

Family Handbook



Holy Rosary School
Edmonds, WA

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SUMMARY OF UPDATES FOR QUICK REFERENCE

DATE	HEADING/SECTION	DESCRIPTION	PAGE(S)
9/3/26	Electronics	Student responsibility to collect devices from teacher at end of day	20
9/3/26	Electronics	Students may be on their devices once returned at the end of day	20
9/3/26	Fidgets/Squish Toys	Students are not permitted to bring these items to school—school will provide to students who need them	
9/3/26	Attendance	After 20 absences family will meet with admin and after 30 absences, the student will be placed on an attendance contract	14
9/3/26	Uniform	Students are asked to not wear strong fragrances which can be an irritant to those with allergies	31
9/3/26	Uniform	Student's hair must be their natural color	31

HOLY ROSARY SCHOOL

FAMILY HANDBOOK

Table of Contents

SCHOOL IDEOLOGY	6
THE ARCHDIOCESE OF SEATTLE	6
ACCREDITATION	6
MISSION STATEMENT	6
PHILOSOPHY STATEMENT	6
VISION STATEMENT	6
RELIGIOUS EDUCATION STATEMENT	7
STUDENT LEARNING EXPECTATIONS	7
ADMISSION & ENROLLMENT	8
PARENT RESPONSIBILITIES	8
ADMISSION & ENROLLMENT PRIORITIES	8
STUDENT ADMISSION & ENROLLMENT	9
DEFINITION OF PARISH FAMILY	9
ENROLLMENT REQUIREMENTS FOR ALL STUDENTS	9
MEDICAL REQUIREMENTS FOR ADMISSION	10
FINANCE	10
NON-PAYMENT OF FEES	10
SCRIP	10
PARENT SERVICE/VOLUNTEER HOURS REQUIREMENT	11
STUDENT RECORDS	12
RELEASE OF INFORMATION	12
WITHDRAWALS	12
ATTENDANCE	13
ARRIVAL AND DISMISSAL	13
ATTENDANCE PROCEDURE	13
ABSENCES	14
ATTENDANCE & EXTRA-CURRICULAR ACTIVITIES	14
SUPERVISION & EXTRA-CURRICULAR ATTENDANCE	14
FAMILY VACATIONS	14
TARDINESS	15
INCLEMENT WEATHER	15
EARLY PICKUP	15
EXTENDED DAY AFTER SCHOOL CARE	16
HOURS OF OPERATION	16

ENROLLMENT	16
DROP IN.....	16
PRACTICES & AFTER SCHOOL ACTIVITIES	16
ACADEMIC INFORMATION	17
INTERVENTIONS.....	17
HOMEWORK EXPECTATIONS.....	17
PROMOTION/RETENTION/PLACEMENT	18
REPORT CARDS.....	18
STANDARDIZED TESTING PROGRAM	18
TECHNOLOGY	19
SCHOOL RESPONSIBILITY OF TECHNOLOGY	19
USER RESPONSIBILITY OF TECHNOLOGY	19
PERSONAL ELECTRONIC DEVICES	20
TECHNOLOGY DISCIPLINARY ACTION	20
RESPONSIBLE USE OF TECHNOLOGY POLICY.....	21
FIELD TRIPS	21
RESPECT & BEHAVIOR.....	22
STUDENT RESPONSIBILITIES	22
STUDENT DISCIPLINE.....	23
POSITIVE BEHAVIOR INTERVENTION & SUPPORT SYSTEM.....	23
ADDITIONAL DETAILS FOR GREATER CONSEQUENCES	25
DUE PROCESS	25
SOCIAL MEDIA	26
CONFLICT	26
HARASSMENT	26
BULLYING AND CYBERBULLYING.....	27
THREATS.....	28
RETALIATION/FALSE ALLEGATIONS.....	28
BEHAVIOR AT EXTRACURRICULAR ACTIVITIES	28
VIOLENT AND THREATENING BEHAVIOR.....	28
PLAGIARISM/ACADEMIC DISHONESTY	29
ALCOHOL AND DRUG POLICY	29
SEARCHING STUDENT’S BELONGINGS	29
WEAPONS	30
UNIFORM POLICY	31
PRE K- GRADE 5	31
GRADES 6-8	31
ALL GRADES:.....	31

MASS DAY- FORMAL UNIFORM.....	32
STUDENT HEALTH & SAFETY	34
ILLNESS DURING THE SCHOOL DAY.....	34
ACCIDENT OR ILLNESS.....	34
ILLNESS WHEN TO STAY HOME	34
SAFETY PROCEDURES	34
MEDICATION AT SCHOOL.....	35
VISION AND HEARING SCREENING.....	35
FOOD ALLERGY MANAGEMENT AND PREVENTION PLAN.....	35
GENERAL INFORMATION.....	37
HOT LUNCH.....	37
PARENT/FAMILY COMMUNICATION.....	37
PARENT-TEACHER CONFERENCES.....	38
NON-CUSTODIAL PARENTS	38
DIVORCED OR SEPERATED PARENTS.....	38
NON-DISCRIMINATION POLICY	39
CHILD ABUSE LAWS.....	39
PARENT ASSOCIATION	39
VOLUNTEERS	39
SCHOOL COMMISSION.....	39
CONCLUSION.....	40

THE ARCHDIOCESE OF SEATTLE

The Office for Catholic Schools fosters collaborative communities among all shareholders through high quality professional development to positively impact student learning and develop Christ-like servant-leaders for today's world. We work in the spirit of communion, solidarity, and subsidiarity.

ACCREDITATION

Holy Rosary School was last accredited in 2022 by Western Catholic Education Association (WCEA), which ensures the school's progress of ongoing school improvement and accomplishment of goals. The school is approved by Washington State Office of Superintendent of Public Instruction and members of the National Catholic Education Association.

MISSION STATEMENT

Holy Rosary Catholic School prepares children to be living disciples of Jesus Christ. We educate the whole child: academically, spiritually, socially and emotionally. Our parish school embraces the dignity of each person by igniting the love of learning and promoting a safe, supportive community to serve God and others.

PHILOSOPHY STATEMENT

Holy Rosary School is a Catholic school committed to the development of the whole child. Our philosophy sees parents as the primary educators and teachers as facilitators of learning and recognizes the dignity of all members of the school community, guided by the teachings of Jesus Christ. We continue the long tradition of Catholic education to prepare future Christian leaders to live their faith daily in the home, in the parish, and in the community. Holy Rosary School prepares every child to be socially responsible for self, others and the environment. We believe that Christ is in us, among us, giving dignity to all.

The Holy Rosary School community challenges every child to achieve academic excellence through a variety of learning experiences. We emphasize comprehensive instruction and focus on the needs of the whole person. We ask that students strive to be active Catholic Christians who see as a Catholic, live as a Catholic and celebrate as a Catholic. We ask that students endeavor to be effective communicators in the written and spoken word, pursue critical thinking skills as responsible citizens, and develop intellectual curiosity as lifelong learners. We encourage the collaboration of parents, parish and school organizations to extend and enhance the learning experience.

VISION STATEMENT

It is the goal of Holy Rosary School to graduate responsible, confident young men and women rooted in the Catholic faith, who are morally and academically strong as they continue life's journey.

RELIGIOUS EDUCATION STATEMENT

Holy Rosary School is committed to the teachings of Jesus Christ through Religious education curriculum, doctrine and activities that instruct students on a daily basis in the Catholic faith. Students learn and uphold Catholic virtues and values. Catholic and Non-Catholic families/students are expected to follow and support the religious instruction and prayer that takes place, on a daily basis in the classrooms.

Because one's relationship with God is regarded as an integral part of all instruction and activities at Holy Rosary School, our students receive daily instruction in the doctrine and attitudes of the Catholic faith. In addition, they have the opportunity to participate in weekly Mass and prayer services which are a regular part of our school life.

All Holy Rosary Catholic students are offered the opportunity to receive the sacraments of Reconciliation and Eucharist in the second grade. Special preparatory programs are held for parents and students. Parental participation is essential for the fullest development of your child's spiritual life. An all-school Mass is celebrated weekly.

STUDENT LEARNING EXPECTATIONS

A Holy Rosary student has: **Faith** in God
Hope for a bright academic future
Love for others

FAITH IN GOD

- Follows Christ's Gospel teachings in words and actions
- Demonstrates knowledge of the Catholic faith
- Participates in prayer, Mass, and rituals of the Catholic Church

HOPE FOR A BRIGHT ACADEMIC FUTURE

- Builds a strong academic foundation
- Uses critical thinking and problem-solving skills
- Communicates ideas clearly

LOVE FOR OTHERS

- Acts with care for self, others, and all of God's creation
- Behaves in a respectful, responsible, safe, and kind way
- Shares gifts and talents with others

Holy Rosary School exists to support the responsibility of Catholic parents as the primary religious educators of their children. Holy Rosary School offers its educational programs to every family whose values and goals for their children are consistent with those of the school, regardless of race, religion, national origin, gender, disability or sexual orientation.

PARENT RESPONSIBILITIES

The parent is the primary teacher and the greatest influence on a child's thinking and behavior. Since Holy Rosary School assists you in this task, we expect the following from parents:

- Attend weekend Mass and incorporate prayer into family life
- Support the parish financially using Sunday envelopes or equivalent and make tuition payments according to schedule
- Foster in their children a Christ-like concern for all classmates and their reputations
- Support and respect for the authority of the school staff and volunteers by avoiding discussing other personnel and school policy negatively
- Send your child to school with completed homework and prepared to learn
- Consult the teacher before forming an opinion regarding a situation involving your child
- Send a written notice to teachers when your child is absent either through illness or planned absence
- Be available for conferences
- Check into the office and get a visitor badge prior to any classroom visitation
- Take part in Jump Start activities for Pre-K and Kindergarten
- Meet volunteer requirements for service hours (40 hours two parent family or 20 hour per single-parent household)

Parental cooperation is essential for the welfare of all students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their child(ren) and sever the relationship with the school.

Please refer to Early Withdrawals per the Student Enrollment Contract.

Students with specific learning disabilities or differentiated learning needs are accepted on an individual basis. Minor adjustments may be made to provide reasonable accommodations for example, extra time for tests, special seating arrangements, etc. based on students' needs and school resources.

ADMISSION & ENROLLMENT PRIORITIES

On the basis of space availability, priorities for acceptance of new students are in the following order:

1. Parish families* with children in the school
2. Parish families* with children new to the school
3. Non-parish Catholic families with children in the school
4. Non-parish non-Catholic families with children in the school
5. Non-parish Catholic families with children new to the school
6. Non-parish non-Catholic families new to the school

STUDENT ADMISSION & ENROLLMENT

For consideration of enrollment, all students will have an application with the applicable documents on the Application Checklist submitted for review. The Principal reserves the right to interview the student before acceptance into the school. Based on space available, some students may be accepted on a waitlist. Following acceptance, new students will be offered enrollment at the same time as re-enrollment of current students. Following re-enrollment, space will be determined and if available, enrollment will be opened up to those waitlisted.

DEFINITION OF PARISH FAMILY

Active/contributing members of Holy Rosary Parish that meet the following eligibility requirements qualify for reduced tuition (Parish Participation Benefit):

- The family is registered with Holy Rosary Parish for at least six months
- The family attends Sunday Mass and Holy Days regularly
- At least one parent is baptized and participating Catholic
- Enrolled children are all baptized Catholic and/or in process of sacramental formation at the age-appropriate time
- The family has a record of regularly contributing to Holy Rosary Parish for at least six months
- The family participates in the life of the parish by being involved in at least one *non-school* ministry or group

ENROLLMENT REQUIREMENTS FOR ALL STUDENTS

- Pre-K students must be four years old on or before August 31 for admission
- Kindergarten students must be five years old on or before August 31 for admission
- First grade students must be six on or before August 31 for admission
- All new students must present a copy of their birth certificate
- All students registering in grades 1-8 must provide a copy of the latest report card and standardized test results
- New students are conditionally accepted for the first 90 days to ensure a student's success
- Tuition is paid electronically through Finalsite Enrollment (formerly SchoolAdmin) Billing Management with a choice of payment options
- Custodial papers, if applicable must be presented
- Payment of non-refundable deposit/student enrollment fee

MEDICAL REQUIREMENTS FOR ADMISSION

The following information is required before entering Holy Rosary School:

- Parents will provide healthcare contact information and health insurance policy/group number
- A completed Certificate of Immunization Status (CIS) form must be submitted prior to starting school. If the student has not submitted evidence that he/she is in compliance with the Washington State Immunization Law, the pupil will be excluded from school until the evidence is submitted

For specific immunization requirements for each grade level, please go to <https://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/VaccineRequirements>

FINANCE

The school tuition year runs from July to June. Tuition payments are made on the 10th day of each month in the school tuition year. Payments not received by the 19th of the month will be considered delinquent and subject to a \$50.00 late fee. Tuition payments are processed through Finalsight Enrollment (formerly SchoolAdmin) Billing Management. Payments are processed electronically through ACH (E-check) or credit/debit cards. Payments using a credit/debit card are subject to a convenience fee of not more than 3.0% of the billed amount.

The tuition assistance program of Holy Rosary School provides financial assistance to parish families who wish to provide a Catholic education to their children. Parents or guardians wishing to apply must complete the Fulcrum tuition assistance application. Applications open in the fall for the following school year and must be completed by the posted deadline.

All payments from the previous year must be current for the student to be eligible for enrollment in the next school year.

NON-PAYMENT OF FEES

Non-payment of fees may impact student participation in graduation and end-of-year activities. A student's reenrollment may be held for non-payment of financial obligations.

SCRIP

Families are required to generate \$350 in profit per year through SCRIP or pay the difference. Scrip fundraising is a no-selling program that allows families to raise money for Holy Rosary by using gift cards, or scrip, to pay for everyday purchases. Holy Rosary School purchases gift cards through RaiseRight at a discount and sells them at face value. The difference between the face value and the discounted price is the rebate amount per card and counts toward each families profit commitment. Merchants set their discount or rebate percent.

When families use scrip gift cards instead of cash, checks or credit cards at their favorite retailers, they are fundraising while they shop. RaiseRight offers a huge variety of retailers, including grocery stores, restaurants, gas stations and so much more, so it's easy to make scrip a part of any shopping routine. Just by regularly using scrip for weekly purchases, a single family can easily generate \$500 or more annually toward their Scrip obligation!

SCRIP obligations are fulfilled with purchases from July 1 through May 31. Any unfulfilled obligations are charged to your tuition billing account for payment in June.

PARENT SERVICE/VOLUNTEER HOURS REQUIREMENT

As stated in the tuition and fees contract, the required number of service hours for each year is 20 hours per parent, minimum 40 hours per family. Each parent is requested to devote a minimum of two hours to activities related to major fundraisers (School Auction, Ram Run, and/or Golf Tournament). A fee of \$30 per each hour not served will be charged. Hours served June through May are recorded by June 1st. Parents are responsible for recording their hours in the FACTS Family Portal. All billing for unfulfilled hours will be based on these entries and applied to your tuition billing account for payment in June.

If a grandparent or extended family member is supporting your family with volunteer hours, all their volunteer time must be in support of the school, in the classroom or school event.

RELEASE OF INFORMATION

The school office maintains student records which reflect academic achievements, grades, disciplinary actions and medical records including immunization records. According to the “Family Educational Rights and Privacy Act” all parents have the right to inspect student school records unless there is a court order to the contrary. The court certified **Custody Section** of the divorce decree or the **Legal** Guardian documents must be on file with the school. Records may be inspected in the presence of the school administrator or person qualified to explain the material in the records.

The procedure for viewing school records is as follows:

- A written request must be made to the Principal to review the student’s educational records at least two days in advance of the inspection.
- The Principal will set a specific time and place for viewing the records. The Principal or his/her delegate must be present while the file is being read.

Permanent record cards are required for each student. A photocopy of this record is forwarded to the receiving school at the time of the student’s transfer. Records will be released to the new school upon a request for records. Records will NOT be released to parents to deliver. All financial accounts must be current before records are released.

Use of the family directory is intended solely for families and staff of Holy Rosary School and Parish. A parent may request that a family’s directory information be withheld.

Over the course of the year, your child may have his/her picture taken for media or multi-media presentations. If you prefer not to have your child’s picture used, indicate as such on the Media Release Form in Enrollment checklist within Finals Site Enrollment (formerly SchoolAdmin).

WITHDRAWALS

Any family withdrawing a child(ren) from Holy Rosary School must inform the school office as quickly as possible in writing. This allows the office to notify teachers and the business office.

Early Withdrawals in the current school year, for any reason, are still liable for tuition payments according to the schedule defined in the enrollment contract.

All pertinent records, including health records, will be released. If there are extenuating circumstances, for example, tuition is still owed, only health records will be released, until the matter has been resolved. In such matters, the decision of the Principal is final. Changing schools can have a serious impact on a child’s academic and social progress. It is hoped that before parents come to a decision to remove a child from the school, they have been in discussion with the teachers and the administration and have explored a variety of options.

ARRIVAL AND DISMISSAL

Arrival: Adult supervision is provided on the school grounds on the south side of the school daily beginning at 8:00 AM. First bell is at 8:10 AM. The tardy bell is at 8:15 AM.

No student is allowed on the playground equipment before school. After school, students may be on the playground equipment if supervised by a parent.

Dismissal: Students are to be picked up at dismissal time unless they are participating in a legitimate after school activity. School staff does not maintain responsibility for students arriving before 8:00 AM or remaining on the premises following dismissal at 3:15 PM.

ATTENDANCE PROCEDURE

The following procedure should be followed when notifying Holy Rosary School of your child's absence, late arrival, or early pickup.

- 1) Parents/guardians send an **email prior to a scheduled absence, late arrival, or early pickup** or by 7:45 am of the day of the absence

Send emails to:

- attendance@holynosaryedmonds.org **AND**
- Your child's teacher(s) – grade 5-8 students have multiple teachers
- If unable to email, call: 425-778-3197

- 2) Please provide the following information:

- Child's name
- Teacher/Grade
- Reason for absence, late arrival, or early pickup
- Expected time for late arrival or early pickup.

- 3) **If you do not inform the school, someone from the office will contact you at home or work to verify your child's absence**

School hours:

- Monday: 8:10am – 1:30pm
- Tuesday – Friday: 8:10am – 3:15pm

Office hours:

- 7:30am – 4:00pm Monday through Friday

ABSENCES

Regular attendance is the most important factor in the establishment of a good scholastic record. Work missed through absences is difficult to make up because there is important daily teacher instruction in every subject area. There is no substitute for the active participation in daily classroom discussions and work.

- Washington State Law requires that all children between the ages of 8 and 15 attend school. It is the parents' obligation to see that children are in attendance regularly.
- Every effort must be made to schedule doctor and dentist appointments outside school hours.

Reasons for excused absence from school include personal illness, a family death or a family emergency, or a set of circumstances which constitute a good and sufficient cause for absence. Students who are absent more than 5 consecutive days or who have a pattern of absences may be asked to provide a doctor's note.

The responsibility lies with the student to get missed assignments. For all absences, students are responsible to make up the work they have missed. They will have one day for every day absent to complete assignments.

To support students and families in maintaining regular attendance:

- **After 20 absences**, the student's family will meet with school administration to discuss the attendance concerns and develop a plan to support improved attendance.
- **After 30 absences**, the student will be placed on an Attendance Contract outlining expectations and steps for improving attendance.

The school will work in partnership with families to address attendance concerns and ensure students have the support they need to be successful.

ATTENDANCE & EXTRA-CURRICULAR ACTIVITIES

Students may not attend school-sponsored extracurricular activities or events on a day they have been absent from school. Such events may include but are not limited to: concerts, CYO practices or games, and community events on campus.

SUPERVISION & EXTRA-CURRICULAR ATTENDANCE

Students are to be supervised at all times before and after school while on campus. Students are expected to leave campus at the end of the school day unless enrolled in an extracurricular activity beginning within 15 minutes of dismissal or attending Extended Care (after school care). Students enrolled in extracurricular activities beginning later than 15 minutes after dismissal must leave campus. Coaches and leaders of extra-curricular activities are permitted to supervise only the students enrolled in the activity. Siblings of these students are not permitted to remain on campus unless there is an additional adult providing supervision.

FAMILY VACATIONS

Family vacations during the school year are discouraged for educational reasons and are considered unexcused absences. If the parent makes the decision to take a child out of school for a family vacation it must be understood that:

- The Principal and teacher(s) should be notified two weeks in advance.

- Teacher can allow students to make up the work missed, when possible, at the teacher's convenience.
- Whether a teacher takes extra time outside of class to "catch the student up" is up to the individual teacher.
- Students who leave on vacation prior to the final day of school will receive their report card upon their return.

ATTENDANCE

TARDINESS

It is important to teach and model responsibility through getting students to school on time. This also provides a good start to their day. Tardiness negatively affects student's grades. It directly affects the learning environment for all students and is disruptive to classroom management. Excused tardiness can be defined as any appointments or emergencies that delay the arrival of the student or necessitate early dismissal.

First bell is at 8:10 AM and last bell is at 8:15 AM. Students are considered tardy after 8:15 AM and must report to the office to receive a tardy slip before going to their homeroom. A student who arrives at school late more than five times in a trimester is considered excessively tardy. Excessive unexcused absences or tardiness may result in a failure to pass the current grade. Unexcused absence and truancy from school will warrant proper corrective action in accordance with Washington law.

INCLEMENT WEATHER

For inclement weather procedures, we often follow the Edmonds School District recommendations. Inclement weather updates will be provided via the school website, social media and Parent Alert text messages. Please use your discretion to determine if it is safe for you to bring your child to school.

EARLY PICKUP

Early dismissal must be arranged in writing through the teacher and the school office before going to class in the morning. When a student must be excused early, parents are required to come to the school office to pick up their child and sign him/her out before leaving with the child. Students may not leave the school grounds for any reason without being signed out by the authorized person.

HOURS OF OPERATION

- After Care: Monday 1:30pm – 6:00pm
Tuesday – Friday 3:15pm – 6:00pm
- No After Care on Noon Dismissal days

ENROLLMENT

- All registration and emergency forms must be completed prior to the first day of attendance
- Available to students 5 years old and above
- Enrollment fee and tuition are posted to tuition account
- Withdrawal notice must be given 30 days in advance

DROP IN

- Extended Care drop-in requires 24 hours advance notice. A staff member will confirm with you if space is available for the day requested
- Drop-In fees are posted to tuition account monthly

PRACTICES & AFTER SCHOOL ACTIVITIES

- Students can attend practices and/or after school activities on campus and return to Extended Care. A permission slip will need to be signed by the parent/guardian designating the days/times for the activities

FEES

- Enrollment forms with current fees are available on our website hrsedmonds.org > Parents > Extended Care or in the school office

Students at Holy Rosary School are exposed to a challenging curriculum. In addition to core subjects, we also offer spiritual development through religion classes and sacramental preparation, Spanish classes, fine arts, enrichment and intervention opportunities.

INTERVENTIONS

At Holy Rosary School we are committed to seeing that all students' academic needs are being met. When a student experiences difficulties in the classroom, testing to determine how to best meet the student's needs may be recommended. Formalized testing is available through the Edmonds School District. If it is determined that a student needs additional time, instruction, or reinforcement to be successful, a recommendation to the Holy Rosary Skill Center will be made. Interventions will be provided both in the classroom and/or small group settings.

HOMEWORK EXPECTATIONS

Every class period is vitally important in the school day. Every assignment has an educational purpose. Homework is designed to increase student skills by giving additional practice, foster independence, give the student a sense of responsibility, develop good study habits and allow the student to master the material covered in class and/or uncover the difficulties involved in mastering the material. It is expected that each student will come to school with their homework completed.

Homework teaches self-discipline, because students must learn to budget their time and exert themselves to meet deadlines to best prepare for their futures. While children may not understand this, parents and guardians do. It is their responsibility to insist that each task be taken seriously and done carefully. Parents and guardians are not expected to help their child excessively, but interest goes far in encouraging a child. When a parent is interested and involved, homework can become a common goal, a time to work together, and offer the individual instruction not always available at school. Students can periodically expect homework on the weekends.

All homework is to be completed on time. If an emergency arises and the student is unable to finish the homework, he/she should bring a note written by the parent. This is not a request to omit the assignment, but rather a request to postpone it for a good reason. *Extra-curricular activities do not constitute an emergency.*

The following are suggestions to help make homework rewarding for all:

- Help your child see homework as a necessary and valuable activity
- Set up a well-supplied, comfortable and distraction-free place for your child to work
- Establish a homework time and assist your child/children in organizing all supplies and materials necessary for the next day
- Reinforce the idea that homework is the student's responsibility

PROMOTION/RETENTION/PLACEMENT

If students maintain a 2.0 GPA to fulfill the requirements of the current grade, they will be promoted to the next grade level on an annual basis unless unusual circumstances prevent it. The responsibility for reaching decisions regarding promotions of students belongs to the school administrator in consultation with the classroom teacher and the parents/guardians of the student. In the primary grades, the promotion of the student is based on the mastery of reading, language and math skills appropriate to the child's grade level. The decision is also based on maturity factors which include the social, emotional, psychological and physical development appropriate to the grade level.

A series of conferences will be followed when retention or placement of a student is being considered. By the end of the second trimester parents will be made aware of the possibility of retention or placement.

REPORT CARDS

Report cards are given out three times a year in all grades. Reports cards will be emailed home to parents via FACTS. The link in the email is only active for two weeks. Parents should view and/or print the report card for your records during this timeframe. Parents may request a printed report card from the office. An explanation of the grading system can be found on the report card. Emphasis is placed on the progress according to the individual child's ability. The criteria for conduct, behavior and/or attitude are listed on the report card which follows the directives of the Archdiocese of Seattle.

STANDARDIZED TESTING PROGRAM

Students in grades K-8 will take the MAP (Measures of Academic Progress) test in the fall and spring. All students are also assessed regularly with STAR (reading/math) assessments. Teachers may have other standardized assessments to determine academic progress and interventions as needed.

Students in grades 5 and 8 take the ACRE (Assessment of Catholic Religious Education) in the spring.

TECHNOLOGY

Technology use at Holy Rosary School is two-fold; for all grades it is integrated with the regular classroom curriculum and for the middle grades there are additional opportunities to learn detailed aspects of Technology in the STEM curriculum. The software and hardware reflect the curriculum of each grade level and is used as an enhancement to the education process. In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

Internet access is available at every workstation, as well as on a guest wireless network for approved personal electronic devices. When using the Internet, copyright laws are enforced. Plagiarism is unethical and carries severe repercussions. All students and parents are required to sign a “Responsible Use of Technology” agreement form annually, promising moral and ethical use of the Internet and electronics.

Use of e-readers and iPads is not allowed without prior teacher permission. Students who bring them to school are responsible if they are lost, stolen or damaged. If the equipment is used inappropriately, the device will be confiscated, and disciplinary action will be taken.

SCHOOL RESPONSIBILITY OF TECHNOLOGY

Holy Rosary School shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material in compliance with the “Children’s Internet Protection Act” and “Social Media – Principles, Policies and Guidelines for Parishes, Schools and Programs of the Archdiocese of Seattle.” Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY OF TECHNOLOGY

The user shall access the school’s technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person’s account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

According to Holy Rosary School policy and procedures, the following are NOT permitted at school:

1. Using e-mail for personal and/or non-school related correspondence
2. Electronic messaging which includes but is not limited to email, texting, social media and use of blogs or chat rooms or other communications in school or out of school that:
 - a) send or display offensive messages or pictures
 - b) use obscene language
 - c) harass, insult or attack others
3. Damaging the hardware associated with the computers and its peripherals
4. Damaging the software associated with the computers and its peripherals
5. Damaging the school's private network with viruses and/or inappropriate software
6. Improper use of a storage device, i.e., a USB/flash drive, but not limited to
7. Violating copyright laws
8. Using another student's account and password
9. Trespassing in another student's online accounts, work, or files
10. Using an unauthorized website

School administrators/teachers may review files and communications saved on the school's server as well as on portable storage devices to maintain system integrity and ensure that users are using the system responsibly. Students should not expect that files stored on school servers are private. Appropriate behavior is always expected in the Computer Lab. No food or drink is permitted at the computer workstations throughout the school.

PERSONAL ELECTRONIC DEVICES

Cell phones, smart watches, and Bluetooth headphones are not permitted to be used or in possession of students during school hours. All electronic devices, including smart watches, will be collected at the beginning of each school day and securely stored in a designated location in the classroom. Students are responsible for retrieving their devices at the end of the school day. Students will be allowed to use their devices after dismissal.

TECHNOLOGY DISCIPLINARY ACTION

Holy Rosary School may take disciplinary action against school personnel, including students, who violate the "Responsible Use of Technology Policy" or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use electronic devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

RESPONSIBLE USE OF TECHNOLOGY POLICY

To ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the **Responsible Use of Technology Policy - User Agreement Form** as part of the Enrollment Checklist. This form is for any student and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in the handbook. *The school has the right to access to any electronic devices used on school property.* All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

FIELD TRIPS

Field trips are used to expand or enlarge upon classroom instruction. Whether such field trips are within walking distance or require transportation, permission slips will be sent home to be signed by the parent/guardian and returned to the teacher. No student may go on a field trip without a signed permission slip and no phone permissions can be accepted. Younger siblings are not permitted on field trips. Prior arrangements should be made for their care.

The fifth and sixth grade students participate in an overnight Outdoor Education Program each year as part of their curriculum.

Parents providing transportation or acting as chaperones must have completed the live training course Protecting God's Children, cleared a background check. Drivers must complete a Volunteer Driver form and provide a current proof of insurance. All vehicles must have a minimum of \$100,000*\$300,000 in insurance coverage. Forms available in the front office and new form must be completed each school year.

Field trips are a privilege, not a right. Drivers must be 21 years of age. Holy Rosary School adheres to the Washington State child safety laws regarding seatbelts and booster seats. There are no additional stops outside of those designated by the teacher. Drivers are to take students to and from the designated destinations only.

We are a Catholic community and as such, parents, teachers, staff, and students should be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place. Holy Rosary School is dedicated to establishing a positive social and educational climate for all students. Therefore, it is necessary for all students to learn and maintain a measure of self-discipline in following the school outlined standards of behavior. We emphasize the importance of learning how to assume responsibility for one's own actions.

Holy Rosary School is committed to providing a safe and nurturing environment. For this reason, students are to always conduct themselves as responsible citizens. Student's language and actions must demonstrate respect for other people and property.

STUDENT RESPONSIBILITIES

All students will follow school policies and guidelines. School rules governing conduct and discipline are designed to ensure an optimum learning atmosphere. The goal is to create a climate where each student has an equitable and optimal learning environment.

The following are a list of general school rules that our students are expected to follow at school and all school sponsored activities:

1. Students will adhere to our Positive Catholic School Environment Expectations (BE RESPECTFUL, BE KIND, BE RESPONSIBLE & BE SAFE)
2. Students will come to school in proper uniform, prepared to learn.
3. Students will respect adults, students, themselves and school property.
4. Students will use courteous and appropriate language.
5. Students will walk in line and talk without disturbing others.
6. Students will keep the halls, lunchroom, classrooms, bathrooms and playground clean.
7. Students will not chew gum on school property.
8. Students will follow all safety rules including during emergency drills.
9. Students will play acceptable, safe games on the playground.
10. Students will stay on school grounds the duration of the school day.
11. Students will pay for any book or property lost or damaged.
12. Students will not use or possess alcohol, drugs, tobacco, or weapons of any kind.

13. Students will not bring dangerous or distracting articles such as matches, lighters, guns, knives, drugs, water guns, objects that resemble weapons or objects that could be used with the intent to harm another.

14. Students will not bring electronic game devices or any similar electronic devices without prior teacher approval.

15. Students will use the internet responsibly and follow all school rules for internet safety.

16. Students will keep phones and smart watches turned off and placed in a designated location with the homeroom teacher. Phones can be retrieved at the end of the day.

STUDENT DISCIPLINE

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. To make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to redirect energies toward growth. We approach each situation with an understanding of what is equitable and age appropriate.

The use of corporal punishment in any form is prohibited at Holy Rosary School. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline procedures.

POSITIVE BEHAVIOR INTERVENTION & SUPPORT SYSTEM

Holy Rosary uses a modified Positive Behavior Intervention and Support System rooted in equity, consistency, love and moral guidance. Discipline will be administered fairly but firmly, and consistent in the application whenever an individual's action is deemed to interfere with the rights of teachers to teach and students to learn. Behavior violating our code of conduct will be stopped by any school staff witnessing the behavior at school and school-related/sponsored activities.

Holy Rosary uses a leveled approach to discipline-related incidents and consequences. Behavioral incidents may be documented based on severity. The internal reporting will be used to identify patterns so that our school staff can support growth in partnership with parents.

When repeated behavior incidents occur, parents will be notified, and a meeting will be scheduled with the teacher, an administrator, and the parents to discuss a behavior support plan. This meeting will involve developing a behavior plan that outlines specific interventions targeting the student's growth areas, such as off-task behavior or peer conflicts. The plan will be monitored weekly and reviewed after 4-6 weeks to assess student growth.

Depending on the outcome, the plan will either be dissolved, or the student will continue on this plan with increased support. If incidents continue to occur, the plan will be modified to

include possible academic, behavioral, and/or social-emotional services, both within and outside the school and will be used to assess whether the school can meet the child's needs. Holy Rosary School will ensure an equitable and age appropriate approach in recommending services to families.

Incident Levels & Consequence Matrix

This matrix is designed with enough flexibility so teachers and administrators can exercise judgment which is within the scope of established policies, classroom management systems, and the student's personal behavior monitoring systems. The Principal and Vice Principal reserve the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

Level I Incidents	Level II Incidents	Level III Incidents
Level I incidents are minor violations that impede or disrupt orderly classroom procedures or school operations. These infractions will be addressed by the appropriate school personnel. Administrative intervention will typically not occur with these misbehaviors.	Level II incidents are more serious violations that are frequent or serious enough that it disrupts the learning climate of the school and/or endangers the health or safety of others. These infractions, which usually result from the continuation of Level I incidents, may require the intervention of administrative personnel. Also included in this level are misbehaviors which do not represent a direct threat, but whose educational consequences once again require a corrective action on the part of administrative personnel.	Level III incidents are violations that are frequent or serious in nature that disrupt the learning environment of the school or acts that pose a threat or danger to the health, safety or welfare of others in the school. These acts will require administrative actions which could result in the immediate removal of the student from the school and the possible intervention of law enforcement authorities.
Possible incidents, but not limited to: • Disruptive behavior • Rough play/touching (disrespecting personal space) • Non-compliance with an adult staff member, volunteer or classroom visitor • Failure to complete or carry out directions • Failure to return required forms, books and other school materials • Possession of non-instruction items such as, but not limited to cell phones, smart watches, gaming devices and cameras • Running/shouting in halls • Uniform violations • Inappropriate language or body gestures • Failure to complete work	Possible incidents, but not limited to: • Repeated or chronic Level I incidents • A severe Level I incident • Abusive, obscene or disrespectful language, writings, drawings or gestures • Academic dishonesty • Shoving/pushing • Play threats • Misuse of school property • Unauthorized use of cell phone/smart watch • Inappropriate physical contact or fighting • Misuse of technology • Bullying/Cyber Bullying • Vandalism • Defiance of authority • Throwing food/objects • Field trip/assembly misbehavior	Possible incidents: • Repeated Level II incidents • Assault • Possession of a weapon, drugs or alcohol or other impermissible items • Fighting • Verbal or Physical Threats • Ethnic or Racial Slurs • Sexual Harassment • Leaving school without permission • Graffiti/vandalism • Bullying (high intensity/occurrence) • Discriminatory Harassment or Hate Speech • Acts of retaliation • Sexual misconduct • Skipping school • Theft • Other violations of federal, state or local laws
Possible consequences for Level I incidents: - Verbal correction & redirection - Parent notification - Confiscation of items - Special Assignment (i.e. written/verbal apology, essay) - Loss of privileges - Detention - Seat change - Removal from space/proximity	Possible consequences for Level II incidents: - Level I consequences - Behavior Support Plan - Parent Notification - Meeting with parent - Sent home for remainder of school day - Detention or suspension - Written/verbal apology - Loss of privilege (field trip, etc)	Possible consequences for Level III incidents: - Level II consequences - Behavior Support Plan: updated - Support Team meeting to determine if other resources are needed - Suspension - Expulsion - Restitution - Referral to law enforcement

Holy Rosary School administration reserves the right to discipline a student involved in any conduct detrimental to the reputation of the school or is not in line with the school's code of conduct, whether in or outside of school, and may be put on probation or face possible expulsion. When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary. Since building a Christian community demands that everyone be given the opportunity for personal growth, we will use disciplinary action to help students amend behavior that violates school policy.

ADDITIONAL DETAILS FOR GREATER CONSEQUENCES

Early Pick-up: In certain circumstances, students may need to be picked up early from school. When students are referred to the school office, the expectation is that they will reintegrate back into the classroom. When this does not seem possible due to student behavior or student refusal, parents will be contacted to pick up the student.

After School Detention: A staff member will inform parents by phone or email that their student has received detention and the date in which it is to be served. Detention will be served from 3:15-4:15 pm. Students must be picked up in the school office by a responsible party at the completion of detention.

Suspension: Serious infractions, such as damage to school property, physical violence, threats, or the serving of repeated detentions, may warrant suspension, removal from the school building for a period not to exceed 10 days. Suspension may be in-school or out-of-school at the determination of administration. A second suspension for the same or similar infractions may cause the student to be expelled. Students who are suspended from school are to refrain from all school-related activities while suspended.

Expulsion: Repeated suspensions may result in expulsion from school. Some offenses may be so severe in nature that immediate expulsion is required. Conduct may include, but is not limited to, gross misconduct, possession of a weapon, violent or threatening behavior, cyber-bullying, use of illegal substances, assault or harassment. Expulsion is determined at the discretion of administration. All expelled students are required to refrain from campus and all school sponsored events.

DUE PROCESS

The principal has the right, if necessary, to exclude a student from all school activities during the review period. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from Holy Rosary School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

SOCIAL MEDIA

Holy Rosary School reserves the right to investigate allegations of cyber-bullying, harassment, intimidation, and threats that occur on social media venues directed against fellow students, parents, or staff. The school will notify law enforcement when credible threats of violence are detected. Engagement in defamatory comments regarding the school, a person's dignity, or inappropriate comments that are contradictory to Catholic teachings on social media or other electronic media, shall result in disciplinary actions, up to and including expulsion.

Holy Rosary School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of Holy Rosary School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. Holy Rosary School will promptly respond to allegations of harassment and bullying and take each allegation seriously. Holy Rosary School will review and investigate such matters in a professional and timely manner.

Holy Rosary School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.

Holy Rosary School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

CONFLICT

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

HARASSMENT

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- (A) Physically harms a student or damages the student's property.
- (B) Has the effect of substantially interfering with a student's education.
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school and/or one that creates an intimidating, hostile or offensive school environment.

Descriptive Terms:

Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.

Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.

Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.

Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:

(A) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment.

(B) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or

(C) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

BULLYING AND CYBERBULLYING

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated over a period of time.

There are three types of bullying:

Verbal bullying involves saying or writing mean things.

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.

Physical bullying involves hurting a person's body or possessions.

Cyberbullying is **bullying** that takes place using electronic technology. Electronic technology includes but is not limited to devices and equipment such as cell phones, computers, gaming

devices and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

RESPECT & BEHAVIOR

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

THREATS

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.

RETALIATION/FALSE ALLEGATIONS

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and

bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline

BEHAVIOR AT EXTRACURRICULAR ACTIVITIES

When a student is participating in an extracurricular activity, he or she is expected to adhere to the same school rules as if they were on campus. Students who do not conduct themselves accordingly may be referred by the activity leader to the Principal for disciplinary action.

VIOLENT AND THREATENING BEHAVIOR

Threats of physical violence or emotional intimidation will not be tolerated at Holy Rosary School. Students exhibiting any behavior considered threatening, overtly intimidating or violent in nature will be subject to immediate disciplinary action. Disciplinary action is at the discretion of the administration. Indefinite suspension or expulsion may result consequently to such

behavior. Any student falsely reporting a threat of violence, for the purpose of harming another student, will be subjected to disciplinary action.

RESPECT & BEHAVIOR

PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism is the act of using the ideas or words of others as one's own. Students at Holy Rosary School are instructed regarding the nature of plagiarism and are expected to acknowledge the ideas and words of others appropriately through conventional standards. A student submitting a plagiarized work cannot earn a grade of an A, but the student will have the opportunity to redo the assignment to earn partial credit. The length of time given for this task will be at the discretion of the teacher. Other forms of academic dishonesty, such as copying another student's work or being dishonest about work completed, will be handled in a similar way as plagiarism depending on the severity of the incident.

ALCOHOL AND DRUG POLICY

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of Holy Rosary School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. To return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

SEARCHING STUDENT'S BELONGINGS

Holy Rosary School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or lockers at any time.

WEAPONS

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.

RESPECT & BEHAVIOR

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or cause bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items.

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

The Holy Rosary School uniform policy emphasizes modesty, cleanliness and good grooming. It has been instituted as a symbol of pride in our school and as a way of demonstrating self-discipline and respect among our students. All students must wear their uniform to school every day except for spirit days, free dress days and special events.

Holy Rosary School considers the development of good grooming habits to be part of the learning process. Student conduct and disposition for learning correlate highly with dress and grooming. In school, cleanliness and neatness enable students to form good attitudes about themselves. This will help the student adapt to an atmosphere dedicated to self-discipline and learning.

Students are expected to be good representatives of Holy Rosary School. For this reason, all clothing must fit appropriately, not be oversized or undersized. Clothing should not be torn and must be free of holes. At no time are tank tops or spaghetti straps appropriate. Shorts, even when out of uniform, must be worn at the waist and be no shorter than mid-thigh. Uniform shorts should be no shorter than 3 inches above the knee.

Parent cooperation to enforce the dress code is essential. Parents should be aware of appropriate apparel and overall appearance and should see that their children leave for school looking their best within modest limits.

Please mark all items of clothing with the student's name.

PRE K- GRADE 5

- Shirts – White polo shirt -must be long enough to be tucked in
- Navy slacks which must be worn at the natural waist
- Navy shorts should be no more than 3 inches above the knee
- GIRLS: Uniform plaid jumpers/skorts and navy skorts should be no more than 3 inches above the knee

GRADES 6-8

- Shirts – Navy polo shirts – must be long enough to be tucked in
- Khaki slacks which must be worn at the natural waist
- Khaki shorts should be no more than 3 inches above the knee
- GIRLS: Uniform plaid skirts/skorts, and khaki skorts should be no more than 3 inches above the knee

ALL GRADES:

Sweaters and Sweatshirts: Holy Rosary uniform sweaters, sweater vests and crewneck and quarter-zip sweatshirts with Holy Rosary emblem may be worn. Uniform sweaters (no sweatshirts) are required for Mass.

Outerwear: All outerwear coats, polar fleece jackets/vests, non-Holy Rosary crest sweatshirts must be removed and placed in cubbies upon entering the classroom. Holy Rosary logo fleece jackets are available for purchase from Dennis Uniforms and may be worn as outerwear but are not part of the daily uniform.

Socks: For safety and sanitary reasons, all students must wear socks. Socks must be visible and black, navy, white or red in color. Crew socks with the Holy Rosary emblem are the only sock designs permitted. Red, white or navy tights are allowed. Leggings can be worn only under jumpers, skirts/skorts.

Shoes: All shoes must be non-marking athletic shoes which securely fastened. No light-up shoes, sandals, Uggs or open-toed shoes are allowed. Boots may be worn to school only when there is snow on the ground and must change into athletic shoes upon entering the classroom.

Hair: Hair must be clean and neatly groomed and must be the student's natural color. Hair must be always kept off the face, with bangs above the eyebrows. Hair accessories and headbands must be simple with a low profile, without any added features, such as animal ears, unicorn horns, etc., to ensure they are not distracting in the classroom. Hats and hoods may not be worn in the building. Boys must be clean shaven and hair must not extend over the ears or below the top of the shirt collar.

Make-Up: Make-up must look natural. No make-up, including lip gloss, may be applied during class times. Only clear nail polish is permitted. Artificial fingernails, body piercings and visible tattoos are not permitted.

Temporary Tattoos: While these are fun and appropriate at parties, they must be removed or not visible at school.

Jewelry: One, small post earring per ear and no other piercings may be worn. Small necklaces and non-distracting bracelets are allowed.

Fragrance/Scents: Students are asked to refrain from strongly scented perfume, deodorant, body sprays or lotions. Strong fragrances can be an irritant to those with allergies and a distraction to the learning environment.

MASS DAY- FORMAL UNIFORM

Boys:

- Holy Rosary sweater or vest
- Polo shirt – White for Pre-K – 5 / Navy for grades 6-8
- Long pants- Navy for Pre-K – 5 / Khaki for grades 6-8

Girls:

- Holy Rosary sweater or vest
- Polo shirt – White for Pre-K – 5 / Navy for grades 6-8
- Uniform plaid jumper or skort – Pre-K – 5
- Uniform plaid skirt or skort – grades 6-8

SPIRIT DAYS: Students may wear Holy Rosary Spirit attire available through the Spirit Wear store. Students may wear any solid color bottoms that are properly sized and clean. Athletic apparel (solid color sweatpants, joggers or shorts) are permitted on spirit days. **Leggings are permitted for students in grades PK-2 ONLY.** Shoe requirements do not change on spirit days.

FREE DRESS DAYS: We understand that students prefer to wear current styles when they can participate in free dress at Holy Rosary. We ask that you support us in ensuring that your student is appropriately and modestly dressed for school free dress days (no yoga pants/leggings). All messages or logos on clothing must present a positive image acceptable to the Catholic community. All clothing worn to school must be appropriately sized, neat, clean and in good repair (no holes). Shoe requirements do not change on free dress days.

ILLNESS DURING THE SCHOOL DAY

Faculty members or playground supervisors send a child to the school office when they are ill. Children who are running a temperature of 100 degrees, have vomited, fainted or appear not to be able to participate in class will be sent home after their parent or guardian has been called to pick them up. Students are not allowed to text or call home in the event of illness. The front office staff, Principal or designees will contact the parent. If the parent or guardian cannot be reached, the person designated as an Emergency Contact will be called. Children must be picked up immediately or arrangements must be made by the parents for the child's care. It is imperative that emergency contact information be current at all times. Any changes to family contact details must be updated in the FACTS Family Portal.

ACCIDENT OR ILLNESS

In case of an accident or illness suffered by a child during the school day, every attempt will be made to notify parents. If the parents cannot be reached, one of the parties on the Emergency Contacts will be contacted. If immediate doctor's attention is required and parents are unavailable, school personnel will use the authorization given on the Student Health and Emergency Contacts form to have the child treated. This authorization is part of the Enrollment Checklist.

ILLNESS | WHEN TO STAY HOME

To promote the health and well-being of all of our students, children should remain home if he/she:

- Is vomiting – two or more times in a 24-hour period
- Has a rash, lice or nits
- Has diarrhea
- Has an eye infection
- Has a sore throat
- Has a fever (student should be fever free without medication for 24 hours before returning to school)
- Just doesn't feel well (unusually tired, loss of appetite, confused or cranky)

Please contact the school whenever your child is absent and provide a reason.

SAFETY PROCEDURES

1. Throughout the year, students practice fire, lockdown, intruder, and earthquake drills. In the event of an actual emergency, students will be released to parents or individuals designated for emergency pick up. In the event of a lockdown, no one is allowed in or out of the building until determined safe.
2. All doors except the main door will be locked during the school day.
3. Parents, visitors and caregivers must report to the office when entering the building.
4. Office personnel will notify teachers of any delivery for students.

5. If a child is leaving school early, a note/email should be given to the teacher in the morning. Students will meet the parent/guardian in the school office, except for Pre-K students who will need to be signed out in the classroom, as well as the front office.
6. All volunteers and visitors must sign in and wear a badge prior to entering the school.
7. Items that need to be delivered to your child must to be taken to the school office. The school staff will deliver items as to not disrupt instruction.

MEDICATION AT SCHOOL

School personnel will administer medication (prescription and over the counter) only if both the physician's and parent's portions of the Authorization for Administration of Oral Medication at School form are completed and signed by the physician and parent respectively. A note from the student's parent/guardian or verbal permission is not sufficient for school personnel to administer medication. Giving medicine without the above permissions could be interpreted as practicing medicine and is prohibited by law. A parent can authorize the school to administer acetaminophen or ibuprofen on the authorization form unless dosage is higher than stated on the container instructions.

The student's parent/guardian must bring both the signed authorization form and the medication to the school office. Medication must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Parents will provide split tablets if they are needed. The child should not carry medication back and forth to school. It is the student's responsibility to go to the office at the correct time to receive his/her medication.

Students with medical authorization may carry the approved medication (prescription or over the counter) on their person.

VISION AND HEARING SCREENING

Screenings are conducted annually in grades K-3rd, 5th and 7th

FOOD ALLERGY MANAGEMENT AND PREVENTION PLAN

Food allergies are growing concerns that affect an estimated 4-6% of children in the United States. Allergic reactions to foods have become the most common cause of anaphylaxis in community settings. Allergic reactions can be life-threatening and have far-reaching effects on children and their families, as well as on the school they attend. In response to this growing problem, the Centers for Disease Control (CDC) released Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs in 2013. The guidelines were developed by a large group of doctors, nutritionists, educators, parents of children with allergies, and other experts in food allergies. The guidelines are intended to support implementation of food allergy management and prevention plans in schools. They provide

practical information, planning steps, and strategies for reducing allergic reactions and responding to life-threatening reactions.

It is recognized that a school's response to food allergies is an emotional issue. Parents and children with food allergies may have constant fear about the possibility of a life-threatening reaction and stress from constant vigilance needed to prevent a reaction. Thank you for supporting us in maintaining a safe environment for all children.

HOT LUNCH

The lunch program at Holy Rosary provides the opportunity for students to order lunch through third-party vendors. Lunches are available three days a week, with ordering closing at noon the day prior to delivery.

PARENT/FAMILY COMMUNICATION

The best educational atmosphere is one in which parent, teacher, school, and church work as compliments to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students.

Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially. The faculty and staff of Holy Rosary School, recognizing that parents are the primary educators of their children, are committed to keeping the lines of communication open. This is done using the following tools:

- Weekly Update: A newsletter is emailed to families each Wednesday which contains a letter from the Principal, as well as, vital information about upcoming events.
 - NOTE: If any parent or group wishes to include information in the family newsletter, it should be submitted to the school office no later than noon on Mondays.
 - The Principal must first approve any printed material distributed through the students. When bringing material to hand out, it should be pre-counted in groups of 30.
- FACTS: Our web-based student information system (SIS) which gives parents an opportunity to view their student's grades through a secure, easy to use online portal. Volunteer hours must be logged through this system as well.
- Phone: Holy Rosary School Staff will respond to phone calls within 48 hours of the next business day.
- Email: Each staff member has an email address listed in the family directory. Parents can email the staff at any time and can expect a response within 48 hours of the next business day.
- School Website: www.hrsedmonds.org.
School Facebook: <https://www.facebook.com/HolyRosarySchoolEdmondsWA/>
School Instagram: https://www.instagram.com/hre_catholic_school/

If a parent or child has concerns or questions, he/she should make an appointment with the teacher via email or phone. Through direct conversation, we, as a team, can get to the heart of the matter. It is difficult to solve a problem without all the facts. Educational issues should be addressed to the classroom teacher first, before approaching the Principal.

PARENT-TEACHER CONFERENCES

Two to three days are set aside in the fall for parent-teacher conferences, along with one day in the spring. Teachers can be available after school every day if needed to meet with parents. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents are asked to email or phone the teacher for an appointment time. Drop-in visits are much less productive, as the teacher and/or Principal may not be able to give parents total attention and complete information without preparation.

If a parent has a problem or concern regarding a teacher, the following procedures should be followed:

1. Make an appointment to speak with the teacher
2. If questions remain, put the issue in writing and make an appointment to speak with the Principal

NON-CUSTODIAL PARENTS

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

DIVORCED OR SEPERATED PARENTS

Our school exists to aide parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure.

Upon registration or change in status, the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modification to the tuition contract must be made in writing and have the approval of the Principal.

Conferences

It is the responsibility of the custodial parent to make all educational decisions pertaining to the child. It is the responsibility of the school, therefore, to schedule conferences at the convenience of the custodial parent. It is not the responsibility of the school to schedule dual conferences. Wherever possible in the case of joint custody, both parents should attend the same conference.

NON-DISCRIMINATION POLICY

Holy Rosary School admits students of any sex, race, color, national and ethnic origin to all rights and privileges, programs and activities generally accorded or made available to members of our parish. It does not discriminate based on sex, race, color, national and ethnic origin in administration of educational policies, admission policies, and other school administered programs, and in hiring teachers.

CHILD ABUSE LAWS

Holy Rosary School abides by the Child Abuse laws of the State of Washington. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

PARENT ASSOCIATION

All Holy Rosary School families are automatically a part of the Parent Association. This organization is a vital link of communication between home and school and supports the school in many ways. Parents are encouraged to attend Holy Rosary Parent Association general meetings which are held three or four times in the school year.

Holy Rosary Parent Association will:

- Raise funds to meet school and extra-curricular needs identified by the Principal which might otherwise go unmet
- Assist as requested in the day-to-day operations of the school
- Help build a sense of community between faculty, students and parents
- Make the community aware of Holy Rosary's tradition of excellence
- Support organizations and actions that will improve Catholic education

VOLUNTEERS

Volunteers are essential to the well-being of our school programs. We welcome parent and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in and receive a visitor badge to wear while in the school. Volunteers must have completed the current Archdiocesan Safe Environment course and have passed a background check.

SCHOOL COMMISSION

The primary purpose of the School Commission is to advise and support the pastor and the Principal as they form policy and direct the ongoing development of the school. The commission's general areas of responsibility include the following:

- Establishing a mission statement and goals and objectives for the overall direction of the school
- Recommending general policies for the school
- Developing a plan and the means to finance the school programs
- Communicating and supporting the school's programs to the community

Children are our special gift from God. They are our greatest responsibility and our greatest contribution to the future of the world. Parents, faculty and staff have an immense responsibility to these children and to God. At Holy Rosary School, it is believed that this responsibility can best be fulfilled by working closely together as a team to achieve our goal of establishing a Catholic community of believers.



Holy Rosary School Family Handbook

Signature Page

*I have reviewed the Family Handbook. In doing so, I have explained the content of this document to my child. I acknowledge and agree to the policies obtained therein and **will require my child to comply with the policies which apply to students.***

I also realize during my child's enrollment at the school I will be informed from time to time, formally and informally of various changes in school and/or Diocesan policies. I understand the school and/or Diocese reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form to continue my child's enrollment at the school.

To acknowledge and sign this page, please return to your *Finalsite* Enrollment parent portal page,
https://hrsedmonds.schooladminonline.com/users/sign_in, within 7 days of signing your student's contract.