

Rosary Catholic School

PARENT/STUDENT HANDBOOK
2021-22



1919 NW 18th
Oklahoma City, Oklahoma 73106
(405) 525-9272
www.rosaryschool.com

OUR MISSION STATEMENT

The mission of Rosary School is to live as Jesus did, so that we as a community may LOVE, LEARN, and SERVE as His disciples in the world today.

ROSARY SCHOOL PHILOSOPHY

Of the educational programs available to the Catholic community, the Catholic School affords the fullest and best opportunity to realize the four-fold purpose of Christian education among children. (US Catholic Bishops)

Rosary School exists to proclaim the message of Jesus through the school community, where children, parents and teachers strive to grow as disciples of Christ in loving service to each other and the world, as we worship the Lord. Although parents are the primary educators of their children, the faculty's purpose is to sustain and reinforce parental efforts while integrating Gospel values and stressing basic academic skills.

Rosary School Colors: Blue and White

Rosary School Mascot: Bulldog



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2021-2022 Covid Protocols and Procedures will supersede this handbook.

ACCREDITATION

Rosary School is fully accredited by the Oklahoma Conference of Catholic Schools Accrediting Association which is recognized by the State of Oklahoma. The administrator and teachers are certified and hold valid Oklahoma certificates. The Archdiocesan Office of Religious Education further certifies teachers of religion. In addition, the school meets the standards and policies of the Catholic School Office and the School Advisory Council.

ADMISSION

An enrollment fee is required of all students to reserve placement at Rosary Catholic School. Completed application forms are required before the first day of school. Along with these application forms, prospective students must also submit the most recent report card, any record of an IEP, and a copy of standardized test information. A recommendation from a principal/or teacher may also be requested. Upon review of these records, admission testing may be required. Once admitted, new students must submit a birth certificate, Baptismal and immunization records. All new students are placed on a six-week probationary period in which to prove himself/herself both socially and academically. At the end of this period, the classroom teacher and the principal will determine whether the school meets the needs of the child.

Non-Discriminatory policy

Rosary Catholic School does not discriminate on the basis of race, color, sex, ethnicity, national origin, or disability in the administration of its educational policies, or athletic and other school-administered programs, including student admission.

Financial Obligations

Tuition is collected through Smart Tuition Payment Plan. The tuition payments will be made in 10 monthly payments, (August to May). Monthly payments will be debited by Smart Tuition on the 5th, 20th or the 30th, according to the date you select on the Smart Tuition form. For more information about the tuition program, please call the school office at (405) 525-9272.

Registration

Pre-registration for the next school year for current students is held in March. A non-refundable registration fee is due at this time. Students who decide to relinquish their placement before the onset of the next school year should notify the school office as soon as possible in order that a new applicant may fill the vacated position.

Children entering the Early Childhood Program must be 3 years old on or before September 1st of the current school year. Those entering Preschool must be 4 years old on or before September 1st of the current school year. Those entering Kindergarten must be 5 years old on or before September 1st of the current school year. Children entering First grade for the first time must be 6 years old on or before September 1st of the current school year.

Kindergarten students may be required to take a readiness assessment before being considered for admittance. A charge for the testing will be assessed for those new students.

Families must be up to date with tuition payments before their registration for the next school year is accepted. If tuition payments have not been paid in full, then their registration will be placed on the waiting list and that slot will then be opened for new students. It is the responsibility of each family to inform the school office and Smart Tuition of any address change.

Transfer

Students who withdraw will need record transfers and must make the request to the office. Records will not be transferred with outstanding debt. Families, who registered in March and are withdrawing students from June to the first day of school, will be charged three months of tuition for the current school year. After the 1st day of school, tuition will be owed for six months. Once the 2nd semester has begun, no tuition will be refunded. The tuition for the remainder of the year will be due, unless specific requests have been made and agreed upon with the pastor and principal.

Tuition

St. Francis of Assisi Church Parishioner Rate:

- Active, registered members of St. Francis Parish for at least a year
- These families must attend Mass every weekend and support the parish by using the church contribution envelopes, which will verify Mass attendance, regardless of the monetary contribution.
- Records of Mass attendance will be checked quarterly by the pastor. If attendance is found not to be consistent, tuition rate will automatically be increased to the Non-Parishioner rate.

Members of another Catholic Parish Rate:

- Catholic families who are registered members of a Catholic Archdiocese of OKC parish.
- The Parish Participation Form must be completed and signed by their pastor.

Non-Catholic Members Rate:

- Families who do not attend a Catholic church

ASBESTOS INFORMATION

Rosary School is in compliance with the provisions set forth in the Asbestos Hazard Emergency Response Act (AHERA). The inspection for asbestos under this act has been completed and the results are contained in the Management Plan that is in the school office for review at your convenience. Copies of the plan may be reproduced for a nominal charge.

ATTENDANCE

Students are expected to arrive on time for school. The school doors open at 8:10 a.m. No students are allowed on campus before 7:45a.m. All students who arrive between 7:45 a.m. and 8:10 should immediately go to the gym where they will be supervised by faculty members and dismissed for classes at 8:10 a.m. Students are not permitted to wait outside without a parent/guardian. Students arriving after 8:20 should report to the office and will be counted tardy. After three tardies, a fine of \$2.00 per tardy will be assessed.

Students may not leave the school campus without permission. Parents may sign their children out for lunch during the regularly scheduled lunch period through the school office. Parents may not check out students other than their own children without written permission.

If leaving early, students will be signed out through the school office only when the parents arrive. Students are dismissed at 3:15 pm. Students not picked up by 3:30 p.m. will be taken to Kids Club at the parents' expense.

Absences/Illness

Please notify the school office, 525-9272, by 10:30 a.m. if your child is going to be absent for any portion of the school day, including arriving late or checking out early. For the safety of students, if the office does not receive a call, a parent or guardian will be contacted. If your child is running a fever, throwing up, or is too sick to go out to recess, please keep them home. Your child must be fever free and symptom free without medication for 24 hours before returning to school. A student who is absent due to illness, cannot attend any extra-curricular events that evening.

Parents are advised to schedule routine doctor and dental appointments before and after school or during holiday/vacations.

All Catholic schools in the Archdiocese of Oklahoma City are required to comply with the current compulsory attendance regulations as determined by the state of Oklahoma. This includes pre-kindergarten and kindergarten students (School Laws of Oklahoma, Section 229, 2002). According to state statute, students must be in attendance for 80% of the school year. A student that accumulates an excessive number of absences, (10 or more per semester), is subject to retention, or may be required to receive tutoring and/or attend summer school as a condition for promotion.

Make-up Work

Regardless of the reason for absence or tardiness, it is the student's responsibility to make up any work missed during the absence period. Teachers are not required to write advance lesson plans and therefore students must request make-up work on their return.

Tests missed due to absences will be taken on the day the student returns unless they were absent one or more days before the scheduled test date. Students will be given the number of absent days plus one additional day to make up work. Projects and tests that have been previously scheduled do not fall under the make-up work guidelines. Students absent due to illness for an extended period should work out an agreement with the teachers about making up the missed work.

AFTER SCHOOL CARE

Kids Club is open Monday through Friday from 3:15-6:00 p.m. Parents who have not signed their children up for the program, but pick them up after 3:30pm, will find them at Kids Club and will be charged for that Kids Club service time.

Children must be picked up by 6 p.m. There will be a late charge of \$1.00 for every minute that a child is left after 6 p.m.

The Kids Club Program is not open on the calendar days where the school is closed.

Drop-ins are accepted, by prior arrangement with the director. Students attending Kids Club must follow the same rules, policies and procedures as they do during the school day. Additional information can be found in the Kids Club Policy Book.

CAFETERIA

The cafeteria serves breakfast from 7:45-8:10 a.m. and lunch during the school day. We participate in the National School Lunch Program and follow the guidelines for a healthy, well balanced meal. Breakfast includes whole grains, fruits, protein, juice & milk. Lunch consists of at least 2 oz. protein, several fruits, vegetables, whole grains, and 1/2 pint of milk. We also participate in the Farm to School program, and use local fruits and vegetables as often as possible.

The Local Wellness Plan is on file in the school office, and sets goals each year for improving wellness, including wise nutritional choices.

No soda can be brought into the school or cafeteria.

Free and reduced meals are available for those who qualify. Families can apply for Free and Reduced lunch at any time during the school year, as needs change. Confidentiality is maintained. Information regarding this program is available at Round Up and will also be sent home the first week of school.

Monthly menus are distributed to all students and are also available on our school website. Parents are encouraged to have lunch with their children. Please call the cafeteria before 9:00 am to reserve a meal.

Parent volunteers are needed daily. Please call the director at 525-2626, or email cafeteria@rosaryschool.com with any questions.

Parents who wish to purchase lunch tickets should do so before 10:00 a.m. in the cafeteria or send a check to the school office, in a labeled envelope. You may also pay online at Payforit.net. Call the cafeteria for your student's Cafeteria ID number (needed to register)

Meals must be paid for in advance. A late fee will be assessed when meals are charged.

CARE OF BOOKS, EQUIPMENT, PERSONAL POSSESSIONS

Students are expected to take care of their textbooks and will have to replace damaged or lost books.

Writing on books, workbooks, notebooks, desks, walls, or learning materials is not acceptable. The cost of repair for any damage at school will be the responsibility of the child and/or parents. Liquid paper is not allowed at school. Students should respect the school grounds by not damaging plants or defacing the exterior of the buildings.

Cell Phones

Cell phones are to be turned into the classroom teacher upon arrival to school and will be returned to the student at the end of the school day. If any emergency call is to be made, the office phone is available. Any cell phone found in the possession of a student during the school day will be given to the principal and returned to the parents/guardians. The second time a student is found with a cell phone, the student will be suspended for one day. The administration reserves the right to search a confiscated cell phone.

Handheld Electronic Devices

Handheld electronic devices are not allowed. If a parent or guardian feels one is necessary for an after-school event, then it is to be turned into the classroom teacher upon arrival to school. It will be returned to the student at the end of the school day. Any electronic device found in the possession of a student during the school day will be given to the principal and returned to the student on the last day of school.

Collection of Monies

Any money sent to the school should be placed in a sealed envelope with the child's name, grade, and the amount enclosed, and the purpose for which it was sent. Money may not be left in desks or any accessible place in the classroom. Students are discouraged from bringing large amounts of money to school and should only bring money necessary for lunch, field trips, etc.

CARPOOL PROCEDURES

Drop-off and pick-up procedures must be followed for the safety of everyone. Please refrain from using your cell phones in the carpool lanes. Be extremely cautious when driving on the school grounds. The speed limit is 5 MPH. Patience and cooperation in following the plan recommended by the Oklahoma City traffic engineer will result in a safe, organized, quick drop-off/and pick-up of our children.

- Cars must come in off of 18th and Indiana. Do not park on 19th Street. Do not use Kentucky (park or drive) at all.
- Cars will proceed west on 18th Street and pass beside the church.
- All cars enter the school grounds at the west entrance in front of St. Clare Park. You may not turn left into the parking lot from 3:00-3:30pm.
- In the morning, parents may park and walk their child in. If you are walking your child in, park along the fence. Parked cars will exit on 18th Street in front of the church.
- In the afternoon, parents will not be allowed to walk up unless you live in the neighborhood and have permission from the administration. If you are walking, please stand next to the statue of Jesus and wait for a teacher to greet you. All other parents must stay in their cars and follow the cones in the parking lot.
- Carpool cars should move along the lane of cones as the children are dropped off/picked up in front of the school/sidewalk. Crossing guards and teachers will assist the children.

- Carpool cars will exit on the drive to Virginia. This will offer a safe pick up and drop off and will assist our neighbors' access into their driveways.
- You may not drop-off or pick-up your child on 18th or 19th Streets or in the small parking lot southeast of school/church. The only place you may pick up your child from is the carpool line. This will ensure that every child is safe and checked out correctly.
- If your child walks home, you must fill out the permission slip prior to them walking home. The child must check out with administration before they leave campus.

THE CHILD ABUSE PREVENTION AND TREATMENT ACT

Rosary School abides by the Child Abuse Reporting and Prevention Act of 1974. This federal legislation requires teachers and coaches to identify children suspected of being abused and exempts those who report or investigate or participate in judicial proceedings from any liability, civil or criminal, that might otherwise be imposed.

CHRISTIAN DUE PROCESS

All students are entitled to Christian Due Process. Any child who has been offended or hurt in a matter that requires reporting to a teacher or the principal will be treated in the following manner:

1. Children report what he/she/they feel has happened to them.
2. Children offending them report what was done in the presence of the offended person(s) and in the presence of the teacher or principal.
3. Teacher or principal, whose decision is final, acts as an impartial tribunal and decides how the situation will be handled.

STUDENT BEHAVIOR

The faculty, staff, and administration are committed to helping the students develop self-discipline through guidance, patience, prayer and understanding. Self-discipline requires that the students know what is expected in terms of attitudes, behavior, performance, and learn to accept responsibility for his/he own attitudes, behavior and actions. Self-disciplined students demonstrate the ability to wait, delay impulsivity, and to choose to do what is right even when no one is looking.

Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. The following principles will guide teachers and the administration in discipline situations:

- Students should be allowed to solve the problems they create in their own way, provided the solution does not make a problem for others.
- Students should learn that breaking the rules results in the loss of privileges.
- Students should face consequences instead of punishment whenever possible.
- Students should not see the adult as the source of their problems during a disciplinary action.
- Discipline should be considered an opportunity for personal growth rather than a bad thing that should never happen.

Off Campus Behavior

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

Expectations

Students need to be prepared for their best work at school, including

- Getting needed sleep and nutrition to meet the demands of the educational program
- Arriving on time to get prepared for morning class
- Having homework completed on time
- Abiding by the dress code
- Abiding by the school and classroom procedures and rules
- Avoiding any use of alcohol or drugs
- Respecting the rights of others and avoiding peer pressure to do the wrong thing

Respect

- Be honest, fair and polite to teachers, parents, classmates, and self
- Be kind to others
- Be aware of other's right to a good name and reputation
- Care for others' personal safety and property
- Be respectful to adults and to other students

Honesty

All students are required to submit their own work and not assist any other student by giving answers or allowing them to copy their work unless approved in advance. Procedures for addressing any violations will be distributed to students in grades 5-8 and teachers in lower grades will address any concerns that arise appropriate to that student.

COMMUNICATION

Rosary's website is www.rosaryschool.com. Parents will be notified via text and emails using RenWeb Parent Alert. Rosary has a Google Calendar. You may access this calendar through our website. Rosary also has a Facebook® page, which includes timely information.

Class newsletters and "The Bulldog", (a school wide newsletter) will be sent via a RenWeb email every week.

Online grades, using RenWeb are available for grades 1st through 8th grade. Parents and students may see their grades from homework, projects, tests, and quizzes.

Students in grades 2-8 will use planners. The students are responsible for filling in their planners daily with daily assignments and tests. Parents need to review these daily.

CONCERNS

The principal of the school serves as the primary administrative leader under the direction of the pastor and following Archdiocesan policies. The principal's responsibility is to lead the school and make sure all policies and procedures are followed. Any concerns should first be addressed to the teacher involved. If unsatisfied with the response, parents should

contact the principal. The pastor should be contacted only as a last resort in the event that a satisfactory conclusion cannot be reached.

CURRICULUM

The traditions and teachings of the Catholic Church and the values of Christian living permeate the school day. This high priority is expressed through worship, prayer, religious education classes, and the general climate of the school.

Rosary School offers a balanced academic curriculum that includes the following subjects in grades Early Childhood through 8th grade:

Religion	Science	Art	Reading	Social Studies
Library	English	Computer	Physical Ed.	Spanish
Spelling	Math	Music	Handwriting	

Students in grades 6-8 participate in electives, which include a variety of subjects to learn. Preparation for the Sacraments of Reconciliation and First Communion takes place in second grade.

Students also have opportunities to extend the challenge of the curriculum by participating in competitions such as a Spelling Bee, Science Fair, Speech Tournament, Children's Choir, and the Track Meet.

Assessment

- Kindergarten - A developmental test may be administered for the purpose of assessing maturation level and readiness status.
- Grades 2-8- NWEA MAPS Test (September, January, and May)
- Grade 8- STS High School Placement Test (in the fall)

Additional testing for students who may be experiencing academic or emotional difficulties may be required. This testing will help parents and teachers plan a learning program best suited to the needs of the student. It may be obtained through qualified, professional personnel at the parents' expense or at no cost through the public school district in which one resides.

Grading Scale (1st through 8th grade)

Conduct/Study Habits	Academic Areas
E-Excellent	A- 93-100 Excellent
G-Good	B- 85-92 Above Average
N-Needs Improvement	C- 75-84 Average
I- Improving	D- 69-74- Below Average
U-Unsatisfactory	F- Below 68 Failure

On-line Grading

Grades are available through RenWeb to parents/guardians and students. Please check any comments as well, which may include missing assignments and work quality. Grades will be updated at least once per week.

Homework

The purpose of homework is to develop organizational skills, review important concepts, and enrichment. It is the student's responsibility to see that any homework is completed on time and returned to school by the due date. Participation in outside activities cannot be an excuse for incomplete or missing assignments.

Keep in mind that individual children work at different rates of speed. Individual interests, capabilities, and backgrounds affect the time spent and the quality of the work.

Students may have homework every day. Your child's teacher will provide information regarding the general amount. If your child seems to be spending excessive time on homework, or is not bringing work home, contact his/her teacher.

Honor Roll

Students in Grades 6-8 qualify for the Pastor's Honor Roll by earning A(s) in all subjects. To qualify for Principal's Honor Roll, students in Grades 6-8 must have A(s) and B(s) in all subjects.

Late Work

Late or missing assignments are subject to the late work policy. Students will receive a loss of points based on grade level the first day an assignment is missing. Late work is subject to a zero two school days after the assignment is entered in Renweb.

Student Progress

In addition to online grades through RenWeb, report cards will be available online after the quarter ends.

Parent-Teacher Conferences are required at the end of the first quarter to discuss your child's progress. Additional conferences may be arranged as the need arises. The fall conference substitutes for the first quarter Early Childhood report card.

Parents should email the teacher to schedule a meeting. This will enable the teacher to gather pertinent information for the scheduled conference. Except in emergencies it is unfair to expect teachers to hold impromptu conferences. Parents should never interrupt a class to talk to a teacher. Please do not contact teachers at home.

Summer School

Students who fail one or two core subjects will be required to complete a pre approved credit recovery program. If a student fails more than two core subjects, they will be retained.

CUSTODY ISSUES AND OPEN RECORDS

If separated or divorced parents cannot agree on visitation and/or custody issues and this disagreement unnecessarily involves Rosary School and creates disruption, the school may require parents to make other arrangements for the education of their child. It is better to have matters settled at the beginning of the school year than to wait for a conflict to arise. The school should not be used as a place for parental visitations.

In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information

regarding the child upon their request. If there is a court order specifying that there is no information to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

DISCIPLINE

Discipline is handled in an age appropriate manner. Any serious or continued misbehavior will result in a conference with the student, teacher, parents and principal.

In grades ECH, Pre-K and Kindergarten the child is redirected and if necessary a "time out" is given.

In grades 1-8, checkmarks are given for behavior problems. Checkmarks will be noted in RenWeb. Consequences for a check mark may include loss of recess, cleaning cafeteria tables, or other consequences given at the teacher's discretion.

The administration and faculty will expect complete parental cooperation in matters pertaining to correction of inappropriate behavior. Parents who refuse to cooperate with the school in this effort may be asked to withdraw their child from Rosary School. Any parent or student who disparages the name of the school, the students or the faculty will meet with the principal and pastor. If an agreement cannot be reached and the problem stopped, then the family may be asked to leave Rosary. Any student charged in a crime will be placed on home study until settlement of the case. At that time a decision will be made about continued enrollment in consultation with the parents, principal, and pastor.

Suspension

If a student receives 5 check marks in a week or 3 in a day, the student will be suspended. If more than one suspension is earned, additional consequences will be discussed with the parents.

The following are serious offenses on or off campus that may warrant suspension from school:

1. Frequent conduct unbecoming a Christian student
2. Incurable or disruptive behavior which impedes the progress of the rest of the class.
3. Having a chronic defiant or hostile attitude
4. Use of profanity, verbal abuse, obscene gestures or conduct
5. Leaving school grounds without permission
6. Possession or sale of weapons, ammunition, explosives, drugs, vapes, or controlled substances. Spray cans, knives, and any other "tools" that could be harmful to self or others are considered weapons.
7. Vandalism, theft, or cheating
8. Infliction of or threatened physical injury to another person or to self
9. Verbal or physical harassment, bullying or threats.
10. Internet or social media harassment or bullying of a Rosary student, staff or faculty member, athletic coaching staff or school administration, or any behavior that is not conducive to our Christian behavior.

- A student under disciplinary suspension is not allowed to participate in any Rosary event while under suspension.
- Students who are suspended “in house” will receive 50 % on all work. Students who receive “out of school” suspension will receive 0% on all work.
- Students who receive “in-house” suspension must complete all assignments missed during the period of suspension.

Expulsion

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal. Expulsion, the permanent termination of a student's enrollment, is a sanction that should be invoked rarely, as a last resort for clear and serious cause.

The principal is the final recourse in all disciplinary situations.

EMERGENCY PROCEDURES

Fire, Tornado, and Crisis Drills

These drills shall be conducted regularly.

The principal and teachers will stress the safe execution of each drill in a brisk, quiet, and orderly manner.

Fire Drill Procedure:

Children will exit to the designated area in silence. Once there, they will form lines perpendicular to the building and wait silently. The teacher will call roll.

Tornado Drill Procedure:

Children will move in single file to the designated area (Safe Room) in silence. Once there, they will sit with heads down and hands over their neck for protection as roll is called. Silence is expected throughout the drill.

Crisis Procedures:

Students will practice lockdown procedures several times during the year, in their classrooms and outside locations. If circumstances demand, a lockdown of the campus will be done and the students will remain inside under faculty and staff care. If an evacuation from the school is necessary to an enclosed site, then the students will be transferred to St. Francis of Assisi Church. If evacuation is appropriate to an outdoor site, then the fire drill evacuation will be followed.

FIELD TRIPS

Field trips are scheduled as learning experiences during the school year to enhance the curriculum and expose our students to cultural opportunities, community service, the resources of the community, and to enhance specific units being taught. These are privileges and may be limited to those students with satisfactory class work and self-discipline.

A field trip form must be signed by a parent/guardian for any field trip in which students leave the school grounds. There are no exceptions to the written requirement.

An adequate number of parents must help chaperone the students. Drivers must complete the Archdiocesan Safe Environment program which includes a background check, training, and show proof of current insurance on their vehicles. All students must wear seat belts. Please follow the Oklahoma State Car Seat Law, and provide a car seat if needed. No stops may be made en route to and from the designated field trip site. Children, other than class members, may not accompany the field trip as it detracts from the supervision of the school children. Please do not ask the teacher to make exceptions. Under no circumstances, can a parent take pictures of the students on a field trip and post them on any social networking site without the permission of the parents. NO pictures may be posted during a field trip.

FUNDRAISING

Rosary School has scheduled fundraising projects. Oktoberfest and the Rosary School Auction are examples of the fundraisers that Rosary School offers our school and parish families. No orders, products, or signatures may be solicited on the Rosary School campus without approval of the school office.

GANG/CLUB ACTIVITY

It is the policy of Rosary School that membership in secret fraternities, sororities, other clubs or gangs not sponsored by Rosary School, its established agencies and organizations, is prohibited.

The use of hand signals, graffiti or the presence of an apparel, jewelry, accessories or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or other attributes are forbidden.

GRADUATION

Eighth grade students must have met all financial obligations by the end of the first semester to participate fully in the special events of graduation. The Graduation ceremony and the Light of Leadership ceremony (7th graders) will be held on the last day of school at the school Mass.

Graduation Dress Code

Because Graduation takes place as part of a religious ceremony, certain dress indicates a respect for the Blessed Sacrament.

Mass Attire:

Gentlemen: Dress Shirt
Dress slacks
Dress shoes (no tennis shoes)

Ladies: A Sunday dress
Dress shoes

In order that there is no misunderstanding about “Sunday dress”, the following is given for explanation:

No evening, prom, cocktail or “after 5” dresses
No strapless dresses or dresses with spaghetti straps.

No low-cut necklines or backless dresses.
No dresses that are more than 2.5 inches above the knee.
No shoes with heels more than 3 inches high.

Graduation Party

Rosary School does not host a graduation party. 8th grade parents plan and chaperone this event. All adults must follow the Safe Environment codes. No drinking of alcohol by adults or students will be tolerated.

HARASSMENT/INTIMIDATION/BULLYING SEXUAL OR PHYSICAL PERSONAL DISPLAYS OF AFFECTION

Any action based on lack of respect for others, including sexual and physical abuse and the creation of a hostile environment by students, faculty, and/or staff, made seriously or in jest, will not be tolerated. Harassment, intimidation, and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to interfere with the school's educational mission or the education of any student. Public displays of affection will not be allowed.

Online comments that disgrace our school, staff, administration, or our students will not be tolerated. All complaints will be investigated and appropriate disciplinary action will be imposed, including the possibility of expulsion.

HEALTH CONCERNS

Rosary School shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of hazards that may threaten or endanger the health of our children or educators.

The school does not have the services of a school nurse. If a child has a temperature, is too ill to remain at school, or if he/she has been injured, the parents will be notified.

It is essential that the school be notified in case of contagious diseases. Students displaying symptoms of a contagious disease may be excluded from the school premises after the parents have been contacted. A statement from an attending physician or from the State Health Department may be required for re-entry to the school. Please do not send your child to school until he/she is well enough to attend classes.

Accidents

Even though Rosary strives to maintain a safe environment, accidents do happen. All accidents are documented. The parent is notified in the event of an injury where additional treatment may be necessary.

Because of possible allergic reactions, the school does not apply first aid lotions or sprays. All small cuts and scratches will be cleaned with soap and water and bandaged.

Bathroom Accidents

Due to Safe Environment, if a child has a bathroom accident that requires adult assistance, a parent will be notified to come clean up their child. If bathroom accidents occur on a regular basis, a meeting with the principal and teacher will be set up. All students at Rosary must be potty trained prior to the first day of school.

Chicken Pox

If your child has chicken pox, he/she should not be back in school for 7 days from the time he/she is completely broken out. This is the least amount of time. The scabs should be completely crusted over and have no oozing or signs of infection

Conjunctivitis/Pink Eye

Students with this illness must be on medication for 24 hours before returning to school.

Diabetes

1. Every diagnosed student with diabetes must have on file: Diabetes Medical Management Plan signed by a physician.
2. When a school has enrolled a student with diabetes, the school will provide training for two adults for “Managing Diabetes in Schools”. Information on these classes can be found on the State Department of Education Website under Health and Wellness.
3. A school will work with parents and the physician to establish necessary documentation for daily insulin and glucose monitoring.
4. Each school will establish a local implementation plan appropriate for each student’s needs.
5. The school will allow the diabetic student to manage his/her care, assessment, and treatment as needed while attending school and or activities. The school will provide a private area where the student may attend to the management of his/her diabetes.
6. Liability Statement: The school, employees and any other agent of the school will not be held liable while performing and or assisting in the diabetes management plan for individual students.

Emergency Procedure Forms

An emergency procedure form is kept on file in the office. Please keep all information current. Any allergies or health conditions such as asthma, diabetes, epilepsy, severe allergies, and procedures to follow in dealing with such conditions, must be noted. It is the parent's responsibility to notify the school office and the child's teachers of any medical/physical problems of the child.

Exemption from Physical Education Class

Physical Education is an important part of the school curriculum. When a student is limited in the types of physical activities he/she is able to participate in, the parent should send a letter from the child's physician to the office.

First Aid

Minor accidents are taken care of in the office. In case of a serious accident, the office will contact the parents. If the parents cannot be reached, the emergency number on file will be used. If this number fails, the injured child will be taken to the hospital by ambulance accompanied by authorized school personnel.

Head Lice

Parents will be notified if a student is found to have lice. Parents/guardians are responsible to purchase the appropriate shampoo to rid the hair of lice and eggs. The student will not be allowed to return to school until all the lice have been removed and the possibility of infecting other students is gone. Students should not share hats, combs, coats or other items that may encourage the spread of head lice. Contact your child's physician or the Oklahoma County Health Department for assistance in treating head lice.

HIV/AIDS

Rosary follows the Archdiocesan policy regarding HIV/AIDS. Copies of the policy are available by request through the school office in the Catholic School's Policies and Guideline's Handbook, #4000.4.

Illness

Students showing symptoms of illness are released to their parents or guardians. Symptoms may include fever, vomiting, rash, pink eye, lethargy, etc. We ask that you not send your children to school when ill and please wait until they are free of fever and symptoms without medication for at least 24 hours. Children with strep throat should be on an antibiotic for 24 hours as well as fever free for 24 hours before returning to school.

Immunizations

Immunizations are required for all NEW students. Families with continuous enrollment in the Archdiocese of Oklahoma City prior to the 2017-2018 school year are accepted with their current immunization status.

Every new student enrolled in a Catholic school in the state of Oklahoma shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Oklahoma Department of Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Oklahoma.*Procedures for a Child Needing a Medical Exemption (or for students of continuously enrolled families prior to the 2016-2017 school year).

Parents are required to submit a waiver request for immunization exemptions in writing (Oklahoma Department of Health Form #216A). Parents are referred to schools to obtain

the forms. A physician must sign medical exemptions. Parents should then return the entire form to the school. School officials must review the form to ensure that it has been properly completed, is legible, and signed. A copy of the form or statement must be kept on file in the student's cumulative record and a copy must be sent to the Immunization Service for approval.

Parents should be informed that their child might be excluded from school in the event of an outbreak of a disease for which their child is exempted.

Each exemption submitted to the Immunization Service is reviewed for validity and accuracy. If the exemption is determined to be invalid, the form or statement will be returned to the school along with a letter explaining the reason why the exemption is invalid. If the exemption is valid the form is returned to the school marked with an approval stamp. The Immunization Service does not keep a copy of the exemption certificate.

Oklahoma's immunization law does not require a new exemption form to be filed every year. It is the policy of the Immunization Service to accept exemption forms filed when the child entered the school system. Exemption forms should accompany children when they transfer between schools. Schools should not keep the exemption form of a transferring student. If a student transfers into Oklahoma schools from another state, an exemption form must be completed to comply with Oklahoma law. If an exemption form has been misplaced, a new form should be completed, but if an exemption form is on file, an additional form is not needed unless vaccine requirements change for the grade level of the child, such as when new vaccines are added for students entering the 7th grade to which the student does not have a previous exemption.

If a parent needs a copy of a previously filed exemption form, they must obtain it from the school. If a copy of the original exemption is not available, the parent must complete a new form. The Immunization Service does not provide copies of previously filed exemption forms for parents.

The exemption process must be completed, approved and on file at the school prior to the first day of school or students will not be admitted.

*See *Dignitas Personae* from the Congregation for the Doctrine of the Faith.

Medication

Should a child need medication during the school day, prescription or non-prescription, a permission slip bearing instructions including the name of the medication, the amount to be dispensed, and at what time of the day it should be dispensed, should be given to the school secretary. The medication will be kept in the office and given out only by authorized personnel. Rosary staff members are not permitted to dispense over the counter medications (aspirin, pain reducers, anti-inflammatory drugs, cough drops, etc.) unless they were brought to the office in their original container with dated, written instructions from a parent or guardian. The school does not provide oral medication of any kind.

1. Please do not send loose tablets in a zip-loc bag. This applies to all over-the-counter and prescription medicines.
2. The medication must be brought to the school office to be dispensed according to the permission form. Do not send it to Kids Club or the homeroom teacher.

3. If students need to keep inhalers with them, permission must be given by the administration and a letter must be on file signed by the physician and parent/guardian. Other than this exception, students may not medicate themselves with any oral medication at any time.
4. A designated school employee/volunteer who administers medicine in accordance with specified guidelines shall not be liable for civil damages for any personal injuries incurred by the student which result from administering medicine. All staff members who administer prescribed medication will sign the name of student, medicine, date and time into the health book, found in the school office.

Meningococcal Meningitis

In accordance with the Oklahoma Senate Bill 1467, the Oklahoma Department of Health will distribute yearly information to all parents of students in Grades 6-8. The information will include causes and symptoms of Meningococcal Meningitis and the availability, effectiveness and risks of vaccination. A copy is available in the school office.

This disease is a rare, but sometimes fatal disease caused by a bacterium called *Neisseria meningitides*. Teenagers and young adults, aged 15-22 years are at increased risk because of behaviors that spread the disease. Vaccinations can prevent many types of meningococcal disease, but not all types. There are 2 vaccines available in the USA that protect 4 of 5 most common strains of the bacteria. Menactra or MCV4 is available for adolescents entering high school, (15 years of age), a college freshman, and others at risk in this age group. Please contact the Health Dept. for more information.

HOME AND SCHOOL ASSOCIATION

The Home and School Association (HASA) is intended to be a vehicle by which parents, teachers, pastor, and principal are able to collaborate with one another and thereby develop a faith community through which to teach the young by living witness. It is important for all parents to actively participate in this organization so that both home and school are united in their efforts to further the development of each individual student. The HASA general meetings are held 3 times a year. HASA organizes fundraisers that benefit Rosary School.

HOUSES

Grades 5th, 6th, 7th & 8th will be involved with our program called "Houses". Houses are designed for these students to encourage, to motivate, and to offer a positive environment for their learning. A mixture of students from each grade level will be assigned to each of the Rosary "Houses". Each week a House meeting will be held. 7th and 8th grade House leaders conduct House meetings. They work closely with the teachers to promote their fellow students to do their best, work their hardest and to live the Rosary school mission. Each "House" has been given the name of a saint and each student will learn about the life of the saint that will be their model.

LIBRARY

Quiet classroom conduct is expected in the library. Using the library is a privilege. The Maggie Mannix Library is an area set aside for story time, library skills, recreational reading, independent study, and research. Books and tapes may also be checked out.

It is each student's responsibility to return the books or tapes to the library on time. If the book is not found by the end of the quarter, the student is expected to pay the replacement cost of the book. Students with books not returned will not have access to RenWeb until their record is clear.

LITURGY and EXALT

Liturgy

Guidelines for appropriate student behavior in church are:

Classes are mixed to allow older students to sit with younger students.

Attention should be on the celebration.

No talking or playing.

Good posture is expected at all times.

Participation in responses and hymns.

Older students will work with faculty to guide younger students in proper conduct.

All students will go up at communion time.

Students who are not receiving communion are to cross their arms over their chest to receive a blessing.

Grades PK-8 attend Mass each week. It is considered the most important time that we spend together each week and provides the foundation for our school's mission. Attending Mass together, as a school, is one way that we form the faith community of our school. Each grade takes turns in preparing the liturgy. Parents are strongly encouraged and invited to attend Mass regularly with their children. It is important for the Rosary students to sit with their classes. Sitting with your child and their class is not allowed. Preschool and Kindergarten will attend Mass monthly once they are acclimated to the school routine. When a Holy Day of Obligation falls on a school day, the Mass might take place on that day instead. Parents are asked not to make routine doctor and dental appointments during the time of the weekly liturgy.

Exalt

A musical and prayerful celebration, called "Exalt", will take place each month in an all school assembly. Rosary students will be allowed to wear jeans and the red EXALT shirt for their uniform on these days.

PARENTS AS PARTNERS

It is a privilege to work with the parents, because we believe that parents are the primary educators of their children. Your personal relationship with God, with each other, and with the Church community directly affects how your child relates to God and others. Since you have chosen to enter into a partnership with Rosary School, we trust you will be loyal to this commitment. As partners in the educational process, we ask parents to set rules, times and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and gets picked up on time at the end of the day
- Is dressed according to the dress code

- Completes assignments on time
- Has a lunch ticket or brings their lunch each day

We also ask that parents:

- Actively support the religious and educational goals of the school
- Obtain the necessary Safe Environment certificate and volunteer
- Support and cooperate with the disciplinary policy of the school
- Treat teachers with respect and courtesy in discussing student problems
- Provide students with the tools and equipment needed for their assignments
- Actively participate in school activities and complete Time and Talent responsibilities
- See that the student pays for any damaged or missing school property
- Notify the school office and update RenWeb with any changes of address or important phone numbers
- Meet all financial obligations to the school
- Inform the school of any changes in the student's well-being, safety and health
- Complete and return to school any requested information promptly
- Read school notes and newsletters and show interest in the student's total education

PET POLICY

Individuals with a documented need for a service animal or service animals as employed by the school are welcome on the school campus and at school-related activities. All other pets or animals are not allowed on the school campus at any time unless for an administration approved activity. Administration approval is only intended for events in which the presence of animals encourages the learning process or specific, church sponsored pet blessings. Pets or other animals are not allowed on any school field trip or other school sponsored event, including school-sponsored social events.

RECORDS REQUESTS

Prior to 8th grade, should parents consider a transfer to another school, a meeting with the principal will be required before records are sent. Letters of recommendation will only be provided for those students completing the eighth grade. The school reserves the right to make a charge for copies for forwarding records. Rosary School will deny copies of records if the student has unpaid financial obligations to the school.

RETENTION RULES AND REGULATIONS

If both principal and teacher feel that retention is appropriate but the parents/guardians do not, then the student will be transferred to the next grade. If the parent or guardian insists on transferring to the next grade level, a written agreement will be signed by parents/guardians that a six-week trial period will occur the next school year. The parents/guardians must state in writing that they do not accept the school's recommendation and that they accept responsibility for the outcome. The letter will be placed in the student's permanent file. Additional testing or evaluation may be suggested to assist with the decision. If the student is still failing in the new grade at that time, the principal will make the final decision regarding a return to the previous grade. The principal reserves the right to require retention if deemed in the student's best interest. Should the same

recommendation of retention be made in any subsequent year, the student must be retained in their current grade or placement in another educational setting (in another school) will be required.

SAFE ENVIRONMENT CERTIFICATE

A Safe Environment Certificate is required of every adult that will be involved with children. If you wish to help with field trips, parties, classroom support, sports, scouts or any of the school events, you will need to obtain this certificate. Please contact our Safe Environment Facilitator at (405) 528-0485, to register for one of the video showings and to begin the training process.

SCOUTING

There is an active scouting program beginning with Daisies and Tiger Cubs and continuing through Cadet Girl Scouts and Boy Scouts. Meetings are held at Rosary School. Please check with the school office for more information about our Scouts Program.

SPECIAL OCCASIONS

Students celebrating a birthday may bring a small treat to school to be enjoyed during their lunch time. Please make sure the treats are pre-cut and easily served. Please notify your child's teacher as to the day you plan to send treats. Floral arrangements, balloons, and/or gifts should not be delivered to school for birthdays, or other special occasions.

Invitations to parties may be distributed at school only if all of the students in a class receive one. If a child wishes to have a party without inviting the entire class, then the invitations can only be mailed out by the parents. Invitations may not be passed out at carpool.

The homeroom parents plan homeroom parties for special times of the year. Halloween, Christmas and Valentine's Day parties are held in the classrooms. Parents may volunteer to help with these class parties. Under no circumstances, can a parent take pictures of the students during a class party and post them on any social networking site without the permission of the parents. NO pictures may be posted during the class party.

SPORTS

Sports are coordinated by an Athletic Commission in coordination with the Administration. Volunteer parents coach the Rosary School teams. All coaches must complete the "Play Like A Championship" training. Contact the school for information. All Rosary School students play sports at their own risk.

Rosary offers a variety of sports activities for the students. K through 8th graders play soccer and basketball. 4th through 8th graders play volleyball. K through 8th graders have track. 7th and 8th graders work with football programs offered through Mt. St. Mary High School and Bishop McGuinness High School.

A student's positive scholastic achievement and classroom attitude are essential for participation in Rosary extracurricular activities. A student who is suspended from school is not allowed to participate in any Rosary event while under suspension.

Under no circumstances, can a parent take pictures of the students during a sporting event and post them on any social networking site without the permission of the parents.

Concession Stand Requirement

Every family must work 2 hours, per child, per sport (maximum 8 hours) if their child plays a Rosary sponsored sport. A \$25.00 per child, per sport (\$100 maximum) fee is due if work hours are not completed. Time and Talent hours can be noted for the concession stand hours.

TELEPHONE

The office phone is a business phone and students are permitted to use it only in case of emergency. Forgotten homework, arrangements for after school visits with friends, or athletic equipment, etc. do not constitute emergencies.

TOBACCO, ALCOHOL, AND DRUG POLICY

The possession, use, or distribution of tobacco, alcohol, vapes, and illegal drugs are prohibited in the school or on the school grounds.

Tobacco use is prohibited anywhere on school property, 24 hours a day, 7 days a week, by any person. This policy extends to school sponsored events, including those held off-campus.

Any teacher who knows or suspects that a student is in possession of, uses, is under the influence of, or distributes illegal/controlled substances, vapes, or alcohol, must notify the principal immediately. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter. Teachers, who report such information to the appropriate school official, shall be immune from all civil liability. (School Laws of Oklahoma 1982, Sections 416, 422)

1. Students possessing, using, under the influence of, or distributing illegal/controlled substances or alcohol on campus or at a school activity will be taken to the office of the principal or an administrative officer delegated by the principal.
2. The parents will be called to take the student home.
3. The student is immediately suspended until both parents/guardians can come with the student and meet with the principal or an administrative officer designated by the principal.
4. At the meeting, the conditions for the student's readmission will be explained. The conditions could include the following:
 - The attendance of both parent and student at a Drug Education program;
 - Personal counseling for the student;
 - Family counseling, if this is indicated.
5. Students possessing, using, under the influence of, or distributing illegal/controlled substances, or alcohol on the school grounds or at a school activity for a second time may be expelled.

Uniform Guidelines

A neat appearance is important for a positive learning environment, effective discipline, and a good self-image. All clothing must be in good repair with no rips, tears, or noticeable wear and should fit properly (no oversized or undersized clothing may be worn). Please mark all hats, coats, sweaters, etc. with your child's name.

Rosary Catholic School enforces the following uniform policy for students:

MASS UNIFORM FOR BOYS AND GIRLS

All PK-8th grade students are required to wear this uniform on mass days, including Holy Days of Obligation.

- All students will wear the Oxford button down dress shirt with embroidered logo from Land's End.
- All students will wear the plaid tie from Land's End.
- Girls in PK-4th that wear a jumper do not have to wear a tie or the embroidered shirt. They must wear a white shirt to mass.
- The ties will be kept at school and worn just for Mass.
- Sweaters with the embroidered logo from Land's End may be worn to Mass. No sweatshirts or ¼ zips may be worn during Mass.

EARLY CHILDHOOD:

Students may wear play clothes. They must wear closed toe tennis shoes. Please bring an extra set of clothes to leave at school for accidents.

GIRLS:

Uniform jumpers/skirts:

PreK-4th-Rosary plaid from Land's End may be worn.

5th-8th-Rosary plaid from Land's End may be worn.

The hems of the jumper/skirt must be no shorter than 3.5" above the knee or 1 inch below fingertips when standing up straight. Modesty shorts must be worn under all skirts/jumpers even if tights are worn. If the skirt is shorter than 3.5 inches, the student must wear leggings.

Polo style knit shirts: Shirts must be unadorned, solid white or navy blue, (PreK – 8th grade), or light heather grey (5th – 8th grade). They may be long sleeved or short sleeved and must be tucked in.

Blouses: Blouses must be Peter Pan or Oxford collared and may not have colored trim or brand logos on them. They must be tucked in.

Pants/shorts: Pants/shorts must be solid navy blue or dark khaki flat or pleated-front uniform slacks/shorts (Land's End style and colors ONLY). They may not be oversized or undersized and must be worn at the waist (not hanging loose). No capris slacks may be worn. The shorts may be no shorter than 3.5" above the knee.

Socks: They must be solid black, grey, navy, or white and must be at a visible height. Socks must match.

Tights: Full length solid navy, black or white tights/leggings may be worn. Modesty shorts must still be worn under the uniform skirt. Capris, sweats or pajama pants are not allowed in the classroom.

Undershirts: Undershirts must be solid navy or white.

Sweaters: Cardigans, pullovers or vest style sweaters, in solid navy or white, may be worn over uniform shirts. Any sweater worn to Mass must be from Land's End and have the school logo.

Rosary Sweatshirts/hoodies: Only the solid navy/grey sweatshirts, ¼ zip, or hoodies, with the Chi Rho, may be worn in school. They must be worn over a uniform shirt. Hoods must be worn down when inside the school buildings. No sweatshirts are allowed at Mass.

Shoes: Shoes must be athletic style with laces. You must wear Velcro shoes unless able to tie your own shoes. Shoes must be solid black, white, grey, or blue. The only accent colors allowed are black, white, grey, and blue. Shoes may not have patterns or designs. Open toe/heel shoes are not permitted.

Belts: 2nd-8th graders must wear a solid navy, black, or brown belt with all pants and shorts. If a PK-1st grade student wants to wear a belt, they must follow the same guidelines.

Hair: Hair must be your own natural color. It must be clean and combed. Hairstyles may not be extreme in style. Hair may not hang in front of the eyes. Bows, ribbons, barrettes, or headbands must be solid white, blue, grey, black, or Rosary plaid. 7th and 8th grade students may have natural colored highlights.

Jewelry/accessories: Earrings must be one set of studs. No hoops or dangle earrings will be permitted. A simple religious necklace or one bracelet may be worn. Only watches with silent alarms may be worn. Smart watches are not permitted. No facial piercings or tattoos are allowed. Temporary tattoos should not be visible. Students may not have long acrylic or dipped nails.

Makeup: The 7th and 8th grade girls may wear light foundation, blush, thin eyeliner, mascara and nude lip gloss. No lipstick is allowed.

BOYS:

Polo style knit shirts: Shirts must be unadorned, solid white or navy blue (PreK – 8th grade), or light heather grey (5th – 8th grade). They may be long sleeved or short sleeved and must be tucked in.

Pants/shorts: Pants/shorts must be solid navy blue or dark khaki flat or pleated-front uniform slacks/shorts (Land's End style and colors ONLY). They may not be oversized or undersized and must be worn at the waist (not hanging loose). No capris slacks may be worn. The shorts may be no shorter than 3.5" above the knee.

Socks: They must be solid black, grey, navy, or white and must be at a visible height. Socks must match.

Undershirts: Undershirts must be solid navy or white.

Sweaters: Cardigans, pullovers or vest style sweaters, in solid navy or white, may be worn over uniform shirts. Any sweater worn to Mass must be from Land's End and have the school logo.

Rosary Sweatshirts/hoodies: Only the solid navy/grey sweatshirts, ¼ zip, or hoodies, with the Chi Rho, may be worn in school. They must be worn over a uniform shirt. Hoods must be worn down when inside the school buildings. No sweatshirts are allowed at Mass.

Shoes: Shoes must be athletic style with laces. You must wear Velcro shoes unless able to tie your own shoes. Shoes must be solid black, white, grey, or blue. The only accent colors allowed are black, white, grey, and blue. Shoes may not have patterns or designs. Open toe/heel shoes are not permitted.

Belts: 2nd-8th graders must wear a solid navy, black or brown belt with all pants and shorts. If a PK-1st grade student wants to wear a belt, they must follow the same guidelines.

Hair: Hair must be your own natural color. It must be clean and combed. Hairstyles may not be extreme in style. Hair may not hang in front of the eyes. Hair may not touch the collar. No facial hair is allowed. No buns or ponytails are allowed. 7th and 8th grade students may have natural colored highlights.

Jewelry/accessories: A simple necklace or one bracelet may be worn. Only watches with silent alarms may be worn. Smart watches are not permitted. No piercings or tattoos are allowed. Temporary tattoos should not be visible. No fingernail polish or makeup is allowed.

Uniform Supplier

All uniform items are available through Land's End. The website is www.landsend.com. Follow the directions on their website to find the school's webpage. Plaid jumpers and skirts must be ordered

through Land's End Uniform Company. You may purchase the pants/shorts at any store as long as they fit the guidelines.

Out of Uniform Days

Occasionally, Rosary will have out of uniform days. Unless stated otherwise, students are to wear a Rosary shirt, traditional blue jeans, (no leggings/jeggings or ripped jeans) and uniform shoes and socks. If shorts are worn, they must be uniform length. On out of uniform days, only Rosary sweatshirts or sweaters may be worn in the school. For 5th-8th graders on House Shirt Days, you may wear your House shirt and uniform bottoms with uniform socks and shoes.

Spirit Day every Friday

Every Friday we will have Spirit Day. The students may wear uniform bottoms and any Rosary spirit shirt. Students must wear uniform shoes and socks.

Scouts

Boy and Girl Scouts may wear the official DRESS scouting shirts with uniform bottoms on meeting days. No jeans are allowed.

VISITORS AND VOLUNTEERS

In order to maintain a productive learning atmosphere at all times, parents, volunteers, or other visitors must always check in at the school office. Please do not disturb the classrooms while class is in session. Forgotten books, lunches, etc. may be left at the school office, and they will be delivered to your child. Make sure that your child's name is on the item.

All volunteers who interact with children and youth must complete the Archdiocesan Safe Environment program, which includes a background check, reference check, and completion of the Safe Environment training videos.

Time and Talent Hours

Every Rosary family is expected to volunteer 20 hours a year. There are numerous opportunities to get these hours. Each family is responsible for documenting their hours in RenWeb. A fee of \$20 per hour applies if hours are not met. The hours are due by May 15th.

WEATHER CONDITIONS/ SCHOOL CLOSING

Should it be necessary for Rosary School to close due to snow, ice or any other severe weather the following will go into effect:

When the decision is made, it will be announced via RenWeb Parent Alert and via the Oklahoma City Media. Listen to the following television and radio stations if it becomes necessary to close school or start later than normal:

- KWTW Channel 9
- KOCO Channel 5
- KFOR Channel 4

Every effort will be made to keep a normal schedule. Students who are late will not be counted tardy or absent due to weather conditions. We ask that you notify the school if you are having a problem with conditions, your safety and the well being of our students is important to us. If early dismissal is warranted, we will make every attempt to reach

parents or to notify the media of dismissal. Parents may pick up their students early if deemed necessary for their safety.

When Rosary School is closed, and traveler's advisory warnings have been issued, due to inclement weather, on any school day, all Rosary School sponsored activities, clubs, gatherings, meetings, practices and performances at the school, gym, parish hall, Eichhoff building or Meerschaert building, scheduled for that school day, will be cancelled. If the traveler's advisory warning has been lifted after school hours, then events may proceed.

CONCLUSION

Parents have the primary responsibility for the education of their children. The Catholic school accepts the child as a sacred trust confided to it by parents who are accountable to God for the spiritual and temporal welfare of their children.

This responsibility predicates the grave duty of parents to work cooperatively with the pastor, principal, and faculty for the welfare of the children and the benefit of the school system. Parents should publicly and privately support the policies, personnel, and procedures of Rosary School.

There will be unforeseen situations that arise which are not addressed in this handbook. In those cases, decisions will be made at the discretion of the administration.

Statements in this handbook are subject to amendment by the administration and/or on recommendation of the School Advisory Council. Any changes will be reported as soon as possible.

PLEASE CONTINUE TO THE FOLLOWING PAGE FOR YOUR SIGNATURE OF
AGREEMENT FOR OUR PARENT/STUDENT HANDBOOK.



**Print out this signature page and return it to the school by
September 7, 2021**

PARENT SIGNATURE PAGE

I have read the Parent/Student Handbook and agree to follow the school policies and procedures as stated. Please print all information, except for parent signatures.

FAMILY NAME: _____

Date: _____

Parent/Guardian Signature _____

Parent/Guardian Signature _____