



PARENT/STUDENT HANDBOOK

2021-2022

Holy Rosary Catholic School

Revised July 28, 2021

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Pastor:

Principal:

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Dear Parents and Students,

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

Welcome to Holy Rosary Catholic School! In choosing Holy Rosary Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Holy Rosary Catholic School for the 2021-2022 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of HRCS during the 2020-2021 school year.

We consider this handbook to be a work in progress. HRCS reserves the right to make changes in policies and procedures as needed throughout the school year. Any changes to the handbook will be made readily available to the parents and students on PlusPortals®, under the heading “School Links and Files.” Please be sure to attach new information to your handbook.

The ultimate authority in all school matters lies with the principal and pastor of HRCS. The decisions made by the administration regarding the implementation of school policy are final. The administration of HRCS has tried to be as explicit as possible concerning the rules and regulations outlined in this handbook, but during the academic year new and unusual circumstances may arise. The principal and the pastor have the authority to use discretion in making decisions regarding unforeseen circumstances. Policies outlined in this handbook are subject to interpretation by the administration.

The faculty and staff of HRCS look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

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

God bless you,

Cathy Long
Principal

Holy Rosary Catholic School

Holy Rosary Catholic School is a pre-Kindergarten through Grade 8 Catholic Elementary School under the Diocese of Houma-Thibodaux's Office of Catholic Schools.

The curriculum stresses academic achievement within a Christian community where the children feel that they are loved and respected by their peers as well as the teachers. Vatican II texts are used so that the HRCS theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At HRCS, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Louisiana guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas.

Mission, Vision & Philosophy

Holy Rosary Catholic School provides spiritual, academic and social development for its students in a safe, Catholic environment so that they will become witnesses of Christ's presence in the world.

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

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

Beliefs:

1. Instilling a love of God and a respect for all His creations will foster Christ-like attitudes within the school, community, and world.
2. Children learn Christ-like attitudes when taught in a spiritual and loving atmosphere.
3. A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
4. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
5. An academic and nurturing environment fosters educational growth.
6. Children learn best when our staff maintains high expectations for student learning.
7. Children must be academically challenged in order to meet the needs of the day and the challenges of tomorrow.
8. When parents are involved in the learning process, children perform at a higher level of achievement.
9. The commitment to continuous improvement is imperative if our school is going to enable students to become life-long learners.

Goals:

1. To provide an excellent academic education that challenges the ability of our students.
2. To ensure the ongoing spiritual formation of the teachers and students.

Motto: Believe, Achieve, and Succeed with Christ.

Profile of a HRCS Graduate

1. Has knowledge of and demonstrates a strong commitment to his/her Catholic faith
2. Shows he/she is a disciple of Christ by following His examples of service, honesty, kindness, and generosity
3. Shows respect and concern for self, others, and for all of God's creatures
4. Has been academically challenged to reach his/her potential and confidently awaits the challenges of tomorrow in an ever-changing world
5. Is a role model who leads by example, demands justice, and is courageous enough to stand up for his/her beliefs

Policies and Procedures

Admission Information

Nondiscriminatory Policy

Holy Rosary Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Priorities

As openings become available, the following priorities will be used to accept students to HRCS:

1. Members of Our Lady of the Rosary Catholic Church Parish
2. Members of other Catholic church parishes without a Catholic school
3. Members of other Catholic church parishes with Catholic schools
4. Non-Catholic students

Children entering Pre-K2 must be 18 months of age by September 30th.

Children entering Pre-K3 must be three (3) years of age by September 30th.

Children entering Pre-K4 must be four (4) years of age by September 30th.

Children entering Kindergarten must be five (5) years of age by September 30th.

Admission of all students will be determined at the time of registration based on the admissions standards.

Requirements

- Social Security Card
- Health Records
- Immunization Records
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards and transcripts for all transfer students
- Standardized Test Results

Students applying for Admission in Grades K-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at HRCS will meet the educational needs of the students. An interview with the student and parents may be part of the admission process.

All students will be given a trial period of not less than one semester in which to prove themselves both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at HRCS. The recommendation and decision of the school is final.

HRCS is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. HRCS cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be separated from HRCS. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from HRCS is made by the school, the student's tuition due would be prorated.

Non-Catholic students whose parents accept the mission and vision of Holy Rosary School will be accepted on a space-available basis. **Non-Catholic students are expected to attend and participate in all religious observances.**

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Louisiana guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Diocese of Houma-Thibodaux is posted on the diocesan website.

HRCS offers students opportunities for growth in the following major subjects:

Handwriting

Students in 2nd grade will be starting to learn to write in cursive the 2nd half of school and will continue into 3rd grade .

Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature

Mathematics

Mathematics Skills, Pre-Algebra

Physical Education and 8th grade Health

Physical fitness programs appropriate for each grade

Religion

Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation and Eucharist

Liturgical services are held on Friday mornings (and other holy days of obligation) for the entire school community at 9:00am.

Students in 5th grade take the ACRE (Assessment of Catechesis of Religious Education) test each spring.

Science

General Sciences, Laboratory Experiences and Earth Science

Social Studies

History, Current Events, and World Geography

World Geography is a high school level course taken for high school credit. Upon successful completion of the course, students will earn a high school Carnegie unit which will appear on their final high school transcript. This course brings with it an elevated expectation of time and effort.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who *can* learn, but choose *not* to learn. Students on academic probation will be placed on a two-week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

Absences

HRCS follows applicable state laws regarding mandatory school attendance as mandated in Bulletin 741. All absences are designated as either excused or unexcused.

Holy Rosary's school day begins at 8:00 a.m. and concludes at 3:00 p.m.

Students should be fever-free without the assistance of medication for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

HRCS has a strict no-nit policy. Any student suspected of having head lice will be sent home. Upon student's return, proof of treatment must be provided to school. Please note that a parent must bring your child to school to show proof as well as witness a head check.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Medical Absences

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

Students who are absent on the day of scheduled test and/or quizzes are expected to take the tests and/or quizzes the day they return to school. Students who are absent on the date of a pre-scheduled project, essay, etc. are still expected to turn in the assignment on the **original due date**. These items may be dropped off at the office or brought in by a sibling.

When a student is absent due to illness, a parent may call the school office **before 10:00 a.m.** to arrange for homework assignments. Homework assignments may be picked up in between the hours of 2:00 p.m. and 3:00 p.m. Students may also receive missed assignments from their teacher when they return to school.

Unexcused Absences

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences.*)

Arrangements for regular classroom tests missed because of an unexcused absence are to be made with the individual teachers. These tests must be taken on the date of return.

Excessive Absences

Twenty (20) days or the equivalent of 20 days including tardies can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Students needing medical appointments during school hours require a written excuse by the physician. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who miss 3 and a half hours of the school day will receive a half-day credit. Students must be present more than 3 and a half hours of the school day to receive a full day's credit.

Medical and Allergy Policy

HRCS does not employ a school nurse. Therefore, only life-saving, emergency medications such as inhalers and Epi-Pens® will be administered. Such medicines must be brought to the school office by the parent and must include the following:

- A current prescription label from the pharmacy must include the child's name, doctor's name, date filled, medication name, and dosage instructions.
- All emergency medications brought into the school office must be in a sealed package from the manufacturer.
- The package must contain the medical information insert from the manufacturer.
- **Parents and prescribing physicians are required to complete necessary forms.**

No medication of any form, prescription or nonprescription, will be allowed in a student's possession at any time. Cough drops, lip balms, essential oils, and hand sanitizers are prohibited on our school campus.

If non-emergency medication must be administered to a child during the school day, a parent must report to the school office and administer such medication personally.

HRCS recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies. Although we strive to provide a safe environment for all our students through careful following of regulations and medical recommendations, the school in no way guarantees that it is allergy-free.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with basic medical training on allergies. Training is updated as needed.

1. Asthma Medication

Immediate access to reliever inhalers is vital. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name.

2. Record Keeping

At the beginning of each school year, or when a child joins HRCS, parents are asked to submit a child's medical record. From this information the school keeps its registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.

3. Food Allergy Policy

HRCS recognizes that life-threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In an attempt to minimize the incidence of life-threatening allergic reactions, HRCS will maintain a system-wide procedure for addressing life-threatening allergic reactions. HRCS will maintain an Emergency Action Plan for any student whose parent/guardian and physician have informed the school in writing that the student has a potentially life-threatening allergy. HRCS makes no claim to be a peanut-free facility.

4. Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction where there is no known allergic history, the school's Emergency Response Plan will be activated. The emergency medical services will be called immediately as deemed necessary. Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers will be educated about the risk of food allergies.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

1. Medication

If a child must take any life-saving medication in school which is prescribed by a doctor, that medication must be sent to the School Office in the container received from the pharmacy, including the package insert, and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medications (including cough drops, lip balm, Tums®, Tylenol®, essential oils, etc.) are prohibited.

6. Field Trips

Students with allergies who participate in school-sponsored field trips may face challenges to their physical health. HRCS will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. In the event that a parent is concerned about a child's

presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

Accreditation

HRCS is accredited by the State of Louisiana, the Southern Association of Colleges and Schools (SACS),

Advisory Council

The HRCS advisory council is a consultative body without authority to overturn decisions made by the school administration. The council serves in an advisory capacity to the administration. The administration is answerable to both the local church parish and the Diocese of Houma-Thibodaux regarding matters of facility ownership, operation, and finance.

Awards

Honor Roll students are those students in grades 1st through 8th who earn all A's, B's, and Satisfactory's (No C's) on their report cards during a 9-week period. **Principal's List** students are those students in grades 1st through 8th who earn all A's and Satisfactory's on their report card during a 9-week period.

***See page 15 for Grading Scale

Birthday Observances

Students in Grades Pre-K2 through 8th grade may come to school dressed in appropriate jeans, t-shirt, and closed toe/heel shoes on their birthday or half-birthday (if their birthday falls during the summer months). There will be no dress down days on Mass Days, students may choose another day during the week. In addition, birthday treats may be brought to school for students in **Grades Pre-K2 through Kindergarten only**. All treats should be pre-packaged with ingredients listed on the package and dropped off at the school office by 10:00 a.m. Gifts and decorations are not allowed.

***See page 26 for Dress Down Guidelines

Buckley Amendment

HRCS recognizes the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.). It is a great benefit to the child to have both parents involved in his/her education.

Bullying, Hazing and Cyberbullying

HRCS attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) may face detention, suspension, and/or expulsion.

Car Line

Any student not arriving at school via a Lafourche Parish school bus is required to arrive in the car line by 7:55 am. Lafourche parish buses take precedence over personal vehicles.

All cars must have a student's name clearly displayed in the front windshield of the car. Initial signs will be provided by the school. Students are called to the pick-up area by duty teachers. Please pull through the car line and park in front of church to buckle your child into his/her seat.

Parents are asked to remain in their cars and to proceed through the regular carline process. Students are not allowed to walk to a parked car without a teacher or administrator escort.

Parents are asked to pay close attention during the carline process. **By law, cell phones may not be used at this time.** Please follow the traffic directions given by the teachers on duty.

It is the responsibility of the parent to contact the school before 2:30 p. m. when there is a change to the student's regular end of day transportation.

Homeroom teachers should be advised in writing if a child is to go home by a different means on a given day.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade of zero, detention, suspension, and/or expulsion. A student athlete or student involved in extra-curricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition.

Child Abuse Laws

HRCS abides by the Child Abuse laws of the State of Louisiana. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The principal or pastor reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, e-cigarettes, questionable books and pictures, knives, guns, matches, cigarettes, toys, hand sanitizers, trading cards, laser lights, CDs, cameras, or anything that would detract from a learning situation are not allowed at school at any time. **Key chains and toys may not be attached to student backpacks. Rolling school bags are not permitted.**

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Crisis Plan

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

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

Discipline

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

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

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

Any member of the HRCS faculty and staff are able to record a disciplinary infraction against a student. Disciplinary infraction forms, once completed, will be maintained in the student’s conduct file for the entire school year.

When the disciplinary infraction is of a serious nature that requires corrective action, the staff member will record the student’s disciplinary infraction on an office referral and will forward the form to the administrative office for review. The issuance of a referral form will result in disciplinary actions as determined by the administration.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Referral Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Suspension

Students who are given an in-school suspension will be required to report to school each day and work in a classroom under teacher supervision. Students who receive an out-of-school suspension will not be allowed on campus or to participate in any extra-curricular activities during the time of their suspension. Students must complete and turn in all missed classwork and take tests from the days of suspension on the day following the suspension.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from HRCS. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from HRCS.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Emergency Drills

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

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

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Facebook®, Instagram®, Snapchat® and other Social Media Postings of Student Photographs

HRCS works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. HRCS adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at HRCS 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®, Snapchat®, etc. page. Such postings are a violation of the Holy Rosary's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from HRCS.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience assure a successful learning opportunity.
7. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips will not be accepted beyond the assigned due date.
9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at school and will be required to complete any given assignments.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** and other electronic devices are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. All chaperones must be Safe Environment trained and hold a current Safe Environment certificate.
15. Parents who are not approved chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older.
18. All students must wear the official school spirit shirt with school uniform shorts, pants, or blue jeans unless otherwise approved.

Financial Obligations

State Bank provides low-interest tuition loans for those who prefer to pay monthly. Loan forms may be obtained from the school office. Tuition loans are offered in the spring semester for the upcoming school year. Signing a tuition loan results in tuition for the upcoming year being considered paid for registration purposes. Registration, book, and computer fees are not eligible for financing.

Registration Fee: (non-refundable)..... \$400.00

- \$125.00 book fee
- \$100.00 technology fee
- \$125.00 supply fee
- \$50.00 property/maintenance fee

NSF / Late Fees

There will be a \$25 returned check fee for all checks made payable to HRCS that do not clear the bank.

A \$100.00 late fee will be assessed for any current student who does not register by the given deadline.

A \$100.00 late fee will be assessed per student per month for non-payment of full tuition by the given deadline.

FINANCIAL ASSISTANCE FORMS are available in the school office. Louisiana Believes scholarships and ARETE scholarships may be available.

Delinquent Loans

Tuition loans that are thirty days delinquent will result in a notice of delinquency/default being sent to the responsible party. Failure to pay the amounts due within fifteen days of receipt of notice will result in the student being dropped from the school’s enrollment. Nonrefundable past-due tuition amounts will be turned over for collection. Dropping from enrollment does not clear past due tuition debt. Delinquent tuition loans or past due tuition amounts may result in the following consequences:

- Inability to register for upcoming school year
- Inability to apply for a tuition loan for the upcoming school year
- Inability to obtain a report card, student records, or transcript
- Ineligibility for awards

Withdrawal Policy

Registration, fees are nonrefundable. HRCS must be advised in writing of a student’s withdrawal. Students who withdraw from enrollment during the first half of the school year may receive partial tuition refunds, payable within thirty days at the following rate:

- Withdrawal between the first day of class and September 30.....80% refund
- Withdrawal between October 1 and November 3060% refund
- Withdrawal between December 1 and Mid - term.....20% refund
- Withdrawal after mid-term 0% refund

The school will not forward records for students who withdraw with an outstanding balance.

A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACCOUNTING OFFICE at (985) 693-3342.

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgement of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty, and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

Firearms – Act 833

Act 833 of 1991 regular session of the Louisiana Legislature makes the carrying of a firearm by a student or non-student on school property a crime. The crime is defined as the intentional possession of any firearm by a student or non-student on school campus during regular school hours or on a parish-owned school bus. Whoever is convicted of the crime of carrying a firearm by a student or non-student on school property is subject to a maximum penalty of imprisonment at hard labor for not more than five days. The law exempts from its provision a federal, state, or local law enforcement officer or a school official or employee acting during the normal course of employment, or a student acting under the direction of a school official or employee. The law also requires that the principal notify the parents of any student who is arrested for carrying a weapon on campus.

Gifts and Invitations

Invitations for personal parties may only be distributed at school if an invitation is extended to ALL students, all girls, or all boys in the student’s class.

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Grading Scale

A = 94 – 100

B = 86 – 93

C = 78 – 85

D = 70 – 77

F = 69 or below

S - Satisfactory

IN - Improvement Needed

U – Unsatisfactory

Gum

Students should not chew gum at school at any time. Disciplinary action will occur for students who are chewing gum during the course of the school day.

Harassment and Hazing

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Home-School Communication

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

Please refrain from contacting teachers via text message or on social media regarding your child as it is against diocesan policy.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

To ensure the success of the student, the following disciplinary infractions must not be allowed to continue; therefore, **failure to complete homework** within a 9-week period will result in the following:

- The 5th infraction will result in after-school detention.
- The 6th infraction will result in in-school suspension.

Failure to complete homework will also result in a deduction from the subject matter grade for which the homework was due. The amount of deduction will depend upon the point value of the particular missed homework.

Homework during Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

No assignment will be given in anticipation of the vacation nor will the teacher be expected to reteach a lesson or missed concepts. There will be no exceptions to this policy.

Immunizations

All students enrolled in HRCS must have current immunizations. The only exemption to the policy is in the event that a student has an illness or medical condition that would compromise his/her life by being immunized. Documentation of a compromising condition, such as (but not limited to) leukemia must be presented prior to the first day of the school year. Immunization records are required to be kept current.

No student seeking to enter any school shall be required to comply with this section if the student's parent submits either a written statement from a physician stating that the procedure is contraindicated for medical reasons, or a written dissent from the student's parent or guardian is presented.

In the event of an outbreak of a vaccine-preventable disease at the location of a school, the principal is empowered, upon the recommendation of the Office of Public Health, to exclude from attendance unimmunized students until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.

Items Brought To School

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

Library

The school has a well-equipped automated library. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Lunch Program

1. The HRCS cafeteria participates in the Archdiocese of New Orleans Food Service Program. The staff prepares well-balanced meals daily. Students in grades 3rd – 8th may either select a hot meal or sandwich.
2. The cafeteria provides breakfast for all students from 7:30 a.m. – 7:50 a.m. each day.
3. **Lunch Money must be paid in full by the first day of school. If you want your child to eat breakfast or have seconds, extra money must be put in their account. No one will be allowed to eat breakfast or have seconds unless additional money to cover the cost of these items is in the student's account.**
4. Please be advised that the school does not dictate cafeteria policy. Its management, though cooperating with us, is separate from the school. Therefore, cafeteria-related questions about menus, allergy substitutions should be directed to the cafeteria manager. Students who cannot drink milk must provide the cafeteria manager with the special form from the cafeteria and signed by the doctor at the beginning of each school year in order to substitute for juice or water.
5. Parents requesting to send their child with a lunch from home should present an excuse signed by the doctor stating the reason.
6. When available, students in grades 3-8 utilizing cafeteria services are allowed to buy extra food and special items assuming there is sufficient money in their account.
7. Students bringing their own lunch must adhere to the Cafeteria policy. A menu is put on the portal each month. Because of health concerns students who are allowed to bring lunch will not be allowed to “trade” food. Lunch bags must be navy blue and not oversized. Students will be passing through the lunch line and will be able to pick up napkins, straws and utensils. The lunch should be a balanced meal; no soft drinks. Their dessert should be a fruit or fruit alternative. However, when the cafeteria has a cookie or chips, the student may have these items with their lunch. Only milk, juice, or water is allowed and can be bought in the cafeteria. The school is not allowed to heat lunches. Food cannot be brought in restaurant containers and wrappers. If these guidelines are not followed, the school's federal funds for the lunch program will be jeopardized.
8. Free and reduced lunches are available if qualifications are met. You may go online at www.schoolcafe.org. Our participation in the free and reduced lunch program helps our overall program in that more state money can be allotted per plate through state funds. Names are strictly confidential.

Off-Campus Conduct

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

Office Records

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

Parents As Partners

As partners in the educational process at HRCS, we ask parents to meet these expectations:

- To set rules, times, and limits so that your child:
 - ✓ Gets to bed early on school nights
 - ✓ Arrives at school on time and is picked up on time at the end of the day
 - ✓ Is dressed according to the school dress code and is groomed well
 - ✓ Completes assignments on time
- To actively participate in school activities
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- To notify the school with a written note when the student has been absent or tardy; these notes are kept for one year.
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes, newsletters, and to utilize PlusPortals® and show interest in the student's total education
- To support the religious and educational goals of the school
- To attend mass and teach the Catholic faith by word and example
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems
- To never post negative comments about students, teachers, or the administration on social media

The Parent's Role in Education

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

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

Once you have chosen to enter into a partnership with us at HRCS, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging yet nourishing the student to reach his/her potential.

It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.**

If there is an incident at school, you as a parent must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

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

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

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

Parent-Teacher Committee

HRCS Parent-Teacher Committee works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization

Promotion Policy/Retention/Transfer Policy

Advancement to the next grade in HRCS is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

In order to pass a subject for the year, a student must have earned at least a D average after averaging the grades of each of the four nine weeks. Even with a D average in a subject, any students in 1st through 8th grade who fails the fourth nine weeks period may fail that subject for the year, regardless of prior 9-week grades.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be issued four times during the academic school year or every 9-weeks. **Progress Reports** are always available on PlusPortals®.

No student will be given a Report Card if tuition, library fines or cafeteria fees are in arrears.

Returning to School After Dismissal

Students are not permitted to return to the school building or enter a classroom after the 3:00 p.m. dismissal. Students who choose to return to school after 3:00 p.m. face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at HRCS. Preparations for two sacraments, Reconciliation and Eucharist in Grade 2 form the core of instruction. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Safe Environment Training

All persons who plan to have contact with the students of HRCS through activities such as volunteering, assisting in the classroom, or attending field trips must participate in the Diocesan Safe Environment program in order to be granted permission to engage in those activities. Safe Environment training must be completed and approved by the Diocese of Houma-Thibodaux prior to the event. Please contact the school office for further information.

School Hours

Grades Pre-K - 8th: 8:00 a.m.-3:00 p. m. Students not on campus at 8:00 a.m. are considered tardy. Students who arrive by carline must be dropped off by 7:55 am.

At HRCS, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

Teachers are on duty at 7:30 a.m. to supervise arrivals and until 3:30 p.m. or until all students have left campus.

Prayer and afternoon announcements begin at 2:30 p.m. each day.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

School Office Hours

The school office is open on all school days from **7:30 a.m. – 3:30 p.m.**

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Writing in textbooks is not permitted. The student will pay a fine or replacement for damaged or lost texts or library books before any final reports, transcripts, or grades are presented.

Search

The school reserves the right to search personal property brought on school grounds or at school functions. This includes cell phones and other electronic devices.

Sexting

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

Smoking

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

Social Media

Engagement in online social media, such as, but not limited to, Facebook®, Instagram®, Snapchat®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish.

Unless written permission is granted, a student may not record either teachers or administrators.

No parent or student should open a Facebook®, Instagram®, Snapchat®, etc. account under the name of the school or in reference to the school, faculty, or administration. The **only official** HRCS Facebook® page is the one created and monitored by the HRCS administration. Group informational apps such as GroupMe® or Remind® are allowed only if established by the classroom teacher who will remain the administrator of the account. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

Social Media Contract

Students and parents of HRCS will be required to sign the Social Media Contract, a copy of which is printed below:

Social Media, such as Facebook, Twitter, Vine, YouTube, etc. are powerful tools of communication that can significantly impact your personal reputation and the reputation of HRCS. You and your parent/guardian must read and sign this contract acknowledging that as a student of HRCS, you will use Social Media responsibly.

- Always be authentic. Be honest about your identity.
- Never pretend to be someone else when posting personally or as a student of Holy Rosary.
- Think twice before posting. Privacy does not exist in the world of Social Media. Consider what could happen if a post becomes widely known and how that may reflect your reputation, the reputation of your family and friends, the reputation of another student, and the reputation of your school. The information you place online could jeopardize your future when applying to college, a job, or your future at Holy Rosary.
- Use integrity when posting. Avoid posting pictures of yourself or other students in compromising situations, such as participating in underage drinking, smoking, drug use, or other illegal and/or immoral behaviors.
- If you don't want an administrator or teacher to see it, don't post it on social media.
- Be respectful and thoughtful. As a student of Holy Rosary, be aware of the school's commitment to showing respect and dignity for all people. Treat others the way you would like them to treat you while posting to Social Media sites.
- Know the rules and the policies of the Social Media sites in which you participate.
- Do not engage in Cyberbullying. Cyberbullying is the willful and repeated bullying or harassment of another person or persons through the medium of Social Media, which includes electronic text.
- Do not post threats to yourself or others. All threats will be taken seriously and handled by administration.
- Violation of this Social Contract may result in disciplinary action from administration of HRCS.

Student Records

HRCS adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the HRCS Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

HRCS reserves the right to withhold academic records of students whose financial commitment is in arrears.

Tardy Arrivals

HRCS begins its school day at 8:00 a.m. promptly. Instructional time begins immediately following the morning bell. Any student who is not on campus at the morning bell will be considered tardy and must be signed in to school in the office by a parent/guardian. A student is considered tardy even during our outdoor morning assemblies.

Technology Concerns

Blogs: Engagement in online blogs such as, but not limited to, Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Cell Phones: At no time during the day should a cell phone be in a student's possession. **Items taken away from students for a second time will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Technology Use Agreement

Students and parents will be required to sign a copy of the technology use agreement, a copy of which follows below:

All electronic communications to or from **HRCS** shall reflect the Christian and educational principles upon which the school and Diocese of Houma-Thibodaux are founded. Access to the Internet is made available to students, teachers, and staff. Histories of use are monitored, filtered, and censored by the Archdiocese of New Orleans, which is CIPA (Children's Internet Protection Act) compliant. The goal of Internet use is to promote educational excellence by facilitating research, resource sharing, innovation and communication.

Unacceptable Internet use will consist of, but not be limited to the following:

- A. Transmitting, accessing, printing, downloading or uploading any material which might be deemed abusive, hateful, degrading, demeaning, derogatory, or defamatory, (i.e., cyber bullying);
- B. Vandalizing, damaging, disabling, or gaining unauthorized access to the Internet or another person's computer, files, data, or materials;
- C. Vandalizing, damaging, disabling, or gaining unauthorized access to district- or building-owned computer systems, files, data, or materials;
- D. Unauthorized accessing, printing, downloading of files to or from the Internet or other personal devices. (i.e., jump drives, disks, etc.)
- E. Engaging in any unauthorized commercial or business activity;
- F. Unauthorized online game playing;
- G. Gaining access to inappropriate sites, as deemed by administration, including but not limited to chat rooms, instant messaging, Facebook, Twitter, Blogs, personal e-mail accounts, etc.;
- H. Sharing passwords, using another student's password, or allowing another student access to their computer accounts or files.
- I. Bypassing applicable security restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.

Any action which compromises the school's integrity, on or off campus, will be cause for corrective measures.

Students are to report to the principal any inappropriate communication initiated by a teacher or other school employee.

Inappropriate use may result in denial of access and will be dealt with according to HRCS disciplinary policy or as deemed appropriate by administration.

The student will be responsible for damage occurring to any and all electronic equipment as a result of student misuse or abuse at the discretion of the administration.

Telephone

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

Title IX

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

Transportation

Holy Rosary offers bus transportation for a fee of \$400.00 per child. Forms can be picked up in the front office. Administration has the right to refuse extra students who are not on their regularly scheduled route.

Students of HRCS will not be allowed to leave the campus or church grounds by means of rented or professional driving services such as limousines or party buses.

Uniform Policy

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

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

UNIFORM REGULATIONS

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

JEWELRY

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

HAIR

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

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

BASIC UNIFORM

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

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

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

Boys

Shirts: Navy or white pique knit shirt with school emblem on left chest. **K - 3rd** boys must wear a white pique knit or white oxford with school emblem on left chest on Mass days. **4th – 8th** boys must wear white oxford shirts with school emblem on left chest on Mass days. Shirt tails must be tucked inside pants with belt showing at all times. Undershirts must be solid white and cannot extend past the sleeve of the school shirt. Long sleeve shirts cannot be worn under short sleeve shirts.

Pants: Long or short khaki uniform pants with belt loops must be worn at the waist. Only PreK students may wear pants/shorts with a full elastic waistband (no belt). Boys **must** wear long pants on days that we attend mass.

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

Girls

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

Skirts/Shorts: K - 3rd grade girls wear plaid uniform jumpers. K - 4th can wear uniform plaid shorts. Uniform shorts must fit comfortably and be of a modest length. 4th - 8th grade girls wear plaid uniform skirts. Skirts are to be worn at the waist and must reach below the knee.

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

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

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

P.E. UNIFORM

5th - 8th grade boys and girls are to wear approved P.E. shirt and shorts purchased from School Time Uniforms in Houma and must be appropriate length. **Regular school socks only are to be worn for P.E.**

COLD WEATHER REGULATIONS

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

- Solid navy blue, white, or gray pullover sweatshirt preferably with school emblem.
- Solid navy blue, white, or gray zip-up sweatshirt preferably with school emblem.
- Solid navy blue, white, or gray pullover or cardigan sweater.
- Solid navy uniform windbreaker with school emblem.
- Solid navy school sweater vest is allowed.
- Sweaters, sweatshirts, and jackets cannot have stripes, colored piping or any other designs and must be worn properly – not tied around the waist.

Heavy Coats: Heavy coats for extremely cold weather may be worn outside only. Dark colors such as navy blue, brown or black are preferred. No bright or fluorescent colors are allowed. Denim jackets, athletic jackets/coats, camouflage jackets/coats, and puffer vests may NOT be worn. Any logo on coats must be very small and inconspicuous.

Hats, gloves and scarves may be worn while outside on extremely cold days.

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

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

Dress Down Day Guidelines

- Dress down days usually follows a theme. If a student chooses not to dress as the theme they must wear the regular school uniform.
- Shoes must be uniform shoes unless specified. If other shoes are allowed, the following rules apply; Shoes must be closed-toe – no crocs, sandals, high heels or open shoes of any kind.
- All rules for uniforms and jewelry apply.
- Shirts must not advertise alcohol, tobacco, offensive language, etc. No tops with very tiny straps are allowed. Shirts should cover shoulders.
- Pants must not be tight-fitting or too baggy. Pants must sit at the waist. Shorts and skirts must be of uniform length.
- Clothing must completely cover the student's torso. No skin should be seen between shirt and pants when arms are raised or when seated.

Final interpretation of dress rests with the school administration. Students who do not comply with Dress down Day guidelines will be asked to call home for appropriate attire.

GENERAL COMMENTS:

- **Make-up, fingernail polish, artificial nails, and tattoos are not allowed. No class time will be missed to accommodate nail polish removal. Students will instead report to recess detention to remove polish.**
- No over-sized clothing is allowed.
- Please label all clothing with your child's name.

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

Visitors

School visitors (volunteers, parents, etc.) must report to the main office upon arrival. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government-issued identification.

Parents who volunteer in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Volunteers

All individuals who volunteer in the school must complete the Safe Environment training through the Diocese. They will be asked to complete the Diocesan-mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat. If you choose to wear leggings, your shirt must be at an appropriate length.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **students not enrolled at HRCS are not allowed to accompany parent volunteers to school.**

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the PlusPortals® emergency notification system.

Withdrawal of Students

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

NOTE: HRCS Administration reserves the right to amend this Handbook. Notice of amendments will be communicated to parents via PlusPortals® or hardcopy.

Photo/Media Release Forms

Parents or guardians must sign a photo release form for each child, as noted below:

I give my permission for my child, _____, to be photographed and/or video-taped during school activities for use in professional development trainings, publications, Facebook and PlusPortals.

The photographs and/or videos will be used to train teachers and be incorporated into training materials including, but not limited to, displays, presentations, handouts, articles, publications, Facebook and PlusPortals news.

The photographs and/or videos may also be used to publicize training opportunities for teachers.

The children's names, partial or full, will not be used in any of the materials.

Parent's Name (please print)

Date

Parent's Signature

Parent's email

Contact Number

I wish to withhold permission to photograph and/or video my child, _____, at this time.

(Child's Name)

Parent's Name (please print)

Date

Parent's Signature

Please be aware that without this permission, your child(ren) will not be included in class pictures. We will also make every effort not to include your child in photos, videos, or media for Nativity / Passion Play pictures and other school-related activities.

Parent/Student Signature Page

I have read the Holy Rosary Catholic School 2020/2021 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent (Legal Guardian) signature

Date

Parent (Legal Guardian) signature

Date

Student signature

Date

***Parents and students must both sign.**