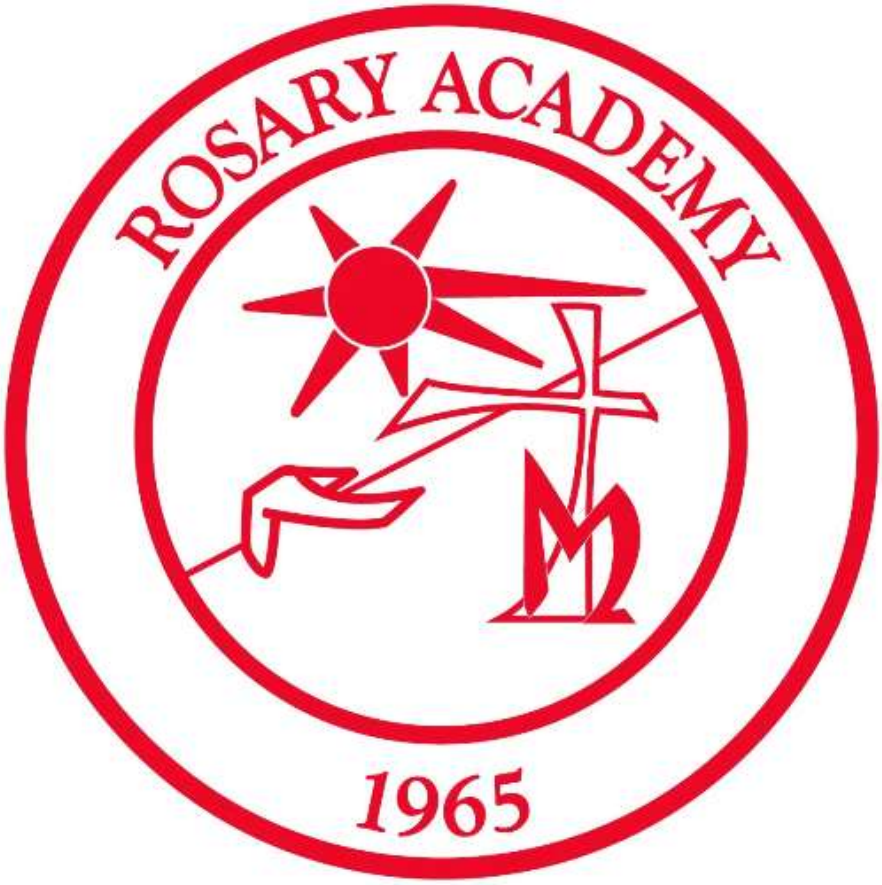


Parent / Student Handbook

2026-2027

Founding Administrators

Sisters of St. Joseph of Orange (CSJ)

1340 N. Acacia Ave.
Fullerton, CA 92831
714-879-6302
www.rosaryacademy.org

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.

Dear Royal Family,

"What greater work is there than training the mind and forming the habits of the young?"
St. John Chrysostom

Welcome to the 2026-2027 school year! In choosing Rosary Academy, you have demonstrated a commitment to the values and philosophy of a Catholic education.

On behalf of the faculty and staff of Rosary Academy, we are pleased to introduce to you the expectations, policies, and procedures outlined in this 2025-2026 parent-student handbook. Our policies and procedures are created to enable our students to be women of character, integrity, and strong faith. The policies help to create a dynamic Catholic community. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Rosary Academy during the 2025-2026 school year.

Each member of the Rosary Academy community is expected to live the mission, vision, and charism. It is our belief that each student enrolled at the Rosary Academy has God-given talents. Students are encouraged to use these talents to become thoughtful, compassionate, and members of our community. Positive attitudes and behaviors reinforcing the dignity of each person in the school community are essential.

The faculty and staff of Rosary Academy look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. The primary objective of the handbook is to assist students and their families to better understand that Rosary is their school community. We request that each student and parent read this handbook carefully and sign the form to indicate that they have done so.

Periodically, a revision to the handbook may be necessary. Such revisions will be distributed via school email to parents and students. We ask that reasonable consideration be given to the inherent values implied in the expectations, policies, and procedures stated herein. In this way, all of us associated with Rosary will continue to take satisfaction in our common pursuit of the ideals found within the mission, vision, and philosophy.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Yours in Christ,

Shawna L. Pautsch, Ed. D
Head of School

Sean Basford, Ed. D
Principal/Assistant Head of School

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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 18th 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.

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
Dr. Erin Barisano	Superintendent of Schools
Dr. Denise Valadez	Associate Superintendent of Schools
Dr. Brad Snyder	Associate Superintendent of Schools

SCHOOL LEADERSHIP

LEADERSHIP TEAM

Dr. Shawna L. Pautsch	Head of School
Dr. Sean Basford	Principal/Assistant Head of School
Mrs. Nicola Huerta	Assistant Principal of Student Services
Mrs. Samantha Hunt	Assistant Principal of Academics
Mrs. Eileen Kearns	Executive Director of Campus Ministry
Ms. Cléopâtre McCormick	Executive Director of Finance & Business Operations
Mrs. Kristie Rueff O'Campo	Executive Director of Advancement
Mr. Tom Tice, Jr.	Assistant Principal / Director of Athletics

DIRECTORS

Mrs. Lissy Burboa	Dean of Students
Ms. Kelly Cole	Director of Admissions
Mrs. Maggie Kaluzny	Director of Athletics
Mr. Matt Karcher	IT Consultant
Ms. Maggie La Bonte	Director of Activities
Mr. Al Lares	Director of Facilities
Mrs. Christine Lee	Director of Academic and College Counseling
Mrs. Katie Lorenzetti	Director of Social & Emotional Learning

ACCREDITATION

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

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 of School and 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.

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.

VISION STATEMENT

To become the premier Catholic all-girls high school, graduating faith-centered, intelligent, confident leaders determined to transform their communities and change our world.

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.

SCHOOL CHARISM & CORE VALUES

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 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.

By embodying gospel values, Rosary students can be the hands and feet of Christ to our world. Defining our core values based on our charism will give more meaning to our charism. Our chosen value words should embody the Rosary spirit.

CHARISM SCHOOL PRAYER

Gracious and loving Father, we thank you for the blessing of our Rosary community
and the gift of sisterhood.
Empower us to courageously live out the Gospel values, to be the hands of feet of Christ,
in service to the dear neighbor without distinction.
May our blessed Mother Mary continually inspire us to be young women of faith,
echoing her yes to God's will.
Amen.
Our Lady of the Rosary pray for us.

FAITH

A community of believers, guided by the Blessed Mother and nourished by the Eucharist connecting us to God enabling us to live out the gospel.

Know therefore that the LORD your God is God; he is the faithful God, keeping his covenant of love to a thousand generations of those who love him and keep his commandments.
Deuteronomy 7:9

"The Lord is my strength and my shield: my heart trusts in him, and he helps me. My heart leaps for joy, and with my song I praise him."
Psalm 28:7

- We are SERVANTS of the Kingdom communicating the good news with kindness and support, compassion, and commitment
- We are ONE, as the body of Christ, the Church, is one.
- Faith means we study everything through the lens of faith
- Faith provides us with the opportunity to understand the gifts we have been granted by God.
- Faith allows us to connect to God and create more empathy in the world
- Through masses, adorations, and other spiritual events, we are able to connect and unite with our sisters in faith.

SISTERHOOD

A lifelong bond is formed between young women allowing them to grow as sisters in Christ who respect and nurture each other's differences, values, accomplishments, and personalities.

Two are better than one, because they have a good return for their labor: If either of them falls down, one can help the other up. But pity anyone who falls and has no one to help them up.
Ecclesiastes 4:9-10

"Please say that you are my sister so that it may go well with me because of you, and that I may live on account of you."
Genesis 12:13

- Present to one another
- Affirms the dignity of others
- Unifying love and spirit
- Seeing God in all
- Nurturing

SERVICE

A call to be the hands and feet of Christ, and to give of our self fully to others.

David also said to Solomon his son, "Be strong and courageous, and do the work. Do not be afraid or discouraged, for the LORD God, my God, is with you. He will not fail you or forsake you until all the work for the service of the temple of the LORD is finished.
1 Chronicles 28:20

As each has received a gift, use it to serve one another, as good stewards of God's varied grace
1 Peter 4: 10

- Use unique gifts in service to others
- Fidelity to community
- Sharing of the heart
- Hospitable
- Always moving toward the profound love of God and love of neighbor without distinction.

COMMUNITY

With the Holy Family and student families as a model, Royals learn to appreciate and nurture human interconnectedness on a local, regional, and global level.

How good and pleasant it is when God's people dwell together as one!
Psalm 133:1

For where two or three are gathered in my name, there am I among them.
Matthew 18:20

That there may be no division in the body, but that the members may have the same care for one another. If one member suffers, all suffer together; if one member is honored, all rejoice together. Now you are the body of Christ and individually members of it.
Corinthians 12:25-27

- Rosary partners with its families as they are key to relationship building as a school community
- We are called to serve the dear neighbor without distinction
- Life giving and essential to following Christ
- Community fosters love, joy, and attracts the Holy Spirit
- We "love our dear neighbor without distinction," and strive for inclusivity
- Royals learn the meaning of community through their dedication to each other and their school.

Rosary families, along with their daughters, continue to support the Rosary community through charity and service—strengthening the Royals' love for neighbor and greater environment. Royals then take this love with them into the world, sharing their love for their communities in college, university, and even the work place.

- Royals learn to appreciate the differences between others and themselves, and foster prosperous environments founded on the basis of serving the dear neighbor.

Rosary Academy & The Little Way

Beginning this school year, Rosary Academy will embrace The Little Way, inspired by St. Thérèse of Lisieux, as our transformational journey. This timeless path to holiness beautifully reflects our charism, mission, and core values, reminding us that lives are changed not only through extraordinary accomplishments, but through ordinary acts of love, faith, and service offered wholeheartedly to God.

At Rosary Academy, we believe every young woman is known, loved, and called by God to become the person she was created to be. While we celebrate academic excellence, leadership, and achievement, we also recognize that true greatness is formed in the daily choices that reflect integrity, compassion, humility, and courage. St. Thérèse teaches us that holiness is found in these seemingly small moments—showing kindness without seeking recognition, choosing patience over frustration, offering encouragement to a classmate, or serving another with joy. These simple acts, performed with great love, have the power to transform hearts and communities.

This message resonates deeply with the charism of the Sisters of St. Joseph, whose enduring mission is *to serve the dear neighbor without distinction*. Like St. Thérèse, they understood that God's love is most powerfully revealed through relationships, presence, and faithful service. At Rosary, we seek to cultivate a community where every person is valued, where compassion guides our actions, and where leadership begins with a servant's heart.

The Little Way also embodies our commitment to faith in action. Faith is not something reserved for prayer alone; it is lived each day in our classrooms, on our athletic fields, on the stage, in our service experiences, and in the relationships we build with one another. It is expressed in the perseverance to do what is right, the courage to stand up for others, the humility to continue growing, and the trust that God works through even our smallest efforts.

Throughout this school year, we will invite our students, faculty, staff, and families to intentionally practice The Little Way—to recognize that every act of kindness, every moment of generosity, every word of encouragement, and every opportunity to serve becomes a way of bringing Christ's love into the world. As a community, may we remember the beautiful truth that St. Thérèse proclaimed so simply: greatness is not measured by how much we accomplish or how widely we are recognized, but by how faithfully we love. By embracing The Little Way, Rosary Academy renews its commitment to forming young women of deep faith, compassionate hearts, and courageous leadership who will transform the world—one small act of love at a time.

THE LITTLE WAY AND THE ROSARY ACADEMY CHARISM

In embracing The Little Way, Rosary Academy affirms that greatness is found not in how loudly one is seen, but in how faithfully one loves.

Our mission is rooted in the charism of the Sisters of St. Joseph - *to serve the dear neighbor without distinction*. This spirit of service beautifully reflects the teachings of St. Thérèse of Lisieux and her spiritual philosophy known as "The Little Way."

The Little Way aligns closely with Rosary Academy's core values:

Faith
St. Thérèse embraced what she called "spiritual childhood," placing complete trust in God's love and mercy. At Rosary, we encourage our students to deepen their relationship with Christ by relying on God in moments of uncertainty, celebrating blessings with gratitude, and recognizing that faith is nurtured through daily prayer and trust.

Sisterhood
The Little Way calls us to treat one another with kindness, patience, and understanding. In the spirit of Rosary sisterhood, students learn that offering a smile, encouraging a classmate, listening with compassion, or extending forgiveness can be powerful expressions of love that strengthen our community.

Community
St. Thérèse recognized that every person has value and dignity. Her example inspires us to build a community where all are welcomed, respected, and supported. Through small daily actions, we create a culture of belonging that reflects Christ's love and the mission of the Sisters of St. Joseph.

Service
The charism of serving the dear neighbor without distinction is lived not only through organized service projects but also through hidden acts of generosity and sacrifice. Whether helping a classmate, assisting a teacher, caring for our campus, or offering encouragement to someone in need, students discover that service begins with attentiveness to the needs of those around them.

LIVING THE LITTLE WAY AT ROSARY

The Little Way invites every Royal to recognize that greatness is found not in seeking recognition, but in faithfully doing ordinary things with extraordinary love. Completing responsibilities without complaint, showing patience during challenges, extending kindness to those who may feel excluded, and trusting God through difficulties are all ways we can live this spirituality each day.

By embracing the Little Way, Rosary Academy students learn that they do not need to accomplish heroic deeds to transform the world. Through faith-filled actions, loving service, and a commitment to serving the dear neighbor without distinction, they become women who lead with compassion, courage, and Christ-centered purpose.

GUIDING PRINCIPLES OF CATHOLIC MORALITY

At Rosary Academy, we embrace the rich tradition of Catholic moral teaching. Our commitment to fostering a respectful and compassionate community extends to all students and staff, regardless of their faith background.

SPECIFIC POLICY CONCERNING STUDENTS

Diocesan schools' partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church, and so families are expected to live in accord with Gospel values, particularly regarding actions and behaviors that are public. Students and parents (or legal guardians) shall conduct themselves in accord with their God-given biological sex.

Procedures:

a) A student who is confused about her sex, who rejects her biological sex, or who is diagnosed with gender dysphoria should not be denied admission to a Catholic school as long as the student and her parents agree that the child will abide by this policy and relevant school agreements or covenants, and confirm to the school that the student is under the care of a medical or mental health care professional that shares the Church's anthropology.

b) Respectful, critical examination of Catholic teaching in the classroom is acceptable, particularly at the secondary level, as long as its intent is to help the student progress toward deeper conversion and understanding in accord with the teaching of the Catholic Church, particularly since Church teaching safeguards and promotes the full dignity and authentic freedom of the human person as created by God.

Examples of this policy in practice include the following:

1. All students and their parents will be addressed and referred to with pronouns in accord with their God-given biological sex;
2. No student may demand the use of a name or nickname by which the student intends to contradict her God-given biological sex or assert so-called gender fluidity;
3. No student may dress in a way that is intended to contradict his or her God-given biological sex or assert so-called gender fluidity;
4. When referencing to a student's or parent's (or legal guardian's) sex (or gender), all school correspondence, documents, and records will reflect the student's or parent's God-given biological sex;
5. Students will participate in competitive athletics in accord with their God-given biological sex;
6. Catholic schools will not allow or otherwise cooperate in gender reassignment or gender transitioning.
7. All students will use bathrooms and locker rooms that correspond with their God-given biological sex. Bathrooms and/or locker rooms will have stalls with doors to allow privacy.
8. A student of any Catholic school who insists, or whose parents (or legal guardians) insist, on open hostility toward, or defiance of, Church teaching, or who otherwise intentionally violate this policy, may be expelled from the school pursuant to this policy and the relevant school policies, covenants, and handbooks.

ANTI-DISCRIMINATION POLICY

Rosary Academy acknowledges that students come from diverse family backgrounds, some of which may not fully align with the moral teachings of the Catholic Church. While a student's family situation doesn't automatically prevent enrollment, the school may review applications more thoroughly if a parent's lifestyle conflicts with Catholic principles. Parents enrolling their daughters at Rosary must understand that the school remains faithful to Catholic teachings. The policy emphasizes respectful adherence to these teachings during school activities. The Head of School makes final decisions, and the academy

enforces disciplinary measures for breaches of Catholic moral standards.

Rosary Academy retains the right and the responsibility to promulgate and enforce disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.

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
- Effectively works independently and collaboratively
- Sets goals, establishes priorities, and makes informed decisions

AN EFFECTIVE COMMUNICATOR WHO

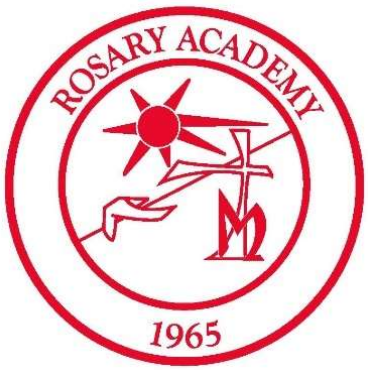
- Uses oral, written, and visual forms of communication
- Utilizes practical and technological methods to access and apply information
- Listens openly and respectfully to ideas and opinions of others
- Expresses her opinions insightfully, intelligently, and respectfully
- Commits to understanding a world vision and making a beneficial difference among the global community

A HOLISTIC WOMAN WHO

- Acknowledges and develops the spiritual, intellectual, creative, physical, social, and emotional dimensions of life

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.



ROSARY BRANDING

Rosary Academy utilizes the Rosary Crest, shown above, the bold Rosary Academy header and the Rosary Academy "R". The Rosary Academy Brand Assets include both registered and unregistered trademarks and service marks of Rosary Academy, including the Rosary Academy word mark, the Crown R, the Crown R with school name vertical logo and horizontal logo, the Rosary Academy Crest and other Rosary Academy slogans and taglines. Rosary Academy, the Rosary Academy logo and combinations thereof are trademarks of Rosary Academy and may be registered in the United States and/or other jurisdictions. The Crown R is a trademark of Rosary Academy.

Rosary Academy takes the protection of our intellectual property very seriously. The Rosary Academy logo is a registered trademark and Its use is strictly controlled to maintain the integrity of reputation of the Rosary Academy brand. Unauthorized use of the Rosary Academy logo is a violation of the school's intellectual property rights.

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.

PARENT'S ROLE IN EDUCATION

We, at Rosary Academy, consider it a privilege to work with parents in the education of their daughter because we believe parents are the primary educators. Therefore, it is your right and your duty to become the primary role models for the development of your daughter's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Rosary Academy involves a commitment and exhibits a concern for helping your daughter to recognize God as the greatest good in her life.
Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your daughter relates to God and others. Ideals taught in school are not well rooted in the daughter unless these are nurtured by the example of good

Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter a partnership with us, we trust you will be loyal to your commitment. During these formative years, young women need constant support from both parents and faculty to develop her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach her potential. It is vital that both parents and teachers, staff and coaches remember that allowing oneself to be caught between the student and the other partner will never have positive results. If there is an incident at school or within one of our athletic programs, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Speaking negatively about a daughter's teacher, staff member or coach at home will only create an attitude of distrust toward the teacher, the staff member, the coach(es), the school, and the parent.

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

It is essential that a student take responsibility for grades she has earned (student grades are earned not given by teachers) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their daughter experience a logical consequence for an inappropriate action or behavior. The responsibility also extends to times of absence. Together, let us begin this year with a commitment to partnership as we support one another in helping your daughter to become the person God created her to be.

PARENT SOCIAL MEDIA POLICY

Purpose

To ensure a respectful, safe and positive online environment that reflects the values of our Rosary school community.

Guidelines for Parents:

a) Respect and Courtesy: Parents are expected to be respectful and courteous when posting about the school, staff and students. Negative, defamatory, or harmful comments are not acceptable. This includes comments, photos, videos and any other form of online content

b) Privacy Protection: Do not share personal information about the students, including photos, names and other identifying details, without explicit consent from the parents or guardians of the students involved. This includes names, photos, and any identifying details.

c) Adherence to School Policies: Follow the school's social media policies, which include guidelines on appropriate content and behavior online.

d) Report Concerns: If you encounter inappropriate or concerning content related to the school, report it to school administrators rather than engaging in public disputes.

e) Positive Engagement & Communication: Use social media to positively engage with the school community, share achievements, and support school events and initiatives.

This policy aims to foster a supportive and respectful online environment for everyone involved in the school community and aims to ensure all students feel safe and respected, both online and offline. Should issues arise, Rosary Administration will contact parents / guardians.

LEGAL DOCUMENTATION

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

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 purpose of the Parent Council Executive Board shall be to foster a cooperative relationship between parents, staff and faculty, promote the academic, spiritual and social development of students, and support the mission of Rosary Academy.

The PC Board shall:

1. Promote the religious and education mission of the Catholic Church and Rosary Academy
2. Support the efforts of teachers, administrators, and staff in providing quality education.
3. Enhance the educational experience through fundraising, community events, and volunteer activities.
4. Foster communication and collaboration among parents, teachers and the school administration.
5. Encourage parent involvement in school activities and in the spiritual and social life of the school community.

Appointments

A member of the PC Board may be recommended by board members and appointed by the executive direction of advancement for a term of two (2) years and may not service for more than two (2) consecutive terms. Any member of the PC Board who cannot fulfill her/his obligation of office shall submit a letter of resignation to the executive director of advancement and the PC Board President.

Meetings

1. Executive Board Meetings
   Executive Board meetings shall be held five times a school year and a required board retreat.

2. All – Parent Meetings
   All-parent meetings shall be held four times throughout the school year, at a time and place determined by the PC Board. At Least one meeting shall be held each semester to allow for

discussion of key initiatives, concerns and planning and invite the entire parent community.

Confidentiality Requirement
All members of the PC Board are required to sign a Confidentiality Agreement upon the commencement of their term. This agreement affirms their commitment to protect the privacy of sensitive information discussed or accessed through their role on the board.

TUITION AND FEES

Tuition is an annual fee. All families are required to have an agreement set up through FACTS Tuition Management Co. for processing payment of incidental fees incurred during the school year. In addition, FACTS Tuition Management Co. charges families directly an annual fee. Tuition payment plans/payment methods are available only to families who have a history of meeting their scheduled payment plan obligations on time.

Rosary Academy offers a variety of payment plans, which can be found on our Rosary Academy website, along with tuition payment due dates.

Alternatively, families may choose to pay the full annual tuition and fees amount in one payment by cashier's check or cash, paid to Rosary Academy.

ADDITIONAL TUITION AND FEE POLICIES

Per the Financial Policy Agreement of Rosary Academy, families are responsible for all FACTS fees, insufficient fund charges for returned checks or lack of funds for automatic debit, and late payment charges for all delinquent payments.
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 for two or more months, the school may take the following actions unless an acceptable alternative arrangement has been approved in writing by the school administration, and is adhered to:

1. Families are responsible for late payment charges for all delinquent payments.
2. Families are responsible for all insufficient fund charges for returned checks or lack of funds for automatic debit.
3. Families are responsible for all FACTS fees.
4. Families with accounts delinquent for two or more months may but are not limited to:
    a) Student(s) may be sent home until accounts are brought current and restricted from participating in athletics or extracurricular activities.
    b) Student(s) may be asked to withdraw from school.
5. Rosary Academy reserves the right to deny re-admission to any family delinquent in the payment of any tuition, fees, and fines.
6. Graduating students may not receive diplomas in the case of any outstanding financial obligations and will receive report cards/diplomas when all financial obligations are met in full.
7. Access to Rosary Academy's student grade portal will be limited or blocked for both students and their parent / guardian until all financial obligations are met in full.
8. Families that opt not to return to Rosary will receive transcripts when all financial obligations are met in full.

If tuition is not paid upon withdrawal or graduation, the account may be turned over to a collection agency. Please refer to your FACTs Tuition Contract Agreement, signed during your registration process.

WITHHOLDING OF RECORDS

In accordance with school policy, the school may withhold *from parents/guardians and postsecondary institutions*, the grades, diploma or transcripts of a student pending the payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees.

STUDENT INFORMATION ACCURACY

In order to keep information accurate, any student who changes residence, whether permanent or temporary, must report the change to the Registrar or 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.

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of her daughter. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their daughter's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the daughter to have both parents involved in her education.

Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a student custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

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 original forms are submitted to the school. Copies or 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 and the original must still be turned in. 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 unless all financial obligations to the school are current.

SURVEY PARTICIPATION

At Rosary Academy, we are dedicated to enhancing the educational experience and fostering a supportive school environment. To achieve this, we occasionally conduct surveys among our students to gather valuable feedback throughout the school year. Students may be invited to participate in these surveys, which cover a range of topics such as academic interests, school climate, and student well-being.

Participation is entirely voluntary, and students can choose to skip any questions or opt out of the survey without any negative consequences. By enrolling your child at Rosary Academy, you acknowledge and consent to their participation in these surveys. All responses will be kept confidential. This consent remains in effect while your child is enrolled at Rosary Academy. We appreciate your cooperation and support in helping us create a positive and engaging learning environment for all students.

TRAFFIC PATTERNS FOR DROP OFF AND PICKUP

Students are only allowed 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. Drop off along Fullerton Creek Drive is not allowed at any time. In the event of a drop off in these areas, security will ask you to go around to the front entrance for drop off. Please be mindful of the flow of traffic on all surrounding streets.

SPEED LIMIT SHALL NEVER EXCEED 5 MPH AT ANY TIME AND PLEASE WATCH FOR PEDESTRIANS AT ALL TIMES.

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 be under the supervision of their legal parent/guardian.

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 and assist 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. 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 Nurse and our 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 a student has had an abortion, Rosary Academy will provide compassionate counseling to her and her family; however, the student may be asked to leave

the school. If another student has assisted her in the decision of having an abortion, that student may be asked to leave the school as well.

VISITORS / DELIVERIES

All visitors must check in with security, present a valid ID and go through a security screening before entering campus. Visitors will receive a visitor's pass that must be worn during the duration of the visit.

We recognize that our community and neighborhood is safe; however, we do require parents and alumnae, to 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 or the Activities Office. 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.

All visitors are encouraged to schedule appointments prior to their visit. Those who do not may encounter limited accessibility.

UBER / RIDESHARING

Rosary Academy prohibits the use of Uber, Lyft or any like driver service to and from school and/or any Rosary Academy events regardless of students age or the private rideshare servicers policies. These services pose a security risk to our campus.

FOOD DELIVERY

Rosary prohibits the use of food deliveries from Uber Eats, Door Dash or any like service to school or school events strictly for the safety of our students. Any food deliveries made to campus or school events will be denied. All parent / guardian food deliveries, including those for sports teams, must be approved by the Assistant Principal of Student Services or the Dean of Students.

SECURITY

In order to provide a safe and orderly campus, Rosary Academy maintains a closed campus with locked gates and security guards for the protection of all stakeholders. Rosary is equipped with a security camera system. Cameras have been placed both indoors and outdoors, in public view to reduce any concerns about privacy.

SAFE ENVIRONMENT CURRICULUM

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 school 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.

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.

VOLUNTARILY WITHDRAWING FROM SCHOOL

If, for any reason, a student is withdrawing to attend another school, the parent must contact the Admissions office 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.

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.

It is our belief that a Rosary Academy student should advocate for herself. 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/guardian 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/guardian, 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 school administration 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.

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.

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, inappropriate behavior 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 singed 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.

ACADEMIC INTEGRITY POLICY

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, Artificial Intelligence ("AI") apps, 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, including but not limited to Meta Glasses (or similar brands), must be turned off and 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 a possible Academic Integrity Contract and possible 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.

Rosary Academy faculty may utilize "TurnItIn" or similar software to review student's homework, essays, quizzes or exams.

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. Teacher shall refer student to the Dean of Students for a meeting.
3. A grade of "F" or zero will be given, without the opportunity for make-up.
4. Parents will be notified by the teacher and/or Dean of Students via email or phone.
5. A conference may be conducted with student and the Dean of Students to discuss the situation and possible consequences.
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 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, 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 EXAMINATION

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 may 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.

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 make the necessary arrangements.

USE OF TRANSLATORS FOR ACADEMIC WORK

At Rosary Academy, all instruction is conducted in English, except in World Language classes, where the target language is used. Students are not permitted to use electronic translators to complete or submit assignments, take notes, or produce academic work. All coursework must reflect the student's own understanding and use of the English language.

CURRICULUM

Rosary Academy is a college preparatory school with a multitude of 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. Please refer to the academic probation section for all students that fall below 2.0.

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.

Please refer to Rosary Academy's course catalog for additional information regarding requirements and eligibility.

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.

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):

Honors Scale	Academic Scale
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.

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

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.

HONORS CLASSES

Honors courses are taught at a faster pace and go into greater depth than regular academic courses and earn extra, or weighted, grade points for an A, B, or C. Students will be placed in these courses by their counselor according to prerequisites designated in the course catalog.

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. Students will be placed in these courses by their counselor according to prerequisites designated in the course catalog. Rosary students enrolled in AP courses are expected to take the AP exam for each AP class and are eligible to receive college credit with a passing score on the AP exam

PLACEMENT IN CLASSES

All Students

After students have selected courses, they are assigned to classes by our scheduling software. 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 7th and 8th grade.

Grades Ten - Twelve

Returning students select courses and are placed based on pre-requisites and teacher recommendation during the registration process in the spring. Guidelines for the placement of students in advanced courses 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 2nd semester, or any time after the add/drop period. 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 using our scheduling software. 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 two 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 two 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, based on administrative review.

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.

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

- If students are absent when something is assigned, they will have a minimum of two (2) school days to complete the assigned work for each day missed. Students are required to meet with their teachers upon return.
- If students are absent the day of a quiz or test, they have up to one week from their return to make up their work. Students may schedule make-up tests at a time that works best for both the teacher and the student. 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.
- If a student has an extended, unanticipated absence due to a concussion or on-going / extended medical treatments, the student and their parents / guardians will work, in conjunction with the Assistant Principal of Academics and their academic counselors, to establish a "Return to Learn" plan.

Students may be required to miss an extra-curricular event or practice to make up an assignment.

Anticipated Absences
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, unless other arrangements have been made with their teacher. 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 school 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 their OneNote Class Notebook to see what was missed.

KAIROS RETREAT MAKE-UP WORK POLICIES

Kairos is an intense retreat experience meant to assess the retreatant's relationship with Jesus and others and God's role in her life. Kairos retreats are an important component of the junior and senior student campus life, and the Rosary community must support the students attending and leading the 2 different retreats. A critical part of Kairos is helping young women understand how much they are loved. All academic departments encourage student participation and provide accommodations for the retreatants and student leaders to make up work and assignments. Student-athletes wishing to attend KAIROS are encouraged to consult with their coach early in the year to select the best time for attendance. KAIROS week retreatants depart on Tuesday afternoon and return Friday evening. Based on input from the academic departments and the approval of the Principal, the following is Rosary's KAIROS academic policy:

1. Students will work with teachers to establish a KAIROS Make-up Plan before the retreat. Since students attending KAIROS may not use any electronic equipment while on the retreat, retreatants will be provided a minimum of six (6) school days, following their return to school, to complete and turn in any work assigned to the class while they were on the retreat.
2. Students will complete all missed assignments/assessments for credit per teachers' KAIROS Make-up Plans. Teachers will record an "NA" in Aeries for any assignment/assessment for which retreatants will not be held responsible.
3. Students are responsible for all new material taught during KAIROS week which will be included in future assignments.

MISSING SEMESTER/FINAL EXAMS

All requests for alternate exam dates 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 request and get approval from the Assistant Principal of Academics.

Students that miss exams due to illness must contact the Assistant Principal of Academics immediately to arrange for a make-up exam. If a 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 make-up an exam and/or provide a doctor's note will result in the student receiving a "F" grade for their semester exam.

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 missed finals will be scheduled for a make-up date, which will be following the conclusion of all regularly scheduled finals. All seniors MUST take their semester exams.

CLASSROOM POLICIES

All teachers distribute and make available 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.

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™

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. 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 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).

The Aeries portal is accessed via the school website. 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 or email aeriesportal@rosaryacademy.org

PARENT SQUARE

Effective communication between home and school is essential to supporting student success. Our school will be using ParentSquare as a new communication platform for sharing important information with families. Through ParentSquare, parents and guardians will receive school announcements, event reminders, emergency notifications, attendance messages, and other important communications from administrators and school staff.

We encourage all parents and guardians to activate their ParentSquare account and keep their contact information up to date to ensure they receive timely communications. ParentSquare offers communication via email, text message, phone call, and the mobile app, allowing families to choose the method that works best for them. The platform also provides automatic translation into multiple

languages, helping us communicate effectively with all members of our school community. Regularly checking ParentSquare is one of the best ways to stay informed and engaged in your student's education.

REPORT CARDS

Parents and students are encouraged to review grades on Aeries regularly to keep track of students' academic progress throughout grading periods. Please note we do not mail report cards. You will receive an email indicating when official report cards are viewable in Aeries.

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).

GRADES AVAILABLE FOR VIEWING ON AERIES™

October	First Mark Grades
January	First Semester Grades
March	Third Mark Grades
June	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 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 within two weeks of returning to school from the fall semester break.

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. This allows students and/or parents to be aware of the student's 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.

ENRICHMENT COURSES

Students at Rosary Academy are encouraged to explore enrichment courses at local community colleges when those classes are not available within Rosary Academy. Juniors and seniors, in particular, may find value in taking such courses to enhance their college preparation or career prospects. However, it's important to note that these community college classes cannot replace required courses at Rosary Academy, nor can the credits earned be applied toward Rosary's graduation requirements. If a student wishes to enroll in a community college or university extension class, they must first obtain signed approval from their counselor and the Assistant Principal of Academics.

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 recommended that any semester grade of "D" earned be remediated in summer school. 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 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 approved 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. 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. OneNote serves 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.

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.

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 ATHLETIC ELIGIBILITY

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.

If a student athlete falls below a 2.0 total GPA at any official grading period (i.e. 1st mark, 1st semester, 3rd mark, 2nd 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 Principal or Assistant Principal of Academics for approval. The request for a waiver must come directly from the student's coach. The Administrator 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.

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 reside with their parent/guardian or homestay family through their entire time at Rosary Academy. They are not allowed to live on their own at any time. International students must 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 need to submit their previous course work 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.

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). It is important to note that this course may not be offered every school year. Summer school classes will count as 0.5 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. Summer school fees will apply if course is taken during the summer session.
- Students may meet this requirement by participating in Rosary Sanctioned Sports, see below.

ROSARY-SANCTIONED SPORTS

The Rosary-Sanctioned sports that are offered on our campus that will be approved for credit include the following: Basketball, Beach Volleyball, Cheerleading, Cross Country, Dance, Flag Football, Golf, Lacrosse, Soccer, Softball, Swimming, Tennis, Track and Field, Triathlon, Volleyball, Water Polo and Wrestling. 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.

OTHER OPTIONS

- Team Manager - Students may earn 0.5 P.E. credits per semester by being a Team Manager. Space is limited in this semester long course, students must be recommended by the team coach, and must receive approval from the principal.
- Trinitas Spring Musical - Cast and crew members will receive a maximum of 0.5 credit per year. Cast and crew members must participate in a minimum of 200 hours physical activity to receive the 0.5 credit of P.E. credit.
- Rosary Academy does not approve of independent P.E. credit for any sport that is already offered as one of our athletic programs.

GRADUATION REQUIREMENTS

In order to graduate from Rosary Academy, a student must successfully complete a minimum of 28 credits of course work. Included within credits completed satisfactorily are the following

GRADUATION POLICY

In order to receive a transcript and / or diploma from Rosary Academy, a student must:

- Have successfully completed a minimum of 28 credits of coursework as described in Rosary Academy's course catalog.
- 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 – (Please refer to the "Class Service Outreach and Retreat Requirements" in this Parent / Student Handbook).
- Turn in their gown following Commencement Exercises

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.
- Have completed all class service and retreat obligations – (Please refer to the "Class Service Outreach and Retreat Requirements" in this Parent / Student Handbook).

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.

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) through the first semester of their senior year.

Rosary Academy will honor graduating seniors by the following distinctions based on their weighted academic GPA upon the completion of their coursework through the first semester of their senior year, 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 on five (5) semesters of 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, during the academic school year, 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 Valedictorian will give the Valedictory Address during the commencement ceremony.

The Salutatorian award is bestowed upon the senior who has earned the second highest weighted academic GPA over seven semesters, during the academic school year, 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. The Salutatorian will give the Greeting and Salutatory Address during the commencement ceremony.

The Valedictorian Address as well as the Greeting and Salutatory Address must be approved by administration prior to the commencement ceremony.

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.

COUNSELING

The Counseling Department serves Rosary students by providing college, academic and personal support. All counselors are available throughout the school day, offering assistance to students, their families and their teachers. It is our mission to serve each one of our student's academic, personal, and college needs.

Students will participate in a variety of grade appropriate workshops during her four years at Rosary Academy. These workshops are designed to prepare her for the college planning and application processes.

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

Jennifer Abalos	Academic and College Counselor
Christine Lee	Director of Academic and College Counseling
Katie Lorenzetti	Academic and College Counselor / Director of SEL
Elizabeth Sanchez	Academic and College Counselor
Michelle Moore	Counseling Assistant & Registrar

Each student is assigned a counselor based on counselor case load. Your students assigned counselor can be found in Aeries or by contacting the registrar.

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 to 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 Rosary staff.

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

SOCIAL AND EMOTIONAL LEARNING

DIRECTOR OF SOCIAL & EMOTIONAL LEARNING

The Director of Social Emotional Learning is a Licensed Professional Clinical Counselor (LPCC) who provides a safe and confidential space for students to discuss personal concerns that interfere with school success. When difficult psychological problems are identified by an Academic and College Counselor or member of the Faculty / Staff, the Director of Social and Emotional Learning will work together with the family to address the needs of their student, as well as offer referrals to the appropriate outside social or psychological agency. The Director of Social and 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. If you have questions or concerns about your student's social and/or emotional health, please contact:

Katie Lorenzetti, MS, LPCC, PPS
Director of Social & Emotional Learning
714.879.6302 ext. 1110
KLorenzetti@rosaryacdademy.org

SOCIAL & EMOTINAL LEARNING

Rosary Academy is committed to supporting the social emotional needs of our students by fostering a safe, caring, empathetic environment where we believe in each other, respect diversity, communicate openly, grow together and hold each other to high expectations to become the leaders and innovators of

the future. The Director of Social and Emotional Learning, counseling department, nurses and Campus Ministry are always available to help if your student needs personal, social or emotional support.

Effective social-emotional learning (SEL) is a transformative and evidence-based educational process that teaches children the mental skills that will develop fundamental skills for life, significantly reduce emotional stresses that lead to mental health disorders, violence and addiction, improve problem-solving skills, enhance sympathy, raise academic test scores and increase resiliency. SEL teaches the skills we all need to handle ourselves, our relationships, and our work effectively and ethically. Following the Collaborative for Academic, Social, and Emotional Learning (CASEL) framework, these skills include:

- Self-awareness: Understanding one's own emotions, thoughts, and values and how they influence behavior across contexts
- Self-management: Managing our emotions
- Social awareness: Developing caring and concern for others
- Relationship skills: Establishing positive and health relationships
- Responsible decision making: handling challenging situations constructively and ethically

RESOURCES FOR MENTAL HEALTH

Free and confidential support is available:

EMERGENCY: 911 or 988
If this is a LIFE-THREATENING emergency call 911/988 or go to your nearest hospital.
NATIONAL SUICIDE PREVENTION LIFELINE: 988 or Text HOME to 741741
24/7 free and confidential support, www.suicidepreventionlifeline.org
THE OC WARMLINE: (714) 991-6412
Call or text 24/7, provides emotional support and resources. www.namioc.org/oc-warmline
DOMESTIC VIOLENCE HOTLINE: 1-800-799-7233
24/7 free and confidential support, www.thehotline.org

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. 1136.

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.

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 provides student support in the Collaborative Classroom of the Learning and Enrichment Center. The RSP 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, The Rosary Support Program team aims to empower every student to realize her potential.

Rosary Academy's RSP staff offers expertise in a variety of areas: assessment, diagnostics, remediation, progress monitoring, teacher education, and curriculum development. In addition, the RSP staff provides 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.

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.

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.

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. 1136 or via email at rspinfo@rosaryacademy.org.

ATTENDANCE

ATTENDANCE LINE: 714.879.6302 > FOLLOW PROMPTS > 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 9 a.m. 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 and extended medical leave due concussions or other medical issues, will be reviewed case by case. If a student is absent for more than four consecutive days, due to illness, they must provide a medical note upon their return to campus.

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.

EXCESSIVE ABSENCE POLICY

Rosary Academy believes that each student is responsible for their own wise decision-making and from time-to-time students may have to make choices regarding her education what she may or may not be able to do. For example, if a student misses multiple class times for a sport during one semester, she might not be able to plan other absences during that time. This will take careful planning on the part of each family and student. The primary concern of Rosary Academy is to provide a complete education for the student with an emphasis on their studies.

Once a student exceeds 12 absences in any class per semester or misses 3 or more quizzes, tests or exams in a class period, an administrative review will begin which could result in the student being placed on an attendance contract and could be put at risk of not graduating. Administration will review attendance at the end of each semester and letters will be sent home to students as deemed necessary.

Your student's attendance can be viewed within their Aeries profile. Please refer to the "Absence and Make-up Policy" under the Academics section.

EXTENDED ABSENCE

When a student is absent for an unanticipated extended amount of time for medical or personal reasons, (three 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 (three or more days), parents/guardians are to contact the Dean of Students in order to request and complete the Extended Absence Form. If necessary, the family will be contacted by the Dean of Students or the students' Academic Counselor to further discuss the extended absence.

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 and *Rosary Academy's Concussion Management Program* which can be found on our school website.

MINIMUM ATTENDANCE REQUIREMENTS

In order for a student to participate in any extra-curricular Rosary or Servite events or Rosary athletic events, they must attend three (3) class periods or the entire day, if it is a scheduled half day. If the event

falls on a weekend, students must still follow the above policy of required attendance.

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, a phone call must be made to attendance providing the date, time, and reason for the student leaving campus. An email will not be accepted.

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 more than five (5) minutes 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. If a student is late to any class period during the school day, they must obtain a tardy slip from the Main Office or the Dean's Office.

We realize that Rosary Academy is a commuter school and with that in mind, weather conditions and traffic are taken into consideration on a daily basis, with adjustments being made as deemed necessary. Every student is allowed two tardies per semester without consequence, including being late to class in the middle of the school day. Students are provided with plenty of time in between classes to get to each class on time. Consequences for subsequent tardies are 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.

NUMBER OF TARDIES	CONSEQUENCE
3	Lunchtime Detention
6	1 hour detention
9	Two 1-hour detentions
12	Attendance / 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.

Telehealth appointments during school hours are not suggested and Rosary Academy cannot provide or guarantee that a private area will be available to a student wanting to take a telehealth phone or video call.

A student who is tardy to school due to a medical or dental appointment MUST provide a note from the provider in order for the tardy to be cleared.

RETURN TO SCHOOL 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 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.

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.

NURSING/HEALTH SERVICES

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 Nurse's office is open daily during school hours. To avoid missing any class work, students are encouraged to visit the Nurse during their morning passing break, lunch break, or academic period for non-emergency needs.

Anne Fiorentino BSN, RN
Melissa Doyle BSN, RN
714-879-6302 ext. 1113
nurse@rosaryacademy.org

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 Nurse's office.

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 school's 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 highly encouraged to report these medications on their admissions health history form or directly to the office. Some medications may cause a positive test result during random drug testing or may cause side effects to manifest while the student is on campus. All medication requirements are considered highly confidential.

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 Nurses. 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 Nurse's office is highly recommended.

Students with diabetes are required to submit an *Individual Diabetes Plan* signed by their physician, diabetic supplies for daily use, and a bin with 3-days' worth of supplies for emergency use before the start of the school year. Failure to provide or replace the above-mentioned items may cause a student to be unable to attend school until emergency supplies are provided. During school hours, students with diabetes 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 Nurse. The goal of the Nurse's office 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.

CHANGES IN MEDICAL CONDITIONS

Please contact the Nurse if there are any changes in your student's health. This includes, but is not limited to, sprains, broken bones, a new medical diagnosis, injuries, change or addition of a medication or a recent or upcoming surgery.

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 Nurse's office by the parent/guardian (or other responsible adult) one day prior to the trip/retreat. The Nurse 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 Nurse's office can notify the Nurse 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 Nurse to all life-threating 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 Nurse's office.
If your student keeps an extra inhaler or EpiPen in the Nurse's office and you want her to have it on field trip/retreat, notify the Nurse 48 hours prior to departure. It is highly recommended that your student brings a back-up inhaler/EpiPen. All medication administration forms on file in the Nurse's office 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 a student is suffering from an active illness, she is 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 99.9° or higher, she must be free of fever for 24 hours without the use of fever-reducing medicine before returning to school. This also applies to episodes of vomiting and diarrhea. 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 four 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.

ALLERGIES

If your student has been diagnosed with any form of an allergy, including food, medication or environmental, please be sure to promptly let our Nurses know. This includes current allergies or any allergies that she should develop over the course of the school year.

Should your student have a life-threating allergy, requiring the use of an inhaler or EpiPen, a Diocese Medication Administration Form should be on file in the Nurse's office. She may carry an inhaler or EpiPen in her backpack for emergency purposes; however, we highly recommend a back-up inhaler or EpiPen is kept in the nurse's office.

EMOTIONAL SUPPORT ANIMALS

No emotional support animals will be permitted in school.

EARLY DISMISSAL DUE TO ILLNESS

If a student is too ill to remain in school, she must go to the Nurse's office, 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 who leave campus due to illness should refer to Rosary Academy's attendance policy regarding after school and extra-curricular activities and sports.

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

In accordance with the California Health and Safety Code §§120325-120375 and regulations issued by the California Department of public Health (CDPH), all students attending public and private elementary and secondary schools (TK-12) in California are required to meet state immunization requirements as a condition of in-person attendance.

Students must provide documentation of all immunizations required for their grade level, including required checkpoint immunizations for entry into seventh grade and beyond, unless a valid medical exemption is on file.

Exemptions

California Law does not permit personal or religious belief exemptions for required school immunizations.

The only exemption permitted for in-person attendance is a medical exemption that:

1. Is issued by a California-licensed physician (MD or DO)
2. Is submitted through the California Immunization Registry – Medical Exemption (CAIR-ME) system
3. Specifies the vaccine(s) exempted and whether the exemption is temporary or permanent

Medical exemptions must remain current and valid. Expired, revoked or improperly documented exemptions do not meet legal requirements and result in non-compliance.

Immunization Non-Compliance and Temporary Exclusion

State law requires schools to verify immunization compliance, maintain appropriate records, and exclude students from in-person attendance if required documentation is not provided.

Exclusion due to immunization non-compliance is a public health requirement, not a disciplinary action, and remains in effect until the student meets all legal requirements for attendance.

The school is committed to working collaboratively and compassionately with families to resolve immunization compliance matters whenever possible. Families are encouraged to communicate promptly with the school if assistance or clarification is needed.

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. 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 *Rosary Academy's Concussion Management Program* which will outline modifications and assist the student to safely return to full participation in academics and activities. Details regarding *Rosary Academy's Concussion Management Program* can be found in the Athletic Office or on the Rosary Academy website.

INJURIES REQUIRING SPECIAL ACCOMODATIONS:

Should a student have an injury that requires special accommodations, such as access for a wheel chair, handicap parking or extra time to move from class to class, the student is required to provide the Nurse with a written note from their doctor. The Nurse will advise the students teachers, security and the Dean of Students.

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, she must use either a medical shoe or a sandal with a back strap on the affected foot and a regular shoe on the unaffected foot, with the permission of the nurse and Dean of Students.

ILLNESS OR INJURY DURING SCHOOL HOURS

Illness or Injury:

When a student becomes ill or injured during class, a pass to the Nurse's office 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 any health-related topic.

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 until released by the teacher.
4. Students are to remain still during prayer and pledge and to remain quiet for announcements.
5. Cell phone usage is not permitted in the classroom (unless teacher permission is given) and they must be powered off in a backpack, locker, or classroom phone bank.
6. Airpods or headphones are NOT allowed to be worn in the classroom (unless teacher permission is given).

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, in conjunction with school administration, 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.

SCHOOL PRAYER AND PLEDGE BEHAVIOR

If a student is not in a classroom during prayer and pledge at any point during the school day, she is expected to stop where she is and remain still and quiet until the completion of all announcements.

UNETHICAL CONDUCT

Unethical conduct includes without any limitation any speech, gesture, written word, or action (including immodest or inappropriate fashion choices) on or off campus which is contrary and/or counterproductive to the goals and philosophy of Rosary Academy and Christian decency. This includes respect for the Eucharist.

INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION

Inappropriate displays of public affection shall not take place on or near school property, at any school sponsored activity or while representing Rosary Academy while in a school or athletic uniform. Behaviors which are not appropriate for public places make other people uncomfortable, show poor judgment, and are demeaning to the individuals involved. Examples of inappropriate displays of public affection include, but may not be limited to, kissing, sitting on laps, excessive body contact or any other highly suggestive behavior.

INAPPROPRIATE DANCING AT SCHOOL DANCES

All Rosary and Servite functions are intended to promote the Catholic Christian values that recognize the dignity and self-worth of all people. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Students' behavior and attire should reflect this guiding principle. All dance styles must comply with standards of modesty and safety. The faculty and administrators in attendance will be the final judge of the appropriateness of dance style. Inappropriate dancing includes, but is not limited to, the following: slam dancing, moshing, freaking, or otherwise inappropriate or dangerous dancing.

GOOD REPUTATION OF THE SCHOOL

Students and their families are expected to always be courteous and to demonstrate respect for all persons and property. Students and their families are responsible for the good name of Rosary Academy. Actions on or off campus that can detrimentally impact the school's reputation can result in disciplinary consequences, including involuntary withdrawal or expulsion from Rosary Academy. Any student or direct family member who brings discredit to herself, themselves and/or Rosary Academy through any immoral, unlawful or unethical activity in or outside school is subject to immediate involuntary withdrawal or expulsion, since it is contrary to the Philosophy and Mission of Catholic education.

All enrolled students and their families are expected to behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion.

These principles include, but are not limited to, any policies, principles or procedures set forth in this Parent Student Handbook. The school reserves the right to discipline students for activities off campus and outside school hours if the activity does not support the mission and goals of the school.

Unlawful/unethical activity specifically includes, but is not limited to: immoral conduct, membership, involvement, or association with a group or gang that engages in violence, harassment, or intimidation of others; use or sale of illegal substances; theft; possession of a weapon; use of print, visual, or electronic media for purposes of harassment, etc.

The wearing of gang paraphernalia, use of gang signs, symbols or graffiti will be considered as evidence of gang association. These actions will result in severe discipline measures, including the possibility of involuntary withdrawal.

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.

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, AIRPODS & WEARABLE TECHNOLOGY

During class, and lunch cell phones and airpods or headphones must not be seen, used, or heard. Cell phones must be in the students backpack or locker and powered OFF. Headphones or Airpods are not

allowed outside of the classroom. Students wearing an electronic watch or any other sort of wearable technology to school 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 / On the way to or in the restrooms

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; Parents / guardians notified. Student may pick up the cell phone in the Dean of Students office at the end of the school day. **$25.00 charge via FACTS**
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. **$50.00 charge via FACTS**
4th	Student may be placed on a behavior contract; Student will turn their phone into the Dean of Students on a daily basis. **$50.00 charge via FACTS**

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.
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.

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.

FACEBOOK®, INSTAGRAM®, SNAP-CHAT®, TWITTER®, TIKTOK® AND OTHER SOCIAL MEDIA POSTINGS OF STUDENT PHOTOGRAPHS

Rosary Academy works to protect the confidentiality rights of all students. Rosary Academy attempts to

protect personally identifiable information of minors in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at Rosary are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, Snap-Chat®, Twitter®, TikTok® or any social media page. Such postings are a violation of the Rosary's adherence to school policy. The students of parents who post such photos may be separated from Rosary.

BULLYING AND CYBERBULLYING

Bullying is intentional, repeated behavior that targets an individual over time. It includes a power imbalance – whether social, emotional or physical – and causes lasting harm to the person being targeted. Rosary Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual (including faculty and staff) are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, expulsion and/or face the possibility of legal action. All due diligence and confidentiality will be protected as much as possible during an investigation of any allegation.

The creation, sharing, or use of deepfake content that misrepresents individuals, spreads false information, or causes harm is strictly prohibited on school grounds, during school-sponsored activities, and through school-managed digital platforms.

RETAILIATION

The Diocese of Orange and Rosary Academy forbid retaliation against anyone who reports harassment or who participates in the investigation of such a report. Any form of retaliation on the reporter will not be tolerated and may increase the severity of the consequences.

HAZING

Hazing in any form is neither tolerated, nor consistent with any spiritual, educational or athletic goal 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. Typical hazing practices would include personal servitude; sleep deprivation; restrictions on personal hygiene; yelling; swearing; insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such substances on one's skin; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

Any activity that intimidates or threatens the student with ostracism that subjects a student to extreme mental stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school is considered Hazing.

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.

PEER CONFLICT MEDIATION PROGRAM

Part of Rosary Academy's Peer Assistance and Leadership (PAL) Program includes students participating as conflict mediators. Student conflict mediators are trained to help disputing students find their own resolutions. Conflict mediators gain confidence in their leadership and communication abilities and provide models of effective communication and cooperation for fellow students. The Conflict Mediator program is an ongoing resource which complements other school rules & disciplinary procedures. Students may be referred to a peer conflict mediation by any Rosary Faculty or Staff member.

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 Dean of Students, to lost and found in the Activities Office or to the Main Office. 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 (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 Parking violation
- 1.4 Gum-chewing, eating and/or drinking in class
- 1.5 Inappropriate behavior at any point throughout the school day
- 1.6 Unethical conduct on or off campus
- 1.7 Inappropriate public displays of affection
- 1.8 Inappropriate dancing at school dances
- 1.9 Any actions on or off campus that could be detrimental to the reputation of Rosary Academy
- 1.10 Rude or disruptive classroom behavior
- 1.11Failure to follow teacher or substitute instruction
- 1.12 Failure to follow procedures for attendance
- 1.13 Leaving class without permission, being out of class without the teacher's permission,

wandering the halls
- 1.14 Failure to clean up lunch area, littering
- 1.15 Using a cell phone or prohibited electronic device during class time or lunch
- 1.16 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 misuse of cell phones, headphones or any other wearable technology in the classroom or during lunch
- 2.7 Repeated rude and/or disrespectful behavior towards other students or adults
- 2.8 Repeated failure to follow a teacher's direction
- 2.9 Repeated class disruption
- 2.10 Repeated unethical conduct on or off campus
- 2.11 Repeated inappropriate public displays of affection
- 2.12 Repeated inappropriate dancing at school dances
- 2.13 Repeated actions on or off campus that could be detrimental to the reputation of Rosary Academy
- 2.14 Being in an unauthorized location during school hours or during a school event
- 2.15 Truancy; from a class or a school day
- 2.16 Defacing property of the school or property of others
- 2.17 Harassment, hostile words or actions, verbal altercation, hazing or any willful act that may cause physical/mental harm or injury to another
- 2.18 Sexting content; words/photos, exchanged through text and/or posted on social media
- 2.19 Misuse of Rosary Academy computer or breach of Acceptable Use Agreement
- 2.20 Repeated Internet / device misconduct

Level III: SERIOUS
Meeting with Administration, possible suspension or expulsion, placed on Disciplinary contract (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 Theft, fighting, intimidation, gambling
- 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 Egregious unethical conduct on or off campus
- 3.11 Egregious inappropriate public displays of affection
- 3.12 Egregious inappropriate dancing at school dances
- 3.13 Egregious actions on or off campus that could be detrimental to the reputation of Rosary

Academy

- 3.14 Destruction of property, another person's or school
- 3.15 Possession of or sharing pornographic material, including nude photos of yourself or others; physical copies or electronic
- 3.16 Possession or use of any weapon/like object including but not limited to knives and firearms
- 3.17 Imagery that can manifest or cause violence is not allowed on campus in any form
- 3.18 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)
- 3.19 Selling, distributing, or giving one's prescription medication to another student
- 3.20 Assault or battery or any threat of force or violence directed toward another student or staff
- 3.21 Involvement in gang and/or cult activities

CONSEQUENCES FOR INFRACTIONS

Consequences at Rosary Academy are intended to be corrective of behavior. 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.

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 with administration on a need-to-know basis when necessary for the investigation and resolution of a matter.

DETENTION

Detention will be offered three to four days a week, every Tuesday and Wednesday after school and every Tuesday morning when there is late start. If the schedule changes it will be announced via email. Detentions last for one hour and will be held with the Dean of Students or another assigned faculty or staff member. If a student receives a detention, she will be notified through her Rosary Academy email and will need to sign up for her detention via a Sign-up Genius link. 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. Students may not have a representative by proxy and parents may not be present in the detention room or area at any point.

UNSERVED DETENTIONS AND DISCIPLINARY ESCALATION

The following policy outlines the expectations and consequences regarding the fulfillment of disciplinary hours. At Rosary Academy, detention is viewed as a primary tool for character development and accountability. Failure to serve assigned time is considered an act of "persistent defiance" and will result in the immediate escalation of consequences as detailed below.

The Multiplier Effect

If a student fails to report for scheduled detention without a pre-approved excuse from the administration, a "multiplier" will be applied to their disciplinary hours.

- Time Doubling: For a first-time or minor instance of skipping, the original time owed will

be doubled (e.g., a 30-minute lunch detention becomes two sessions; a 1-hour after-school detention becomes 2 hours).

- Automatic Referral: Skipping a detention triggers an automatic Conduct Referral to the Principal's office, which remains a permanent part of the student's disciplinary record for the academic year.

Social Probation & Loss of Privileges

Students with outstanding (unserved) detention hours are subject to Social Probation. This status bars students from participating in any non-academic school functions until all hours are cleared. The hours must be cleared up at least one week prior to the restricted activity. Restricted activities include, but are not limited to:

- Dances and Social Events: Prom, Winter Formal, and Homecoming.
- Extra-Curricular Participation: Students may not attend practices, games, club meetings, or Trinitas.
- Senior Activities: For 12th-grade students, this includes Grad Night, senior picnics, and the privilege of participating in the commencement ceremony.

Removal from Positions of Honor

As a community that prioritizes leadership and integrity, students who show a pattern of unserved detentions may be permanently removed from "Positions of Honor." This includes:

- Academic & Leadership Organizations: National Honor Society (NHS), Student Council, Red and Gold Captain, and ASB.
- Spiritual Leadership: Campus Ministry and Retreat Leading.
- Athletics: In addition to the "no play, no practice" rule, the administration reserves the right to strip a student of a "Captain" title for persistent defiance.

Disciplinary Probation & Behavioral Contracts

Should disciplinary issues remain unresolved, the school will initiate a formal intervention process:

- Behavioral Contracts: A mandatory meeting with parents and the student will be required to sign a formal Disciplinary Contract.
- The Final Warning: This contract serves as a final notice. Any further infractions—including the failure to serve remaining time—will result in an "Invitation to Withdraw" from the school.

DETENTION SCHEDULE

Tuesday (Late Start)	Tuesday	Wednesday	Thursday
7:45 – 8:45 a.m.	3:00 – 4:00 p.m.	3:00 – 4:00 p.m.	2:15 - 3:15 p.m.

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

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, which may include the student being prohibited from attending Rosary / Servite extra-curricular / athletic events and school dances, 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. Contracts may carry over from one school year to the next and 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 whose 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)

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.

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

Shirts

- White, red, pink, 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, tank top, or long sleeve shirt 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

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 black, navy or brown color with no embellishments

Hosiery

- Socks must be visible and appropriate for school; no drug/alcohol or political references
- Navy, gray, or black tights (Required for formal uniform); no patterned or ripped tights
- No loose-fitting sweatpants of any kind are allowed under the skirt; even Rosary sweats or flared black leggings.
- Leg warmers or similar may not be worn at any time

Shoes

- All shoes must be clean and free of holes and tears
- Shoes must always have a back strap and must be closed toe
- Shoes that go above the ankle bone are NOT permitted
    - Not permitted: high tops, high heels, boots of any kind, including combat, cowboy or riding boots, flip flops, slippers, moccasins, Crocs, Uggs or similar brands, 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 / Sweatshirts

- Rosary athletic jackets may be worn at any time except for Mass
- Rosary 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
- Solid black winter jackets may be worn, weather dependent and upon approval from administration

Lanyards & Student ID

- Rosary Academy Lanyards and Student ID's must be worn at all times during the school day as part of our school uniform
- ONLY Rosary issued pins are allowed to be on the student's lanyards
- Students may not cover their ID pictures with a sticker or paper at anytime
    - Pins or stickers with any sort of political or drug reference are strictly prohibited

Jewelry

- Simple and in good taste
- NO facial piercing of any kind including eyebrow, lip, tongue, or nose
    - Should a student have a facial piercing, a clear plug must be worn at all times while on campus and during Rosary / Servite events
- Piercings deemed excessive in ears, may be required to be removed

Tattoos

- Students are not permitted to have any visible tattoos, including semi-permanent tattoos or ink drawings during her four years at Rosary Academy
    - All semi-permanent tattoos and ink drawings must be removed prior to a student returning to campus.
    - Any student with a visible tattoo must have it covered at all times while on campus or during any Rosary / Servite extra-curricular events or activities

Cosmetics/hair

- Conservative style
- Natural colors only

Note: 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 ONLY in inclement weather
- Hoods and beanies may NOT be worn inside buildings at any time
- Headbands may be worn, but must be appropriate for school; no drug/alcohol or political references
- No scarfs covering head / No bandanas

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

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.

- Shirt: White polo or white oxford shirt ONLY

- Skirt: Navy with red and beige pinstripes ONLY
- A Rosary Academy uniform sweater or sweater vest must be worn
- Tights, in good condition and free of any holes or runs, 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
- Leather black dress shoes only (please see pictures below)

FORMAL UNIFORM SHOES

APPROPRIATE FORMAL UNIFORM SHOES: BOAT, OXFORD, MARY JANE, LEATHER SLIP-ONS



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 knee length
- Shoulder straps must be at least two inches wide
- Undergarments should NEVER be visible
- Suit or dressy pantsuit upon approval from the Dean of Students
- Dress shoes; shoes must always have a back or back strap / Heels can be no higher than three inches
- Boots are not allowed

SPIRIT DRESS

- Jeans or Bermuda shorts in good condition with NO holes or rips; no more than three inches above the knee
- Seniors only: plain black leggings with no cut outs, words, images, or sheer fabric. Flared yoga pants / leggings are NOT permitted
- Rosary shirts or sweatshirts ONLY
- Tennis shoes ONLY, in accordance with Regular Uniform Shoes; however, high tops will be allowed
- NOT ALLOWED: Pajamas, leggings, yoga pants (flared or straight leg), spandex, sweatpants, moccasins, and/or slippers, Uggs or similar, Crocs or similar, boots of any kind, including combat boots, flip-flops, short shorts, or tank tops.

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

school uniform.

ALCOHOL / DRUGS / TOBACCO

The use or possession of alcohol, tobacco of any kind, or any illegal substance is not permitted on or off the Rosary or Servite campus.

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.

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 of or use on either Rosary or Servite's campus or at any Rosary or Servite related functions. This includes in a student's car on either campuses parking lot or the lot of a Rosary or Servite 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 from Rosary or Servite 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 the Rosary or Servite campus.

SEARCHES

Rosary Academy may search a student's locker, car, mode of transportation to any Rosary / Servite event, 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, at the discretion of the administration or their designee, including, but not limited to, a private canine detection agency:

DRUG TESTING

Rosary Academy students participate in a year-round school-wide mandatory random drug testing program facilitated by a third-party testing company.

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.

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 Handbook Agreement Form, you are giving Rosary Academy consent to have your student participate in drug testing.

Testing 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.

Should a student's test be returned to Rosary Academy as inconclusive, Rosary Academy administration, in conjunction with our nurse may retest the student in the days following our normal monthly testing.

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 and should be on file with the Nurse.

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

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.

INTERNET AND 1:1 SCHOOL ELECTRONIC DEVICE, CELL PHONE & WEARABLE TECHNOLOGY 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: Microsoft Teams Chat, 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. Please see the *Rosary Branding* section of this handbook
- 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/Guardians 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, Google chat, 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 USAGE POLICY

Rosary Academy issues all students a laptop, charger and stylus for their use through the school year. Stickers are not allowed to be affixed to any part of the computer, outside or inside, with the exception of a stylus holder, which can only be affixed to the top, outside skin of the laptop.

If a school issued charger or stylus is lost, students may not use a generic charger or stylus that they purchase on their own. Please see the Help Desk to obtain a new Rosary Academy issued charger or stylus.

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:

LOSS OR DAMAGE	COST
Replace lost or damaged power supply/charge	$125
Replace lost or damaged stylus	$100
Replace lost, damaged or stickered skins	$150
Broken or bent case or chassis	$150
Broken screen	$150
Missing Keys	$150
Missing Feet	$150
Damaged Lid	$200
Damaged Body	$400
Lost laptop	$1,700

If a school-issued laptop is lost or stolen, the student should notify the IT Office immediately. Parents will be charged $1,700.00 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 $1,700.00, less any charges for damaged or missing items per the table above.

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.

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/athletics/sports-medicine/athletics-physical-form. For further questions, contact the Rosary Certified Athletic Trainers at ext. 1210.

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.

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.

ATHLETIC CONFLICT RESOLUTION

Proper Steps for Conflict Resolution

Communication concerning Rosary Academy athletic programs and personnel are welcomed when motivated by a sincere desire to improve the quality of an athletic program and/or an athlete's participation therein. There are situations that may require a conference between the coach, athlete, and the parent. When these conferences are necessary, please adhere to the following Rosary athletic communication protocol to resolve the concern:

Step 1

Athlete-Coach: To empower our athletes to learn personal responsibility, she must communicate her concerns/questions directly to her coach before having someone else do this for them. Every effort should be made to resolve the problem at this level.

Step 2

Athlete-Coach-Parent: If an issue still needs to be resolved after step 1, the athlete and parent(s) or legal guardian(s) should email and set up an appointment with the coach. Communication with a coach regarding a concern should never take place at or immediately after a game or event.

Step 3

Athlete-Coach-Parent-Athletic Director: If an issue still needs to be resolved after step 2, the Athletic Director will set up a meeting with all those involved.

Please note that since the athlete and coach are the only two people who work together on a daily basis, both should be included in all communications. Remember that playing time and level or position placement are the sole responsibility and discretion of the coach.

After following steps 1-3, any unresolved issues can be referred to the Principal by submitting an email stating the concern. The email must include the following: name of coach, specific sport and level of competition, general athletic concern involved, and brief but specific summary of the nature of the issue and the facts surrounding same. Once the email is received by the Principal, the Principal will discuss the matter with the Athletic Director, and the coach. A meeting including all parties involved will be scheduled for the purpose of resolving the issue.

ATHLETIC AND UNIFORM/EQUIPMENT FEES

Each athlete will be assessed a non-refundable Athletic Participation Fee, ranging from $1,300.00 - $1,500.00 depending on the sport. This fee helps defray the cost of team expenses. Athlete gear/clothing, off season training and out-of-town travel costs are additional and vary by sport. These uniform or apparel fees range depending on the sport, but could be over $300.00 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 student-athletes are billed prior to the start of the game schedule. Payment of the above-mentioned Athletic Participation Fee and uniform/equipment fee are due prior to the end of interscholastic competition (dates are determined by the Athletic Department and published yearly). All apparel or other items ordered are billed at the end of the season. Any travel or tournament expenses must be paid in full for the student-athlete to attend the event. The goal is for an athlete never to miss an event due to financial issues; however, if financial obligations are not met, athletic eligibility may be revoked. All financial issues must be resolved in order for a student-athlete to participate on future athletic teams.

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 a late fee and 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 sweatpants or sweatshirts 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 at least three class periods 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.
- All athletes must be in good standing academically and with the Dean of Students.
- 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.

NAME, IMAGE, AND LIKENESS (NIL) AGREEMENT

NIL stands for Name, Image, and Likeness and has impacted the landscape for student-athletes and schools, first at the NCAA level and now, in the California high school environment. The purpose of our NIL Agreement is to ensure that all stakeholders (student-athletes, coaches and families) understand the guidelines related to NIL and to avoid any situation where the eligibility of a Rosary Academy student-athlete is compromised due to violations of CIF Bylaws.

The following information is an overview of the current NIL policies that apply to Rosary Academy student-athletes as defined by the guidelines set forth by CIF. Two CIF Bylaws apply directly to NIL and high school student-athletes: CIF Bylaw 212 (Defining amateur status) and CIF Bylaw 510 (Undue influence).

Per CIF Policy, Rosary Academy student-athletes will adhere to the following NIL Policies:

- NIL policies DO permit Rosary Academy student-athletes to promote/advertise products as individuals, not affiliated with Rosary Academy
- NIL policies DO permit Rosary Academy student-athletes to represent businesses as individuals, not affiliated with Rosary Academy

The following includes examples of "AFFILIATED" actions with a school: use of school uniforms, use of school facilities, use of school logo, verbal references to school, and virtual representation of any of these examples.

Wearing a team uniform or any identifying school insignia (including school facilities) while appearing in any advertisement, promotional activity, or endorsement for any commercial product is a violation of CIF policy.

- NIL policies DO NOT permit a Rosary Academy student-athlete to promote/advertise products representing their Rosary Academy team or Rosary Academy in any fashion
- NIL policies DO NOT permit a Rosary Academy student-athlete to wear their high school uniform, school apparel, or any other item that would identify the student-athlete with Rosary Academy. (This also applies to all campus facilities)

All Rosary Academy student-athletes and their parents/guardians must read and understand the guidelines regarding Name, Image and Likeness (NIL), and agree to comply with all NIL-related rules defined by CIF and Rosary Academy policy. Additionally, failing to comply with these guidelines could result in the forfeiture of the student's CIF athletic eligibility.

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.

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, and student government elections. In addition, cabinet members work with Servite on programs such as Homecoming, the Spring Dance, and Prom.

All ASB members shall:

- 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.
- Receive a positive recommendation from her Counselor, the Dean of Students and one teacher.
- Be in good academic standing. She may not be on academic probation, have any "F" grades, or have more than one "D" grade at any grading period throughout the school year.
- Uphold all aspects of the honor code, 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.

- Be able to make a time commitment without jeopardizing her academics and/or overloading her schedule.

SCHOOL DANCES & EVENTS

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. Students must be in good standing with the finance office, with the Dean of Students, having served all outstanding detentions and may not have any medical conditions, including but not limited to, concussions or other injuries, which could prohibit them from safely attending 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 financial responsibility, medical concerns, including but not limited to concussions, and/or disciplinary infractions, including outstanding detentions, may cause a student to not be eligible for participation in said events. If a student has repeated violations, is on contract for any reason, or is not in good standing with the business office, her attendance at dances and school events is in jeopardy.

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 9th grade and above, and 20 years old or younger.
4. To attend a school dance that is outside of Rosary or Servite, students must be in good standing with the Dean of Students and 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 must hit the knee.
7. No bare midriffs, spaghetti straps, backless, strapless, or see-through tops for casual dances.
8. No cut-outs or transparent fabrics that reveal sides, stomach, high thigh, or low back.
9. Strapless gowns for Homecoming, Winter Formal, and Prom are acceptable
10. Floor-length dresses are required for Winter Formal and Prom.
11. Undergarments of any kind may not show at any point.
12. Parents / Guardians are expected to pick up their student from a school dance within 15 minutes of the end of the dance. Failure to do so may result in your student being unable to attend future dances.

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 the above guidelines as well as any additional ones communicated to the students 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. Failure to adhere to any of the casual or formal dance guidelines may result in disciplinary consequences.

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 role in Red & Gold, until the clearance from a medical professional is obtained.

Captain Selection Criteria

Red & Gold team captains are selected by student 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 be in good standing with the business / finance office.
- 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 uphold all aspects of the honor code, 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 their period 1 classrooms where they may change into casual clothing.

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. All students 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.

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.

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.

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.

ADVANCEMENT/FUNDRAISING EFFORTS

Rosary Academy's advancement department is dedicated to fostering meaningful relationships, securing resources, and promoting the mission and vision of our organization. We strive to enhance the school's impact through strategic fundraising, community engagement, and effective communication. Our goal is to empower our stakeholders, including alumnae, donors, partners, and the broader community to ensure sustainable growth and continuous improvement.

Rosary Academy is a 501(c)3 and families have the option to make a tax-deductible gift. The Rosary Fund is the school's annual giving program and critical fundraising effort to secure financial contributions from donors on a yearly basis. Donations support Rosary's mission-driven work for the school's ongoing programmatic and operational expenses.

Fundraising activities at Rosary are not permitted unless they receive prior approval from the advancement department to ensure alignment with the school's mission and strategic goals. This policy ensures that all fundraising efforts align with the institution's mission and goals, maintain ethical standards, and comply with legal regulations. By requiring approval, we ensure proper oversight, coordination, and accountability, guaranteeing that all contributions are managed and utilized effectively for their intended purposes.

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.

SERVICE OUTREACH REQUIREMENTS FOR STUDENTS

The philosophy of service outreach at Rosary Academy is rooted in the school's charism of "service to the dear neighbor without distinction". As part of the mission, philosophy and graduation criteria, all students are required to engage in direct face-to-face service throughout their four years. In the tradition of our founding religious order, the Sisters of St. Joseph of Orange, our students are formed as servant leaders to positively impact our wider community.

Freshmen and sophomores participate in class-level service projects. Those unable to attend must make up 8 hours by choosing an agency from Rosary Academy's list of "Approved Non-Profit Organizations."

The service requirement for junior and senior students puts the ownership on our students to choose an agency from the list of "Approved Non-Profit Organizations." Each student must serve at least 10 hours at one agency in the fall semester. Students will choose an agency in the spring semester to offer a minimum of 10 additional hours. In total each student will serve 20 hours by the end of each academic year. Please remember that each Rosary student will be allowed to serve at a food agency for only one semester of her time at Rosary. All other agencies are allowed to be repeated.

Reminders for all junior and senior students:

- All hours must come from direct (face to face) service obtained at an approved agency from our list.
- All hours are to be logged on a Service Verification Form and submitted to Campus Ministry Office by Friday, November 13, 2026, in the fall semester and Friday, April 2, 2027, in the spring semester.
- Service Verification Forms cannot be signed by a parent, relative or other Rosary student.
- All agencies need to be approved by Rosary Academy, including summer programs.
- Please remember that each Rosary student will serve a total of 20 hours in her junior year and 20 hours in her senior year.
- Students are given the opportunity to complete their Service Outreach Requirements beginning in the Summer of 2026.
- If a student does not complete the required service hours by the deadline, the Service Verification Form will still be accepted late, as completion of service hours is a graduation requirement. This allows students to meet the graduation requirement; however, the reflection paper assigned in her religion class is a separate requirement. The reflection paper reinforces that Service Outreach is a part of our mission and the formation of each student as a Rosary Royal. Reflection papers will be written in class on Monday of the review week during each student's religion class. The Theology and Religious studies Department will set the due date, and

in accordance with the no-late-work policy, late reflection papers will not be accepted.

CHAPEL

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.

LITURGY & PRAYER

The Rosary community gathers for school-wide prayer and liturgy a minimum of two times each month as well as lunchtime masses on Tuesdays and Wednesdays. Our school wide masses included, but are 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. We also offer Adoration services, Reconciliation and a Eucharistic Procession.

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. Our class level retreats are a graduation requirement. 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.

All grade levels attend off-site retreats. Participation in the class retreats is part of the graduation requirement. Any student who misses a class level retreat must attend one of our two Mother – Daughter retreats.

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. (Please see "Anticipated Absences" in the Attendance section of this Parent / Student Handbook).

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 Thursdays. All Campus Ministers must attend a minimum of two lunchtime masses per month. Campus Ministers must also attend one of the two Mother – Daughter retreats.

All Campus Ministry Leaders shall:

- 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.
- Be in good academic standing. She may not be on academic probation, have any "F" grades, or have more than one "D" grade at any grading period throughout the school year.
- Uphold all aspects of the honor code, 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.
- Be able to make a time commitment without jeopardizing her academics and/or overloading her schedule.

CAMPUS LIFE

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 Activities office. The ID card cost $20, the Lanyard costs $10, and the plastic holder is $5 of you purchase all three the cost is $30 (cash or credit – Apple Pay is not accepted). Students may only wear Rosary Academy lanyards; seniors may wear appropriate college lanyards, with their Rosary Academy ID attached. Students are not allowed to have any stickers, pins or buttons with any anti-Catholic, drug, alcohol or political references on them. Only Rosary issued pins are allowed to be on a student's lanyard or ID.

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

CLASSROOM SIGN-OUT / SIGN-IN

All students must receive permission from their teacher and "sign-out" of the classroom, documenting the date, time and where they are going, anytime they need to leave the classroom. Upon their return to the classroom, students will need to "sign-in", once again listing their return time. 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 leave the classroom for specific purposes, such as using the restroom, going to the Nurse's office, going to the IT Help Desk, or going to see the personal counselor. Students may not visit offices or other classrooms during class time; this must be done before school, at breaks and lunch, or after school. Rosary Academy requires that student's whereabouts must be documented at all times while on campus.

LUNCH TIME

Students are to be in the quad or lawn area 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 chairs during the school day. All belongings must be stored in the lockers and anything left out on the chairs will be taken to lost and found. Cell phone usage is not permitted at any time during lunch. Any visible cell phone will be confiscated by Rosary faculty / staff.

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 must 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/guardians 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. Students, with permission from the Dean of Students may decorate their locker for her birthday.

Any items left in lockers following the end of the school year will be kept in the Activities Office (room 8) for two weeks following the last day of school. After that date, any unclaimed items will be discarded.

All lockers are subject to search at anytime

LOST AND FOUND

If items are found such as clothing, lunch boxes, textbooks, etc., please turn them into Room 10. 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. All items still remaining in lost and found, at the end of the school year, will be thrown out or donated.

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

Gum chewing is prohibited on campus at all times.

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. Students with health- related dietary needs should discuss their needs with the Nurses to notify teachers.

Glass water bottles and food containers are not permitted on campus at any time.

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.

Michelle Moore
Registrar / Counseling Assistant
714.879.6302 ext. 1116
mmoore@rosaryacademy.org

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 Activities office. Students will only receive a parking decal if they have electronically submitted the form and payment. The annual parking registration fee is $30.00.

Students are strongly urged to carpool whenever possible as the number of available spaces is limited.

ROSARY PARKING REGULATIONS

- 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.
- Students must park in the designated "R" 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 weekly on Tuesdays and Rosary Academy will not be responsible for any street sweeping parking tickets issued by the City of Fullerton.
- 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.

- 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.
- 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 Infraction.
- If the parking decal is lost or stolen, the student must purchase a replacement for $20.00 through the Activities Office.
- Cars should be locked at all times. Rosary is not responsible for lost or stolen items in any car in the parking lot.
- With enrollment at Rosary and allowing her to drive a car to school, a parent/guardian gives school authorities the right to search the car at any time.
- Students are not allowed to back into parking spaces while parking along the fence at any time.
- Detention, loss of parking privilege, and/or towing of one's vehicle are the possible penalties for violating any of these regulations. Rosary Academy is not responsible for any fees associated with the towing of any vehicle parked in violation of any of the above rules. Any student operating or parking a vehicle on or near campus who is in violation of the California Vehicle Code or any Fullerton Municipal Code may also be subject to disciplinary consequences.

CONSTRUCTION ZONE SAFETY

To support ongoing campus improvements, our school will have active construction areas throughout the 2026-2027 school year. The safety of our students, families, and visitors is our highest priority.

All students, parents/guardians, and visitors must remain outside of all designated construction zones at all times. Barricades, fencing, caution tape, signs, and other safety barriers are in place to protect everyone and must not be moved, altered, or crossed for any reason. Individuals should only use designated walkways and entrances and follow all posted signs and directions.

Construction personnel are authorized to provide safety instructions regarding access to and around the work site. All students, parents/guardians, and visitors are expected to promptly follow any directions given by the construction crew or school personnel. Failure to comply with construction safety requirements may result in restricted campus access or other appropriate disciplinary or administrative action.

CAMPUS STORE

Rosary maintains the campus store (Royal Retail) to sell gifts, and apparel. Other school related supplies including formal dress uniform tights and USB Drives are also available for the students.

GIFTS AND APPAREL

The campus store at Rosary Academy is a proud Nike 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 or in the campus store.

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 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 Monday, and on rally and spirit dress days with a Rosary skirt, shorts, or pants, unless it is a designated Spirit Dress day
- Solid black leggings may be worn on spirit dress days ONLY (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

- Above attire is 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.

UNSANCTIONED SENIOR ACTIVITIES

Rosary Academy is not responsible for any unsanctioned Senior activities or "traditions". Rosary Academy does not sanction any senior prank, the Senior Assassins "game" or a Senior "Ditch Day". Even the most harmless pranks and/or games 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 any senior prank, in Senior Assassins or a Senior Ditch Day will face disciplinary consequences decided by the school Administration.

POLICY REGARDING SENIOR ASSASSIN GAME OR SIMILAR ACTIVITIES

Participation in the "Senior Assassin" game is strictly prohibited for all students. This prohibition applies to any form of the game played within school grounds, during school hours, or at school-sponsored events. It also applies to any form of the game played outside of school grounds, including private properties, public spaces and during non-school hours.

The "Senior Assassin" game is a student-organized activity where participants use toy weapons, such as water guns or Nerf guns, to "eliminate" other players in a mock assassination game. The game often involved tracking and ambushing other participants, which can lead to unsafe situations.

The game can lead to dangerous situations where students may engage in reckless behavior, such as running through traffic, hiding in unsafe locations, or engaging in physical confrontations. The use of toy weapons can lead to misidentification by law enforcement or the public, potentially resulting in serious consequences. Additionally, the game can cause significant disruptions to the learning environment, leading to distractions and potential conflicts among students. Furthermore, the game can cause stress, anxiety and fear among participants and non-participants alike.

Consequences

Students found participating in the "Senior Assassin" game will face disciplinary actions, which may include, but are not limited to:

- Suspension from school
- Loss of privileges to participate in school events and activities
- Loss of ability to participate in graduation activities
- Notification to parents/guardians
- Potential involvement of law enforcement, if necessary

The safety and well-being of our students is our top priorities. We urge parents to discuss the dangers of the "Senior Assassin" game with their children and to reinforce the importance of adhering to this policy. Together, we can ensure a safe and conducive learning environment for all.

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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Bell Schedules 2026-2027

RED - REGULAR SCHEDULE

7:00 am – 7:45 am	0 period
7:55 am – 9:10 am	Block 1
9:10 am – 9:20 am	Break
9:25 am – 10:40 am	Block 2
10:40 am – 10:50 am	Break
10:55 am – 12:10 pm	Block 3
12:10 pm – 12:45 pm	Lunch
12:50 pm – 2:05 pm	Block 4
2:05 pm	Dismissal

GOLD – LATE START SCHEDULE

8:00 am – 8:45 am	0 period
8:55 am – 10:10 am	Block 1
10:10 am – 10:20 am	Passing
10:20 am – 11:35 am	Block 2
11:35 am – 11:45 am	Break
11:50 am – 1:05 pm	Block 3
1:05 pm – 1:35 pm	Lunch
1:40 pm – 2:55 pm	Block 4
2:55 pm	Dismissal

FLEX TIME SCHEDULE

7:00 am – 7:45 am	0 period
7:55 am – 9:10 am	Block 1
9:10 am – 9:20 am	Break
9:25 am – 10:40 am	Block 2
10:40 am – 10:50 am	Break
10:55 am – 12:10 pm	Block 3
12:10 pm – 12:15 pm	Call Down
12:15 pm – 1:00 pm	FLEX Activity
1:00 pm – 1:35 pm	Lunch
1:40 pm – 2:55 pm	Block 4
2:55 pm	Dismissal

MASS SCHEDULE

7:00 am – 7:45 am	0 period
7:55 am – 9:00 am	Block 1
9:00 am – 9:10 am	Break
9:15 am – 10:20 am	Block 2
10:20 am – 10:25 am	Call Down
10:25 am – 11:50 am	Mass
11:50 am – 12:00 pm	Break
12:05 pm – 1:10 pm	Block 3
1:10 pm – 1:45 pm	Lunch
1:50 pm – 2:55 pm	Block 4
2:55 pm	Dismissal

EARLY DISMISSAL

7:00 am – 7:45 am	0 period
7:55 am – 9:10 am	Block 1
9:10 am – 9:20 am	Break
9:25 am – 10:40 am	Block 2
10:40 am – 10:50 am	Break
10:55 am – 12:10 pm	Block 3
12:10 pm	Dismissal

SPLIT LUNCH

7:00 am – 7:45 am	zero period
7:55 am – 9:00 am	Block 1
9:00 am – 9:10 am	Break
9:15 am – 10:20 am	Block 2
10:20 am – 10:30 am	Break
10:35 am – 11:40 am	Block 3
11:45 am – 12:45 pm	Lunch/Event
12:45 pm – 1:45 pm	Lunch/Event
1:50 pm – 2:55 pm	Block 4
2:55 pm	Dismissal

HOURS OF OPERATION

The Front office is open daily from 7:00 am to 4:00 pm.

IMPORTANT PHONE NUMBERS

MAIN OFFICE: 714.879.6302

ACTIVITIES OFFICE: 714.879.6302 x 1121

ADMISSIONS OFFICE: 714.879.6302 x 1126

ADVANCEMENT OFFICE: 714.879.6302 x 1107

ATHLETICS OFFICE: 714.879.6302 x 1214

ATTENDANCE LINE: press option “4” and leave a detailed message

BUSINESS OFFICE: 714.879.6302 x 1215

COUNSELING OFFICE: 714.879.6302 x 1116

NURSE’S OFFICE: 714.879.6302 x 1113

I.T. HELP DESK: 714.879.6302 x 1235

Gracious and loving Father, we thank you for the blessing of our Rosary community and the gift of sisterhood.

Empower us to courageously live out the Gospel values, to be the hands and feet of Christ, in service to the dear neighbor, without distinction.

May our blessed Mother Mary continually inspire us to be young women of faith, echoing her yes to God's will.

Amen.

Our Lady of the Rosary pray for us.