

# Holy Rosary Catholic School

## Handbook

Preschool – Eighth Grade



Be it known to all that enter here  
that Christ is the reason for this school,  
the unseen but ever present teacher in its classes,  
the model of its faculty,  
the inspiration of its students.

**Msgr. Tim McGee—Pastor/Superintendent**

**Kathleen Klindt - Principal**

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**Holy Rosary Catholic School**  
1043 Lake Avenue, Detroit Lakes, MN 56501  
218-847-5306 – Fax 218-847-6367

**Principal – Kathleen Klindt**

**Pastor /Superintendent– Msgr. Tim McGee**

Dear Parents and Students,

Welcome to Holy Rosary School. May you experience the love and peace of our Lord, Jesus Christ as you journey with us this year. Our handbook has been designed to promote the successful operation of our school. We ask both parents and students to review this booklet as a guide to a happy school year.

We are very proud of our school. We feel each child is offered the most comprehensive academic, religious and physical education available. We know parents are their child's first teachers. We know that cooperation between home and school is the best way of preparing students for their high school years. Holy Rosary students graduate prepared to meet mental, moral and physical demands of the world they enter.

We hope to have you visit the school often this year. You can arrange to visit your child's classroom at a mutually convenient time by contacting the school or your child's teacher. We also extend a special welcome to all new families and children at Holy Rosary School.

God bless you all,

Kathleen Klindt  
Principal

## HOLY ROSARY CATHOLIC SCHOOL MISSION STATEMENT

Holy Rosary Parish School Community is rooted in the Word and energized with the Spirit of Jesus Christ.  
We encourage our young people to live as Jesus taught in the Catholic tradition.  
We strive to build Gospel values and promote academic excellence.

### PHILOSOPHY OF HOLY ROSARY CATHOLIC SCHOOL

Holy Rosary School community believes in the promotion of a **Faith Community** of love and compassion and the proclamation of the **Gospel Message**.

We strive toward **Academic Excellence** and **Spiritual Growth** by providing opportunities which promote the overall well-being of each student.

We encourage open **Communication** to help our students develop their potential in all areas.

Students are led to discover the gift of their individual uniqueness and develop a positive **Self-concept**.

Students are invited to develop Christian attitudes and encouraged to live the values of **Peace and Justice** and service that are rooted in our Catholic Tradition.

## HOLY ROSARY CATHOLIC SCHOOL STUDENT EXPECTATIONS

In order to accomplish this mission, the following are basic expectations for developing life skills in the students we teach.

1. **Love of God** The student
  - a. attends Mass willingly,
  - b. has an active prayer life,
  - c. participates in service to others,
  - d. sees God in other people,
  - e. and has an awareness of the global community.
2. **Respect** The student has
  - a. respect for all people – Honor for parents and all people who are caregivers and appreciation of the abilities and differences of others.
  - b. respect for school property, others' property, and their own property.
  - c. a willingness to follow classroom and school rules.
3. **Positive Work Ethic** The student
  - a. comes to school ready to learn, has slept well, eaten breakfast, practiced good personal hygiene, and is dressed appropriately.
  - b. is ready to be an attentive listener.
  - c. is task orientated.
  - d. works without disturbing others.
  - e. completes homework independently. (Homework is required for academic excellence. 10 minutes per grade in school is a guideline, but due to individual differences this time may vary.)
  - f. comes equipped with necessary books, folders, homework, pencils, etc.
  - g. has a positive attitude toward learning and is willing to work with others.
4. **Honesty** The student
  - a. is willing to accept the consequences for chosen actions. (Both positive and negative.)
  - b. will recognize the obligation to own up to the choices made.

## Administration

Pastor & Superintendent	Msgr. Tim McGee
Principal	Kathleen Klindt
AM Secretary & Advancement Director	Terri Paskey
PM Receptionist	Tanya Hagen

## Faculty

Grades 6—8 & Social Studies	Mike Summers
Grades 6-8 & Math, Science & Health	Jeanne Lindquist
Grades 6-8 & Language Arts	Catherine Larson
Grade 5 & Grade 3-5 Math	Lynn Wolf
Grade 4 & Grade 3-5 Science	Carol Foltz
Grade 3 & Grade Language Arts	Mary Burnside
Grade 2-AM	Donna Kennedy
Grade 2-PM	Lora Buntje
Grade 1	Debbie Averbeck
Kindergarten	Katherine Kath
Preschool	Gretchen Slavicek
Preschool Assistant	Pam Gobel
Physical Education	Mike Summers
Computers-PM	Lora Buntje
Parish Resource Center -PM	Donna Kennedy
Art	Catherine Larson
Band & Music	Terri Hutchinson

## Support Staff

Cooks	Carol Kempenich
	Monica Arens
Maintenance	Russ Schaefer
	Larry Vange

## SCHOOL ADMINISTRATION

### BISHOP

The Bishop of the diocese has the responsibility for the spiritual formation of the people and for all the elements that contribute to the development of the Catholic community. As chief administrator of this diocese, he oversees the good order of the teaching mission. With respect to the Catholic schools, he seeks recommendations from the diocesan school board on matters of policy-making. He delegates supervisory responsibilities to the Office of the Word (Director of Schools) who in turn makes recommendations to him. Policy #1100

### DIRECTOR OF SCHOOLS

One of the functions of the Office of the Word (Diocese of Crookston) is to assist each school to achieve its mission and purpose. The tasks of planning, coordinating and guiding in the areas of school personnel, curriculum, finances and administration shall be accomplished under the direction of the Director of Schools. Policy #1310

### ADMINISTRATOR/PASTOR

The pastor is the canonical administrator of the parish. He is usually the agent of the civil corporation and enactor of local policy. The pastor, in consultation with the pastoral council, is ex officio the superintendent of the parish school. The immediate direction of the school and its instructional program is delegated by the superintendent to the school administrator. The superintendent hires and supervises the administrator. Evaluation of the job performance of the administrator is also the responsibility of the superintendent. The pastor's (superintendents) role on the school board/education board is one of leadership and support. Policy #1210

### PRINCIPAL

The school administrator is the chief administrative officer of a school and is responsible for the effective operation of the school as an educational institution. The school administrator is hired by the pastor (superintendent) in consultation with the appropriate parish advisory body. The administrator coordinates the efforts of all the school personnel in achieving the harmony and cooperation required for the attainment of a rewarding teaching-learning environment. Policies #1410 & 1410.2

### FACULTY

The faculty is made up of homeroom teachers for grades Preschool—8 assisted by Chapter 1 personnel, special services personnel, teacher aides, teachers in P. E, music, library, computer, art, and parent volunteers. All teachers are certified and required to keep their certifications current under Minnesota law. The Catholic schools of the diocese shall meet all appropriate standards for non-public schools described by the Minnesota Department of Education and by Minnesota Nonpublic Schools Accrediting Association (MNSAA). Policy #4111

Teacher Duty: All teachers and principal are on duty from 8:00 a.m. until 1/2 hour after school is dismissed. This regulation insures the availability of staff members for special announcements each day, for parent consultations, and for planning and follow-up activities of a professional nature. Exceptions for individuals or for the entire staff may be made by the principal for occasional departures from this regulation.

## SCHOOL ORGANIZATIONS

### PASTORAL COUNCIL

The Pastoral Council of Holy Rosary Catholic Community is a consultative body by which the parishioners give their aid in fostering the mission of the Church. At Holy Rosary its organization is twofold: i) the PARISH ASSEMBLY is composed of representatives from the various geographical areas of the parish; ii) the MINISTRY COUNCIL is composed of representatives of the various Committees, Boards and Parish Organizations, as well as members at large elected from the representatives of the Parish Assembly. The Pastoral Council exists to advise and assist the pastor by assessing pastoral needs, determine pastoral priorities, as well as advise, discern, recommend, encourage and evaluate the various ministries of the parish community. The School Board has a representative on the Ministry Council.

### FINANCE COUNCIL

The Finance Council of Holy Rosary Catholic Community is a consultative body by which the people of the parish aid the Pastor in the administration of parish finances. Beside the usual maintenance of buildings, grounds and parish cemetery, the administration of the parish goods include the implementation of a responsible stewardship program, long-range financial planning and development, and the preparation, monitoring and final review of the annual budget. The Business Committee of the School Board works very closely with the Parish Finance Council in securing the funds needed to operate the School.

### BOARD OF EDUCATION

The School Board is involved in policy development, budgeting, and special activities. The Board consists of up to nine appointed members. The pastor, principal, school secretary, and a representative of the PTO also attend all meetings. In educational matters, the school board/board of education assists the pastor (superintendent) and performs its ministry by assuming responsibility for: Defining educational objectives of the school to meet the educational objectives of the parish. Selecting and developing policies to assist the school administrator in accomplishing these objectives. Reviewing and approving the annual school budget. Assessing and evaluating the effects of the board's policy decisions in achieving the goals and objectives of the school.

Board meetings are open meetings where parents are welcome to come and listen. If a parent has something to express at a board meeting they must be placed on the agenda at least two weeks in advance. This is done by calling the principal of the school. Parents are encouraged to express an interest in being appointed to the board. Terms are three years.

### PTO

The PTO (Parent-Teacher-Organization) is an organization made up of parents of Holy Rosary School students. All parents are members of the PTO. The PTO has a board of 9 members. The purpose of this association shall be to support the commitment to Catholic education and the welfare of all the children of the parish and school. It shall attempt to enhance the parents' and teachers' relationships in the education of the children by increasing their knowledge of education and of its processes, by increasing their mutual understanding of children and also by providing an opportunity for parents and teachers to work together for the good of the children.

**STUDENT BODY**

The student body is presently made up of elementary school children, grades Preschool -8 of Holy Rosary Parish, as well as students from other parishes and denominations who are welcome to attend Holy Rosary School according to registration policies.

**PARENT/GUARDIANS**

Parents/Guardians have the primary responsibility for the education of their children. The school supports, enhances and complements this role. Parents/Guardians are to be kept informed of the progress of their children by means of report cards, progress reports, conferences, open houses and other methods. The school administrator is responsible for all correspondence bearing on school matters and should have knowledge of all formal communications coming from the school.

**ACCREDITATION**

Schools in the Diocese of Crookston are accredited through the Minnesota Nonpublic School Accreditation Association (MNSAA). MNSAA is the acronym for Minnesota Nonpublic School Accrediting Association. This group currently serves as the largest nonpublic school accrediting association in the State of Minnesota, accrediting over 200 nonpublic schools. The Minnesota Nonpublic School Education Council has officially recognized MNSAA as an official accrediting association in Minnesota. The organization's mission statement follows:

Policy #6110

**MNSAA MISSION STATEMENT**

The mission of the Minnesota Nonpublic School Accrediting Association is to be a catalyst for enhancing the quality of nonpublic education in Minnesota through a process of accreditation.  
MNSAA fulfills its mission by:

- \*Establishing high standards of quality and excellence for the learning process;
- \*Facilitating the continuous improvement of member schools;
- \*Monitoring accountability of member schools;
- \*Providing education and training opportunities; and
- \*Developing relationships with public and private organizations.

**INSTRUCTIONAL PROGRAM**

**FIELD TRIPS**

Field trips are designed to be educational in nature and to provide experiences that supplement current curriculum areas. Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation for failure to meet academic or behavioral requirements or for failure to provide the school with proper parental permission. Parents also retain the right to refuse to allow their child to participate in a field trip. As this is stated no class should ever feel that a field trip is an automatic event for a class or a student. Field trips are opportunities given to students to enhance their education and come about through availability of time and resources. No policy has been made which guarantees field trips. All chaperones must comply with school and diocesan policies and procedures. Chaperones must have all required forms on file with the school Principal. Policy #5920

**Required Forms for Chaperones and Drivers**

All chaperones for school/parish trips must have the following forms completed and on file in the school/parish office:

- a. Sexual Misconduct Policy of the Diocese of Crookston. Acknowledgement of Receipt (signed in two places AND "no" responses to all five questions concerning sexual abuse).
- b. Certification on Non-Conviction Policy Acknowledgement and Agreement Authorization for Background Check.
- c. Background Check.
- d. Verification of attendance at a Safe Environment Training session.

All drivers for school/parish trips must have the following forms completed and on file in the school/parish office:

- a. Sexual Misconduct Policy of the Diocese of Crookston. Acknowledgement of Receipt (signed in two places AND "no" responses to all five questions concerning sexual abuse).
- b. Certification on Non-Conviction Policy Acknowledgement and Agreement Authorization for Background Check.
- c. Background Check.
- d. Verification of attendance at a Safe Environment Training session.
- e. Volunteer's Driver form. P#5920

**SCHOOL DAY**

The School day begins at 8:15 a.m. This means that students should be ready for attendance and seated at their desks at 8:15 a.m. If your child is late, we ask that you send a note with your child explaining why they are late so their tardy slip can be marked excused. Three (3) or more unexcused tardies is means for a visit or call from the principal. Children assemble for morning prayer following attendance each morning.

**Those arriving early** and who walk to school should come at 8:00 am – not earlier if possible. Bus students arrive between 8:00 and 8:10 am. Students arriving before 8:00 am will be required to go to St. Benedict Hall where supervision is provided. Students are not allowed to stay after school to play on the playground unless accompanied by their parents. Holy Rosary School, faculty and/or assignees cannot be held responsible

for anything that happens to a child before or after regular school hours. Parents will be notified if these rules are not followed.

**Study hall** is available for grades 6-8 on most Monday/Wednesdays/Thursdays. Grades 3-5 may make special arrangements with a teacher if time is needed after school for homework.

**Lunch** begins at 11:10 am with Kindergarten followed by Preschool (when attending) and grades 4, 3, 5, 1 & 2. Each class is to sit a minimum of 20 minutes to eat their lunch. Teachers or lunchroom supervisors will dismiss classes as they complete their meal time to begin a recess break of approximately 20 to 25 minutes. Grades 6-8 begin lunch at 11:50 and return to class at 12:30 pm.

**Dismissal** is 3:15 pm. Parents using the **outside pick-up line** should use the following procedure. Enter the parking lot off Lake Avenue (2<sup>nd</sup> driveway – south of church) drive around circle to pickup spot in front of Welcoming Center Doors. Students will meet you under the awning.

The minimum length of school day shall be five and one-half hours exclusive of the lunch period. This minimum length of time also applies to grades 7 and 8 when these grades are a part of an elementary school unit. P#6125

### ADMISSION INFORMATION

#### REQUIRED DOCUMENTATION FOR NEW STUDENTS:

1. Baptismal certificate
2. Birth certificate
3. Up-to-date record of state required immunizations
4. School transfer records

G#5110.1

#### AGE REQUIREMENTS:

Preschool students must be 3 years old or older (potty trained) before September 1 of the year entering school.

Kindergarten students must be 5 years old on or before September 1 of the year entering school.

Policy #5110.2

#### IMMUNIZATION REQUIREMENTS:

All students enrolled at Holy Rosary School must have the necessary immunizations as prescribed by the Minnesota Health Department. This affects students entering Preschool through grade 8. ***This must be on file in the school office prior to the first day of the school year.***

#### CONDITIONAL ACCEPTANCE:

Any student transferring to Holy Rosary will be accepted on a probationary period consisting of the first quarter. If the student cannot comply with academic and/or behavioral expectations, the student will not be allowed to continue attendance for the second quarter.

#### REGISTRATION PRIORITIES:

- ◆ Students from families presently enrolled at Holy Rosary School
- ◆ Students who are members of Holy Rosary Parish;
- ◆ Students who are members of Sacred Heart, Frazee, or Assumption Callaway, or members of other Catholic parishes;
- ◆ Students who are not Catholic.

#### RELEASING STUDENTS DURING DAY/FOR EXTENDED ABSENCE

A child will not be permitted to leave the school grounds once he/she has arrived at school unless the teacher receives a signed and dated note from home granting this permission. Parents are asked to go to the School Office to sign out their child if they are picking the students up for an appointment before the normal dismissal time.

*Remember . . . a child may not be excused before the official dismissal without a written request from his/her parents.* If a student is ill, a parent or other authorized person will be called. Holy Rosary School will use the information given us by the parents for our PowerSchool student information system.

Parents may request to take their children out of school for a family vacation. The school administrator and the teacher, after discussing the student's progress, will make recommendations to the parents. The final decision is the responsibility of the parents.

G#5310.1

### POLICIES AND PROCEDURES

#### BACKGROUND CHECKS

All personnel employed in diocesan schools (professional, non-professional, volunteers, full-time and part-time) must comply with the Diocesan Sexual Misconduct Policy. (p. I Sexual Misconduct Policy, December 16, 1992.)

All personnel employed in diocesan schools (professional, nonprofessional, volunteers, full-time and part-time) must comply with the Diocesan Policy of criminal background checks, employee background checks and take the Diocesan Safe Environment trainings each year.

P#4710

As parents of students at Holy Rosary School we encourage you to fulfill the requirements of the Diocesan Safe Environment Training and Background checks to support a safe environment for all of our students. These requirements will become part of our registration packet expected to be completed prior to the beginning of the school year.

#### SAFE ENVIRONMENT

Holy Rosary School follows the policies of the Diocese of Crookston related to hiring employees and requiring a criminal history background

check for anyone who works with children in anyway. These policies are followed for faculty, all staff working in the building and all volunteers who have regular contact with children. Parents who wish to volunteer at school or participate in the regular activities of the school day will also follow these policies. MN Statute 123B.03

### **MONEY, TOYS AND VALUABLES**

We recommend that students do not bring money or valuables to school, but if they do it should be brought to the office until the end of the day. We will be relieved of a number of problems if you put money for lunch or other activities in an envelope with the child's name and purpose for enclosed money. Please do not send extra money. If a child finds or loses any money, he/she should report it to the teacher. The school is not responsible for toys or valuables which get lost or damaged at school. It is much preferred that students do not bring such articles to school.

### **TELEPHONE**

Children may use the phone in emergencies. If, for any reason, a child must stay after school, the parents will be notified. Holy Rosary School telephone number is 847-5306. However, children's arrangements to play at a friend's home must be made with parents **before coming to school and the school must be notified by a note.**

### **GUM AND CANDY**

Students will not be permitted to use gum, candy, suckers, etc., at any time during the school day. The only exceptions will be for birthday treats in the classroom, room parties, or for lunchroom desserts.

### **PRIVATE "PARTY" PROCEDURE**

To alleviate hurt feelings to children who may not be included in special private parties (birthday) given by classmates, Holy Rosary School does not allow invitations to be handed out at school. Only parties that include ALL girls, or ALL boys, or the whole class group may be handed out. We ask that you visit with the teacher about contacting parents for addresses if your private party needs require this.

**ASBESTOS/PESTICIDE NOTIFICATION** In accordance with federal regulations, Holy Rosary School has asbestos management plans documenting the location and condition of all known or assumed asbestos containing building materials. An accredited inspector visually inspects the condition four times yearly. State law requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available for review or copying at the school office. State law also requires that you be warned that long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications, please contact the school principal. Policy #3710

### **PHOTOGRAPH/VIDEO/SOUND RELEASE**

Holy Rosary would like to use photographs, video, etc. of your child or you in promotional materials like pamphlets, church bulletins, recruiting videos, web sites, school newsletters, etc. **Holy Rosary will also continue to photograph your child without your permission for school/church memories such as if your child is in the school music program, Liturgy, choir, band, plays, sports, etc. Our school year-book is one of these memories and it will continue to be produced. You are not asked permission for these archived memories.** By signing this form in the Fall of the year, it gives permission to use the photograph/video/sound of the minor(s) for publicity, promotion, news releases, videos, and web use of Holy Rosary Catholic Community and School. If the parent or guardian refuses to sign the form, then Holy Rosary School shall not publish their name, picture, or composition. Policy 2610.3

### **PRIVATE LESSONS DURING SCHOOL HOUR POLICY**

Holy Rosary believes in the power of education to transform lives and society into the Kingdom of God. Our Parish School makes a concerted effort to maintain excellence in education. This excellence is possible through the efforts of administration, faculty and support staff and the strong support of parents. Our graduates have experienced a high degree of success. We wish to see this success continue. As a Catholic School we share the Church's value for the arts and recognize that they play an integral part in the education of our students. In an effort to keep the tension creative between offering an education that places a strong emphasis on a sound basic education, while at the same time promoting the arts, the following guidelines are offered:

The concern expressed with these guidelines is not with the student who is organized and self-motivated, but for the student who tends not to be self-motivated and who needs routine to learn and for whom interruptions in the academic schedule are a hindrance to learning. Only parents of students who maintain at least a 3.0 grade point average may consider making arrangements for private lessons during school hours. Unless it is an exceptional situation, private lessons during school hours are a possibility for students in Grade Three and older.

- 1) It is the responsibility of the student to report for their lesson on time. The teacher is not expected to remind the student that it is time for their lesson. As much as a student is expected to have the materials needed for class work, so it is the student's responsibility to have all the necessary materials for his/her lesson. If not, the instructor should take this up with the student and his/her parents and not the classroom teacher.
- 2) The student is responsible for work missed while she or he is out of the classroom for an extra curricular lesson. The method of obtaining work needing to be done, as well as assignments expected to be completed, is determined by the teacher in consultation with the student and his/her parent(s). This will include any extra work that might be required as a result of missing a lesson taught. The lesson should correspond with the instructional needs of the student and should never be scheduled during a time when the student's presence is essential for learning a particular subject. A student struggling with math cannot be expected to have an extra curricular lesson during that teaching period. If the student should need extra help in learning a curriculum missed while taking a lesson, the student should be motivated enough to seek help from the teacher. The most critical component for this program to succeed is that the

child is motivated to be responsible for his/her school work. For the student who accepts this challenge the experience can be an amazing opportunity; for the student who does not, the challenge, the frustration and pressure experienced should be enough for parent (s), classroom teacher, and/or lesson instructor to reconsider the arrangement.

- 3) The instructor and the classroom teacher must establish a means of communication so that conflicts/changes in the schedule may be dealt with in the best possible manner. There are some things, such as testing and prayer, that are never to be interrupted. Make-up lessons are at the discretion of the classroom teacher and must never be assumed.
- 4) A student leaving the School Campus during School Hours to take private lessons is the responsibility of the parents. A form releasing the school of any and all liability must be signed before the School will approve such an arrangement.
- 5) Parents will be contacted by the teacher if taking lessons during school hours is a detriment to a student's learning. If the problem persists, it is the teacher's prerogative (after consultation with the instructor and/or administration) to expect that the student's lessons are rescheduled to a time that is less detrimental to a student's learning.

Adopted by the Holy Rosary School Board November 14, 2001

## **INFORMATION NETWORK ACCEPTABLE USE POLICY**

### **Purpose**

The School Board, Administration, and Staff of Holy Rosary School recognize the need for access to a global information network. Preparing students to compete in the 21st century requires access to the tools they will be using as adults. Accordingly, Holy Rosary School shall operate an information network system to enhance and expand its educational mission.

### **Definition**

Information Network is defined as the hardware, software, cabling, and related equipment that allows for the creation, storage, transfer, and access to data, video, and voice communication both within the school and to the outside world. Responsible use of this global information network is of primary importance. Responsible use shall be governed by the regulations and conditions set forth in this policy.

### **Acceptable Use**

Holy Rosary School's information network shall be used for educational purposes consistent with the school's educational mission, policy, state laws and federal laws. Use of the information network is a privilege. That privilege may be revoked or restricted. Student use of the school's information network requires faculty permission. The school reserves the right to inspect folders and files to assure compliance with this Information Network Acceptable Use Policy.

### **Prohibited Use**

The following activities are prohibited:

1. Private or commercial business use
2. Any illegal activity
3. Using the system to submit, obtain, publish, store or display objectionable or inaccurate information including:
  - A. Information to encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal law.
  - B. Information encouraging the toleration or promotion of discrimination towards individuals or groups of individuals based on race, sex, sexual orientation, religion, age, or national origin.
  - C. Information or software that is pornographic or sexually explicit.
4. Subscribing to any service which results in membership or line charges. System users and parents of system users assume full responsibility for any charges incurred. Students will not join a mailing list unless directed by a teacher as part of an assignment.
5. Any downloading of files, information or other material to hard drive, floppy disk, printer, or other computer device, without specific permission by appropriate staff.

### **Security**

Any action by the user, which results in the compromise of the system's security, is expressly prohibited. Any user identifying a security problem on the school's system must immediately notify a teacher or school administrator.

1. Attempts to log on to the school's system as a system administrator or access any portion of the system, folders or files for which the user does not have access privileges shall result in cancellation of user privileges may result in disciplinary action up to and including expulsion.
2. Users will keep all accounts and passwords confidential from other students. Spot check monitoring will be done by appropriate staff.
3. Users will not improperly access, alter or delete the files, data or information of others.

### **Software**

System users are responsible for taking precautions to prevent viruses on individual workstations or the school's information network.

1. Virus software will be running on all systems. Any disk brought in by any person must be scanned for virus before use.
2. Any attempt to degrade or disrupt system performance will be viewed as a violation of school policy and administrative regulations and may be viewed as criminal activity under applicable state and federal laws.
3. Students may not install any software, especially games, without written permission from the teacher in charge and the system administrator.
4. Copyright laws and license agreements shall be adhered to.

### **E-Mail**

Electronic mail is provided for the purpose of exchanging information consistent with the mission of Holy Rosary School.

1. Forgery of electronic mail messages is prohibited as is any attempt to read, delete, copy, or modify the e-mail of other system users.
2. Deleting of e-mail is to be done only under supervision of the teacher.
3. Do not give out your home phone number or address on the Internet.
4. Junk e-mail and spamming are prohibited.
5. No person is permitted to set up a free e-mail account on any system at Holy Rosary.
6. E-mail accounts will be provided for those approved by the Pastor.

**System Vandalism**

System vandalism will result in cancellation of system use privileges. Fines or restitution will be imposed for acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy school equipment, materials, or data. Vandalism also includes the uploading or creating of computer viruses.

**Disclaimer**

Holy Rosary School provides the information network on an as available only basis. The network is not warranted to be error free or uninterrupted. The school assumes no liability for loss of data or service. The user is solely responsible for evaluating the accuracy or suitability of any information obtained through a local or global network. Interpretation, application, and modification of this Acceptable Use Policy are at the sole discretion of Holy Rosary School. Any questions regarding this policy should be directed to the School Principal.

**ACCEPTABLE COMPUTER USE POLICY - Sample form**

Name of Student \_\_\_\_\_ Date \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_

Your child has requested access to Holy Rosary School's computer network. This access includes connections to computers through the Internet, which would connect your child with educational resources all over the world. In order to provide access to your child the school requires an "Acceptable Use Agreement" be signed by each student and his/her parent or guardian. Enclosed is Holy Rosary Catholic School's "Acceptable Use Policy" which has been approved by the School Board. Please read the policy carefully and review it with your child. Your child is accepting the responsibility of using the network in an appropriate manner. It is important that you understand his/her responsibilities as well. Your signature indicates that you have read and agreed to our "Acceptable Use Policy".

**STUDENT**

I understand and will abide by the terms and conditions set forth in Holy Rosary Catholic School's Acceptable Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken as well as any appropriate legal action taken.

\_\_\_\_\_  
Student Signature

**PARENT OR GUARDIAN**

As a parent or legal guardian of the above named student, I grant permission for my son/daughter to access computer networked services including Internet. I have read Holy Rosary School's Acceptable Use Policy. I understand that this access is for educational purposes. I also recognize that it is impossible for Holy Rosary School to eliminate all controversial material and will not hold Holy Rosary School responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to my child and certify that the information contained on this form is correct.

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

\_\_\_\_\_  
Parent/Guardian (Signature)

**DISCIPLINE POLICY**

The Discipline Policy for Holy Rosary Catholic School has been prayerfully and thoughtfully developed for the good of all students and staff who work, teach, and learn in this Christ-centered environment. We believe that all of us who interact in this community have been created in God's image and likeness and that God would want the best possible atmosphere for each of us to learn and grow.

In an effort to build this community so that it is on-going in its effects, three areas must be addressed:

**WORK-RESPECT-BELONGING.**

1. All are expected to **WORK** together for the positive growth and development of each individual.
2. All are expected to **RESPECT** each other, remembering that each is a temple of the Holy Spirit, worthy of dignity and care and responsible for certain obligations.
3. All must come to understand that each **BELONGS** in a very special way to this community and brings special gifts and talents to this learning environment which are to be shared individually and communally.

From the base of **WORK-RESPECT-and BELONGING**, it is the goal of this policy to assist families in developing the whole student, inculcating spirituality, respectfulness, and responsibility so that a feeling of self-worth and confidence will result.

Our discipline policy will concentrate on teaching students the difference between acceptable and unacceptable behavior. Limits and rules will be established in each classroom in a collaborative effort between teacher and students. The results of the collaboration will be communicated to the parents the second week of school. Consequences for misbehavior will be related to the action and student generated when appropriate. Parents will be notified of unacceptable behavior by a discipline form which follows this policy. If unacceptable behavior continues without noticeable effort to change it, then the principal will be notified. Further problems will result in consultation between teacher, parents and principal. It is hoped that conflicts will be resolved through honest communication efforts:

- \* Teachers will give students appropriate verbal warning when inappropriate behavior is witnessed.
- \* Discipline form will be sent to parents requesting signature if warning has been disregarded.
- \* Teachers will call parents if signed discipline form is not returned.
- \* Student will explain behavior to principal if consequences are disregarded.
- \* Teacher/parent/principal conferences will occur as deemed necessary.

If a pupil fails repeatedly to observe the policies and rules of the school, the school administrator will ordinarily warn the pupil and provide counseling. Counseling would usually include conferences with the administrator, the student, and where appropriate, other persons such as

parents or guardians, the parish priest, psychologist or other professional. Whatever measures are taken for inappropriate behavior on the part of the student must be a logical consequence of the student's behavior and must be appropriate to the nature and degree of the offense. Corporal punishment is not allowed. Probation, suspension, and expulsion may be used as disciplinary measures, if necessary.

### **SPECIAL PROBLEMS (GRIEVANCE PROCEDURE)**

A special conference of the teacher and parent may be arranged whenever a teacher or parent feels the need for it. The following procedure is required in settling concerns;

- a. Conference of parents and teacher.
  - b. Conference of parents and principal.
  - c. Conference of teacher and principal.
  - d. Conference of parents, teacher and principal.
  - e. Conference of parents and pastor.
  - f. Joint conference of parents, teacher, principal and pastor.
- Policy #5513

**See Appendix A – Discipline Report to Parent/Guardian**

### **GENERAL SCHOOL RULES**

- 1 Always walk at Holy Rosary School.
- 2 Keep your hands to yourself, (includes other people, walls, ceilings, etc.)
- 3 Show respect to all adults you meet.
- 4 Talk in class as the teacher permits you.
- 5 Stay seated during classes unless given permission to move.
- 6 School books and library books should be taken home in a book bag.
- 7 Use handrails properly.
- 8 Take proper care of books and materials.
- 9 Pocket knives and all other dangerous items are not allowed at school.
- 10 Gum is not permitted anywhere on parish property.

### **ATTENDANCE**

Diocesan schools shall comply with MN Statute 120.101, subdivision 5, which provides for compulsory attendance of all children between the ages of seven and sixteen years. The responsibility for compliance with this law belongs to the parents, with each individual school developing appropriate procedures to insure attendance. The school is obliged to keep an accurate record of daily attendance. This record is to be placed in the pupil's folder at the end of the school year and to be kept on file indefinitely. Policy #5210

### **ABSENCES AND TARDINESS**

A written excuse or phone call from the child's parents is required when a child has been absent from school. Repeated tardiness (3 or more unexcused tardies) will be reported to the parents and to the principal. If a student has a dental or doctor appointment during school hours, an excuse should be given to the classroom teacher.

A written permission from parents is required at all times for a child to leave the school grounds during the day. A student absent for more than 5 days without acceptable parental permission and/or a doctor's excuse will be contacted for a conference between parent and administration. Consequences of repeated failure to attend school could result in reporting truancy to the appropriate authorities. P#3710

### **LEAVING SCHOOL GROUNDS**

A child will not be permitted to leave the school grounds once he/she has arrived at school unless the teacher receives a signed and dated note from home granting this permission. Parents are asked to go to the School Office to sign out their child if they are picking the students up for an appointment before the normal dismissal time. *Remember . . . a child may not be excused before the official dismissal without a written request from his/her parents.* G#5310.1

### **ILLNESS**

**When your child is ill and not in school that day, call by 9:00 a.m.** If the school does not receive a call from parents verifying a child's absence, our school secretary will contact the parents to verify the location of the child. Also, please send a written excuse with your child when he/she returns to school. If it is necessary to send your child home because of illness, we will notify parents to have them pick up their child. The school should be notified at the beginning of the school year of an alternate phone number to be called if both parents work, or if no one will be home during school hours.

### **PRESCRIPTION MEDICATION**

When a child needs medication administered during the school day, a parent or guardian must give written permission for the school office to administer the medication. **The medication must also be in an ORIGINAL LABELED CONTAINER with the child's name, physician and directions for use.** Under no circumstances can the school legally administer medication without the parents and doctors consent nor can the school exceed the dosage recommended by the doctor. All medications must be kept in the school office and only school officials may administer that medication.

### **PLAYGROUND – RECESS & WEATHER POLICY**

All children are expected to go outside for noon recess. Your child can stay inside only if the school is provided with a **doctor's excuse**. The supervisors will oversee the activities of the playground. In colder weather the time is shortened and in extreme cold or wet weather noon recess is cancelled and children stay inside. When the temperature/wind chill reaches 10 below zero all students may be required to stay inside. Supervisors should manage the students in the portion of the gym not occupied by the lunch tables or the teachers have the option of taking their students to the classroom. Playground supervisors should check the students for proper weather garments. If hats, mit-

tens, etc, are missing the student should be sent inside to acquire the proper garments. It is ultimately the responsibility of the student to dress appropriately for the weather. If there is snow on the ground, boots must be worn.

#### **Playground Rules**

- 1 Show proper respect for playground supervisors.
- 2 Leave lunchroom quietly – walk all the way – stay on sidewalks and keep off grass at all times.
- 3 Remain on playground unless you have supervisor’s consent to go back into school.
- 4 Supervisor will retrieve all balls that go into the street.
- 5 Always be kind to one another – no fighting, pushing or foul language.
- 6 Activity areas will be assigned if needed.
- 7 At the end of recess when whistle blows, line up according to grades in an orderly manner. All students should model good behavior to other classmates.
- 8 Walk all the way to school and up to classrooms in a quiet manner.
- 9 Keep school clean by brushing off boots and clothes before entering the school building.
- 10 Dress appropriately for weather.
- 11 Students will not be allowed to play on snow piles on playground.

#### **THROWING SNOWBALLS**

Throwing snowballs is not allowed. Students caught throwing snowballs will lose their playground privileges for 1 week. Each teacher and playground supervisor must enforce this in order to avoid injury to a child or damage to property.

#### **EMERGENCIES**

Parents should make sure that the school has telephone numbers and alternate numbers where they, a relative or friend can be reached in the case their child is injured while at school. In the case of a minor injury the student will be treated. In the case of a major injury, emergency medical treatment shall be rendered and the student will be taken to St. Mary’s Hospital. Parents will be notified immediately. Please keep the school informed of any changes of address, phone number and emergency information.

#### **EMERGENCY DRILLS**

In case of fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. Each teacher will instruct students regarding specific procedures to follow during a fire drill. Roll call will be taken immediately following evacuation of building.

#### **WEAPONS**

Holy Rosary School will not tolerate the possession of weapons on school grounds. Students who carry such weapons will be sent home to their parents and an investigation will be carried out. A conference between parents and administration will determine the consequences of the action and could include, but is not limited to suspension or expulsion. Policy #5830

#### **HARASSMENT**

Holy Rosary Catholic School promotes the respect of all individuals. Harassment of any kind will not be tolerated. Incidents of such treatment should be reported to the faculty or administration. Complaints will be investigated and parents will be contacted as soon as evidence of such action as occurred. A conference between parents and administration will determine the consequences of this type of behavior and could include, but is not limited to counseling, suspension, or expulsion. P#5830

#### **CHEMICAL USE**

It is the responsibility of the staff and administration to maintain an atmosphere that will promote quality learning in a Catholic Christian environment. An effective system will be provided to deal with chemical experimentation or abuse and efforts will be made to promote the belief that the body is sacred, a temple of the Holy Spirit. The misuse of any mood-altering chemical constitutes a hazard to the learning environment and the positive development of all students. A K-8 education program including an awareness of chemical use and dependency as well as the provision of support services for early misuse is offered to assist in preventing chemical dependency. Chemical dependency is a treatable illness; early identification and intervention is conducive to successful treatment. Opportunity for assistance shall be provided to students and their families in obtaining appropriate services. Refusal to accept assistance, intervention or treatment will result in a conference with the teacher, principal, pastor, family and, if deemed appropriate by the principal, a chemical counselor or other trained professional. The purpose of the conference will be to determine consequences which could include, but is not limited to, suspension or expulsion. If treatment becomes necessary outside the school setting, every effort must be exerted to affect a successful continuation in/or re-entry into the school setting. #5820 Guideline

#### **HEALTH AND IMMUNIZATION**

There are annual vision, hearing, speech, and scoliosis screenings. Minnesota State law requires all students to be immunized for diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and Hepatitis B. Students are expected to be properly immunized prior to starting school. Students not complying will be excluded from school. Parents will be notified if child is not in compliance.

#### **HEALTH SERVICES**

Shortly after school begins in the fall, students are checked for vision and hearing. Any problems identified are reported to parents so they may seek appropriate follow-up testing and/or treatment for their child. The screening is done by the school nurse and volunteer parents who have been given adequate preparation.

#### **SCOLIOSIS SCREENING**

Scoliosis is a lateral curvature of the spine commonly appearing in adolescents which, if left untreated, can develop into a permanent crippling disability. Children in the fifth and sixth grades are screened for signs of this problem. At this time, children are also observed for

Kyphosis (hump back) and lordosis (sway back). Any child that may have a problem receives a second screening and copies of the results are sent to the parents or guardians of the child so they may seek follow up care. The screening is done by the public school nurse.

### **NURSE**

Our school nurse is from the Detroit Lakes Public School. In addition to the duties mentioned above, she is also responsible for making sure that all children comply with the immunization laws. She can come to our school as needed, but on the days she is not in the building, the office staff treats the children.

### **SAFETY**

Parents are encouraged to discuss safety rules with their children, especially at the beginning of the school year. Children are asked to use side walks and crosswalks, avoid shortcuts across lots and avoid walking on private lawns. Plans for safety programs in the school will be made to help your children understand the importance of safety rules and practices. At the end of the school day, students are not to cross streets unless a school patrol crossing guard is present. All students will be instructed by faculty about safety procedures related to our crisis management plan. Policy #3720

### **SCHOOL PATROL**

The fifth grade children accept the responsibility of school patrol. Fourth grade children start this program in the spring. All pupils are expected to cooperate in every way in the program of school safety and traffic education.

### **BUS TRANSPORTATION**

Our children ride the elementary school buses of District 22. Bussing is free of charge to all students living in our school district. Buses arrive between 8:00 and 8:10. Children go to their classrooms immediately upon arrival at school. Students will be dismissed as their respective buses arrive after school. Students should not arrive before 8 am. The school principal is responsible for discipline on the bus. The maintenance of the discipline policy as established by District 22, however, will be carried out by the bus driver. Each student in the District must participate in and pass a course on bus safety. Bus Discipline Rules will be sent home with the students at the beginning of the school year.

### **BICYCLES**

Students who ride bicycles to school are encouraged to use bike helmets. Bikes are kept in the bike racks and students should bring bike locks for their bicycles. No one is to tamper with them or use them on the playground while school is in session. A bicycle safety lesson is part of our classroom safety curriculum. P#3710

### **DRESS CODE POLICY**

It is our belief that people feel better about themselves when dressed neatly. We also believe that when people feel good about themselves they will learn better. Therefore, parents are responsible for sending their children to school neat, clean, and ready for a variety of conditions. Students not complying with this dress code will be provided with suitable clothing for the day and a note will be sent home asking for a parental signature.

#### **General Guidelines:**

- 1 Clothing apparel should be the length of walking shorts or approximately 3/4 down to the knee or 2 inches above the knee. No tight shorts will be allowed, such as biker shorts. This includes skirts and dresses.
- 2 Clothing with unsuitable pictures, numbers, words, and/or body references will not be allowed. No torn clothing.
- 3 Flip flops or platform shoes are inappropriate because of safety reasons.
- 4 Tank tops and sleeved tops are allowed in the school—spaghetti straps are inappropriate. Shirts need to go below the waist so undergarments or mid-riffs do not show. **See Appendix B Dress Code Report to Parents/Guardian**

#### **SUGGESTED Guidelines for appropriate school apparel:**

- Shirts are to be collared and not have any emblems or logos on them. T-shirts and sweatshirts are to be Holy Rosary sponsored and our logos are acceptable to the dress code. Turtlenecks are considered collared.
- Sweaters are to be crew neck, v-neck or cardigan in style.
- Pants are to be casual dress pants similar to the “Dockers style”.
- Skirts and jumpers should be a-line or full style and a length no more than two inches above the knee. Girls may wear shorts under their skirts as long as the shorts do not show. They must have shorts under their skirts for Physical Education classes.
- Shirts, pants and skirts should be a solid color.
- Grades 6-8 will have appropriate gym clothes. Solid color shorts no more than two inches above the knee and T-shirts sponsored by Holy Rosary School. No other emblems or logos are acceptable.
- Shoes and sandals are chosen at the discretion of the family. Please consider the style as to students’ ability to run and play comfortably.

There will be specially assigned “dress down days” during the school year. Mass days will be considered dress-up days. **Thank you for considering** these guidelines as a benefit to your child’s education.

### **PHYSICAL EDUCATION**

All children are expected to participate in the physical education classes 20 to 30 minutes per day. If your child, for some reason, is not capable of participating, an excuse should be written to the teacher. For extended non-participation (more than two days) a doctor’s excuse will be required. Children need non-marking sole tennis shoes for Physical Education classes. Grade 6 – 8 physical education classes are coordinated to allow for some flexibility in scheduling.

### **SPORTS/PHYSICAL EDUCATION PROGRAM**

- ◆ To learn to respect the body as a creation of God, worthy of concern and development.
- 15 ◆ To develop neuromuscular skills and coordination in each child.

- ◆ To stimulate interest in developing and maintaining physical fitness and muscular strength.
- ◆ To develop the qualities of leadership, courage, emotional control, initiative, cooperation, courtesy, acceptance of rules and authority, sportsmanship.
- ◆ To help the individual to achieve emotional stability by accepting decisions, developing self-confidence, gaining approval of peer groups and adults.
- ◆ To learn skills and activities which will carry over into leisure time activities.

### ATHLETIC PROGRAM PHILOSOPHY

We are called to educate the whole student. Athletics enhance the physical, emotional and mental abilities of its participants. Holy Rosary Catholic School will work to offer such athletic programs integrating gospel values of care, concern, and just play.

Holy Rosary Catholic School will provide athletic programs to our students when enough students and parent volunteers are available to support a particular sport. These programs are to be self-sustaining. We encourage volunteer coaches. These coaches may earn 300 credit points toward our fundraising projects. If a volunteer coach cannot be found, a stipend may be paid to a coach at the discretion of the administration. Referees for our games will also be on a volunteer basis. For example, coaches may referee for another coach's game.

Practice and game scheduling must be done through the parish office and recorded on the planning calendar. This calendar will be located in the office of the parish. It is advised that planning for such events be done at least two weeks prior to the event.

Activity fees and coaching stipends for athletics will be set by the School Board in the spring of the year for the following year. These fees will be set, but no student is to be eliminated for inability to pay them. Rather, the parent should contact the principal to make special arrangements. Students will be required to abide by the rules of the coach and return a signed permission slip by parent/guardian stating that the student may participate and will be a Christian ambassador when representing our school to the public.

G#5930

### TUITION

Holy Rosary Catholic School has an Annual Fair Share Tuition program. This is designed to make Holy Rosary affordable to all income levels. No one is ever turned away because of an inability to pay tuition. Tuition can be paid on registration day. However, tuition may be paid monthly, quarterly, or by the half year according to the convenience of the parents. In addition to tuition, each family is required to earn a minimum of 500 credits by helping with school activities.

- ◆ **Tuition is subject to change yearly.**

**Fair Share Rate: Note: The monthly rate is twelve months July - June**

### HOT LUNCH PROGRAM

A well balanced lunch is served each day. This includes milk. Present cost for meal tickets is \$1.50 per meal or \$28.00 per month. Meal tickets may be purchased by the week, month or year. If preferred, children may bring a well-balanced cold lunch instead. They may purchase milk to go with their cold lunch for 25 cents. The school participates in the U.S. government free and reduced price lunch program. Parents will receive eligibility guidelines prior to registration. **Adult lunch charge is \$3. Please call before 9 am if you plan to eat lunch with your child that day, so you can be included in the meal count.**

### SNACK MILK/JUICE

Students in grades 1-8 may purchase snack milk or juice for \$40 per year or \$20 for half a year. Kindergarten students receive milk which is reimbursed by a state program.

### LUNCHROOM RULES

- Lunchroom hours are 11:10 – 12:15 or until everyone is finished eating.
  - Grades Kindergarten start at 11:10, 4th—11:20 and 6-8 at 11:25 a.m. Grades 5, 1, 2 & 3 will follow.
  - Students are to always walk in the gym. They are not to play with balls during lunchtime. Students are to always be courteous to adults and other students in the lunchroom.
  - Grades 5 – 8 should sit at the tables closest to the entrance – windows. Grades 2—4 next row. Grades K – 2 should sit at the tables next to the scrapers/kitchen. Students must remain seated until finished with their meal.
  - Supervisor should always help younger children open milk or cut food IF NEEDED.
  - Supervisor must observe students to be sure there is no waste with food or milk. The general rule is that they should drink all of their milk and eat most of their food.
  - Students may use the restroom if they raise their hand and ask for permission.
  - Dismissal: Grades 6 – 8 may leave when they are finished eating. They should be courteous to all younger students, by not disturbing them. Grades K-5 must raise their hands to be dismissed by the supervisor. Grades 6 – 8 should clear their own trays. Student scrapers will scrape for grades K – 5.
  - Students who are assigned to stay in during recess must wait on the far wall of the gym (next to the storage room) until 12 pm.
  - If the supervisor has any problems with students she or he will advise the school principal after lunch, or if it requires immediate attention she or he will notify a teacher as soon as possible.
- Student scrapers will be responsible for cleaning off the tables.

### GRADES

Letter grades are used in grades 3 - 8. Students may qualify for the B honor roll by maintaining a grade point average of 3.0 or better and for the A honor roll by maintaining a grade point average of 3.80 or better. A satisfactory / needs help assessment system is used in grades K-2.

## **HOMEWORK**

Each teacher will formulate a classroom homework policy that is appropriate for their grade level. This policy will be explained to students and parents at the beginning of each school year. If questions or difficulties arise due to a homework situation, the parents should encourage discussion between student and teacher. If difficulties remain the following process should be used:

1. Discussion of concerns between teacher and parent.
2. Discussion of concerns between teacher, parent, principal, and pastor if

appropriate. Approximately 10 minutes per grade in school is suggested as appropriate for homework assignments.

## **PROMOTION/RETENTION**

It is the belief of Holy Rosary School Board, administration and staff that promotion standards must be well planned to permit the flexibility that recognizes individual differences. Student eligibility for promotion is based on the following criteria: academic achievement, intellectual ability, social, emotional and physical maturity, chronological age, and school attendance. Parents will be kept informed of students achievement at all levels of development. The school will work closely with parents and inform them early in the school year if a child will be or may be considered for retention to allow time to explore all available programs of remediation.

## **REPORT CARDS AND CONFERENCES**

Report cards and conferences are one of the principle means by which the parents can determine their child's progress in school. They are also an important means of contact between the parents and the teachers. Because of this, we ask that you give them careful consideration. Report cards, or evaluation sheets, are issued each nine weeks. A parent-teacher-child conference is scheduled twice a school year. On parent-teacher conference days, parents may see the teachers and discuss the progress of their children. Schedules and details will be sent home for your consideration before the conference. Teachers are available to conference with parents whenever the need arises. Please call the school to make these arrangements.

## **RECORDS**

Health records and permanent record cards are kept up to date. Parents may ask to see their child's records but they may not be removed from the school.

## **RELEASE OF NAMES AND ADDRESSES OF PUPILS**

Names and addresses of pupils and their parents or legal guardians are not to be released to any unauthorized person or agency. The school administrator and /or pastor are to be the only one's to authorize the release of any school information. Although other persons may be delegated to provide the information, the administrator and/or pastor still remain responsible for its content. P#5710.3

## **RESEARCH AND SURVEYS**

Research projects and surveys of a personal or family nature involving students must be authorized by the school administrator. Parents and guardians must be informed in writing regarding the surveys. If parents or guardians object to a student's participation in the survey, written notification must be given to the school. Policy #5710.4

## **VISITORS**

You are always welcome to visit school during regular classroom hours to observe your child. The experience of watching your child interact with others in the classroom is something we encourage you to enjoy. We also know that when you visit the classroom you give your child a feeling of cooperation between parents and teachers. Please arrange to visit at a mutually convenient time by contacting the school office or your child's teacher. Visitors must check in at the school office.

## **INSURANCE**

Parents are responsible for accident and medical insurance for their child.

G#5820

## **SCHOOL COMMUNICATION ENVELOPES**

School communication envelopes will be sent home with the oldest student in each family every Thursday. Please read information, sign and return the envelope the following day. By signing this envelope verification is made that you, the parents/guardians, have seen the enclosed information. If the envelope is damaged or lost, please advise the school office so that a new envelope can be printed. Please utilize this envelop when sending correspondence or money to school. Tuition statements and hot lunch slips will be sent home in this envelope on the 1st Thursday of each month. A small charge of .25 is incurred if the envelope is replaced or not returned promptly.

School communication envelopes will be used for school communication only. No advertising outside of school events will be sent home. Any promotions that generate funds must be approved by the Principal and/or Parish Staff and sanctioned as a school event.

## **SCHOOL CLOSING**

Holy Rosary Catholic School will close whenever the schools in District 22 close because of bad weather. KDLM 1340 AM and KRCQ 102 FM will carry this announcement.

## **WELLNESS POLICY**

Our goal for all students at Holy Rosary School is to possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. We hope all students will be nurtured toward spiritual growth and respect their bodies as temples to do God's work. All staff at Holy Rosary are encouraged to model healthful eating, physical activity and respect of mind and body as a valuable part of daily life. Gum will not be permitted at school. We encourage treats and snacks that are healthy for students. Candy will be permitted on rare occasions.

### **Vacation during the School Year Policy**

Holy Rosary School works to respond to our students' needs and well-being. We believe that parents are the first teachers of their children. Having made these statements we try to define a policy related to extended absences from school due to family vacations.

It is recommended that Parent(s) take vacation with their children on already scheduled vacation days. If this is not possible, then it is requested that Parent(s) meet with the student's teacher enough in advance so that a conversation about the plans being made can be considered by the school and parent(s) together. Items of concern include: the timing of the vacation, the length, the possible challenge it might place on the student in the process of classroom learning, the curriculum that would be missed while the student is absent and the ability of the child to make up what is missed. Past experience shows us that 9 out of 10 times the work prepared by teachers for students to take along on vacation was never completed while on vacation thus teachers will no longer be expected to prepare work for a student in advance of a vacation. Lessons/work missed will become the responsibility of parent/student to make up; teachers are committed to do what they can to help with communicating what was missed and grading what is completed. While the school recognizes that vacations away can be positive learning/family experiences, it also hopes that parents recognize that tests missed, assignments not made up, classroom time missed and lessons not learned could negatively effect a child's learning progress.

Diocesan School Policy states under Absence this guideline: Parents may request to take their children out of school for a family vacation. The school administrator and the teacher, after discussing the student's progress, will make recommendations to the parents. The final decision is the responsibility of the parents. G#5310.1

Holy Rosary School acknowledges the parents' right as first teacher of their children to make this decision. We also firmly believe that absence from school is learning missed and difficult to reconstruct. So we ask that students make up what work they missed to the best of their ability upon return to school.

4/2009

## **Fundraisers or Family Projects to help you earn fundraising dollars**

Each family is suggested to earn \$500 fundraising dollars per year!

**ALL VOLUNTEERS WHO ARE IN CONTACT WITH STUDENTS MUST COMPLETE THE SAFE ENVIRONMENT and Background check. See page 11**

**1. Selling Raffle Calendars**— We have new calendars printed every year and sell them for \$25 each. Buyers are eligible for daily cash drawings. Winners may win \$25—\$500! You can also win more than once. The calendars will be distributed before Easter to sell. The raffle begins July 1 and ends January 31. \$10 per calendar sold/\$500 per chairperson

**2. Marathon—September & October** - The Annual Marathon for Nonpublic Education is to raise funds for our school. Students, parents, teachers, and friends will seek pledges and walk, bike, roller blade or jog 11 miles around Big and Little Detroit Lakes. Students receive pledge sheets and visit, call, or write their family and friends to explain their participation in the marathon, which is to raise money for our school. Our Marathon Kick-Off day is the beginning of September and parents are welcome to attend. Students receive great prizes! All money that is pledged is credited toward the student's commitment. Helping the day of the event by working at various jobs such as patrolling, serving luncheon, clean-up, registering marathoners, helping collect and distribute prizes, and helping to count money, and helping with the Kick-off or at the Awards. Our goal is to raise over \$30,000! 1 per \$1 pledged/ \$10 hour worked/\$500 per chairperson

**3. Spring Interlude Dinner/Auction/Dance**—Each year we hold the annual “Spring Interlude” fundraiser for our music and the art programs for the parish and school. Taking place in the spring of the year, the events consist of a dinner, auction, raffle, and dance. Tickets are \$50 per person and entitle the buyer to a wonderful meal, a chance to the grand prize (which can be a cash prize and/or a great vacation), plus a night of entertainment. Our goal for this year's Spring Interlude is \$40,000! Join in the fun and help with this great event.

\$10 per hour/ \$500 per chairperson

### **4. Parish Festival – August**

This is the biggest event of the year for our parish. This event is held at the City arena and usually begins with an outdoor Mass. The day proceeds with games, bingo, raffles, wonderful selections of food, and a huge auction. There's something for everyone! It takes a lot of people-power to make this a success.

\$10 per hour/ \$500 per chairperson

### **5. Scrip Program**

Scrip is a nation wide fundraiser in 46 states. We are able to purchase gift certificates at a discount and resell them at full face value. The school retains the profit from the gift certificates. This fundraiser does not cost anyone a cent more than they already spend. The only difference is they shop with gift certificates instead of cash. So, if you are planning to go shopping or need a gift for a friend, stop by the parish office or complete the order form to purchase your certificates. Example purchase a \$100 gift card for Kmart and Holy Rosary receives 10% (\$10). Purchase a \$100 gas card for Holiday Gas Station and Holy Rosary receives 5% (\$6).

### **6. UPC Codes from “Campbell's”**

### **7. UPC Codes from “Our Family”**

### **8. Box Tops for Education Labels**

### **9. “We Care” Central Market Grocery Receipts**

The Campbell's program donates school supplies and equipment. Our Family products donates 5 cents per label. Box Tops donates 10 cents per box top. Central Market donates 1% cash of every receipt total. We need new chairpersons almost every year to take over these jobs.

#6- 9—\$500 per chairperson.

**10. Playground, Lunchroom, Lunch Server Volunteers** Help supervise the students during recess or lunchroom. Help the cooks serve lunch. **1 hour per day, 1 or more days per week, your choice!** 11:40 a.m. - 12:30 p.m. for playground and 11:15 a.m. - 12:15 p.m. for lunchroom \$10 per hour/\$500 per chairperson

### **11. Christmas Program - December**

Every December we have a wonderful performance by the entire school. This performance has many areas of production needing volunteers to assist with costumes, scenery, refreshments, etc.

### **12. PTO Palm Sunday Spring Breakfast—March & April**

A delicious meal of breakfast brunch, muffins, and fruit is served. Breakfast is served after the 9 a.m. and the 11 a.m. Mass.

\$10 per hour/\$500 per chairperson

### **13. Scholastic Book Fair – March or April**

Workers are needed to help set up, sell and put away.

*\$10 per hour/\$500 per chairperson*

### **14. PTO Teacher Appreciation**

The PTO (Parent-Teacher Organization) appreciates our teachers for their commitment to Holy Rosary Catholic School. Each year something special is planned to appreciate our teachers.

\$10 per hour/\$500 per chairperson

### **15. Volunteer Work**

Coaching sports, School Board member, PTO Board member, secretarial or classroom help, volunteer driving, any other family donation of time, talent, or treasure. \$10 per hour/\$500 per chairperson

**16. Recruit a family to Holy Rosary School and automatically earn \$100.**

Please complete form in school office for verification. \$100 per family

**17. Holy Rosary School/PTO Yearly class assigned events**

In an effort to involve a greater number of parents and teachers in the Holy Rosary School Parent Teacher Organization (PTO), we have assigned certain school events to be organized by specific grades. Being a member of the PTO and participation in these events is an integral part of belonging to the Holy Rosary School family.

**Parents are responsible for helping with the event that has been assigned to their child’s grade level.**

**Opening Liturgy (1st week of school) - Grade 3**

**Lenten Soup Supper— Grade 2**

**Pumpkin Liturgy (Halloween) - Grade K and 5**

**Closing Liturgy Celebration— Grade 4**

**Christmas Program Reception— Grade 1**

**Palm Sunday Breakfast— Grade 6-8**

\$10 per hour/\$500 per chairperson

**18. Pie Sale – November**

Parents, relatives, and friends get together for a 3-day pie baking adventure. Delicious apple and pumpkin pies are made and sold to people throughout the community. It takes a lot of help to make this a big success. Sign up to work a shift or two. Most of the ingredients are donated. Pies sell out fast so get your order in early. This is a great way to meet families in our parish and school. \$10 per hour/\$500 per chairperson

**19. Yearbook Chairperson**

Knowledge with Adobe Illustrator or can be trained.

\$10 per hour/\$500 per chairperson

**Appendix A      Discipline Report to Parent/Guardian**

**WORK** \_\_\_\_\_ has been done well.      \_\_\_\_\_ has not been completed.

**Comments:**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher/Supervisor: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RESPECT**      \_\_\_\_\_ has been very respectful      \_\_\_\_\_ has not been very respectful

**Comments:**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher/Supervisor: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BELONGING** \_\_\_\_\_ has been friendly      \_\_\_\_\_ has not been friendly

**Comments:**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher/Supervisor: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B      Dress Code Report to Parent/Guardian**

**Date** \_\_\_\_\_

**Dear** \_\_\_\_\_

Your student, \_\_\_\_\_ came to school with the following inappropriate clothing:

Circle all that apply

- 1. Unsuitable physical education clothing: \_\_\_\_\_
- 2. Clothing inappropriate for the weather: \_\_\_\_\_
- 3. Short, skirt, dress, too short.
- 4. Clothing with inappropriate pictures, numbers, words, and/or body references.
- 5. Clothing with poor attitude.
- 6. References/label promoting alcohol, cigarettes, or drugs.
- 7. Other \_\_\_\_\_

The following action was taken in addition to sending this note home:

- 1. Verbal reminder.
- 2. Changed into clothing provided by the school.
- 3. Other \_\_\_\_\_

Please sign and return to the school by \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Teacher Signature** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# HOLY ROSARY CATHOLIC SCHOOL

## Handbook Statement

Holy Rosary School is dedicated to providing an atmosphere, which promotes excellence in academics and a family feeling of security.

This handbook clarifies the policies and procedures in which this atmosphere is created. As a new school year begins we ask that each family read and discuss these policies and procedures. If you are questioning any aspect of the handbook, please contact the principal at 847-5306.

Please return the lower portion of this page to the school office when you have completed the reading and have had your questions answered. Thank you for your prompt response.  
Policy #2510

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\_\_\_\_ I/We have received and read the Holy Rosary School Handbook.

\_\_\_\_ I/We are aware of my/our financial responsibilities to the school both through tuition and the fund raising credit commitment.

\_\_\_\_ I/We are also familiar with and support the policies and procedures of Holy Rosary School.

\_\_\_\_ Date \_\_\_\_\_

**Signature of Parent/Guardian**

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**Signature of Student (s)**