



# **ACADEMY HANDBOOK**

**2018 – 2019**

# Parent-Student Handbook

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# Parent-Student Handbook

# QUEEN OF THE HOLY ROSARY ACADEMY

## INTRODUCTION

Queen of the Holy Rosary Academy, a private Catholic school for Pre-Kindergarten through grade 8 and a 501(c)(3) non-profit organization, operates under the guidelines of the United States District of the Society of St. Pius X. This handbook is provided as a reference to parents and students regarding school policy. Queen of the Holy Rosary Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## MISSION AND PHILOSOPHY

Queen of the Holy Rosary Academy provides children with a thorough Catholic education founded upon traditional principles. The school strives to ultimately form good Catholic citizens, men and women willing and able to work for the restoration of all things in Christ, freely submitting to the reign of Our Lord in the spiritual, moral, intellectual, and physical realms.

The Catholic school exists to cultivate a soil in which the Faith and the love of God might grow. The teachers at Queen of the Holy Rosary Academy serve this end by helping form in the child lasting qualities of the mind and heart through exposure to the true, the good and the beautiful across the entire curriculum. In the study of literature and the humanities, they reveal to the child the nobility of the human soul, which is ever thirsting for the absolute, and all their effort as teachers is to awaken this same thirst in the child's own soul. Throughout the various disciplines, they draw the child to rectify and strengthen his natural faculties in harmony with his created good so that he might have the desire and the strength to embrace, freely and with confidence, the supreme Good, God Himself.

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Learning is a profoundly human process, one best accomplished through patient, qualitative drawing out, rather than a mechanistic, quantitative filling up. Although the school will strive continuously to provide teachers and students with the best possible tools and resources in terms of texts and an integrated curriculum, it will be the obvious love which the teacher has for the subject matter, his mastery of it, and his talent in communicating that knowledge and love, which will spark a fire in the children, fostering in them a lifelong love of learning.

## ADMISSIONS

Admission packets are available through the school office. Pre-Kindergarten and Kindergarten applicants must be 4 and 5 years old, respectively, by August 1 of the summer preceding enrollment. Pre-Kindergarten applicants must also be completely independent in bathroom necessities.

School personnel will review academic, testing, and behavioral records from previous schools, and will administer entrance exams if necessary to prospective students before initial grade placement.

Parents must notify the school of any emotional, behavioral, or learning handicaps prior to admission. The Academy reserves the right to deny admission due to limited special education facilities and resources.

Religion is integral to the education offered at Queen of the Holy Rosary Academy. All students must submit to the entire curriculum as offered: they must attend all religion classes, conform to all school policies, and participate in all scheduled activities.

As a matter of policy, new students automatically remain on academic probation for at least a semester.

### **New Students**

The school considers any child not enrolled in the school during the previous semester a new student for enrollment purposes. The following are required for new student enrollment:

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- A letter of recommendation from student's Pastor or from the most current classroom teacher
- Proof, on letterhead, of up-to-date fee and tuition payments from the previous school
- All academic, standardized testing, and behavioral records
- Completed registration forms
- Registration and book fees paid (first tuition payment due in August)
- Copy of official birth certificate
- Physical examination, including hearing and vision screening, with physician documentation
- Baptismal and sacramental certificates (copies)
- Official custodial documents, when applicable (notarized copies)
- Updated/completed immunization record or signed conscientious objection card (state law prohibits attendance at school if immunizations are not current by the opening day of the term.)
- Meeting with the Principal

### **Returning Students**

The following are required for returning student enrollment:

- Demonstration of adequate academic and disciplinary performance to warrant continuation
- All registration forms completed and turned in by deadline
- Fees and tuition payments up-to-date
- Registration and book fees (first tuition payment due in August)
- Updated / completed immunization record or signed conscientious objection card (state law prohibits attendance in school if immunizations are not current by the opening day of the term.)
- Updated health records. Physicals, including hearing and vision screening, are strongly encouraged for students entering K, 4<sup>th</sup>, and 6<sup>th</sup> grades.
- Custodial / legal documents provided and up-to-date (as applicable)
- Meeting with the Principal (as applicable)

## **COLLABORATION BETWEEN THE FAMILY AND THE SCHOOL**

In the effort to provide a true Catholic formation, Queen of the Holy Rosary Academy needs the cooperation of parents of its students. The Academy strives to implement the laws of God and the discipline of the Church, imperative for the students' sanctification as well as for their proper intellectual development of the student. Without parental reinforcement—initially entrusting the school with educable children, and supporting school policies and procedures throughout the educational process—the school can accomplish little of lasting impact. With this in mind, the school urges parents to observe the following:

### **Communication**

Parents must provide any information (concerning health, behavioral idiosyncrasies or difficulties, spiritual and intellectual strengths or weaknesses, physical deficiencies, etc.) that could be helpful or necessary in the proper formation of the child in an open and timely manner. Withholding necessary information not only impedes the efforts of teachers and administrators but indicates a potentially damaging mistrust. In order to maintain vital cooperation between family and school in the work of education, all communication (written, email, or verbal) between parents and school personnel is expected to be conducted in a civil manner. Use of threatening or intimidating language constitutes a direct attack on this unity among educators and thus is grounds for immediate student dismissal, or, in less severe cases, may be used as a factor in determining family eligibility for re-enrollment.

### **Moral Formation**

The primary role of parents as educators of their children relates most specifically to the formation of good intellectual and religious habits and attitudes, and the development of a genuine love for learning and the Faith. It is imperative, therefore, that parents provide a balanced and joyful home life, in which the child may receive his first experience of the nourishing authority and protective affection of his heavenly Father. The home environment should foster a respectful and affectionate docility in the child, based on his confidence in the love and wisdom of his parents. This docility is absolutely vital for his education and for his healthy development as a human being and a child of God.

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### **Regulation of Electronic Media**

Television, electronic games, and recreational internet use not only impede the intellectual and spiritual progress of the student, but pose potentially severe moral risks. By their nature, they work directly against the goal of education, which is to draw the child into reality. Parents are urged to minimize exposure to these media in the home to the greatest extent possible. Movies and TV should be thoroughly screened for content and spirit, and forbidden on school nights. The Academy strongly discourages the creation, hosting, or maintenance of personal websites, and participation in on-line social networking. Further, all infractions listed in the Handbook apply to physical as well as electronic and cyber environments: students will incur the same punishment for lying online, for example, as in the classroom. Those who choose to participate in the cyber domain should bear in mind that the World Wide Web is an open and generally unsecured environment: true privacy does not exist, and they should assume that all postings are instantaneous, global, and permanent.

### **Conflict Resolution**

Antagonism frequently arises as the result of poor communication and misinformation. Parents are asked to exercise discretion and follow school procedure if a child expresses school-related dissatisfaction or problems: both the school and the parents must avoid, on the one hand, assuming ill will, or on the other, denying the possibility that it could exist. In the case of student conflict with a teacher, parents need to withhold assessment of the situation until they have first contacted the teacher involved. Only after this initial contact, and if the conflict remains unresolved, should parents contact the Principal. Direct recourse to the Principal is justified when an issue relates directly to overall school policy, or to some matter difficult to present discretely to the teacher. In any case, parents are to please ask school officials about matters of concern to ensure proper understanding rather than engaging in potentially harmful judgment based upon secondhand information. A spirit of disunity and mistrust among educators is deadly to the formation and healthy development of the child.

### **Discretion**

As a matter of charity and unity, parents are asked to avoid discussion of any faults, difficulties, or problems—actual or perceived—with the Academy or its staff, with or in the presence of students. Beyond being

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an objective source of scandal, this spirit of morbid criticism severely

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undermines the operation of the school and destroys in the children their confidence in any authority.

### **Homework Supervision**

Parents are expected to supervise homework to ensure completion and accuracy. This daily investment of the parents' time is the strongest proof they can give to the child of their respect for what he is learning and their desire for his good.

### **Paternal Participation**

As an extension of God's authority and Catholic hierarchy, and as heads of families, fathers must take an active interest in the education of their children in matters of academic subjects and curriculum, school activities, and especially their children's progress. As St. Thomas Aquinas teaches, "It is obvious that the upbringing of a human child requires not only the mother's care for his nourishment, but much more the care of his father as guide and guardian, and under whom he progresses in goods both internal and external ... On the father devolves the upbringing of the child." (IIa IIae q. 154, a. 2, c.) As their primary intellectual and moral guide, the father needs to realize that his children will be the reflection of his own thought and attitudes. May these reflect the truth and charity of God.

### **Financial Obligation**

Parents must fulfill to the best of their ability all points of the tuition contract, including the support of official fundraisers. This is a question of justice towards both teachers and students.

## **SPIRITUAL FORMATION**

Students will assist at the Holy Sacrifice of the Mass on Wednesdays and Fridays as part of their regular schedule. In addition to assisting at Mass, students will recite daily prayers before and after school, and at meal times. Students will observe seasonal devotions throughout the Liturgical Year.

Students will have the opportunity to go to confession on a regular basis during school hours.

All students must have their own missals and rosaries. Girls must also

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have their own chapel veils.

# DAILY SCHEDULE

### General Schedule

The school day for all grades consists of classroom instruction, recess, and lunch. School is in session Monday through Friday from 7:45 a.m. to 3:15 p.m.

### Hourly Schedule:

Morning Lineup	<b>7:45 a.m.</b>
Morning classes begin	<b>8:00 a.m.</b>
Recess	<b>9:55 a.m.</b>
Mass (Wednesdays & Fridays)	<b>11:15 a.m.</b>
Lunch	<b>12:00 p.m.</b>
Recess	<b>12:25 p.m.</b>
Recess ends	<b>12:50 p.m.</b>
Afternoon classes begin	<b>12:55 p.m.</b>
End of last class	<b>3:05 p.m.</b>
Closing prayers and dismissal	<b>3:15 p.m.</b>

## ARRIVAL, DEPARTURE AND DISMISSAL POLICY

### Hours of Operation

School is considered in session from 7:45 a.m. until 3:15 p.m. On early dismissal days, students will be dismissed at 12:00 p.m. unless otherwise noted.

### Arrival

On-time arrival at school is a matter of justice toward teachers and students. Students must arrive at school no later than 7:45 a.m. Students arriving after this time will be marked "tardy" for the day. Students who come late to school must present a written excuse from their parents. Six tardies within an academic quarter will constitute an unexcused absence and will result in appropriate disciplinary action.

Students may not arrive before 7:45 a.m.; and, if on site prior to this time, will not be allowed into the school until 7:45 a.m. The Academy is not

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responsible for students who arrive before this time.

Students enter school through the cafeteria doors for lineup at 7:45 a.m. Late students will also enter through the cafeteria doors. Parents should watch to see that their child/ren safely enter the school.

In case of inclement weather, students will be brought into the cafeteria to sit at the tables. Inclement weather includes rain, ice, snow, or temperatures below 20 degrees Fahrenheit.

Parents who park in the parking lot across the street (at AAA) are expected to escort their child/ren across the street. Students are not to cross the street without a parent.

### **Departure**

School dismissal is at 3:15 p.m. Students will wait in a designated area for parents to pick them up. Parents must pick up students promptly, and in no event after 3:30 p.m. Teachers will make every effort to ensure that children are ready for pick-up at dismissal time.

Once a parent has arrived for pick-up, the student is considered under the parent's care and supervision. Students may not be left unsupervised in the school building or on school premises. The Principal may impose disciplinary penalties if children consistently remain on campus after hours.

### **Early Departure**

Parents must inform the school office in advance—and in writing—of any instance when a student needs to leave the school premises before the usual dismissal time. This written notice must indicate the reason for dismissal (doctor or dentist appointment, etc). Whenever possible, parents should schedule appointments outside of school hours. Parents who need to pick up students during the school day must go to the school office to pick them up.

The school requires advance written notice if someone other than the parent will pick up a student for an appointment.

### **Early Dismissal**

The school conducts monthly faculty meetings. Students will be dismissed at 12:00 p.m. on these days, which is clearly indicated in the

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school calendar. On-time pick up is especially important on these days, as faculty members will be unavailable. On occasion, school may be dismissed early for special evening events or for other reasons. The school will notify parents in advance of these early dismissals.

## ATTENDANCE POLICY

**Healthy students are expected to attend school every day. Students absent from school more than 18 times in an academic year *may be retained in the same grade or denied a diploma for excessive absenteeism. The Principal will make the final decision in these cases.***

### **Absence**

In the case of an unforeseen absence, parents need to notify the school office by 9:00 a.m. and provide an explanation.

In the case of an extended absence, parents must make arrangements with the school for homework. Students returning to school after an illness or absence must bring a written note of explanation to the homeroom teacher. Absence due to illness exceeding five consecutive academic days requires an explanatory note from a physician.

Student absences for which parents provide no explanation will be unexcused. Unexcused absences may result in disciplinary action. Assignments missed due to unexcused absences will be penalized at the Principal's discretion.

Students who are at school less than 2 hours on a given day will be marked "absent" for that full day. Students who must leave school before completing 4 hours will be marked absent for a half day.

A student who is taken out of school before the end of the academic year and who has not completed class work and final exams prior to departure is subject to a final report card grade of INCOMPLETE.

### **Foreseen Absences**

In the case of foreseen absences, parents must provide the school with advance written notification. Planned absences of more than one day (for special occasions such as out-of-town weddings or funerals, etc.) require

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the further permission of the Principal. Whenever possible, parents should avoid making personal plans that will result in missed class time.

In order to avoid disruption of the class schedule or the school, retarding the child's academic progress, and sending conflicting messages to the child(ren) regarding the importance of academics and duty of state, families must plan vacations around the school schedule. Absences for vacation taken during the academic term will be considered unexcused, and students may receive zero credit for missed class work, assignments, and exams.

## **CALENDAR**

The school distributes a yearly academic calendar, and will notify parents of any changes should they occur. It is the parents' responsibility to be aware of important school dates and functions. Working parents should take special note of the school's days off, early dismissals, conference dates, etc., and should make every effort to arrange their work schedules accordingly.

Participation in functions noted on the school calendar is mandatory unless clearly indicated otherwise.

## **MEAL POLICY**

Parents should closely supervise all school meal preparation made by their children. Students—especially younger children—need sufficient, healthful nourishment in order to function properly in school. Hungry children will lack energy and concentration; those given excessive sugar frequently exhibit hyperactivity and irritability.

### **Food Allergies**

Parents must notify the school of any and all food allergies, as well as their specific nature and severity.

### **Lunch**

Students should bring lunch to school each day in containers marked with their names. The school expects students to use proper table manners, and parents should review etiquette with them.

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Parents are asked to send meals that do not need to be reheated, as the school does not provide kitchen facilities to the pupils.

The school will provide a simple sandwich for children who forget to bring lunch. The school may charge for this service if there is an indication it is being abused.

## **HEALTH POLICY**

### **Communicable Disease**

A student suffering from a contagious illness or a bad cold will not be allowed in school.

Parents must report all instances of communicable disease to the school office. Communicable diseases include but are not limited to: chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, ringworm, roseola, strep throat, German measles, mononucleosis, and scarlet fever. Parents unsure of the communicability of an illness should consult a medical professional and call the school office before sending a child to school.

### **Illness and Injury**

The school will notify parents immediately in the case of a serious, non-emergency illness or injury that occurs at school. In such cases, children will be sent home only in the care of a parent or a person designated by the parent. In emergency situations, the school will contact emergency medical services and parents (or designated personnel) in parallel.

### **Immunizations**

State law requires that children enrolled in a Missouri school be immunized against certain diseases, allowing for certain exceptions, including conscientious objection. Parents must therefore submit a pupil immunization record upon enrollment, and provide updates as required.

### **Medications**

The school may not dispense medication without professionally indicated directions. Students may not self-medicate, with the exception of insulin pumps, epinephrine (EpiPen), and asthma inhalers. The following forms,

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available from the school office, must be completed, signed, and dated in every applicable case:

- Request for Prescription Medication to be Administered During School Attendance
- Request for Non- Prescription Medication to be Administered During School Attendance
- Permission for Self-Administration of Medication for Anaphylactic Reactions or Asthma
- Asthma Action Plan
- Food Allergy Action Plan

Parents should administer medication at home whenever possible, and should ask their doctors or pharmacists to develop an at-home dosing schedule to avoid the need for medication administration at school.

Students may only bring prescriptions and other medications to school in original containers, appropriately labeled by a pharmacy or physician, and must give them to the school secretary. Dosing directions should be clearly marked on each container.

School personnel will not administer first-time medications.

## **GRADE SCHOOL CURRICULUM**

The curriculum for kindergarten through eighth grade includes the following subjects: Religion, Language Arts (Phonics, English Grammar, Dictation, Literature, and Composition), Latin, History (Geography), Mathematics, Nature Study or Science, Music, and Physical Education. Subjects will be taught at the appropriate developmental level for each grade.

Fine arts—music (sacred and secular), poetry, art, and drama—are an important part of the curriculum. The school encourages performing skits, copying and drawing pictures, dramatizing poetry and singing, along with creative projects and presentations in all subjects.

### **Religious Instruction**

Formal religion instruction holds the place of honor in the curriculum. Classes include an ordered presentation of the Catholic Faith through the study of Christian Doctrine, the life of Our Lord, the Mass, the Liturgical

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Year, Bible History, and the Lives of the Saints. The child is taught to memorize his catechism, and at the same time to see behind these truths the Face of Our Lord, calling him to a life of holiness in union with Him.

Thus the students are encouraged to develop a profound spiritual life in union with the liturgical and sacramental life of the Church.

### **Literature and Language Arts**

Society of St. Pius X schools place great emphasis on a literature-based language arts program. Good literature is essential to the proper, healthy development of both the intellectual and the spiritual life. As Our Lord knew when He chose to teach through parables, stories naturally engage the intellect, inspiring wonder and understanding. Literature presents accurate depictions of reality, including the best and the worst of human nature, allowing students to experience—vicariously yet profoundly—circumstances and scenarios that will inspire them to embrace the good and reject the bad. Through the teaching and discussion of good literature, as well as its profound integration through composition exercises, students gain an openness to the noble realities of the soul, and thus are made docile to the call of grace, which draws them toward the noblest of all realities. Dictation and poetry are a preparation and an extension of this study of literature, inspiring the intelligence and nourishing the memory with beauty. The study of grammar is the handmaid of literature, enabling the child to penetrate the essential of the written word and to express himself with clarity and elegance.

### **Other Subjects**

The other classroom subjects likewise harness the curiosity and strengthen the nature of the young learner. Latin opens to the child the world of Rome, giving him a sense of that ancient civilization which is his heritage; math teaches accuracy, order, and logic; science teaches children about the beauty of God's plan in the natural world; history reinforces the study of human nature and the world by bringing to life real heroes and important events; geography teaches students about the world and helps to develop a truly Catholic perspective.

## GRADING AND ACADEMIC DISCIPLINE

### Grading Scale

<i>Letter Grade</i>	<i>Grade Points</i>	<i>Numerical Range</i>
A+	4.00	100-97
A	4.00	96-94
A-	3.67	93-90
B+	3.33	89-87
B	3.00	86-83
B-	2.67	82-80
C+	2.33	79-77
C	2.00	76-73
C-	1.67	72-70
D	1.00	69-65
F	0.00	64-0

### Academic Discipline/Probation

The school will issue report cards at the end of each quarter. Parents must sign and return report cards to the Academy as quickly as possible.

Students earn grades based on the percentage scale noted on page 18. 65% or higher constitutes a passing grade. Students must maintain at least a composite weighted average of 65% in all subjects, and cannot receive a letter grade of D or less in three or more classes in order to be advanced to the next grade level.

The school requires students who fail one or more subjects to remediate missed coursework in a manner determined by the school. Failure to remediate successfully according to school guidelines will necessitate a review and possible testing before any possible advancement.

Any student demonstrating consistently poor academic performance will be placed on academic probation by the Principal for a designated period of time. If probationary students show no substantial progress, their parents will meet with the Principal to determine a proper course of action, which may include expulsion.

Students must understand that extensive paraphrase, excessive quotation, and unattributed sources constitute plagiarism, or the theft of another's work. Teachers will provide thorough critiques of papers and

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drafts, taking special care to elucidate the nature of legitimate research. Teachers will alert the Principal of suspected plagiarism. In confirmed cases, the Principal in cooperation with the teacher will determine appropriate sanctions and consequences. Finally, all academic discipline and ultimate consequences remain at the sole discretion of the Principal.

### **Progress / Deficiency Reports**

The school will issue progress or deficiency reports at the midpoint of each quarter—deficiency reports apply to all students maintaining a D or F average in any subject. The school may also issue deficiency reports when a pattern of poor conduct exists. The report will include comments and recommendations from the teacher. Queen of the Holy Rosary Academy encourages parents with concerns to communicate with teachers about their children's performance.

### **Parent-Teacher Conferences**

Parents are required to attend all parent-teacher conferences to discuss grades, general academic performance, character, and moral development with teachers.

## **HONOR ROLL**

The Honor Roll exists to reward outstanding scholastic achievement and to recognize those students who demonstrate superior and sustained motivation, responsibility, hard work, and character. Students who receive any conduct grade of C- or below will be ineligible for the Honor Roll. Students who have been suspended for any reason will be ineligible for the Honor Roll.

From the 4<sup>th</sup> grade on, students are eligible for the Honor Roll as follows:

### **Summa cum Laude**

Final overall weighted average of 97% (A+) or above, with no final grade in any subject below a 90% (A-)

### **Magna cum Laude**

Final overall weighted average of 94% (A) or above, with no final grade in any subject below an 87% (B+)

### **Cum Laude**

Final overall weighted average of 90% (A-) or above, with no final grade in any subject below an 83% (B)

## **HOMEWORK AND HOMEWORK POLICIES**

### **Homework, general**

Teachers assign homework to reinforce knowledge, instill a sense of responsibility, encourage time management, and develop independent study habits. This daily effort on the part of the student is essential to the formation of profound, lasting qualities of heart and mind. Students must turn in assignments on time, and make up homework assignments missed due to absence.

Parents are asked not to do their children's work for them. As a fundamentally dishonest circumvention of student duties, this undermines both the teaching and the learning processes, and seriously impedes the development of good study habits. Parents should, however, supervise homework, offer any needed assistance, and see that their children have sufficient time and a suitable place in which to complete assignments.

### **Homework Time Guidelines**

Reasonable expectations of daily homework requirements:

- **Kindergarten:** 15 minutes; also reading at night
- **1<sup>st</sup> and 2<sup>nd</sup> grades:** 30 minutes; also reading at night
- **3<sup>rd</sup> through 4<sup>th</sup> grades:** 1 hour
- **5<sup>th</sup> through 8<sup>th</sup> grades:** 1 ½ hours

These are general guidelines. Actual requirements will depend on the child's ability to work diligently and efficiently both in class and at home. Parents should not allow their children to linger indefinitely over homework, but should set appropriate limits and require accountability for unfinished work.

Teachers will strive to respect the above schedule, and the school in no way obliges or encourages giving unnecessary homework – merely busy-work – for its own sake. Weekend assignments may, on occasion, require more time than those given on weeknights.

### **Homework and Class Work Expectations**

Queen of the Holy Rosary Academy and its teachers expect students to work to the best of their abilities, and parents should encourage students

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to take the time and care necessary to complete assignments well. Incomplete or poorly completed assignments may need to be redone. Students should take time to avoid misspellings and numerous cross-outs, and should keep homework papers in a protective folder or permanent notebook as applicable. Teachers will not accept soiled or damaged papers.

Teachers will publish specifications for homework to include acceptable formats, paper, notebooks, pens and pencils.

### **Late Work**

Students must complete assignments by the morning of the day they are due. The teacher, at his/her discretion, will apply a just penalty for late assignments. Students could be penalized 5 percentage points for each day an assignment is overdue, and the assignment may possibly not be accepted if more than 5 days late.

### **Homework Requests When Students Are Absent**

Students are responsible for obtaining missed assignments from their teachers. Parents may call the school office for assignments *no later than the morning* of the due date, and may either pick up assignments at the end of the school day, or have them sent home with siblings.

Long-term projects and assignments given prior to a student's absence are due on the original due date and must be delivered to the school on that day. Students should expect to take tests that were announced prior to an absence on the day they return to school.

## **UNIFORM POLICY**

A school uniform acts as a visible sign of the unity of a student body striving to achieve a common goal. Bearing this in mind, the specifics of regulations follow simply. Regardless of particulars, the standard remains *uniformity*, not individuality or fashion. While the school strives to develop strong individuals, the well-formed student will possess a true depth of character, and a strong personality from within, not defined from without. A uniform facilitates all of this by minimizing the possibility of disordered, vain, or immodest self-expression that seeks primarily to draw attention to self. Beyond this, uniform dress reinforces a sense of solidarity and

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belonging, and eliminates the significant social pressures associated with style consciousness and competition. Far from a means of suppressing individual expression, willingness to submit to the uniform policy indicates humility and maturity.

This handbook establishes the basic “letter of the law,” but students aided by their parents should discern and submit more importantly to the spirit of the uniform policy. Rather than defining each allowable or unallowable clothing item, the school relies on parents, students, and faculty to understand the purpose of uniforms and to recognize clothing items that match not only uniform materials, but synchronize with the intention of the regulations. Parents with questions or concerns should feel free to contact the school for clarification.

### **Hygiene and Appearance**

For their own health and the consideration of others, students must bathe properly and regularly. Students must appear at school in clean, pressed, and complete uniforms. Damaged or excessively worn uniform items are unacceptable. Students must remain in full uniform while on the school property, even after school.

### **Make-up**

Make-up and cosmetics are forbidden, with the exception of medicated bases prescribed by a physician. In these cases, students must provide a note from the prescribing physician. Fingernail polish—colored or clear—is forbidden.

### **Jewelry**

Jewelry is forbidden, with the exception of a fine-gauge necklace with a single religious medal. Girls with pierced ears may wear a single stud earring in each ear. Boys may not wear earrings.

### **Hair**

Fad hairstyles for boys or girls are forbidden. Boys must be clean-shaven, well-groomed, with hair cut traditionally, off the collar and ears. Girls are to keep their hair pulled back and out of their faces. Any ribbons, hair bands, or other hair accessories are to be simple in design and color (black, blue, or white). Bright colors and/or big bows and flowers are not allowed.

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### **Required Uniforms**

The uniform code is explained in the Registration Packet. Please reference this handout for the required uniform information.

*NOTE: Girls must wear modest skirts, dresses, or jumpers whenever on school or church grounds. Parents, visitors and volunteers are asked to follow these guidelines and expectations as well whenever on campus.*

## **GENERAL SCHOOL RULES AND GUIDELINES**

Character training is an important element of the education at Queen of the Holy Rosary Academy. The school expects loyalty, respect and good manners, as well as immediate, cheerful cooperation from all students. Good discipline results, in large part, from the natural response students have to a gentle but firm command of respect rather than a rigid enforcement of a long list of rules. However, the school imposes certain rules to maintain order, and to help students develop the habits of discipline, courtesy, etiquette, and culture necessary for intellectual and spiritual advancement.

### **Forbidden Items**

Teachers will confiscate these and other inappropriate items.

- Cell phones
- Electronic devices including but not limited to radios, CD players, I-pods, CDs, DVDs, and games
- Books, magazines, pictures, comics, letters, notes, etc. of immoral or inappropriate content
- Any drugs or alcoholic beverages
- Any tobacco or smoking paraphernalia, including matches, lighters, etc.
- Weapons of any kind

### **General Classroom Behavior**

- Students will raise their hands and wait to be called upon before asking or answering questions.
- Students will stand and respectfully greet all adult visitors to the classroom, addressing them by their appropriate title: Father, Sister, Mr., Mrs., Miss, etc.

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### Lunchroom Behavior

- Students need to bring a bag lunch. Soda is not allowed, and candy desserts are discouraged.
- Students may not use the microwave or any other kitchen appliances.
- Students will clean up after themselves and will help maintain the overall cleanliness of the cafeteria.

### Playground Expectations

- Weather permitting, all students are expected to go out for play during recess. The school requires detailed written notification if a student cannot participate in recess activities for health or other reasons.
- Students must have appropriate cold weather clothing and footwear for recess.
- For safety reasons, the school does not allow rough play or tackle football. Snowball fights are not allowed.
- Children must remain within established boundaries.
- During inclement weather, recess will take place indoors. Running and horseplay are forbidden inside the school.

### Parties and Gift Deliveries

- Students may not take delivery of flowers, balloons, gifts, etc., during the school day.
- **Birthday Parties:** Parents wishing to celebrate a child's birthday with a classroom party or special dessert must seek permission from the Principal prior to the desired date of celebration.
- **Feast Day and Holiday Parties:** All feast day and holiday parties are arranged through the school office at the discretion of the Principal.

### Respect for School Property

- The school will not tolerate any abuse of school property or acts of vandalism, including defacing or damaging desks or books. Parents will be billed for damages; the student will be required to do any necessary clean-up.
- Students will help maintain an orderly environment in the school by properly looking after their own belongings and cleaning up after themselves.

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- Students will keep hardbound textbooks covered at all times. The cover should display the student's name, grade, the book title, and subject. Damaged or lost books will be replaced at the parent's expense.
- Students must realize that while the school assigns desks and lockers for their individual use, these are school property and therefore not private. The school may access desks at any time.

### Restroom Use

- Students will use only designated restrooms.
- Barring legitimate emergencies, students grades 5 and up may not take restroom breaks during Mass.

### General Items

- Students may not pass personal notes or any type of written communications. Invitations to non-school sponsored social events should be distributed outside of school and off campus to ensure parents are aware of such activities, and to preclude any implication of school endorsement.
- Students must generally maintain silence in the school. Moderate noise is permitted during recess and breaks.
- Students may not run, jump, or roughhouse in any part of the school building.
- Students may not chew gum on school premises.
- Students may use of the school phone only in emergencies, and only with permission from the school office.
- Students may not leave school premises during the school day without written permission.

## DISCIPLINE POLICY

*Queen of the Holy Rosary Academy applies the principles of Catholic education to student discipline. True charity at times obliges correction and even punishment, but as a means of encouraging amendment, not inflicting suffering or fostering resentment. The Catholic educator strives to win the heart of the student: both instruction and discipline rest on a foundation of charity. As Christ Himself showed, unwavering admonition*

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*does not preclude patience and kindness, and those corrected with charity will learn to embrace virtue motivated by filial love rather than servile fear.*

Queen of the Holy Rosary Academy does not use corporal punishment. Disciplinary measures consist chiefly in the restriction of activities and privileges. Depending on circumstances, the school may limit or deny recreational activities, impose detention or study hall, assign work tasks, etc. The school will punish students based on the severity of the infraction as follows:

### **Minor Infractions**

These are incidents attributable more to thoughtlessness than to a defective disposition or ill will. Examples of minor infractions:

- Disorderly desks or lockers
- Incomplete uniforms
- Excessive tardiness
- Neglect of school property
- Causing disturbances in class or during line-up
- Neglect or improper performance of academic duties

Teachers will correct minor infractions in the classroom, and may choose to require in-school detention, study hall or other means, at the teacher's discretion. Unless a pattern develops, the school will not inform parents of these offenses.

### **Major Infractions**

These are incidents of a more serious nature, indicating knowledge of wrongdoing. Examples of major infractions:

- Insubordination or deliberate disobedience
- Unexcused absence
- Fighting
- Bad language
- Persistent failure to submit homework
- Failure to show up for a detention or minor (in-school) detention
- Use or possession of tobacco products
- Excessive repetition of minor infractions such as those listed above.

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The Principal will handle infractions of this nature. Students will be punished with detention or other means, at his discretion. A detention may entail extensive janitorial work or after-school study hall. Students guilty of major infractions may be excluded from extra-curricular activities.

### **Grave Infractions**

These are incidents indicating knowledge of wrongdoing with social and moral ramifications. Examples of grave infractions include:

- Conduct or spirit prejudicial to the school
- Lying, cheating, or any academic fraud, including plagiarism
- Any illegal activity
- Use, possession, purchase, attempts to purchase or sell drugs or drug paraphernalia or alcohol
- Possession, purchase, or selling of weapons or fireworks
- Grave or repeated disrespect
- Theft
- Vandalism or destruction of property
- Indecent fraternization
- Obscene expressions, gestures, writings, or conversations, including postings of such nature on the internet
- Possession of immoral material
- Excessive repetition of major infractions such as those listed above.

The Principal will handle infractions of this nature. Students will be punished by suspension or expulsion, at his discretion. Suspensions may be of shorter or longer duration, depending on the gravity of the offense. Work missed during the time of suspension will be penalized at the Principal's discretion. Expulsion, once imposed, will last for the duration of the academic year. The Principal may grant readmission at his discretion.

### **Notice of Disciplinary Action**

Parents will be notified officially, by way of a disciplinary notice, of major and grave infractions, and of the disciplinary measures taken. A copy of the notice will remain in the student's file. The Principle may request a

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meeting.

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### **Exclusion from Academy Activities**

Dependent upon the level of an infraction, the Principal may choose to restrict an offending student's access to Academy functions for a period of time. "Academy functions" include, but are not limited to the following school activities: sporting events, fundraising activities and running in the annual Jog-A-Thon fundraiser. If parents have any question about whether or not restricted students may attend a school event, they must inquire at the school before assuming the ability to participate.

There are different levels of restriction from Academy functions. Generally, the Principal will specify the duration of event restrictions. Expelled students may not attend any Academy functions until re-admittance to the school, or the graduation of their class. Parents may appeal in writing to the Principal for changes in restricted status. If parents have doubts about restrictions, they should contact the school rather than making any assumptions.

### **Disciplinary Probation**

Any student demonstrating consistently poor conduct will be placed on disciplinary probation by the Principal for a designated period of time. While on disciplinary probation, the student is ineligible to participate in extracurricular activities. If a student on probation shows no substantial improvement in behavior, his or her parents will meet with the Principal to determine a proper course of action, which may include expulsion.

## **FIELD TRIPS**

Field trips can provide meaningful and enjoyable learning experiences for students. Parents need to fill out a general field trip permission form, a release of liability form, and a medical treatment consent form at the beginning of each school year. This permission form will remain on file for the entire academic year.

The school will inform parents of field trips throughout the year, typically by email, or, if appropriate, by means of an additional permission slip for the specific activity. For reasons of safety and liability, students who have not turned in a signed activity-specific permission slip (if required) by the day of the field trip cannot participate.

Field trips are a student privilege and not a right. Students may be

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denied field trip privileges if they are not performing well academically and behaviorally. Students who choose not to participate in a field trip will be marked absent for that day.

## APPOINTMENTS AND CONTACT WITH SCHOOL PERSONNEL

### Appointments with Teachers or Administration

Parents may request meetings with any member of the school faculty or administration. Such meetings should be scheduled in advance, by phone, through the school office.

### Contact with Teachers

Parents should contact teachers regarding school matters at the school number during regular school hours.

The school will not call teachers out of the classroom, or away from other supervisory duties to take calls during school hours. Teachers who receive messages relating to school matters will return phone calls during available free periods. Teachers will respond to messages left after hours at their earliest convenience.

Parents should not contact teachers at their homes, via cell phone or other electronic means, or at parish functions regarding school matters.

## VISITOR POLICY

### Visitors

Visitors, including parents, must check in at the school office.

### Classroom Visitation

Occasional classroom visits by parents can benefit the educational process. Parents should make requests for classroom visits in writing, and at least 24 hours prior to the desired visit. Teachers and parents will decide on a mutually agreeable visitation time, and the teacher will confirm the visit with the school office and the Principal. A follow-up meeting can be scheduled after the visit if it is desired by either the parent or the teacher.

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## **EMERGENCY PROCEDURES AND SCHOOL CLOSINGS**

In case of severe weather (tornadoes, severe thunderstorms, ice or snow storms, etc.) during school hours, students should remain at school. The school will maintain contact with the U.S. Weather Service and Office of Civil Defense for tornado warnings or other severe conditions. In the event of a tornado warning, students will assemble in the safest locations within the buildings, and the school will follow procedures recommended by the Office of Civil Defense. Parents should not attempt to pick up children during emergency conditions prior to dismissal time. During emergencies, as at all other times, teachers will not release children to any person other than parents unless specifically notified by the parents.

### **Fire and Tornado Drills**

Fire drills are mandatory and the school conducts them throughout the year. The school will conduct tornado drills as required. During drills, students must maintain silence and behave in a controlled manner to ensure safety of other students, faculty, and staff personnel.

### **Inclement Weather and School Closings**

At times, the school will close due to inclement weather (ice or snow). As our school is located in the Lindbergh Public School District's boundaries in St. Louis County, Missouri, we will follow their lead on school closings. Queen of the Holy Rosary Academy school closings or special scheduling will also be submitted for posting with both KMOX and KSDK.

In the event of inclement weather (ice or snow) beginning after school has begun, parents must contact the school office first, and may pick up students, or form carpools, at their discretion. The school will contact parents in the event of an early closing, and parents should have an emergency transportation plan in place in case they cannot come and pick up their child/ren.

## **TUITION, FUNDRAISING, AND FINANCIAL AID**

### **Tuition**

As it is a matter of justice and for the financial stability of the school, parents must take their tuition obligations seriously. Parents, who for

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valid reasons cannot meet their monthly obligation as agreed upon in the tuition contract must contact the Principal to inform him of the difficulty and make alternative arrangements, such as a payment plan.

In the absence of making special arrangements with the Principal, the school may apply late fees to missed payments. The school may require parents to withdraw students until they can meet financial obligations. The school reserves the right to withhold report cards, transcripts, and diplomas in these cases.

### **Fundraising Obligations**

Fundraising provides necessary operating income, and allows the school to maintain tuition costs well below average for private institutions. Fundraising also instills in students a sense of ownership and responsibility. Participation in official school fundraisers is mandatory for all families.

## **VOLUNTEERING**

Volunteers are vital to the successful operation of the school. Those interested in volunteering should contact the school office. For security purposes, volunteers may be asked to complete a routine background check release.

### **Confidentiality Agreement**

Volunteers must understand the importance of confidentiality and students' privacy rights. Any information obtained or overheard while volunteering at the school, or in any capacity in or out of the classroom, must remain confidential.

### **Parent Volunteers**

The school understands that parents, due to jobs and family responsibilities, can provide only limited volunteer service, and has established a minimum participation level of twenty hours of annual service for a two-parent family. Certain activities will be assigned to families. If a family cannot participate in an assigned volunteer activity, the family must either find or fund their replacements.

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Volunteers will:

- Respect the confidentiality of all faculty, staff, and students
- Remain in designated work areas
- Dress appropriately for activities
- Know and adhere to Academy rules and expectations
- Notify the school office and the appropriate teacher if they cannot come when expected

Volunteers will not:

- Hold unscheduled conferences with teachers
- Visit classrooms of their own children unannounced
- Bring their own children other than those directly involved to scheduled activities without prior approval
- Use cell phones while supervising children in class, on the playground, or on field trips, except to fulfill assigned duties

## WITHDRAWAL, TRANSFER, AND READMISSION

Continued enrollment requires strict observance of school rules as prescribed in the School Handbook including, but not limited to, general behavior, academic performance, and attendance. Continued enrollment in any given school year and re-enrollment in any subsequent school year are subject to continued support of the mission of the school as discussed in this handbook, and the maintenance of a demonstrably effective and supportive relationship between the family and the school. Re-enrollment in any given year requires the mutual agreement of the parents and the school: either parents or the school administration—or both—may withhold that agreement with or without cause.

### **Withdrawal Guidelines**

In the event of withdrawal from the academy during an academic year:

- Parents should arrange a meeting with the Principal to discuss and/or finalize the withdrawal.
- After making the decision to withdraw, parents need to return all borrowed books and materials to the school.
- Faculty will have at least 3 days to prepare materials for the withdrawal.

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- The contract signed for enrollment is binding: parents must pay all fees and reconcile all accounts.

### **Transfer**

Queen of the Holy Rosary Academy will not automatically release records to another school in the case of transfer. The new school must request student health, scholastic and standardized test records from the Academy in writing with a transcript release form.

Queen of the Holy Rosary Academy reserves the right to withhold all records until all financial obligations have been met.

### **Readmission after Withdrawal**

The school will not guarantee readmission to students withdrawn from the academy during an academic year for reasons other than relocation or health. At the discretion of the Principal, the school may impose a one year waiting period before considering a request for readmission. In these cases, the school will consider these children to be new students for purposes of admission and enrollment.