of sports
- To help the athlete strive to win and fully utilize her abilities
- To help her improve her relationship with God through sports participation
- To provide the development of a Christian attitude and Royal Behavior
- To maintain good health and physical conditioning
- To represent Rosary to the community in a positive and inspiring way

## **BEHAVIORAL STANDARDS**

At Rosary, being a member of an athletic team is an honor. Student-athletes are expected to represent their team, school, and community appropriately. Self-discipline is an important factor in our athletic program. Athletes are expected to wear the appropriate school uniform; to be on time to classes, practices and games; and to always exemplify the Honor Code. Certain behaviors will jeopardize a student's membership on a team. These behaviors include harassment, social media abuse, theft, extreme or abusive language, and/or the use of drugs and/or alcohol. If an athlete is known to engage in any of these behaviors, whether or not affiliated with an athletic event, she will risk removal from the team and may face additional disciplinary actions.

## **TEAM UNIFORMS / FEES**

Each athletic family will be assessed a participation fee of \$700/\$600/\$500 for each sport. This fee helps defray the cost of team expenses. (The fee for playing a second and third sport decreases by \$100). In addition, each family will be responsible for the cost of consumable uniforms. These uniform or apparel fees can range from less than \$100 to over \$250 depending on the amount of apparel/equipment a player would need. Most teams in the athletic department have additional costs for travel expenses or tournaments. In the case where a team will need to travel overnight for a tournament, these expenses will be presented by coaches in the pre-season meeting. All families of student-athletes are billed prior to the start of the season. Payment in full of the above mentioned athletic participation fee and uniform/equipment fee are requested prior to the start of interscholastic competition (dates are determined by the athletic department and published yearly). Any travel or tournament expenses must be paid in full for the student-athlete to attend the event.

Student-athletes are given various fundraising opportunities to help "offset" the costs of their participation or tournament/travel fees. The most popular fundraising opportunity is the all sports

program - that is a yearbook of the previous year and includes team photos, action photos, articles, department information, and advertising pages. The student-athletes are given the opportunity to sell ads for the all sports program prior to their season of play. Eighty percent of all collected ad money will directly benefit the individual student-athlete's "account" for athletic and uniform fees. Each program will also participate in the Athletics Day of Giving. Eighty percent of contributions collected for this fundraiser can also benefit the individual athlete. Any remaining fees will need to be paid by the parents/guardians of the individual student-athlete prior to the start of the season.

At the beginning of the season the coach will distribute non-consumable team uniforms/equipment. It is the athlete's responsibility to keep the uniforms neat and clean, and to wear the uniform as it is intended. Uniforms must be returned within one week of the completion of the season. If a uniform is not returned, the athlete will be responsible for the cost of the uniform.

## **GAME DAY UNIFORM**

During school hours, athletes may wear their team approved warm-ups on game days instead of the normal school uniform; all athletes on a specific team must dress the same on game days. All other school uniform rules pertaining to socks, shoes, etc. will remain in effect. Game days are NOT free dress days for athletes; only team warm-ups allowed, no outside sweat pants of any kind are allowed. The coaches, with the support of the athletic director, will determine what his/her players will wear as a team on game days and no variations will be permitted.

Athletes may not wear their warm-ups to school if a game day falls on a Mass day. Mass attire must be worn. Letter jackets may be worn over the formal school uniform.

## **ATHLETE RESPONSIBILITIES**

- Each athlete must attend all scheduled events for her sport.
- Each athlete must attend all practices unless she is not in attendance at school that day. Coaches have the right to "bench" any player who does not attend practice, regardless of the excuse for her absence.
- It is expected that all athletes show respect toward opponents, officials, fans, bus drivers, and coaches.
- All athletes must attend half of a school day to participate in any athletic event on the same day. When an athlete leaves school early, she has withdrawn from school for the day and is therefore not available for after school sports.
- Transportation to most events will be school van or chartered bus. An athlete may leave scheduled events only with her parents. If other arrangements have been made to ease personal transportation problems, a written permission slip must be submitted to the Athletic Office at least 24 hours in advance. Coaches will be given a list of those athletes permitted to drive to away contests.
- When an athlete becomes a member of a team, she is expected to commit to the entire season of sport. If she decides to quit the team, this decision may jeopardize her chances for being selected on any team in the future. Only students willing to commit for the entire season should try out for an athletic team.

## **EARLY DISMISSAL FOR COMPETITION**

Frequently on game days, athletes are required to leave school early in order to have adequate travel and warm-up time prior to competition. It is the athlete's responsibility to make arrangements with her teacher when missing a class. Furthermore, she is responsible for all assignments missed during her

absence. All arrangements must be made with the teacher at least one day prior to leaving class for an athletic event. All athletes are allowed 10 minutes to leave for the competition. Loitering or disturbing other classes will not be tolerated.

## SPIRIT PROGRAM

Rosary's spirit program includes varsity and junior varsity dance and cheer teams. A year-long commitment and dedication to the program is required since the girls cheer or dance for Rosary volleyball, basketball and other sports during the year, as well as for Servite High School football games. All dance and cheer members participate in local and national competitions beginning in November. All students involved in the program must maintain a minimum GPA of 2.0, and be in good standing – behavioral and financial – with the school.

## ACTIVITIES

### PHILOSOPHY

Leadership skills are promoted in the planning and organization of each social event and fundraiser. Many opportunities to be contributing members of the community are provided by student activities, honor societies, and various clubs. Students involved in co-curricular and extracurricular activities are challenged to serve the dear neighbor without distinction through the guidance of the moderators who empower and foster students' mastery of the Integrated Student Outcomes.

### REQUIREMENTS FOR PARTICIPATION

Co-curricular activities complement Rosary Academy's academic programs. Students participating in activities are expected to act as positive role models for the school and the community beyond the school. Any academic work missed due to participation in co-curricular activities is to be made up within a minimum equivalent time of their absence.

School policies and procedures relative to student activities mandate that all students participating in activities must maintain academic, and disciplinary eligibility according to the requirements of each club, team, or class office. We count on parents to support us in being responsible stewards of human and fiscal resources. Students whose academic, and/or disciplinary obligations are not fulfilled will be prohibited from participation in some co-curricular activities, including but not limited to auditions, Red & Gold, and student government opportunities.

In order for a student to participate in any Rosary and/or Servite co-curricular event other than an approved study trip, attendance at school is mandatory for a minimum of half the school day, **or the entire day if it is a scheduled half day** of that particular activity or event. If the event falls on a weekend, students must still follow the above policy of required attendance.

### ASSOCIATED STUDENT BODY

The Associated Student Body (ASB) consists of the entire student population of Rosary Academy. The ASB executive board and class officers are voted upon by the student body and a cabinet is appointed by the Executive Board and Director of Student Activities. The Executive Board as well as the class officers consist of four elected positions: President, Vice President, Secretary, and Treasurer.

The ASB leadership is responsible for creating and executing a variety of activities throughout the school year such as the Royal Welcome, Rosary Day, Red Ribbon Week, Father-Daughter Dinner Dance, holiday activities, Red & Gold, Mother-Daughter events and student government elections. In addition, cabinet members work with Servite on programs such as Homecoming, the Spring Dance, and Prom.

## **ATTENDANCE POLICY FOR DANCES AND SCHOOL EVENTS**

All students are required to show their Rosary Academy ID card and pay the designated fee for the dance or event. Once a student enters a dance or school event, she must remain at the dance or event venue for the duration of the event. Students are not permitted to linger in the parking lot or remain in their car. No student will be admitted more than 30 minutes after the dance or event begins, unless there are previous arrangements made. When a student goes to her car or the car of another, she must be accompanied by a chaperone or leave the property immediately if given parent and chaperone permission. All students must be suitably dressed, dance appropriately and be on their best behavior. Students are to leave the dance or event facility or be picked up immediately after the dance or event ends. A phone call to parent/guardian or emergency contact will be called if a student is not picked up promptly. If the contact does not arrive within an hour of the call, Child Protective Services or law enforcement will be contacted and the student will not be permitted to attend any remaining dances.

Any student not exuding Christian behavior or students being offensive or disruptive will be removed from the dance or event. Their parents will be called to escort them from the dance or event. The Dean of Students may meet with the student and her parents on the next day school is in session to determine the next steps. Smoking and/or using drugs or alcohol are not permitted at any time. Random breathalyzing occurs at every school dance before entrance, during, or at the conclusion. Anyone found in possession of, or under the influence of, drugs and/or alcohol will be subjected to a breathalyzer on site and drug tested at school the very next school day. She will receive the appropriate consequences once back at school.

Attendance at dances and school events is a privilege. Due to this, certain disciplinary infractions may cause a student to not be eligible for participation in said events. If a student has repeated violations or is on contract for any reason, her attendance at dances and school events is up to school administration.

## **DANCE POLICIES**

1. Current fashion trends for formal wear are acceptable as long as they are appropriate.
2. Dance styles – no inappropriate dance styles are permitted.
3. To bring a guest that does not attend Servite, you must obtain a guest pass from the Activities office. These passes must be signed by the guest, his/her parent and an administrator of the guest's school. Guest's must be in 9<sup>th</sup> grade and above, and 20 years old or younger.
4. To attend a school dance that is outside of Rosary or Servite, you must obtain a guest pass from that school; you and your parents must sign it and get approval from the Dean of Students.
5. No bare feet at any point of the dance (bring flats to change into if necessary).
6. Skirts and shorts should be loose fitting and are to be no shorter than 3" above the knee.
7. No bare midriffs, spaghetti straps, backless, strapless, or see through tops for casual dances.
8. Strapless gowns for Homecoming, Winter Formal, and Prom are acceptable
9. Undergarments of any kind may not show at any point.
10. No cut-outs or transparent fabrics that reveal sides, stomach, high thigh, or low back.

## **CASUAL AND FORMAL DANCE ATTIRE**

A dress code will be communicated by the Director of Activities and the Dean of Students in advance of each dance. Students are asked to dress modestly and appropriately, in accordance with our Catholic values.

**All of these guidelines must be followed. If a student is found to be dressed improperly their parent/guardian will be called to pick the student up, or bring appropriate apparel. Alternatively, the student will be given a wristband and an oversized t-shirt that must be worn for the duration of the event.**

## **CLUBS**

Open to all grade levels, clubs include but are not limited to French Club, Spanish Club, American Sign Language Club, Mock Trial, and Make-A-Wish. New clubs are encouraged and can be proposed to, and approved by, the Director of Student Activities and the Administration.

## **MOCK TRIAL**

Students participate as lawyers, plaintiffs, and defendants in a simulation of a criminal case. Only juniors and seniors may audition for the Mock Trial team. The student team studies a hypothetical case, does legal research, and prepares and presents its case before actual judges in the Orange County Mock Trial Competition in the fall. Participating students receive a grade for participation.

## **RED & GOLD**

Red & Gold is one of the most treasured traditions of Rosary Academy. The entire student body is involved in the Red & Gold process, which has a profound effect on the positive development of confidence, cooperation, creativity, leadership, and spirit. Every student must participate in Red & Gold as it is part of the Royal experience and curriculum. This school-wide endeavor presents a unique challenge to Rosary Academy's young women who design, develop, and execute this production. The entire student body is randomly divided into two teams representing either Red or Gold, and each team must develop a performance based on a particular theme. Traditionally, the performances are held the second weekend of March.

Any student diagnosed with a concussion during the six weeks of Red & Gold will not be able to participate, no matter her roll in Red & Gold, until the clearance from a medical professional is obtained.

### ***Captain Selection Criteria***

Red & Gold team captains are selected by members of the ASB leadership team. In order to be considered for the position of Red & Gold captain, a student must meet the following criteria:

- She may not hold an ASB office (i.e. class president, athletic commissioner, etc.).
- She must be in good disciplinary standing. She may not be on probation, contract, or demonstrate her refusal to follow policies through excessive detentions, unexcused absences, and/or tardies.
- She must have received a positive recommendation from her Counselor and her teachers.
- She must be in good academic standing. She may not be on academic probation, have any "F" grades, or have more than one "D" grade at the end of first grading period.

- She must display positive leadership potential through meeting her responsibilities in her classes, displaying a positive attitude towards teachers and classmates, demonstrating a sense of independence and personal motivation, and showing a willingness to work with adults and students alike.
- She must demonstrate an aptitude in a Red & Gold specialty area (dance, drill, script, etc.) as well as organizational skills, a willingness to learn, a sense of trustworthiness, and a team-player frame of mind.
- She must be able to make a time commitment without jeopardizing her academics and/or overloading her schedule.
- It is highly recommended/encouraged that she attends the TACSC leadership training in November to gain the essential leadership skills.

All students who are eligible shall be seriously considered for this unique leadership opportunity. Not all students can be captains; however, every effort will be made to discover the talents and potential of all members of the Rosary Academy community. All captain spots are awarded as a privilege and can be removed if a student fails to meet her other academic and behavioral obligations.

## **ROSARY DAY**

The feast day of Our Lady of the Rosary, patroness of Rosary Academy, celebrates the school's heritage, tradition, and sense of community. The celebration includes attendance at Mass, awarding of scholarships, and honoring the junior class by presenting them with their school rings. For the ceremony, juniors wear professional attire (see Uniforms). All other students are in their formal uniform and after the Mass, students return to House where they may change into casual clothing.

## **SOCIAL EVENTS**

Rosary Academy holds many social events that require both following the Honor Code and certain attire. At Rosary functions, it is important that students dress appropriately and treat themselves and others with the utmost respect and modesty. Any behavior or dress code violation that is considered objectionable will result in consequences. Faculty and staff members have the full authority to admit, refuse admittance, or dismiss any students from any school event due to inappropriate behavior or attire.

## **STUDENT PUBLICATIONS**

### ***The Royal Reporter***

The student newspaper published by the Journalism class. *The Royal Reporter* (a member of Quill and Scroll International Honor Society for Academy Journalists) is published electronically several times a year.

### ***Reflections***

Rosary's student yearbook, published by students enrolled in the Print Design course. It is distributed to students, faculty, and staff at the end of each school year.

## **TRINITAS ARTS CONSERVATORY (ROSARY AND SERVITE)**

Rosary students seeking to pursue experience in performance and technical theatre are encouraged to join Trinitas. This after school theatre training program offers students of all grade and experience levels exposure and training in acting, musical theatre, movement, voice, directing, and technical theatre. In addition, Trinitas produces and presents various dramatic and musical productions throughout the year. For more information please visit [trinitasarts.org](http://trinitasarts.org).

## **UNIFORM POLICY**

### **PERSONAL APPEARANCE**

A student's appearance has an impact on her attitude and behavior. At all times, the student should be neat, tidy, and well-groomed. Students are to be in complete uniform for the duration of the school day, including zero period classes. The uniform should also be worn in a modest and professional fashion when off campus. Administration reserves the privilege of prohibiting unbecoming fashions or fads and determining what is appropriate for school dress. NO blankets may be wrapped around or worn in any fashion during the school day. **All school uniforms must be purchased from Vicki Marsha.**

**Students must wear clothing appropriate for school; no drug/alcohol or political references**

### **REGULAR UNIFORM**

#### ***Face coverings***

- The mask must be appropriate for school; no drug/alcohol or political references
- Rosary logos are encouraged - however other appropriate designs may be deemed acceptable
- There is to be no writing or slogans that go against the Honor Code or our Catholic values

#### ***Tops***

- White, red, or yellow polo shirt with Rosary logo is **required at all times, even under a sweatshirt**
- The collar must be worn outside neckline of sweatshirt, sweater, or vest
- A plain white t-shirt or tank top may be worn as an undershirt
- No other colors or undershirts with messages are permitted
- A Rosary Academy uniform red sweater vest or pullover sweater
- A Rosary/Servite sweatshirts (crew neck, hooded, or zip-up), with shirt collar exposed

#### ***Skirts***

- Navy with red and beige pinstripes (**Required for formal uniform**)
- Navy and white small plaid
- Modest shorts MUST be worn under the skirt and may not be visible below the hemline
- No shorter than three inches above the knee; may not be rolled at the waist or from the bottom seam
- Skirts must be completely zipped and buttoned

#### ***Pants***

- Only those sold by Vicki Marsha are permitted
- Khaki or navy slacks
- Must be hemmed at the ankle; may not be too long that the ends get frayed hems
- If a belt is worn, it must be a solid color with no embellishments

### ***Hosiery***

- Socks must be visible and appropriate for school; no drug/alcohol or political references
- Navy, gray, or black tights; no patterned or ripped tights (**Required for formal uniform**)
- Solid black leggings may be worn under skirt only if they are full length, tight fitting with no cut outs, words or images of any kind
- No loose fitting sweat pants of any kind are allowed under the skirt; even Rosary sweats

### ***Shoes***

- All shoes must be clean and free of holes and tears
- Shoes must always have a back strap and must be closed toe
- Not permitted: high heels, boots, flip flops, slippers, moccasins, Crocs etc.
- Rubber rain boots may be worn ONLY on rainy days that are appropriate for school; no drug/alcohol or political references
- Formal uniform shoes are further explained below

### ***Jackets***

- Rosary/Servite athletic jackets may be worn at any time except for Mass
- Rosary/Servite sweatshirts (crew neck, hooded, or zip-up), with shirt collar exposed
- Only a Rosary Academy letter jacket is allowed at Mass over the sweater or sweater vest

### ***Jewelry***

- Simple and in good taste; NO facial piercing of any kind including eyebrow, lip, tongue, or nose
- Piercings deemed excessive in ears, may be required to be removed

### ***Tattoos***

- No student should have any visible tattoo during her four years at Rosary Academy

### ***Cosmetics/hair***

- Conservative style
- Natural colors only

Administration reserves the right to determine natural colors. A student will be given up to 24 hours to return hair to a natural color. Questions regarding appropriate natural colors can be directed to the Dean of Students.

### ***Hats***

- No hats of any kind, may be worn during school hours
- Rosary Academy beanies may be worn outside in inclement weather
- Hoods and beanies may NOT be worn inside buildings
- Headbands may be worn, they must be appropriate for school; no drug/alcohol or political references
- No scarfs covering head / No bandanas

## **FORMAL UNIFORM**

On designated Formal Uniform Days (ex: Mass, prayer service, special assemblies, etc.), the following uniform must be worn for the entire school day.

- White polo or white oxford shirt ONLY
- Skirt: Navy with red and beige pinstripes ONLY
- A Rosary Academy uniform sweater or sweater vest
- Tights are required: black, navy, or gray are the only allowed colors; no patterns

- Varsity jackets may be worn over the sweater; no other jackets may be worn
- Dress shoes only (please see pictures below)

### **Formal Uniform Shoes**

**APPROPRIATE : BOAT, OXFORD, MARY JANE, LEATHER SLIP-ONS, TOMS IN GOOD CONDITION**

**Inappropriate: athletic, tennis, casual (detention given)**



### **PROFESSIONAL ATTIRE**

For special occasions, the students will be permitted to wear professional attire. Students do not need to dress expensively but are expected to dress in good taste. Professional attire days are those on which there is a special occasion with special guests and/or program on campus. On these occasions casual wear is NOT appropriate. Attire should be suitable for going to a job interview or attending a special



event where one wants to make a positive, lasting impression of modesty and good taste.

#### **Includes:**

Dresses that align with school policy

Skirt and sweater or blouse

Skirt length must be no shorter than three inches above the knee

Shoulder straps must be at least two inches wide

Undergarments should NEVER be visible

Suit or dressy pantsuit

Dress shoes; shoes must always have a back or back strap / Heels no higher than three inches

### **SPIRIT DRESS**

Jeans or Bermuda shorts in good condition; no more than three inches above the knee

*Seniors only: plain black yoga pants with no cut outs, words, images, or sheer fabric*

Rosary or Servite shirts or sweatshirts ONLY

Tennis shoes ONLY

**NO:** Pajamas, leggings, yoga pants, spandex, sweatpants, moccasins, and/or slippers, flip-flops, short shorts, or tank tops.

If a student does not wish to dress within the guidelines, she is to come to school in regular school uniform.

# **DISCIPLINE**

## **PHILOSOPHY**

The purpose of discipline in a Catholic school is to provide an atmosphere conducive to Catholic values and responsible citizenship. The procedures that follow are an attempt to address issues which sometimes occur both on and off campus that disrupt the educational process or are otherwise incompatible with the values and mission of Rosary Academy. All students who attend off campus functions are representatives of Rosary Academy and must conduct themselves to align with the Honor Code. Discipline policies are intended to promote moral development, self-discipline, accountability, value formation, digital citizenship, a genuine respect for others, and growth toward maturity and adulthood. Consequences are intended to be corrective, not punitive.

## **CLASSROOM BEHAVIOR**

Classroom teachers develop a rapport with their students and their classes based on mutual respect. Therefore, when a student's behavior is disruptive to the learning environment, teachers are encouraged to communicate with the student and her parent/guardian prior to referring her to the Dean of Students. When a substitute teacher is present, a student who is disruptive is referred directly to the Dean of Students and may be issued Level II consequences, depending on the situation.

Teachers formulate their own individual classroom expectations and consequences. However, the following classroom rules are always included as part of them:

1. Students are to come to class prepared (laptop, books, pens, paper, homework, etc.).
2. Students are to show respect for others and all property.
3. Students must remain in the classroom even after the bell until released by the teacher.
4. Students are to remain still during prayer and pledge and to remain quiet for announcements.
5. Cell phones are not permitted in the classroom (unless teacher permission is given) and they must be powered off in a backpack or locker.

A student who is sent to the Dean of Student's office due to disruptive behavior, profane or disrespectful language, and/ or violent actions will confer with the Dean of Students, who will determine consequences which may include, but are not limited to, a letter of apology by the student, serving a Level I or II detention, and/or a phone call to the parent/ guardian. Upon a personal conference with the teacher, the Dean of Students, and if necessary, Administration, may determine that a parent conference is warranted to determine next steps, from developing a behavior contract, to suspension, to expulsion.

## **FORGING: SIGNATURES / PHONE CALLS / EMAILS**

In the event that a student pretends to be someone they are not, by a phone call or in written form, the student is subjected to disciplinary consequences up to a Level II infraction.

## **CELL PHONES & ELECTRONIC WATCHES**

Students are allowed to have a cell phone in their possession during the school day. However, during class, and lunch cell phones must not be seen, used, or heard. Cell phones must be in the students backpack or locker powered OFF. Headphones are not allowed during school hours unless permitted by a faculty or staff member. Students are allowed to wear an electronic watch to school but may be asked to remove it for a quiz or test. Additional cell phone policies can be found in the Internet/Cell Phone policy section of this handbook.

**Allowed:** Before school / at breaks / after school

**Not allowed:** During class time (whether physically in class or not) / at lunch

OFFENSE	CONSEQUENCE
1st	Cell phone confiscated; student receives a detention Student may pick up the cell phone in the Dean of Students office at the end of the school day.
2nd	Cell phone confiscated; student receives two 1 hour detentions Student may pick up the cell phone in the Dean of Students office at the end of the school day.
3rd	A parent/guardian must pick up the cell phone; the phone will NOT be released to the student. Meeting with student, parent/guardian, and the Dean of Students, to discuss consequences, a plan to move forward and to possibly place the student on behavior contract.

If a student has a cell phone on her person during an exam it will be considered cheating, and it will be confiscated and she will receive the consequences of a third offense.

If a student needs to contact a parent for any reason during the school day, she needs to ask permission to use her cell phone, preferably from the Dean of Students. If there is an emergency, because your daughter does not have access to her cell phone at times of the school day, and you need to communicate with her, please call the Main office.

Rosary Academy Administration, faculty and staff reserve the right to search the content of any cell phone or electronic device at any time.

## **POSTING ON PERSONAL SOCIAL MEDIA**

If a student posts words or pictures that conflict with the Rosary Academy Honor Code, Christian decency, the mission and values of Rosary Academy, and the Discipline Policy, whether there is a direct or indirect connection to Rosary Academy or not, on any of her personal social media during or after school hours, she may be subjected to disciplinary consequences which the Dean of Students and Administration will deem appropriate. A student's social media profile represents them to fellow students, faculty, colleges, and future employers. Therefore, students need to be cautious and express themselves with high integrity and character.

## **HARASSMENT / MISBEHAVIOR / THREATS**

### *Definition of Harassment*

Harassment occurs when an individual is subjected to treatment in a school environment that is hostile, offensive or intimidating because of, but not limited to, the individual's race, creed, color, national origin, physical ability, sexual orientation, gender, or religion.

Any person who violates this policy will be subject to disciplinary action up to expulsion depending on the severity. Name-calling and/or harassment of any kind will not be tolerated. Profanity or abusive language by itself or directed at another person is not allowed on campus or at any school event.

Rosary Academy takes seriously all threats to inflict serious harm to self or others, including practical jokes or off-hand comments. The Administration will respond to any statements or behaviors that threaten the wellbeing of students, staff, or others, including, but not limited to, taunting another, vandalizing another's property including their locker or vehicle, and/or writing, emailing, texting, or posting on a social media platform words that are racist, inflammatory, sexist, obscene, and/or taunt or defame Rosary, another school, a fellow student, teacher, or staff member; serious consequences will follow.

### ***Sexual Harassment***

#### *Diocesan Policy against Harassment*

The Diocese of Orange and Rosary Academy confirm the dignity of each person. It is our policy to provide an educational environment in which everyone is treated with respect. It is the responsibility of the student, administrator, teacher, parent, staff, and aide or volunteer to conduct themselves in a manner which contributes to a positive school environment. Therefore, any form of harassment, whether sexual, verbal, written, physical, visual, or environmental is strictly forbidden.

### ***Confidentiality***

Every effort will be made to protect the privacy of parties involved in any complaint or situation. Student files and situations are confidential and will be discussed only when necessary for the investigation and/or resolution of a matter.

### ***Retaliation***

The Diocese of Orange and Rosary Academy forbid retaliation against anyone who reports harassment or who participates in the investigation of such a report.

### ***Hazing***

Hazing of any kind is strictly prohibited at Rosary Academy. Hazing is defined as any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, and deprivation of rights, or that creates physical or mental discomfort and is directed against a student for the purpose of being initiated into any group, organization, club, or athletic team of Rosary Academy or one that is sponsored or supported by Rosary Academy.

Violators of the No Hazing policy will be referred to the Dean of Students and the Administration for disciplinary action and be subjected to an investigation. Anyone who becomes aware of a threatening situation should immediately report it to a school administrator. Consequences for such behavior may

include, but are not limited to: suspension, probation, expulsion, or if necessary, involvement of law enforcement agencies.

### ***Theft***

No student shall take any property or money which does not belong to her. Finding any article left by another does not give the finder the right to keep it. It is the obligation of the finder to turn in found items to the lost and found. Theft is a serious offense and will be referred to Administration.

Lockers are provided for storage of student possessions. It is the student's responsibility to secure her belongings in her locker or on her person at all times. If a student has money or other valuable property that they feel uncomfortable holding, she may ask permission from the Main Office to hold it for her for the remainder of that school day. It is then the student's responsibility to pick it up. Rosary Academy is not responsible for lost or stolen items or money.

### **VANDALISM / DESTRUCTION OF PROPERTY**

Every student has the responsibility of keeping the buildings and grounds clean by putting trash in the proper containers. Rosary students are to leave the campus looking the same, if not better than they found it. Leaving trash leftover from break or lunch may result in work details or a detention.

Students who vandalize or otherwise damage school walls, desks, lockers, or any other surfaces and property will be issued consequences depending on the damage and she and her family are held financially responsible for any damage, repairs, and/or maintenance. A second vandalism offense is cause for possible expulsion.

### **INFRACTIONS: LEVELS I - III**

#### ***LEVEL I: MINOR***

1-hour detention / work details (consequences may vary case by case). Including, but not limited to:

- 1.1 Not wearing a Rosary Academy lanyard with ID (seniors may wear a college lanyard)
- 1.2 Uniform or dress code violation
- 1.3 Tardy to class within the school day
- 1.4 Tardy to school after the fifth tardy per semester
- 1.5 Parking violation
- 1.6 Gum-chewing, eating and/or drinking in class
- 1.7 Inappropriate behavior at any point throughout the school day
- 1.8 Rude or disruptive classroom behavior
- 1.9 Failure to follow teacher or substitute instruction
- 1.10 Failure to follow procedures for attendance
- 1.11 Leaving class without permission, being out of class without a hall pass, wandering the halls
- 1.12 Failure to clean up lunch area, littering
- 1.13 Using a cell phone or prohibited electronic device during class time or lunch
- 1.14 Internet / device misconduct

## **Level II: MAJOR**

Two 1-hour detentions, possible probation, suspension, and/or behavior contract (consequences may vary case by case). Including, but not limited to:

- 2.1 Excessive or flagrant Level I infractions
- 2.2 Cheating or plagiarism
- 2.3 Forging signatures or pretending in any way to be someone else
- 2.4 Inappropriate use of social media
- 2.5 Catfishing: using a false identity through social media platforms
- 2.6 *Repeated* rude and/or disrespectful behavior towards other students or adults
- 2.7 *Repeated* failure to follow a teacher's direction
- 2.8 *Repeated* class disruption
- 2.9 Being in an unauthorized location during school hours, during a school event
- 2.10 Truancy; from a class or a school day
- 2.11 Defacing property of the school or property of others
- 2.12 Harassment, hostile words or actions, verbal altercation, hazing or any willful act that may cause physical/mental harm or injury to another
- 2.13 Sexting content; words/photos, exchanged through text and/or posted on social media
- 2.14 Possession of or sharing pornographic material, including nude photos of yourself or others; physical copies or electronic
- 2.15 Misuse of Rosary Academy computer or breach of Acceptable Use Agreement
- 2.16 Repeated Internet / device misconduct

## **Level III: SERIOUS**

Appearance before the Disciplinary Review Board, placed on Disciplinary contract; possible suspension or expulsion (consequences may vary case by case). Including, but not limited to:

- 3.1 Egregious use of social media
- 3.2 Egregious Internet / device misconduct
- 3.3 Flagrant or repeated cheating and/or plagiarism
- 3.4 Blatant disrespect, continued and willful disobedience, and/or persistent disruptive behavior
- 3.5 Open, persistent defiance of the authority of any teacher, moderator, coach, or other personnel
- 3.6 Threat or continued harassment of another student and/or faculty/staff member
- 3.7 Gambling, fighting, theft, intimidation
- 3.8 Possession or use of hate literature; written, verbal, or digital (racial, ethnic, or religious)
- 3.9 Vandalism or defacing school property
- 3.10 Destruction of property, another person's or school
- 3.11 Possession or use of any weapon/like object including but not limited to knives and firearms
- 3.12 Imagery that can manifest or cause violence is not allowed on campus in any form
- 3.13 Possessing, using, distributing, selling, purchasing, or transporting drug paraphernalia or any substance illegal for minors, including tobacco, marijuana, and alcohol on or near school property or at a school function on or off campus (Servite included)
- 3.14 Selling, distributing, or giving one's prescription medication to another student
- 3.15 Assault or battery or any threat of force or violence directed toward another student or staff
- 3.16 Involvement in gang and/or cult activities

## **CONSEQUENCES FOR INFRACTIONS**

Consequences at Rosary Academy are intended to be corrective of behavior, not punitive. Certain consequences are in place to help the student better understand that everything is a choice and there are consequences for every choice made. We count on parent support to help students understand that consequences, beneficial and detrimental, are associated with choices. Behavior that keeps students

from learning, prevents the teacher from teaching, or brings others hurt or harm, or violates the Honor Code that all students sign, is not acceptable and will not be tolerated.

### ***Work detail***

A work detail is to improve or beautify the campus. A work detail could entail cleaning in classrooms, around campus, or picking up trash during breaks or lunch. If a work detail is given in place of a detention, for any reason, and served at lunch, four days of work details equates to one detention. Detention is one hour long and a work detail is about 15 minutes of campus beautification. A student may trade a detention for work details, but it must be approved through the Dean of Students in order to receive credit.

### ***Detention***

Detention will be offered three days a week, every Tuesday and Wednesday after school and Thursday mornings. If the schedule changes it will be posted in the Dean of Student's office and/or announced. Detention is one hour and will be held with the Dean of Students in room 10, unless otherwise announced. If a student receives a detention, she will be notified through her Rosary Academy email. All students are required to check their school email at least once a day. Students have one week (5 school days) to serve a detention from the day it was emailed; if it goes unserved, the consequences will increase. Students should be prepared during any detention to do work on the school premises as assigned by the Dean of Students. Students may not have a representative by proxy and parents may not be present in the detention room or area at any point.

Students whose behavior does not improve after receiving detentions are referred to the Dean of Students and may be placed on a contract. Chronic lack of cooperation with school policies or inability to make good choices will be taken by the Administration as an indication that the student and her parents may wish to consider withdrawing from Rosary Academy.

## **DETENTION SCHEDULE**

Tuesday	Wednesday	Thursday
2:10 – 3:10 p.m.	3 – 4 p.m.	7:45 – 8:45 a.m.

\*Subject to change during the school year. Please check with the Dean of Students for the most up-to-date.

### ***Suspension***

A student may be suspended from school in cases of a serious and/or repeated violation of the school rules. In such cases, the Dean of Students will meet with the student and her parents/guardians to determine and communicate consequences. Suspension may be in school or at home; this is to the discretion of the Dean of Students and Administration based on the situation.

### ***Contracts***

If a student violates the rules within this handbook, there is always a chance she can be placed on a contract depending on the infraction. The contract would lay out the infraction, consequences, loss of privileges, possible community service, and steps to move forward. Sample contracts include: Academic Integrity, Behavior, or Attendance / Tardy. There will be a timeline given that the student will remain on

contract, and her performance will be tracked and reviewed at the end of the contract. The administration has the authority to change contracts or create new contracts during the school year depending on certain situations that arise.

### ***Expulsion***

Some offenses, by their nature, preempt the regular conference, suspension, and probation process and require referral to the Administration for possible expulsion. Students who's on or off campus behavior is not improving, and is contrary to the philosophy and goals of the Catholic Church and/or the mission of Rosary Academy may be asked to withdraw from school or may be prohibited from re-enrolling in Rosary Academy for the next school year. The Head of School and Principal/Assistant Head of School will make the final decision.

### **RECOMMENDED TRANSFER**

A recommended transfer is a determination by the Administration that a student's continued attendance at Rosary Academy will not benefit the student or the student body as a whole. Recommended transfers terminate attendance but do not equate to expulsion.

Furthermore, a student will receive a recommended transfer should it be recognized that "the uncooperative or destructive attitude of the parent might so diminish the effectiveness of the school in acting *in loco parentis* that continuation of the student in the school might be morally impossible." (*Diocese of Orange Administrative Handbook*)

### **ALCOHOL / DRUGS / TOBACCO**

The use or possession of alcohol, tobacco of any kind, or any illegal substance is not permitted on or off campus (Servite campus included). If a student is found to be in possession of, under the influence of, or using alcohol and/or drugs either on campus or at a co-curricular/extra-curricular event, severe disciplinary measures, which may include expulsion, will be taken. The sale of drugs by a student, either on or off campus, will result in expulsion, and legal authorities will be notified.

The use of androgenic/anabolic steroids and/or illegal steroids and supplements is not allowed by any Rosary student without the written prescription of an American Medical Association-recognized, fully licensed physician to treat a medical condition and in accordance with CIF regulations.

### **VAPING / E-CIGARETTES**

Students are never permitted to use or be in possession of any type of e-cigarette or smoking device, no matter what substance is inside, or in what form. California Law states that tobacco and marijuana sales and consumption are illegal for any persons under 21 years of age. Therefore, none of the students at Rosary Academy should be in possession or use on campus (Servite campus included) or at any school related functions, this includes in a student's car in a school parking lot or the lot of a school event.

### **BREATHALYZER**

If it is deemed that there is reasonable suspicion that a student may be under the influence of alcohol, any faculty/staff member can suggest that a student be breathalyzed by the Dean of Students, during or after school hours. All students may be breathalyzed at the beginning, middle, or end of a dance and/or any other event on or off campus (Servite campus included).

## **SEARCHES**

Rosary Academy may search a student's locker, car, person, backpack, sports bag, sweatshirt, purses, wallets, cell phones, laptops, any other electronic device and/or any other belongings while on campus or at a school function:

1. When the search may provide evidence of a violation of school rules or the law
2. In the event of an investigation
3. When the safety of the student or other students is or can be compromised

## **DRUG TESTING**

Rosary Academy students participate in a year-round school-wide mandatory random drug testing program. The purpose of this program is:

1. To provide for the health and safety of all students.
2. To undermine the effects of peer pressure by providing a legitimate reason for her to refuse.
3. To encourage students who use drugs to participate in drug treatment programs.

### ***Non-Punitive Nature of Policy***

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding results of drug tests will not be disclosed to criminal or juvenile authorities except in cases of legal compulsion by valid and binding subpoena or other legal process.

### ***Policy Procedure***

Each month on days determined by the Dean of Students and/or a designee, students will be randomly selected from the student body to provide samples for screening purposes. All reasonable steps will be taken to assure the integrity, confidentiality, and random nature of the process. Rosary Academy will also ask students to submit to a drug and/or alcohol test if there is reasonable suspicion, which is defined as a reasonable belief that a student may have drugs and/or alcohol in her possession or in her blood system. For students whose test is determined positive and who have a medical history demonstrating the need for regular use of a prescription drug or over-the-counter medication, a medical verification signed by a licensed medical practitioner will be required.

### ***Consent***

Students and parent/guardian(s) will consent by signing the agreement form to this handbook to drug and/or alcohol testing of the student pursuant to the Rosary Academy Substance Abuse Prevention Program. Students whose parent/guardian(s) refuse to provide written consent may face suspension and/or involuntary withdrawal from Rosary Academy. With your signature on the Agreement Form, you are giving Rosary Academy consent to participate in the drug testing.

### ***Sample Collection***

Samples will be collected on the same day a student is selected for testing. Parents are notified of the results via mail in the timeliest manner possible.

## **Positives**

It is recommended that students who test positive on a drug and/or alcohol screen seek confirmation through an outside physician and/or laboratory. All drug and/or alcohol testing results are considered confidential information and will be handled accordingly.

- **First Positive** - When a student is identified with a positive determination the student must (1) participate in a parent conference with Administration; (2) sign a behavior contract; (3)\* undergo assessment by a school-assigned outside agency (J.A.D.E) and comply with the recommendations made; (4) be tested a minimum of two times a month at school. The extra tests will be at the expense of the parent/guardian, and progress of the student will be reviewed each semester.

\*Student and parent are required to attend J.A.D.E (Juvenile Alcohol & Drug Education) through California Youth Services (CYS). All expenses must be paid by the parent. If a student test positive within the J.A.D.E program, that will be considered a second positive and greater consequences will follow.

- **Second Positive** - When a student is identified with a second positive determination, the student will stay on a behavior contract and student and parents will meet with the Administration, Dean of Students, and Counselor to determine the appropriateness of her continued enrollment at Rosary Academy.
- **Third Positive** - When a student is identified with a third positive determination, the student will be asked to withdraw from Rosary Academy. If withdrawal is requested by Rosary Administration, the parent/ guardian may appeal the decision to the Head of School and the Principal/Assistant Head of School, whose decision is final.

**Students who cannot provide a sample or attempt to falsify or alter samples or results, will receive serious disciplinary consequences and the test will be considered positive.**

**If a test is negative, but the student admits guilt, the test may be treated as positive.**

**If a urine sample cannot be provided, the student may be required to give a hair sample.**

## **DISCIPLINARY REVIEW BOARD**

The Disciplinary Review Board (DRB) is a confidential process for the student along with their parent/guardian to appear before various faculty members, the Dean of Students, and Administration to review serious infractions made by the student. Students who have repeated Level II infractions, or one Level III infraction may be required to attend a DRB meeting.

The purpose of The Board is to provide the student and their family an opportunity to discuss disciplinary issues and consequences when the student has multiple Level II, or one Level III infractions and could be facing serious consequences and/or possible expulsion (*To maintain integrity of the hearing and protect privacy, recording or filming is strictly prohibited*). Based on the hearing, The Board will discuss consequences and status at Rosary Academy, and the Principal/Assistant Head of School's decision will be final. If the student is not asked to withdraw, she will be placed on a strict contract with

the Dean of Students for her tenure at Rosary. If the student is asked to withdraw, parents may appeal the decision to the Head of School and Principal/Assistant Head of School in writing within five business days. Based on the appeal, the administration's decision is final.

## **DISCIPLINARY REPORTING POLICY: POST-HIGH SCHOOL**

Student discipline at Rosary Academy is predicated on the fact that learning takes place best in a safe and orderly environment. On those rare occasions when school rules are violated, the school administration acts in a manner that balances the needs of the learning community with that of the individual. During the college search and application process, Rosary Academy does not proactively inform colleges of disciplinary records on students.

# **INTERNET AND 1:1 SCHOOL ELECTRONIC DEVICE & CELL PHONE POLICIES**

## **INTERNET / CELL PHONE POLICY**

Cell phone use is prohibited during the school day, with the exception of breaks, at the discretion of a classroom teacher, or with the permission of the Dean of Students. Because these devices and modes are easy to use, students often use them for quick, personal and/or informal communications. The informality and ease in making these communications often lulls students into the mistaken belief that they can communicate anything they want, their communications will remain private, and that their electronic communications do not pose any potential problems for them, their family, or the school. Students must be aware that because these communications – whether voice, email, blog entry, text message, web page, picture message, video message, or other – are electronic, they are easily stored, copied, and/or re-transmitted. Students must understand that anything they say, write, capture, video, or transmit, even if they intend it to be private, can easily and quickly become public at any time. Because Rosary students follow the Honor Code at all times and because students are responsible for all their communications, whether intended to be private or public, they should never communicate any message, picture or file at any time that reflects thoughts, actions, or attitudes inconsistent with the values of Rosary, in violation of the teachings of the Catholic Church or in violation of behavior expectations of all Rosary Academy students.

## **INTERNET / DEVICE MISCONDUCT**

Rosary device or personal cell phone misconduct while at school or a school function includes but not limited to:

- Posting any inappropriate words, images, or videos on any social media site, whether public or private, that are inconsistent with the Honor Code and teaches of the Catholic Church
- Posting any inappropriate words, images, or videos on any social media site, whether public or private, that are threatening to another person or to the reputation of a teacher or Rosary Academy
- Posting any inappropriate words, images, or videos on a finsta (fake Instagram) that are inconsistent with the Honor Code and teaches of the Catholic Church
- Accessing instant messenger programs: Yahoo Messenger, Google Chat, AOL, etc.
- Using the network for non-educational purposes. Examples include, but are not limited to: Facebook, Twitter, YouTube, TikTok, Instagram, Snapchat, Vine, shopping, games, etc.

- Intentionally accessing a file that contains inappropriate material, including material deemed by the school to be pornographic or obscene, including but not limited to sexting; using words and/or pictures in a sexual manner
- Sending and/or receiving messages that are racist, inflammatory, sexist, or threatening, or contain obscenities and/or taunt or defame another school, including their students and/or staff, fellow Rosary students and/or staff, or any other person
- Accessing any site that is used to promote terrorist activities, racism, harassment, or any hate-related programs
- Sending, receiving, or accessing any type of communication or file that is inconsistent with the Honor Code and the values of the Catholic Church
- Sending and/or receiving email that is not school related and/or not between Rosary community members
- Use of any Rosary system to coordinate, plan, or facilitate acts inconsistent with the Honor Code and the values of the Catholic Church
- Appropriating a classmate's (or anyone) virtual identity to masquerade as another person
- Sharing or swapping passwords to any applications with classmates
- Infecting a computer virus on any school computer
- Sending a message with someone else's name on it as the sender
- Catfishing: pretending to be someone you are not on social media for any reason
- Downloading files to the hard drive
- Tampering with Windows icons/applications including changing Windows backgrounds
- Any use or tampering of a faculty/staff computer
- Use of any trademarks, logos, or symbols associated with Rosary without permission of the Administration
- Use of any trademarks, logos, or symbols associated with Rosary in a manner that brings discredit to or damages the reputation of Rosary Academy or a person associated with Rosary Academy
- Use of any copyrighted material without permission
- Use of the Rosary network or logo for commercial advertising
- Use of the Rosary network or logo to lobby for vote
- Creating pages or accounts representing Rosary teams, clubs, groups, classes, or students without permission of Administration

## **ACCEPTABLE USE POLICY**

Internet access is provided by Rosary Academy to enhance innovation in educational opportunities through access to unique resources and collaborative projects. Linking to the Internet and computer networks throughout the world requires trust in an atmosphere of minimal constraints.

Every Internet user has the responsibility to respect and protect the rights of every other user in our school and on the Internet. Anyone who uses these services is expected to act in a responsible, ethical, moral, and legal manner.

All use of the Internet must be in support of education and research consistent with the mission of Rosary Academy. It is understood that any information taken from the Internet and used for research projects must be cited (source acknowledged) in the same manner as other information sources are listed in a research works cited. Submission to Turnitin.com is required for written assignments at the discretion of the teacher.

Rosary Academy believes that the benefits to educators and students from open access to the Internet far outweigh any disadvantages. Ultimately, parents/guardians are responsible for setting the ethical

standards their children should follow. While on or off campus, students and parents need to keep the policies within this section in mind when on the Internet whether for educational or personal purposes, inside or outside school hours.

Students may never use any Rosary system to transmit or receive any inappropriate electronic communication. Rosary systems include (but are not limited to): the Rosary network; any computer issued, sold, or leased to students for school use; any Rosary electronic communication device, Rosary email address, or any Rosary website, blog, or other Internet electronic file system.

Students will be held responsible for any electronic communication that comes to the attention of the Administration and is inconsistent with the values of Rosary, even if the communication occurred outside of the school day. Students who receive or view any communication that is inconsistent with the values of Rosary are expected to report the communication to Administration.

Students are to use the Internet for educational purposes ONLY. Failure to abide by these policies, depending on the infraction, will result in disciplinary action that is up to the Dean of Students of Student and Administration. If a student believes her computer may have a virus she needs to notify IT immediately.

It is a violation of school policy for any student to bring an outside computer on campus. It is common for students to use the Internet and electronic devices to communicate with other students and people. When communicating with teachers and other school personnel, students are required to use their Rosary Academy email address. Students are REQUIRED to check their Rosary email at least once a day. "I did not check my email" will not be an acceptable excuse.

## **STUDENT ACCEPTABLE USE POLICY VIOLATIONS**

A **minor violation** is defined as anything non-school related that opposes Catholic Christian values:

- Loading non-school-related music or pictures
- Online shopping
- Playing games on a hard drive or using an external drive (at school or at home)
- Installing software of any kind
- Accessing Facebook, Instagram, Snapchat, Twitter, Vine, or any other social media/networking sites

A **major violation** is defined as anything non-school-related that opposes Catholic Christian values:

- Intentionally damaging, reprogramming, or installing any programs or viruses onto a Rosary computer is considered an act of vandalism and will be dealt with according to the vandalism disciplinary guidelines.
- Intentional damage or damage caused by carelessness causing the school to incur labor, parts, and/or postage
- Loading explicit material of a profane and/or derogatory nature
- Attempting to break through the school's firewall
- Attempting to access the school's network or server, other than the student network
- Accessing and/or viewing pornographic sites
- Anything that creates an unsafe or hostile environment

Consequences for minor and major violations range from detention, to loss of device privilege, to expulsion depending on the serious nature of the violation.

## **PARENTAL SUPPORT**

The parents/guardians of a student are responsible for encouraging and supporting the use of technology, and for learning and monitoring the standards of behavior their student(s) should follow when using any media or online information source.

Parents and students should be particularly mindful of the content used for:

- Creating pages on websites like Facebook or any other social media sites
- Social media apps, such as Snapchat, Instagram, and Twitter
- Website posts, entries, or other communications
- Email, gchat, or instant messaging sessions
- Photographs and videos, digital or printed
- File-sharing or hosting sites
- Posting, screenshotting, sharing images or words
- Phone calls, voicemail messages left
- Text messages; words, pictures, or videos
- Blog entries

In accordance with the Children's Internet Protection Act (CIPA), Rosary Academy uses filtering software to screen network traffic for offensive material. Students are cautioned that many Internet websites contain offensive, sexually explicit, and inappropriate material. Because no screening service is infallible, Rosary is not responsible for search requests that may lead to sites with inappropriate content. Additionally, use of an email account may lead to receipt of unsolicited email containing offensive or inappropriate content. Students accessing the Internet do so at their own risk.

## **TECH SUPPORT CENTER**

Tech support center will be available for students needing computer assistance 30 minutes before school, during breaks and lunch, and 30 minutes after school. If a student needs help during class time, that is to the discretion of the teacher. If no one is there to help, the student must immediately report back to class and check again at an approved time of day.

## **COMPUTER LOSS OR DAMAGE**

Intentionally damaging, reprogramming, or installing any stickers, programs or viruses onto a Rosary laptop is considered an act of vandalism subject to disciplinary consequences. Intentional damage or damage and loss caused by carelessness causes the school to incur labor, parts, and postage expenses. Accordingly, the following fees will be charged when applicable:

<b>LOSS OR DAMAGE</b>	<b>COST</b>
Replace lost or damaged power supply/charger	\$75
Replace lost or damaged stylus	\$50
Replace lost, damaged or stickered skins	\$30
Broken or bent case or chassis	\$100
Broken screen	\$75
Lost laptop	\$1200

If a school-issued laptop is lost or stolen, the student should notify the IT Office immediately. Parents will be charged \$1200 to cover the cost of a replacement device. If the lost/stolen device is recovered and returned to the IT Office, parents will be refunded the \$1200, less any charges for damaged or missing items per the table above.

## AERIES™

Aeries is the official attendance and grade-keeping program for Rosary Academy, where all official grades are kept and recorded. Aeries is part of a continuing effort to improve communications and strengthen partnership and communication among Rosary students, parents, and faculty. Students and parents who wish to monitor academic progress can access Aeries 24 hours a day from any computer. The Aeries portal is accessed via the school website. Click on the “A” in the top right corner of the page.

All teachers are required to use Aeries and are expected to update their grade books at least once each week. If parents have questions regarding their daughter’s posted grades, they should contact her teacher(s).

A Student ID, primary phone number, and verification passcode is needed to create an Aeries portal. All parents will receive that information at the beginning of the school year. If login or verification codes are misplaced, please contact IT.

# DRIVING AND PARKING REGULATIONS

## DMV COMPLIANCE AND PERMISSION

Rosary students must abide by all California Vehicle Code and Department of Motor Vehicle regulations. These regulations include restrictions on students who have a provisional driver’s license. Among other things, such students may not transport passengers under 20 years of age during the first 12 months of having their license unless accompanied by a guardian or licensed driver of at least 25 years of age.

Parking at Rosary is a privilege. It may be revoked at any time for breach of discipline or safety guidelines. Our primary consideration is the safety of our students, faculty, and neighbors, as well as St. Juliana School and Acacia School students and faculty. Always use extreme caution when driving on or near the Rosary campus.

Seniors and juniors are permitted to drive to school for the entire school year. The *Parking Registration Form* is part of the School Admin registration process. It needs to be filled out electronically, paid for, and submitted through School Admin. On Business Day, juniors and seniors that have completed the process can pick up their parking decal in the Dean of Student’s office. Students will only receive a parking decal if they have electronically submitted the form and payment. The annual parking registration fee is \$15. Students are strongly urged to carpool whenever possible as the number of available spaces is limited.

## **ROSARY PARKING REGULATIONS**

1. A student who drives to school, regardless of where she parks, must register her car and purchase a parking decal, which must be clearly displayed inside the lower left front windshield before driving to school. The number must be easily visible.
2. Students must park in the designated spaces in the Rosary/St. Juliana parking lot until all spaces are full. After that, as an overflow alternative, all students must park on the north side of Fullerton Creek Drive only. Rosary Academy is not responsible for any parking violations. Students should arrive in ample time to find parking and be on time for class; "I couldn't find parking," will not be an excused tardy. Please note street sweeping occurs once a week.
3. No student parking is allowed at any time on residential streets within a one-mile radius of Rosary Academy, on Melody Lane, or on the park side of Fullerton Creek Drive. Waivers of this policy from residents of the above-mentioned areas are not accepted to supersede Rosary's policy.  
*Detentions will be given for any student who parks in these areas.*
4. No student may park in the faculty parking lot on Acacia or in spaces marked with a specific faculty/staff, handicapped, or other special designation in the rear lot. Furthermore, students may not create a parking space or park in more than one space.
5. Any time a student forgets to display her parking permit, she needs to report her license number to the Dean of Students office before school begins that day; failure to do so will result in a Level I detention.
6. If the parking decal is lost or stolen, the student must purchase a replacement for \$15 through the Dean of Student's Office.
7. Cars should be locked at all times. Rosary is not responsible for lost or stolen items in any car in the parking lot.
8. With enrollment at Rosary and allowing her to drive a car to school, a parent gives school authorities the right to search the car at any time.
9. Students are not allowed to back into parking spaces at any time.
10. Detention, loss of parking privilege, and/or towing of one's vehicle are the possible penalties for violating any of these regulations. Any student operating or parking a vehicle on or near campus in violation of the California Vehicle Code may also be subject to disciplinary consequences.

# **SENIOR INFORMATION**

## **COMMENCEMENT EXERCISES**

Rosary Academy's formal graduation is a culminating celebration of successful achievement of faith formation and academic goals. Participation in the commencement exercises, which include Baccalaureate Mass and Graduation, is contingent on meeting the academic, behavior, and financial obligations required of each student. If disciplinary situations arise, especially at the end of a student's senior year, participation in commencement exercises will be based on the discretion of the Dean of Students and the Head of School. Walking in the Graduation ceremony is a privilege and receiving Rosary Academy diploma is based on meeting the standards that were set forth.

## **SENIOR PRIVILEGES**

Seniors have petitioned the Administration for certain privileges. These are granted with the understanding that the seniors have earned these privileges through their leadership and acceptance of responsibilities over the past three years, and that they will continue their leadership in a positive manner during their senior year. Therefore, flagrant disregard for school rules may result in the loss of one or more senior privileges including senior privilege day for the entire class.

### **ATTIRE**

- College sweatshirts may be worn (*any day of the week*)
- Vicki Marsha khaki or navy shorts may be worn (*no other brand*)
- College lanyards may be worn with Rosary Academy ID attached
- Class t-shirts may be worn every Friday, and on rally and spirit dress days
- Solid black leggings may be worn on spirit dress days (*no designs or cutouts*)
- May have a scheduled class spirit dress once a month (*approved by Dean of Students*)
- May wear spirit dress on rally days

### **CONDITIONS**

- ✓ Any privileges relating to attire are not allowed on any formal uniform day. Seniors are expected to be in formal uniform on formal uniform days.
- ✓ All events listed above, must be planned and organized by the class officers and must be approved by the Class Moderator, AP of Student Activities, and/or the Dean of Students.
- ✓ Due to the pandemic, all events that are senior privileges will depend on government health guidelines. Events listed above could be cancelled due to safety restrictions.

## **SENIOR PRANK**

Rosary Academy does not sanction a senior prank of any kind. Even the most harmless pranks often can be dangerous and a liability to the school and the student's safety, which is our number one priority. We believe on-campus pranks are inconsistent with service to the Dear Neighbor and Rosary Academy's mission. Any students who plan and/or participate in a senior prank face disciplinary consequences decided by the school Administration.

## **TUITION**

Non-payment of tuition and/or fees constitutes a serious breach in the parents'/guardians' obligation to, and agreement with, Rosary Academy. If non-payment of tuition and fees under the payment option selected by the family occurs, the school may take the following actions unless an acceptable alternative arrangement has been approved in writing by the school administration:

- Delinquency in tuition and/or fees constitutes cause for withdrawal of the student at the school's discretion
- Readmission for the next school year may not be permitted
- The student's diploma will be withheld until account is paid in full
- Students may not be permitted to participate in co-curricular programs and activities

If tuition is not paid upon withdrawal or graduation, the account may be turned over to a collection agency.

## **WITHDRAWAL**

A student withdrawing from Rosary Academy during the academic school year must contact the Director of Admissions to begin the withdrawal process. The student may be asked to participate in an exit interview with her parent/guardian, her academic counselor and/or the Administration. When a student terminates attendance, all unpaid tuition and/or fees become immediately due. All Rosary Academy property, including the tablet computer, stylus, and charger, is to be returned prior to withdrawal. If tuition is not paid upon withdrawal, the account may be turned over to a collection agency.

*The Head of School and/or the Principal reserve the right to amend any of these policies or guidelines as necessary. The handbook on the Rosary Academy website will be the most accurate and up to date.*

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## **IMPORTANT PHONE NUMBERS**

Main Office ..... 714.879.6302

**Use the phone number above with appropriate extension to reach the following:**

Activities Office ..... x 121

Admissions Office ..... x 126

Advancement Office ..... x 107

Athletics Office ..... x 214

Attendance Line ..... press option "4"

Business Office ..... x 215

Counseling Office ..... x 116

Health Room ..... x 113

I.T. Help Desk ..... x 4105

