

HOLY ROSARY ACADEMY: HISTORY & PURPOSE

In January, 1954, the first Catholic parish in Donelson was established. Holy Rosary Church was built that year on 7.8 acres of land on Graylynn Drive. In the fall of 1954, Holy Rosary Academy opened with a faculty of six, mostly religious Sisters. In the years since, the school has grown both in staff and enrollment to its current capacity of 465. Throughout the years, additions and changes have been made to the original structure to accommodate the growing Catholic community. Holy Rosary Academy serves the children of Holy Rosary, St. Stephen and St. Ignatius parishes as well as the surrounding community. It is the second largest elementary school in the Diocese of Nashville and has the approval of the Department of Education of the State of Tennessee, the Southern Association of Colleges and School (SACS) and the Southern Association of Independent Schools (SAIS).

MISSION STATEMENT

The mission of Holy Rosary Academy community is to support and encourage the development of each child's unique set of God-given talents by providing a Catholic education grounded in Gospel values and committed to excellence.

VISION

Holy Rosary Academy educates and guides the whole child by embracing each child's uniqueness, challenging individual potential, and instilling Christian values as conveyed through the Catholic Church. As educational leaders, faculty and staff commit to the use of best practice as they motivate and inspire students to bring honor to their communities, take responsible actions, and achieve as global citizens. The Holy Rosary community provides students with a respectful and nurturing environment that celebrates diversity and individuality.

School Motto

Students:

- ..bring **HONOR** to themselves, their families, school, and church.
- ..take **RESPONSIBILITY** for their words and deeds.
- ..strive to **ACHIEVE** as a student and a citizen.

Honor

Responsibility

Achievement

BELIEF STATEMENTS

- Instilling Christian values as conveyed through the Catholic Church is a fundamental part of a Catholic education.
- All students are capable of achieving success in learning.
- Students benefit from high standards, challenging expectations and quality work.
- Students' self-esteem is enhanced by positive relationships and mutual respect among and between students and faculty. A safe and encouraging environment will have a positive impact on student learning.
- Continuous improvement is essential to our commitment to excellence in providing a quality education for all students.
- Stakeholders share the responsibility for advancing the school's mission.

ACCREDITATION / AFFILIATION

Holy Rosary Academy is a PreK-8 parochial elementary school with both Diocesan and State approval. The Academy is also accredited by the Southern Association of Colleges and Schools (SACS) and the Southern Association of Independent Schools (SAIS). Holy Rosary holds membership in the following organizations:

- Catholic Diocese of Nashville
- National Catholic Education Association (NCEA)
- Various other professional organizations held by members of the staff.

GENERAL INFORMATION

(listed alphabetically for ease in reference)

THE DAILY SCHEDULE

(Holy Rosary is **not** responsible for students brought to school before 6:30 a.m.)

6:30 - 7:15	ESCAPE Before-School Care K-8
6:45-7:15	ESCAPE Before-School Care Pre K
7:15	Students in K-8 enter cafeteria and other designated areas under staff supervision
7:30	K-8 students may enter classrooms
7:45	SCHOOL DAY BEGINS
<i>*Students in grades Pre K-8 tardy after 7:45 and must enter through the office.</i>	
7:15	Pre K students enter Classroom
8:00	MONDAY: Middle School Mass (6 th , 7 th , 8 th) TUESDAY: Intermediate Mass (3 rd , 4 th , 5 th) WEDNESDAY: Primary Mass (K, 1 st , 2 nd) THURSDAY: All-School Mass
10:30-1:30	Lunch and recess periods
2:30	Pre K Dismissal in back parking lot
2:40-3:00	Sustained Silent Reading (K-3) Grades 4-8 continue academic schedule
2:40	Announcements
2:45	Optional early dismissal from the back for students in K and 1
3:00	Dismissal
3:21	Late Pick-up
3:00-6:00	ESCAPE (<i>After-School Care</i>)

Dismissal at 11:30 Follows the regular schedule with the following exceptions:

- Pre K Dismissal at 11:00
- Sustained Silent Reading: 11:15-11:30
- K / 1 Early Dismissal from the back at 11:15
- Regular Dismissal at 11:30
- No lunch served in dining hall

ACADEMIC PROGRAM

The core curriculum offered at Holy Rosary Academy includes religion, language arts (includes reading, literature, grammar, writing skills, spelling, vocabulary, and penmanship), social studies, science, mathematics, music, art, physical education, technology education, and learning media services education. Spanish is offered in all grades.

The following math classes are offered for the middle school grades:

6 th & 7 th grades----	advanced math
7 th & 8 th grades----	pre-algebra
8 th grade----	algebra 1

ADMISSIONS

Holy Rosary Academy is a parochial elementary school supported by tuition and the contributions of the members of its “feeder” parishes. Registered, contributing parishioners and currently registered students who meet all Holy Rosary admissions requirements and deadlines will be given priority over all other applicants for admission to the Academy. Applicants will be given priority in the following manner:

1. Current registered students who a) continue to meet school standards and b) complete the pre-registration process on or before the established deadline, and the siblings of such.
2. Registered, contributing parishioners of Holy Rosary, St. Stephen and St. Ignatius Parishes who meet all admission requirements and deadlines.
3. Registered, contributing parishioners from other area Catholic parishes.
4. Non-Catholic students.
5. Pre K tuition is a set fee.

Limitations of space and class size may require the establishment of a waiting pool at some levels. All admissions are subject to the approval of the Principal and are based upon such criteria as the following:

1. Active/contributing parish membership
2. Acceptable school records (academic, behavioral, standardized testing, attendance, etc.)
3. Performance on entrance tests administered by the Academy
4. Student and/or family interview

Students applying for acceptance to kindergarten must be five years of age by September 30 of the year of admission. Students applying for Pre K must be 4 years of age by September 30 of the year of admission. Age must be verified by a birth certificate.

HRA 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 each school. HRA does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletic and other school administered programs.

Immunization Forms

Health medical examination forms and immunization records are required of all pre-kindergarten and kindergarten students, and all new students in grades 1-8. Additionally, students entering grade 7 are required to submit an updated certificate of immunization to the school prior to the beginning of the school year.

As of July, 2010, the Tennessee Department of Health has changed and updated its immunization requirements for pre-school and school entry. For a list and schedule of those immunizations, check the Tennessee Department of Health's website at <http://health.state.tn.us/CEDS/required.htm>.

For the 2011-2012 school year, students entering the 7th grade have the following additional vaccination requirements:

1. Tetanus-diphtheria-pertussis (whooping cough) booster ("Tdap")
2. Verification of immunity to varicella (chicken pox) (two doses or history of the disease)

A permanent Tennessee Certificate of Immunization verifying the required immunizations will be necessary prior to school admission. A child will not be permitted to start class until all required health forms have been completed by a physician and returned to the school office.

ANIMALS

Pets are not allowed on school property. The safety of our HRA students, staff and families is very important to us and pets, even leashed, are a safety issue. In addition, their droppings pose a health hazard as well as affecting the beauty of our grounds. Please leave pets at home.

ARRIVAL

Students in PreK-8 may arrive at or after 7:15 and will be supervised by the school staff. Those who arrive earlier than this must be registered with ESCAPE, the extended care program, and will be charged early arrival fees. ESCAPE opens at 6:30 a.m. The Academy cannot be responsible for students before 6:30, and parents may not leave their children at the school before this time.

At 7:15, school staff members will supervise the arrival of students. Two lines may form as cars enter the school parking lot. Cars should pull all the way to the drop-off sign before stopping to unload. Cars should continue to form a line parallel to the building. Children will disembark and cross under the supervision of the staff parking lot supervisors.

Parents are discouraged from entering the building with their students unless there are unusual circumstances.

Parents should not pull into a parking place and allow students to unload from there. To ensure the safety of the students, all should unload in front of the school under the supervision of school staff.

Pre K (only) students will enter the building through the back classroom door and must be signed in. No other students are allowed to enter the school through the Pre K classroom. Pre K students registered with ESCAPE may enter at 6:45. Those not enrolled in Escape may enter at 7:15 and not earlier. Pre K students must be signed in and out every day!

ATHLETICS

Holy Rosary Academy offers a range of athletic opportunities, which vary according to grade level. These include the following:

*Cross-country Football Basketball Wrestling
Cheerleading Volleyball Soccer Baseball
Tennis Golf Lacrosse*

Academy sports teams are self-supporting. Parents will be charged a fee at the beginning of each sport to pay for equipment, etc. Volunteer parents serve as coaches and are an integral part of the sports program.

Standards of good sportsmanship are expected of all Holy Rosary students at athletic events. Offensive language and/or gestures are strictly prohibited. Students are expected to treat both the Academy and other schools with the utmost respect and care.

Students who have missed school due to illness or were sent home may not participate in nor come to watch athletic practices or other extra curricular activities in the evening. Students who miss practice may **not** participate in the next game unless absence has been excused in advance by coaches.

Parents are expected to support the athletic program in the following ways:

1. A Diocesan physical form is required and needs to be signed by the physician prior to the beginning of the sport. Forms are sent home at registration and are available in the school's office.
2. Safeguarding their child's safety by both dropping off and picking up the child promptly for both practices and games. If siblings are at school during practices they must be supervised by an adult at all times outside the gym. ***Failure to abide by these policies can result in the child being asked to leave the team.**
3. Students may not "hang around" school to wait for practices. They must be enrolled in Escape to remain on school grounds between dismissal and his/her scheduled practice time. Students are not permitted to change clothes in the church restrooms or wait in the church for practice.
4. Treating all involved in athletic events (coaches, students, parents, and referees) with Christian courtesy at all times. Parents who are not able to do this will be asked to leave the athletic event. Should this lack of courtesy continue, the student may be removed from the athletic team.
5. Parents are needed and **required** to help with concessions at all games/events. Please sign up to help as this is a requirement in order for your child to participate in a sport or activity.

Athletic and Extra Curricular Activities Eligibility

A student participating in team sports or other extra curricular activities may become ineligible for participation. Parents and coaches are notified when this occurs.

Academic Probation occurs with an "F" in one subject. The student **may continue to participate** in the activity during the two week period allowed to bring the grade up to

passing. The student is also expected to maintain all other grades above failing. If at the end of the two weeks the student hasn't improved his/her grade to passing, he/she becomes ineligible for the remainder of that grading period.

Academic Ineligibility takes place when a student has failing grades in two or more subjects. The student **will not be allowed to participate** in the activity for the two week period allowed to bring the grades up to passing. The student is also expected to maintain all other grades above failing. When a student is determined to be ineligible, suspension from **ALL ACTIVITIES** begins the date of the issuance of the report card/interim grades. Ineligibility continues for two full weeks, at which time the student's progress will be reevaluated.

If (s)he is passing the subjects (s)he was failing, (s)he may participate again. If (s)he has not brought the grades to passing, the ineligibility remains in effect until the issuance of the next report card/interim grade. The student may not continue as a part of the team/activity after the second academic ineligibility.

Violations of this policy will be subject to future practice/game suspension and/or forfeiture of eligibility in any or all school-sponsored events.

Any student who receives 10 demerits forfeits his/her eligibility in all future extra curricular/athletic activities for the remainder of the school year, including field trips.

The administration retains the right to review and make final decisions in all extra curricular situations as (s)he deems necessary.

Coaching Staff

Coaching personnel are parents and/or friends of the Academy. They follow the rules, regulations and guidelines of the Diocesan Athletic Council and Holy Rosary Academy. In paired coaching situations there will be a designated head coach or spokesperson to accept responsibility for all persons

connected with the team. Responsibility shall include, but not be limited to, following appropriate guidelines set forth by the Diocesan Athletic Council and the HRA School Board, and following HRA's athletic policies. **Further, coaches monitor and manage the behavior of spectators, knowing that HRA expects all adults to model only the highest standards of behavior for our children. Policy stipulates that racist, vulgar, and other unseemly behaviors of adults will not be tolerated at athletic events.**

All coaches and all persons associated with athletic teams in any capacity must have on file with the school a Personal Profile form completed yearly.

ATTENDANCE

Attendance is a key factor in student achievement. Therefore, Holy Rosary Academy students are expected to be present each day that school is in session.

Pre K Attendance guidelines are the same as the rest of the school, with the exception of their start and end times. Please discuss any questions regarding Pre K attendance with Mrs. McCabe or Mrs. Hart.

When a student has accumulated 10 absences the parents of the student will be required to meet with the principal.

A student who has 20 or more absences (or 10 unexcused absences) may be subject to retention.

Parents are asked to call the school between 7:15 and 8:30 if a student will be absent. ***Verification of a student's absence is made by a written notice (undated notes and emails are not accepted) from the parents to the homeroom teacher on the day the student returns to school. The written notice must include the reason for the absence, date, parent signature and phone number, and will become a part of their child's attendance record.**

*** A doctor's note is required after three (3) consecutive days of absence.**

Excused absences include personal illness and family emergencies or disasters. Only school related activities (approved by the principal) are not counted against 100% attendance.

Five unexcused absences will require the parents of the student to meet with the principal. Five more unexcused absences will subject the student to retention.

Please note that **students who have missed school due to illness or were sent home may not participate in nor come to watch athletic practices or other extracurricular activities in the evening.**

Students are always responsible for all work missed due to absence. Contact with other students should provide the student with material covered during an absence. Should an absence last longer than one day and parents wish to pick up books and assignments, they must notify the school of their intention to do so **before 10:00 a.m.** Books and assignments may be picked up **only after dismissal (office closes at 4:00).**

Holy Rosary is very careful to publish well in advance of the school year the anticipated vacation periods. The Academy **strongly encourages** families to plan vacations, etc. during scheduled break periods so students do not miss important instructional time and risk unexcused absences.

The Academy does not issue work ahead of time for students who anticipate missing school for any length of time. **Students may be allowed to make up missed work within a time frame established by the teacher.**

Homework guidelines may be found on page 23.

BOOKS

Books are provided for the use of the students by the school. Students are responsible for maintaining their textbooks and will be required to pay for damaged, defaced or lost books. Students must keep books covered at all times, and should carry them in a book bag or pack.

Adhesive book covers should **not** be used, as these damage the books and leave an adhesive film when they are removed.

CALENDAR

A school calendar is published each year and distributed at the end-of-the-year registration. It contains pertinent dates for the start of school, fall conferences, vacations, half days, meetings, some educational trips, etc. This calendar is compiled in consultation with the calendar of the Diocese of Nashville. Adjustments to this calendar will be made in the Friday Communication.

COMMUNICATIONS WITH THE HOME

Each Friday the oldest child in the family will bring home a large manila envelope, which will contain communications from the school and other organizations. The envelope is to be emptied, signed, and returned on Monday. **If the Friday Folder is not returned by Tuesday, disciplinary action will be taken.**

The information is also available online on our website. It will also be emailed to you if you provided your email for this purpose during orientation.

The information in the Friday Folder is very important. Parents are responsible for the information contained therein. Please be sure to read all the information contained in the Folder.

Items in the Family Folder must be approved by the principal, typed, and submitted to the school office by 8:00 a.m. on Wednesday morning.

Another important form of communication is our phone notification system, School Reach. The principal will activate School Reach for important notifications such as school closings, special events, when we may be in need of help, etc.

Please, please do not call the school office when you receive these notifications. This causes our lines to get tied up and not available should we need them. **Listen to the entire message first—your voice activates the message immediately.**

E-MAIL GUIDELINES FOR PARENTS

E-mail may be a fast and convenient way for parents to send messages, but this may not be the case for many of our teachers. Some teachers read their e-mail messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers prefer to use the phone to speak directly to parents.

For these reasons, please remember if you choose to send an e-mail message to a member of our professional staff, you may not get an immediate reply. **The staff member will determine how best to reply to you: by e-mail, phone, or by a scheduled, personal conference.**

When using e-mail:

1. Please send only non-vital messages by this medium. For example, do not use e-mail to inform a teacher that your child is to go home with another student. A teacher may not have time to read your message in a timely fashion. Instead please inform the office staff via telephone or send a note ahead of time to the teacher.
2. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An e-mail message on these matters is not appropriate. If you choose, you may use e-mail to request and schedule a personal conference.
3. Please remember that e-mail is not confidential. Confidential information should be conveyed by phone or personal contact. Inappropriate language and remarks are not acceptable!
4. Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child.

5. For all medical or health concerns, please contact the school office by telephone.
6. Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.

Remember that e-mail is a quick way to send a message, but it is not necessarily the best way to get a quick reply.

CONFERENCES

Parent-teacher conferences for all students will be scheduled during the fall of each school year. This year's conference day is Friday, Oct. 21. **Attendance by a parent(s) is mandatory.** Report cards will not be released nor access to online grades allowed without conference attendance. Other conferences will be scheduled by parent or teacher request. Parents should request conferences through the office or through a note to the teacher. **Before and after school (unscheduled), night meetings, athletic events, social events, etc. are never times for parent-teacher conferences.** Proper scheduling of conferences ensures that parents and teachers can enjoy these events, and that confidentiality of the student will be safeguarded.

Pre K will have two conferences scheduled. One will be in the fall and the other in spring. Parents will be notified of the date and time once they are set.

COUNSELING SERVICES

Shelbie Ely is HRA's licensed school counselor. She provides individual counseling, small group counseling, consultation with parents and educators and coordination of activities related to the developmental needs of students. She also has a list of professionals in the community that parents are welcome

to have if they wish to locate outside help. This list includes therapists and counseling agencies for individual counseling and/or family counseling. Since there are things in a school setting that limit how a student can be seen by the counselor, an outside professional may be preferable in certain situations. Students can refer themselves to Ms. Ely. Parents, teachers, and administrators can also refer students for an appointment.

Confidentiality is absolute and imperative in the counseling relationship. There are a few exceptions to this:

1. Suicidal thoughts
2. Reported abuse or neglect
3. Threats made toward others

These things are reported to the appropriate person and the student is always made aware of the need to report.

Parents are encouraged to contact Ms. Ely with any questions or concerns. She can be reached at Elys@holyrosary.edu.

In the event that a student or family member needs to talk with someone immediately when school is not in session, the Crisis Intervention Center can be reached 24 hours a day/7 days a week at 615-244-7444 or toll-free at 1-800-784-2433.

DELIVERIES

Deliveries of lunches, needed school supplies, etc. must be made directly to the office **by 10:00 am**. Office personnel will see that they get to the appropriate child. Students are NOT called to the office to pick up items. Deliveries after this time will be placed in teacher mailboxes except for lunches. Office staff will make every effort of getting it to the student before their scheduled lunch period.

The school will not accept deliveries of flowers, candy, cookies, balloons, etc. for students. If these are delivered, they will be sent back to the store from which they were ordered.

DETENTION

Detention is a part of the Disciplinary Policy of the Academy (see below). Students can be required to serve detention for behavioral problems and/or excessive tardies. Detention is held on scheduled Saturdays at the Academy from 8:00-9:00 a.m. Students must report on time—the doors will be locked at 8:01.

The following guidelines apply:

- Students are to report in uniform to the lower hallway.
- Students should bring something to work on.
- Students who miss detention must serve the next two scheduled Saturday detentions.
- **No extracurricular activity supersedes detention. An athletic event is not an excuse for missing detention.**
- If weather is inclement (snow and ice), detention will be held on the next scheduled Saturday.
- Parents who are late picking up their child will be charged \$1.00 per minute for the entire time the teacher is made to wait for a child to be picked up.
- Parents may not remain with their child during detention or conference with the teacher monitoring detention.

DISCIPLINARY POLICY

Discipline is an important component of the education imparted at Holy Rosary Academy. The greatest obligation for teaching a child good moral conduct and self-discipline rests with the parents; the school accepts the responsibility of assisting the parents in that task.

To that end, it is imperative that students be convinced that his/her parents fully support the school and expect the student to adhere to the school's rules. Without this understanding, the student may think the home and school bear no relation to one another. This can cause the student to behave/communicate differently at home and school.

Should a difference of opinion arise between a parent and a teacher, parents should do their best not to make the student aware of this and should try to work out a reasonable solution with the teacher. It is in the best interests of the student that parents and teachers come to an understanding which will safeguard the student's respect for parental and school authority.

The Holy Rosary Academy Code of Conduct will include, but not be limited to, the following:

1. Students shall treat each other and all employees, guests, etc. of the Academy with Christian courtesy at all times.
2. A student at the Academy is considered a student 24 hours a day, and shall be expected to act in a manner consistent with his/her enrollment in a Catholic School.
3. Students shall obey posted rules in the classrooms and in any location in the school.
4. Any disruption of the learning environment is a violation of the rights of other students; students causing the disruption will be subject to disciplinary sanctions determined by the staff and administration.

Positive incentives for the practice of good self-discipline are offered at the Academy, in the form of the following:

- extra recess or free time
- uniform breaks
- movie treats
- positive notes home
- special privileges in the classroom or school
- awards

Normal disciplinary procedures in the classroom include, but shall not be limited to, the following:

- warnings, written or verbal, to the student and/or parents
- loss of free time or recess
- demerits / notes home
- detention
- a visit to the principal
- use of a contract between school and home

A zero-tolerance policy is enforced at the Academy with regard to the possession and/or use of weapons, alcohol, drugs, mood-altering chemicals of any kind, tobacco, the paraphernalia associated with these, and look-alikes to these.

Students may not be in possession of beepers, cellular phones, mp3 players, electronic readers or any other unapproved electronic devices on school grounds. Disciplinary consequences will be at the discretion of the administration. All electronic devices will be confiscated until the end of the school year—May 25, 2012.

Examples of behaviors worthy of disciplinary action include, but are not limited to, the following:

- fighting
- cheating, forgery, plagiarism
- defiant, belligerent, or threatening behavior
- use of profane and vulgar language
- theft
- damage of school property or the property of another
- leaving school without permission
- obscene conduct or possession of obscene literature
- bringing unapproved electronic devices to school—a demerit will be given and the device will be taken and kept by the administration
- gum chewing in school at any time, including sporting events
- not following dress code. Uniform infractions are turned in to the homeroom teacher. If the student already has one, he/she will receive a demerit instead.

It shall be understood that students may be subject to serious discipline, suspension, or expulsion for matters for which no written rules have been published herein. **Students are subject to random searches of personal belongings.**

Chronic misbehavior and major displays of inappropriate attitudes constitutes cause for dismissal from the Academy.

Students are capable of many serious actions worthy of disciplinary action, all of which cannot possibly be listed. The Academy reserves the right to decide serious disciplinary actions and the consequences, which will arise from them, including detention, suspension, and expulsion.

Bullying Policy

The following policy relates to all students as long as they are registered at Holy Rosary Academy. It includes, but is not limited to, the following actions: physical bullying (pushing, tripping, hitting, kicking, punching, stealing property), verbal bullying (name-calling, mocking, making fun of others, threats of physical harm, inappropriate notes or letters), relational bullying (social isolation and exclusion, rumor-spreading, threats to spread rumors) or cyber-bullying (inappropriate text messages, e-mails, posts on web sites, digital videos or photos) via phone or computer, including through Facebook or Twitter.

Typically what separates bullying from other behaviors is that is:

- 1. Ongoing: Behavior exhibited by a student more than once.**
- 2. Deliberate: Behavior witnessed by other students/adults as purposeful and not by accident.**
- 3. Unequal: Behavior exhibited by someone who is NOT considered a friend.**

Please note that friendship struggles are equally important, but require more open communications first rather than bullying steps.

If a student experiences bullying, he or she NEEDS to report it. Here are some options students have when reporting bullying:

1. Tell your teacher or the adult in charge immediately.
2. Drop a note in the Counselor Box. Although this note can be anonymous, it is most helpful to have detailed information about the students involved AND the bullying behaviors exhibited.

3. Ask to speak to Ms. Ely in the counseling office about it.

As always, parents should feel free to call or email the teacher or Ms. Ely regarding the situation. Please know that in order for us to help we need to know right away. Please encourage your child to talk about it with a teacher or Ms. Ely so immediate action can be taken.

Steps of Accountability for Grades PK-5:

Step 1: Warning. This is the 1st verified indication that bullying is occurring. The student will meet with Ms. Ely to discuss alternatives to current behavior. **PLEASE NOTE: Any student who received a warning from the previous year for a bullying behavior will automatically be placed on Step 2.**

Step 2: Demerit. The student will meet with Ms. Ely and Mrs. Hart to discuss behavior. Parents are called and the student is required to meet consistently with Ms. Ely to work on strategies for relating better to others.

Step 3: Detention. A face-to-face meeting will be scheduled with student, parents, Mrs. Hart and Ms. Ely. Ms. Ely will give the student a written assignment focused on conflict resolution to be completed and turned in at detention. If not completed and turned in at detention, there will be other consequences.

Step 4: In-School Suspension (ISS) and Probation. Student will serve one day ISS and will be on probation from all after school activities for two weeks. 6 sessions of outside counseling in the community will be required.

Step 5: Dismissal from Activities. Student will be dismissed from any athletic or extracurricular activities and will be prohibited from attending all field trips including Williamsburg.

Step 6: Expulsion.

Steps of Accountability for Grades 6-8:

Step 1: Demerit. This is the 1st verified indication that bullying is occurring. Parents are called. Student meets with Ms. Ely and Mrs. Hart. Student is required to meet consistently with Ms. Ely to work on strategies for relating better to others.

Step 2: Detention. A face-to-face meeting will be scheduled with student, parents, Mrs. Hart, and Ms. Ely. Student will be given a written assignment on friendship/conflict resolution skills to share with younger grades. This assignment is to be completed and turned in at detention. If not completed and turned in at detention, there will be other consequences.

Step 3: In-School Suspension (ISS) and Probation. Student will serve one day ISS and will be on probation from all after school activities for two weeks. 6 sessions of outside counseling in the community will be required.

Step 4: Dismissal from Activities. Student will be dismissed from any athletic or extracurricular activities and will be prohibited from attending all field trips including LBL, Marymount and NYC.

Step 5: Expulsion.

Please note: All verified instances of PHYSICAL bullying result in an automatic jump up one step. Actions that qualify as PHYSICAL bullying will be left up to the discretion of the teacher, counselor and administration.

Classroom Exclusions

A teacher may judge particular behaviors of a student to constitute a disruption to the teaching process. In that case, the teacher may enact an exclusion from the class. Parents will be notified in such cases, and/or a conference arranged, to address the problem.

Playground Behavior

Students must obey the directives of the playground supervisors. Pushing, hitting and any other actions that endanger the safety of fellow students are prohibited. Students may not throw objects that endanger the well being of others.

Students must remain within eye contact of playground supervisors, and should respect off-limits restrictions of certain areas of the playground.

Should a problem arise, students should deal with the problem appropriately:

1. Tell the person to stop the behavior causing the problem.
2. If ineffective, they move away.
3. If still ineffective, they get adult help.

UNDER NO CIRCUMSTANCES SHOULD STUDENTS TAKE THE LAW INTO THEIR OWN HANDS.

DRESS CODE (See Uniform Policy)

EARLY DISMISSAL/RELEASE OF STUDENTS

Students will be released from school only to his/her parents or to persons authorized in writing by parents (with signature) and made known to teacher/principal.

If you need to make other arrangements for your child it must be done prior to your child coming to school that day. Phone calls and e-mails don't always reach your child's teacher in time for dismissal.

Parents coming to the school for dismissal of a child are to come to the office to sign out the student. They should not go to the classroom.

EARLY OR EMERGENCY CLOSING OF SCHOOL **(Snow or other emergency)**

For the security and safety of your child(ren), when the early closing of school HAS BEEN ANNOUNCED (Local TV stations, HRA website, etc.), please follow the procedure below:

All students will return to and remain in their homeroom with their homeroom teacher.

Parents will enter the building through the upstairs (front office) doors or the downstairs (dining hall foyer) doors. Parents will be instructed to proceed to their children(s) homerooms to sign them out from the homeroom teacher. (Parents will not report to the office as the office staff will be handling phone calls.)

NO student(s) may leave their homeroom without a parent or designated person who has permission to pick them up.

Homeroom teachers will have copies of the student release information completed at registration by the parent, stating to whom the child may be released.
They will not release your child to anyone not listed on your release form. There will be NO EXCEPTIONS.

All students must have the attached release form (listing all persons who would have permission to pick up your child) completed by a parent and turned in at registration with the other required forms.

If, at any time, you need to make changes to your release form you may contact the office to do so.

Changes may not be made by phone or in writing the day of the early closing of school.

EDUCATIONAL TRIPS

Educational trips are an important part of the Holy Rosary curriculum. These trips are academically oriented with well-planned preparation and follow-up. Chartered buses will be used on all field trips.

It must be understood that **class educational trips** on all grade levels **are privileges**, and students may be deprived of them as a result of violations of the school/classroom disciplinary policy, excessive absences or failing two subjects or more. Any student who receives 10 demerits forfeits his/her eligibility in all future extracurricular activities for the remainder of the school year, including field trips. No student has a right to participate in a field trip. **If a student does not attend a field trip he/she is expected to attend school.** Provisions will be made for work, etc. The student may be required to shadow in another classroom. He/she will be held accountable to turn the work in according to teacher guidelines or it will count as an unexcused absence and zeroes will be given for all assignments of that day. Tuition and school fees must be up to date prior to field trips.

Parents must give written permission (on the Diocesan forms only sent by the homeroom teacher) and fees paid before a child may participate in a field trip. These items **must be returned by the published due date—this is a firm deadline.** Phone calls to parents/guardians on the day the permission slip is due will not be permitted. Faxed copies will not be accepted. Permission given over the phone cannot replace this written permission.

Parents who accompany students on field trips are expected to enforce the behavioral policy of the school and any additional rules that may be required as part of the trip. Younger siblings cannot attend field trips, as the first duty of the adult chaperone is the supervision of the students.

ESCAPE/ EXTENDED CARE PROGRAM

Holy Rosary Academy offers a before-school and after-school extended care program, ESCAPE. This program is for an additional fee and requires registration. The program's hours are as follows:

- Pre K Escape is from 6:45 a.m. to 7:15 a.m. 3:00 p.m. to 6:00 p.m. 6:30 a.m. to 7:15 a.m. for children in K-8 enrolled in the program.
- Snow days (you will- be contacted by phone, listen to television or radio to verify opening and/or closing times)
- Summer vacation (check school calendar for scheduled dates). Requires a separate registration.

Enrollment information for ESCAPE can be obtained through the school office.

FUNDRAISERS

Fund raisers are limited to HRA Home and School Events.

HEALTH POLICIES

Communicable Diseases

Parents **must** notify the school when a health care provider makes a diagnosis of a communicable condition.

Head Lice

Students may be subject to inspection for head lice when warranted. Parents shall be notified should a case be diagnosed in their children's homeroom. An affected child may return to school when, and not before, (s)he submits a statement from a physician or the Health Department documenting appropriate treatment, and the elimination of lice and nits.

Illness

If a child becomes ill during school hours or needs special medical attention, parents will be contacted. If the need is urgent and parents cannot be reached, persons listed on the emergency form will be contacted. Please be sure all numbers are current for parents and emergency contacts.

If a student has been ill with a fever, vomiting, cold, flu, pink eye, skin rash or eruptions, etc., the student should not be in school or at any school activity such as scouts or athletic events. A student MUST be free of illness and/or fever without the benefit of fever-reducing medications (Tylenol, Advil, etc.) for twenty-four (24) hours before returning to school.

A child should not be sent to school complaining of any ailment. If a child is not well enough to stay in class, a parent will be contacted to pick up the child and take him/her home. If a student vomits at school, he/she will be sent home to stay.

Immunization Forms

Health medical examination forms and immunization records are required of all pre-kindergarten and kindergarten students, and all new students in grades 1-8. Additionally, students entering grade 7 are required to submit an updated certificate of immunization to the school prior to the beginning of the school year.

As of July, 2010, the Tennessee Department of Health has changed and updated its immunization requirements for pre-school and school entry. For a list and schedule of those immunizations, check the Tennessee Department of Health's website at <http://health.state.tn.us/CEDS/required.htm>.

For the 2011-2012 school year, students entering the 7th grade have the following additional vaccination requirements:

1. Tetanus-diphtheria-pertussis (whooping cough) booster (“Tdap”)
2. Verification of immunity to varicella (chicken pox) (two doses or history of the disease)

A permanent Tennessee Certificate of Immunization verifying the required immunizations will be necessary prior to school admission. A child will not be permitted to start class until all required health forms have been completed by a physician and returned to the school office.

Insurance

School insurance is available upon request.

Medication

Medication shall be dispersed according to Diocesan Policy:

Schools shall not dispense medication to students except when prescribed by a doctor and provided by the parent. No other medication of any kind will be administered at the school or by school personnel. While the school would like to be able to administer antibiotics, cough medicines, etc., the school office does not have the personnel to do so. Consequently, **only those students with a permanent condition (not a temporary illness or infection) requiring daily medication will be able to have medication administered from the office.**

Medication for other ailments must be taken care of at home. We regret that we cannot accommodate this.

If a child is on medication for a permanent condition (not a passing illness), including asthma, and the medication must be administered during school time, the parent must submit the following information on the HRA medication form (available in the school office):

1. Name of student
2. Date

3. Medication

- A. Dosage
- B. How the medication is administered
- C. Refrigeration needs
- D. Time(s) to be administered
- E. Physician’s signature

Students must participate in PE unless they have submitted a note from a doctor to excuse them due to injury/illness. They will still be expected to go outside during recess and Escape play time.

All medication must be in the original prescription container with a current prescription and will be stored in the clinic in the office. Epi-pens and inhalers fall under this policy and require proper documentation. All medicines must be brought to the school office at the beginning of the day by an adult. Students may not carry medicine, including inhalers or epi-pens, on their person or in his/her backpack. Epi-pens and inhalers will be stored in the clinic until needed, unless different arrangements are required by the doctor. Medications will be administered by the school volunteer nurses or office personnel.

No medications of any kind should be placed in a student’s lunchbox for self-medication during the lunch period.

HOMEWORK

Homework Guidelines

The National Catholic Education Association (NCEA) recommends the “Zero Rule” for homework time allotments. A zero added to 1 (for the first grade) equates to 10 minutes of homework for grade 1. For grade 2, 20 minutes is suggested, etc., up through grade 8, where 80 minutes of homework would be the norm.

While Holy Rosary follows the “Zero Rule,” this is exclusive of long-range assignments/projects, tests, etc. This time allotment must, of necessity, be flexible, due to the variation in ability level in students. Some students may require a longer period of time to perform a task.

Parents are encouraged to provide conditions at home, which are conducive to the formation of good study habits and good work.

Students in grades 1-8 are encouraged to keep assignment notebooks to help organize assignments and keep track of due dates. The school provides each student with an assignment book to be used. Parents are encouraged to check these periodically.

Make-up Work

Students are always responsible for all work missed due to absence from school. Sick students who miss one day of school should rest and take time to get well. Teachers and classmates will help students when they return to class.

If the student is absent for two days and feels like working, a parent may arrange for a classmate or sibling to pick up homework assignments. When a student is absent for two or more days, a parent may call before 10:00 to pick up books and assignments **at dismissal (not before)** on that day. Missed work due to an absence must be made up in the amount of time allotted by the teacher.

No work is given prior to anticipated absences from school.

HONORS

At the end of each semester, an Awards Ceremony is held on dates and at times indicated in the calendar. Honors in grades **3-8** consist of the following:

- All-A Honor Roll (Gs), a G or S is acceptable in P E and Handwriting
- A/B Honor Roll (**Students may not have Cs, Ds, Fs, Ns, or Us**)
- A **“U”, “N”, 2 or below in any subject or in conduct disqualifies a student for an Honor Roll award.**
- 100% Homework (Students must have completed all homework assignments for the quarter)

Honors for students in grades **K-2** consist of the following:

- Citizenship Award (Students must have all Gs or Gs with no more than two Ss, no Ns, for their weekly behavior grades during this quarter.)
- 100% Homework (Students must have completed all homework assignments.)
- Remember there will be no “E” used this year.

Students who achieve these honors are individually recognized at the awards ceremony

The Administration may disqualify a student from receiving an Honor due to misconduct at school or school sponsored activities (such as Escape, Home and School meetings, sports events, contests, or practices).

INDIVIDUAL STUDENT ASSESSMENT TEAM

Holy Rosary Academy is committed to providing a positive learning experience and education for each of our students. It is our goal that each child is met with a caring community made up of dedicated staff and parent involvement that will meet the diverse emotional, social and academic needs of all of our children in a Christian, positive and respectful environment.

HRA realizes that students have different learning styles and some have diverse needs or varying exceptionalities. Sometimes learning becomes difficult for a child in their present environment. In order to meet a child’s needs there are accommodations that are discrete and easily implemented by teachers and that have been approved by the principal.

Any further help or assessment will be addressed by our Student Teacher Assessment Team (STAT).

LATE PICK-UP OF STUDENTS

Parents/drivers arriving late (after 3:20) enter the downstairs lobby adjacent to the dining hall, and sign the required form for late pick-up. After 3:21, a late charge of \$5.00 will be assessed for children not enrolled in the ESCAPE program. At 3:30 children enrolled in ESCAPE will be checked in and all others escorted to the office to a wait pick up. **After 3:30 a charge of \$1.00 per minute will be assessed to be paid at the time of student pick up.**

Parents/drivers arriving late to pick up children from any organized school activity where pickup times have been published or announced (ie, play practice, choir, forensics, etc.) will be billed at the rate of \$1.00 per minute. Late pick-up charges pertain to all school activities.

LIBRARY MEDIA CENTER

The HRA Library Media Center is open for student research, study, computer usage, or library book checkout from 7:30 a.m. through 3:00 p.m. It is available on a limited basis after school hours, but only with a prior appointment with the school Library Media Specialist.

The Library Media Center houses over 10,000 volumes of nationally recommended age appropriate children's literature, 30 educational student and professional periodicals, and over 800 entertaining educational videos.

The Library Media Center has 32 laptop computers and 6 stand alone computer workstations for student use. Our online card catalog is accessible from any computer with internet access at <https://holyrosary.follettdestiny.com>. Interactive materials such as encyclopedias, atlases, almanacs, current newlines and periodical indexes are also available on all computer workstations throughout the school building.

The Accelerated Reader Program is an individualized computer reading program that encourages, tracks, and

increases reading comprehension. Students read books and are tested on their understanding or comprehension of the book using the computer program. This program is available in the Library Media Center and in the individual classrooms in grades two through five on the student computer workstations. Middle School students will use the library computers only.

As an extra incentive, points are awarded for each test passed. Periodically students may trade in their points to purchase small prizes such as pencils, stickers, erasers, paperback books, uniform passes, etc.

Each class visits the school Library Media Center a minimum of one time during the week. Teachers are given the opportunity to schedule extra time for their classes each week.

Students may also visit the library individually or in small groups at any time with the teacher's permission.

There are no late fees charged to any student. There is a \$20.00 replacement cost charged for lost or damaged books.

There will be two book fairs held this year in the Library Media Center. The dates are marked on the school calendar and include a Family Book Fair Night in the middle of the week. All proceeds from the book fair benefit the school Library Media Center.

There is more detailed information about the HRA Library Media Center on the school web site @ www.holyrosary.edu then click on the HRA Library link.

LIMOUSINES

The pick up or delivery of students at the Academy by limousine is not allowed. Limousines will be asked to return to their point of origin and will not be allowed to pick up or unload students.

LUNCH/DINING HALL

A hot lunch is offered daily in the Holy Rosary Academy Dining Hall. The HRA Dining Hall participates in the government lunch program and can furnish the students a well-balanced meal at a reasonable price.

Please remember we are a “tree nut” free school.

Students may purchase meals individually or purchase a weekly meal ticket on Monday morning through the homeroom dining hall envelope. Milk may be purchased separately for those bringing lunch. Menus are sent home in the Family Folder every 2-3 weeks. The price of a full meal and all other items is established at the beginning of each school year.

While lunch may be brought from home, **meals from restaurants (fast-food or otherwise) may not be brought into the dining hall by students or by relatives visiting students.**

Students who forget either lunch or lunch money may charge. Students may charge up to three (3) times; after the third time, the charges must be paid, or the student will have to call his/her parent. Unpaid charges will result in the withholding of school reports and records until the charge is paid.

Students are to behave in a courteous manner while in the dining hall, in keeping with the behavioral policy of the Academy. Students must remain seated while eating, and observe appropriate table manners. Students shall dispose of garbage in proper receptacles, and should leave the tables and the dining hall in a clean condition.

At all times students should follow directions, both written and oral, of staff members. Parents who have lunch with their child may have one friend join them (at teacher’s discretion). **Parents should buy food for their own child only.**

Parents wishing to dine with their child should call the dining hall by 9:00 am of that day. **The dining hall phone number is 883-9047.**

PARENTAL CONDUCT

Parents at Holy Rosary are valued as an integral component of the faith community fostered at the Academy. As the first teachers of their children, parents are respected as co-educators in the endeavor of Catholic education.

Parent volunteers are welcomed and valued. However, during the school day, **parents should not bring other children to the classrooms at any time, including scheduled classroom parties.** Neither may other children accompany parents who are chaperoning on field trips.

All parents must understand that the same standards of courtesy, respect, and charity, which govern the staff and students, should govern their behavior as well. Abusive language, sarcasm, and other forms of harassment of staff or other students will not be tolerated in any form or for any reason. Should parents have a concern which they feel needs addressing, they should bring it to the attention of the appropriate personnel in a fair, courteous, and just manner.

Parents should model appropriate behavior at sporting events as well as at other school related events. If inappropriate behavior is observed the offending party will be required to leave. Parents are responsible for the behavior of their children at all school sponsored events, including but not limited to, athletic events, home and school meetings, concerts and theater performances.

Repeat offenders of these directives may result in the family being asked to withdraw from the Academy.

PARTIES

Parties for grades Pre K-5 may be planned for Halloween, Christmas and Valentine’s Day. These are planned by the teacher with the help of the room mothers, and **should be limited to the last hour of the school day on which they occur. Parties should include light refreshments only (cookies, cupcakes, etc.) and not meal-style or buffet-style food. Parents should not bring other children to the classrooms at any time.**

Birthday parties may not be held during the school day. Students may bring treats to school with the teacher's permission.

Invitations to parties outside of school may **NOT** be given out at school.

Seventh and Eighth grade students traditionally have two dance parties during the year. These occur during the school day and are coordinated by the Middle School staff.

Parties Outside of School Hours

If parties and dances are held outside of school hours, they are not the responsibility of the school, but of the parents sponsoring these events. **Students should remember, however, that behavior appropriate of an Academy student is expected of them twenty-four hours a day. Inappropriate behavior would warrant consequences at the discretion of the Principal.**

PROFILE FORMS

All Parents/Volunteers who will be helping in the classrooms, at school, or at any school events **must have a completed personal profile form on file as required by the Diocese of Nashville.**

The form should be completed and turned in by the second week of school or at least two weeks prior to the event for which you are volunteering. Every year thereafter all volunteers will need to complete a "Form B".

RECORDS/ RECORDS RELEASE

Student records are the property of the school and are confidential and properly protected. Parents who wish to examine student records may request an appointment to do so.

All records of a student will be mailed directly to the next school in which the child will be enrolled. **These records may not be hand carried by parents.**

A non-custodial parent must put requests in writing. No e-mails can be accepted.

Written notification is required for withdrawal of any student from the school. Academic records, reports, etc. will not be released until all tuition and fees of any kind are paid in full.

Power School Login IDs and passwords will not be given out over the phone, in an email, or sent with a student. They can be sent by regular mail or picked up by an adult in the office. This is to protect the confidentiality of your son/daughter's information.

REPORT CARDS REPORTING OF STUDENT PROGRESS

Report cards are sent home four times a year at the conclusion of each quarter. In addition, interim grades are available on Power School mid-term. Dates to expect these reports are indicated on the school calendar. Power School access will be turned off to parents for several days before each report card in order for each teacher to enter his/her grades and comments. This will allow the teachers to proofread their comments and double-check their grades to ensure that report cards are as accurate as possible.

Kindergarten students receive a progress report at the Parent/Teacher conference in October. After that, they will receive a standards-based progress report each quarter. On the report, each standard is marked "adequately mastered" or "improvement needed." Kindergarten students do not receive interim report cards. Due to the nature of the grading in Kindergarten, Power School is not used.

Grades 1 and 2 receive letter grades in every subject of:

G (Good)	90-100
S (Satisfactory)	80-89
N (Needs Improvement)	70-79
U (Unsatisfactory)	below 70

This grading scale also applies to non-core subject grades for students in grades 3-8.

Core subject grades are given in letters as follows for students in grade 3:

A+ 99-100	B+ 91-92	C+ 84-85	D+ 75-76
A 95-98	B 88-90	C 79-83	D 72-74
A- 93-94	B- 86-87	C- 77-78	D- 70-71
F below 70			

Core subject grades for students in grades 4-8 are given in numerical form, following the same grading scale.

Grades for each nine weeks are based on class work, class participation, homework, tests, and projects which have been assigned. The lowest passing grade is D- (70).

A child earning a final average of “F” in a core subject must make up the class either in summer school or through tutoring (as determined by the school administration). At the end of the summer, evidence must be given to the school that this requirement has been met before the student can be promoted to the next grade level. If a student has earned an “F” in more than one core subject, s/he may be subject to retention.

Divorced/Separated Parents

Without information to the contrary, it is assumed that both parents have parental and legal rights. It is the responsibility of a custodial parent to inform the school in writing concerning the specifics of the custody agreement.

If a student is to be released to the non-custodial parent, the custodial parent should provide advance notice to the school in writing.

Academic records, i.e., report cards, mid-term reports, standardized tests, will be made available to the non-custodial parents upon written request, unless the school is notified in writing by the custodial parent that this is prohibited by court order.

Weekly Reports/Folders

Grade levels Pre K-5 send home a weekly folder and/or report. This report/folder should be signed and returned to the school promptly. After two (2) days disciplinary measures will be taken. Parents should review these carefully to ensure an awareness of their child(ren)’s progress.

Grade levels 6-8 (Middle School) receive scheduled progress reports on PowerSchool (as stated in the Middle School Policy).

SACRAMENTAL LIFE

Every student in K-8 attends Mass twice a week as part of the regular school day: once at a grade level Mass, once at an all-school Mass. Pre K will begin attending once a week in December. Students will remain with their class during Mass.

Sacramental preparation is provided in grades two and eight for Reconciliation, Eucharist, and Confirmation. Parents are an integral part of the faith formation of the Academy’s students and their support and participation is strongly encouraged, especially by good example.

Opportunities for the sacrament of Reconciliation can be arranged through the school religion program.

SMOKING

Tennessee law prohibits smoking on school grounds. HRA is a smoke free campus.

STANDARDIZED TESTS

Holy Rosary Academy, in keeping with the other schools in the Diocese of Nashville, administers the Iowa Test of Basic Skills (ITBS) in the spring of each year. Students in grades 3 and 6 also take the Cognitive Tests at the same time. Seventh and Eighth Grades are administered the Explore Test. The TCAP Writing Assessment Test is taken by the Fifth and Eighth Grades during the year. **The testing is mandatory.** The scores of the students are given to their parents.

STUDENT ACTIVITIES

Altar Servers: Catholic students in grades 5-8 are eligible for this privilege.

Band: Students in grades 5-8 are eligible.

Cheerleading: Girls in grade 8 are eligible.

Choir: Students in grades 3-8 are eligible

Chess Club: Students in grades 3-8

Drama: Students in grades 6-8 are eligible to participate in the drama production.

Forensics: All students in grades 5-8.

National Honor Society: Students in grade 8 (and grade 7, the last quarter) are eligible if they meet the requirements of the society)

Lectors: Students in all grades are eligible.

Sports: See athletics.

Please see Page 8 for all eligibility rules.

Students can become ineligible for participating in athletics and all other extracurricular activities for failing grades and disciplinary issues.

SUSTAINED SILENT READING

SSR occurs daily throughout the Academy in grades K-3 from 2:40-3:00. Students, staff, and visitors “freeze” with a form of enjoyable literature during this period. Coaching staff and Girl Scout leaders need to arrive for after school meetings by 2:40.

***Please DO NOT call or visit the office during this period.**

TARDINESS/EARLY CHECKOUTS

The school day begins at 7:45 a.m. for students in grades Pre K-8. **Students arriving in the classroom after 7:45 a.m. will be considered tardy. When a student is tardy, (s)he must report to the office and be signed in by a parent before being admitted to class. A parent will be called and the student will wait in the office if child is not escorted to the office and signed in upon arrival.**

The Academy recognizes that tardiness can be as much a parent issue as it is a student issue. It is very important that a student be on time, as teachers use this time period for taking attendance and dealing with important morning business. This is also a time for individual conferencing with a child. The student needs this time to organize his/her materials for the day.

The end of the school day is just as important as the beginning of the day. The Academy recognizes that there are times when it is necessary to check a student out early, but it should not be done without good reason.

When checking a student out early for a necessary appointment, please make arrangements for siblings and your carpool as these students will not be excused.

Disciplinary action, usually in the form of detention, will be enacted once a student receives a combined total of **eight (8) unexcused tardies and early checkouts**. Every four (4) unexcused tardies and early checkouts after the first eight will result in the student serving another detention. If a student should have a combined total of **twenty (20) unexcused tardies and early checkouts** times during the school year, he/she will be suspended.

For every combined total of three unexcused tardies and early checkouts **after twenty (20), he/she will be suspended**. At a combined total of **twenty-five (25) unexcused tardies and early checkouts** the child could face expulsion.

Medical appointments will be excused tardies if a note is **brought from the doctor or dentist the day of the appointment.** The student will be counted tardy, but the tardy will not be counted toward detention. A student is tardy if he/she is not in the homeroom when the bell rings for the beginning of the school day at 7:45. Early checkouts for medical appointments will be excused if a note from the doctor or dentist is brought in the next day. The early checkout will be noted but will not count toward detention. **If a student is checked out before 2:20 it will count as a half day absence. No early checkouts after 2:40. Checking a student out by 11:30 results in the student being marked absent for the entire day and will require proper documentation to be excused.**

Perfect Attendance is not given to students with a combined total of four (4) unexcused tardies and unexcused early checkouts.

TELEPHONE USAGE

The school telephones are used for business purposes and are not accessible to students except in the case of emergency. The school office is a very busy place, and we would ask that families take care of needed communication and travel arrangements prior to arrival at school. **Students will not be allowed to call home for forgotten items or to make travel arrangements.** However, if a school activity/practice is cancelled during the school day and the student's pickup arrangements are no longer applicable, the student will be allowed to use the office phone to call a parent or guardian.

If, however, an emergency occurs during the day and you must communicate a message to your child, please give the message to the school secretary and she will see that it reaches the student. Messages received after 2:40 may not be delivered. SSR is not interrupted for messages.

Students may not be in possession of beepers, cell phones, mp3 players, electronic readers or other unapproved electronic devices on school grounds. If a device is found, a demerit will be given and the device will be kept by the administration until May 25, 2012.

TUITION

Tuition for the school year is due and payable upon registration; however, monthly payments are available to help make tuition more affordable for each family, under the following provisions:

1. 20% of the tuition must be paid upon registration.
2. Monthly payments will begin on July 1, and must be completed in nine (9) consecutive monthly installments (through March).
3. Monthly payments are due in the office on the first of each month and will be considered late if not received in the office by 3:00 p.m. on the 15th of each month.
4. A late payment penalty of 10% will be assessed to each delinquent account posted after the close of business on the 15th of each month.
5. Any unresolved payments and/or late fees at report card time will result in report cards being held until payments are brought current. In addition, extra-curricular activities such as local/regional/national field trips and sports participation may be interrupted during delinquent payment periods.
Any tuition not current at the time semester exams are given may result in the student not being allowed to take exams.
6. Three late payments during the course of one school year will result in total tuition becoming due at the end of the month following the third violation. Non-payment of the entire balance by the end of that month could result in dismissal from the Academy.
7. Checks returned to the school for insufficient funds will be assessed a \$10 processing fee. Three returned checks will result in a cash-only account.
8. If a student is withdrawn for any reason (moving, expulsion, etc.), a refund and/or balance due of tuition shall be determined by the semester; one day into the semester, the entire semester amount will be due. Please note that August 1st was the deadline to request that money be returned if your child is unable to attend school at HRA this year.
9. Upon withdrawal, students' records will be held until all past due payments are paid. This includes tuition, ESCAPE fees, Library fees, lost book fees and late fees. In addition, a withdrawal from must be filled out and signed by the parent or

guardian. *Any outstanding balance due at the time of graduation will result in the student forfeiting his/her participation in all graduation events.*

10. Report cards and interim report cards will be held if any payment is delinquent. Access to PowerSchool will be held until all fees are paid.

11. Registration for the next school year will be suspended until the entire tuition account is paid.

12. Appeal of any violations of the above-stated provisions must be submitted in writing within ten (10) days of the occurrence. Appeals will be reviewed by the Executive Council of the School Board and all decisions will be final.

13. Monthly payment booklets are provided at registration. No additional notification will be made for payment, with the exception of late fee billing and default notification.

14. Pre-registration fees are non-refundable.

15. All bills are due at semester's end.

UNIFORMS

The school uniform must be worn at all times throughout the school year unless specifically indicated otherwise by the teacher or administration. If a student comes out of school uniform on a day not permitted, he/she may be deprived of the next scheduled uniform break day. Middle School students need to refer to the Middle School Policy for more specific information. Students who consistently demonstrate a disregard of the uniform policy will be subjected to increasingly serious disciplinary measures.

UNIFORM POLICY

GIRLS AND BOYS UNIFORM POLICY

Slacks and/or Walking Shorts:

Color - navy

(no "sagging" of pants, shorts or skirts allowed, shorts should be to the knee.)

(These must be purchased from Dennis School Uniforms)

All Middle School boys will need one pair of long pants (slacks) for field trips and special occasions.

***Pre K students may only wear the Navy elastic waist shorts or slacks.**

(These must be purchased from Dennis School Uniforms)

Shirts:

Color – white

Short or long-sleeve Oxford cloth or broadcloth with button down collar; must have the HRA logo. No trim allowed on collar. Girl's peter-pan or rounded collar optional for Pre K-3 only. No trim allowed on collar. **No oversized shirts.**

Knit Shirts:

Colors - white, hunter green

Short or long sleeve. Must have HRA logo.

(Must be purchased from Dennis School Uniforms)

→ ALL SHIRTS MUST BE TUCKED IN AND PROPERLY FITTED. No oversized shirts allowed. Uniforms must be clean, neat, no holes and not faded

Turtleneck:

Worn under uniform jumpers or UNDER polo shirts

Color – white

No mock turtlenecks allowed.

Sweaters:

Color – navy

Crew, V-neck, or cardigan. Must have HRA logo.

(Must be purchased from Dennis School Uniforms)

Socks:

Colors - navy, white, solid colors only

Crew length or longer. No anklets. No logos or lace.

Belt:

Colors - navy, brown, black

This is a requirement.

Shoes:

Color –Shades of tan or brown

Laced, plain basic “buck” style, “Wallabee” buck style (**no boot style shoe**), Land’s End all weather mocs and “Merrell” Jungle Moc. Soft soles, not elevated. **No deep treads or ridges. The tread should not be seen on the side of the shoe.** Pre K students may only wear one of the the slip on moc style shoes.

If you have questions about the acceptability of a uniform shoe, please call or come by the office.

Tights:

Colors - white, navy

Solid colors only

Hair Ribbons and Headbands:

Colors - white, green, navy, red, yellow

Solid colors only & uniform plaid

Jackets:

Navy fleece full zip jacket with HRA logo may be worn to school **but not in the classroom.**

Hunter green half zip sweatshirt with HRA logo or hunter green crewneck sweatshirt with HRA logo **may be worn in classroom.**

(Must be purchased from Dennis School Uniforms)

GIRLS - ADDITIONAL UNIFORM INFORMATION

Plaid Uniform Jumper:	Grades Pre K-3
Plaid Uniform Skirt:	Grades 4-8 only
Plaid Uniform Shorts:	Grades K-8 (last year)
Navy Blue Wraparound Skort:	Grades 4-8
Plaid Wraparound Skort:	Grades Pre K-4

(Must be purchased from Dennis Uniforms.)

Uniform Footnotes:

- **Skirt length must be to the knee.**
- No sagging pants or low-riders of any kind.

- Shorts and skorts must be of appropriate length.
- Solid white T-shirts may be worn but not seen beneath the uniform sleeves.
- Small post earring, size of a dime or smaller, may be worn. **No loop, hoop or dangling earrings.** No cartilage piercing. Earrings to be worn in the lowest part of earlobe only.
- One earring per ear. Boys may not wear earring(s).
- No facial piercings.
- No necklaces (except one religious medal, size of a quarter or smaller, on a modest chain).
- No bracelets. One small ring only per hand.
- **No make-up may be worn.** No lipstick. No nail polish (including French manicures).
- No perfumes, colognes/after shaves
- **Boys’ hair must be cut above the collar, ears and eyebrows, with no flips in the bangs** and have no designs or tails. **No fad cuts, colorings or highlights.** Uniform infractions will be given out as well as demerits for repeated violations.
- **Girls’ bangs must be above eyebrows. Hair must not be hanging in the face or over their eyes.** They will be sent to the office for a bobby pin if a teacher determines they need one. Girl’s hair must be pulled back during PE class. Uniform infractions will be given out as well as demerits for repeated violations. **No fad cuts, colorings, highlighting, bleaching, or feather extensions.**
- **Shirts must be tucked in slacks, shorts, skirts, etc. Belt and waistband must be visible.**
- No jackets or sweatshirts are to be worn in the classroom. Students may **wear uniform** sweaters or uniform sweatshirts **when needed.** **No “hoodies” or oversized sweatshirts!**
- Shoes must be tied.
- Good grooming and hygiene must be practiced by everyone.
- **No tattoos of any kind. This includes no writing or drawing on hands, arms or legs.**
- Girls may wear leggings under uniform skirts when the weather is cold. Leggings must be navy blue.

UNIFORM BREAK POLICY

- No hats, bandanas, or scarves
- No sagging pants or low riders
- No athletic jerseys or athletic shorts. No “sweats” of any kind
- No dance attire
- No crop tops, tanks tops, low revealing or spaghetti strap tops—shirts with sleeves only (boys and girls)
- **No mini shorts, skirts, or dresses**
- **No leggings**
- No tight clothing
- Jewelry - **conservative** necklaces, bracelets, earrings
- No big, chunky medallions
- No make-up may be worn by any student
- No nail polish may be worn – including French manicures
- No tattoos of any kind or writing/drawing on hands, arms or legs.
- No ripped, torn, fringed, or frayed clothing. No cutoffs.
- No inappropriate logos, graphics, or words on clothing. No drug, alcohol, or tobacco references
- Scout uniforms may be worn on meeting days. Scout shirts must be worn with uniform pants/shorts and shoes
- No hair hanging in the face or over the eyes
- **All students must wear athletic shoes (sneakers) or shoes with closed toes and heel.**
- No sandals, flip-flops, Crocs, “heelies” etc. No boots or high tops of any kind. No light up or “twinkling” shoes.
- **Socks above the ankles must be worn and remain visible above the ankles no matter what.** No-show socks are unacceptable.
- Stockings or tights may be worn with ballet shoes (flats) by **Middle School girls only.**

Each student may take a uniform break on his/her birthday. Prior arrangement with the homeroom teacher must be made. Summer birthdays may be taken on any day with teacher’s prior approval.

Blue and White Day--At times during the school year the children will get to show their school spirit by wearing Blue and White to school. School colors are royal blue and white. Clothes must follow the uniform break rules. **HRA school jerseys (with tee shirt worn underneath) and school team shirts may be worn on Blue and White days.** Blue denim jeans, blue denim walking shorts or blue denim capris OR navy shorts/capris/pants (no athletic shorts) OR navy school uniform pants or shorts. Shirts may be white, blue or blue and white (no additional colors visible on the shirt). HRA spirit wear may also be worn. Footwear does not have to be blue and white—refer to uniform break policy on footwear. Announcements will be made prior to Blue and White Day.

The administration of the Academy cannot think of every possible violation of the uniform policy, which might serve as a distraction to the learning environment. THE ADMINISTRATION HAS THE FINAL DETERMINATION AS TO WHETHER THE UNIFORM POLICY HAS BEEN VIOLATED. If clothing is found to be inappropriate, parents will be notified and asked to bring appropriate item. Student may forfeit the privilege of coming out of uniform on the next uniform break day.

VISITORS

In the interests of school security, it is the policy of the Academy that ALL visitors (non-students) MUST check in at the office, through the main doors near the school office. These are the only doors, which remain accessible to visitors throughout the school day. These doors are locked, but visitors should ring the doorbell and wait for an authorized person (**not** a student) to admit them. Visitor badges will be issued to authorized persons.

The Academy staff firmly maintains that unnecessary classroom interruptions disturb instructional momentum. Accordingly, parents are asked to bring forgotten lunches, books, etc. to the office only by 10:00 am. Phone messages to students are strongly discouraged, except in emergencies.

WEATHER EMERGENCY/ INCLEMENT WEATHER

During inclement weather, Holy Rosary Academy DOES NOT observe Metro Davidson County School closing decisions.

When weather conditions cause school opening to be questionable, the principal will make one of the following announcements to local radio and television stations:

1. The Academy will be closed.
2. The Academy will be on a delayed schedule, with school beginning at 10:00 a.m. and no morning ESCAPE.

Parents may listen to any of the local television stations, and most local radio stations to obtain accurate information. Parents can also check the HRA web site.

Should inclement weather begin during the school day, information will be provided through the same media sources. **Please do not call the school during a day on which inclement weather occurs.** This unnecessarily ties up the phone lines. Please listen to the media or wait for the phone call for updates.

School Reach, our parent/guardian contact system will be activated. This will allow the school to contact parents through an automated phone messaging system, to inform you of emergencies, school closings, cancellations etc. **Please wait to hear the entire message. Do not call the school.**

Please see P.16 for Early Dismissal Procedures due to weather. **No announcement will be made if school is to open on schedule.**

GENERAL ADMINISTRATIVE POLICY

The administration of Holy Rosary Academy reserves the right to amend, adapt, or suspend any policy in this section of the school handbook if it is deemed necessary to do so in the best interest of a student or of the entire school community.

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ADMINISTRATION, FACULTY AND STAFF

2011-2012

Pastor	Rev. Mark Hunt
Principal	Mary Hart
Assistant Principal	Betty Reynolds
Secretary	Betsy Morgan
	Beth Wood
Development Director	Rosemary Neely
Bookkeeper	Edna Burke
Administrative Assistant	Carolyn Berry
Dining Hall	Dorothy Doctor
Athletic Director	Judy Malmin
Facilities Manager	Frank Davenport
Facilities Maintenance	William Linam
Pre K Teacher	Carol McCabe
Kindergarten Teachers	Amy Lavender
	Kristina Baker
	Patty White
First Grade Teachers	Tammy Glass
	Debbie Seger
Second Grade Teachers	Elaine Humes
	Tina Roberts
Third Grade Teachers	Julie Prickett
	Debbie Pillon

Fourth Grade Teachers

Kathy Gallagher

Kara Smart

Fifth Grade Teachers

Katie Ingram

Hollie Guthormsen

Middle School Teachers

Heather Brennan (6)

Mary Wilhelm (6)

Victoria Richards (7)

Jim Walsh (7)

Betty Reynolds (8)

Coleen Hanley (8)

Kimber Barton

Spanish

Meghan Walker

Counseling Services

Shelbie Ely

Library Media Services

Cheri McGowan

Marie Schroder

Music

Chris Melton

Band

Jereme Frey

Physical Education

Judy Malmin

Kathy Mascari

Technology

Amanda Kreh

Holy Rosary Academy

Family Handbook
and
Directory

**School Year
2011-2012**

190 Graylynn Drive
Nashville, Tennessee 37214

School: 883-1108 Fax: 885-5100
Dining Hall: 883-9047 Church: 889-4065
ESCAPE: 883-9047

Web site: www.holyrosary.edu

Published by Holy Rosary Academy for the convenience of the students, parents and staff. This directory is not intended for commercial use. Many staff members have children attending HRA and their phone numbers are printed in this directory. Holy Rosary Academy kindly requests that their numbers not be used for unnecessary after-hours school business.

**Holy Rosary Academy
Parent/Child Signature Form**

Please sign and return this form to your child(ren)'s homeroom teacher by Friday, September 30, 2011.

My child(ren) and I have read and agree to abide by the rules and guidelines stated in the Holy Rosary Academy Family Handbook.

Student's Signature

Student's Signature

Student's Signature

Student's Signature

Parent Signature

Parent Signature

Date

Refusal to sign does not absolve students or parents from being held to the guidelines in the handbook.



**HOLY ROSARY
ACADEMY**

Family Directory