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**MISSION STATEMENTS
CATHOLIC SCHOOLS ARCHDIOCESAN
MISSION STATEMENT**

The schools of the Archdiocese of Seattle, in communion with the Archbishop, in collaboration with parents, parish leadership, and the community, and in the service of teaching Gospel values and the faith of the Catholic Church, educate students in grades K to 12 for leadership and service to the church and society through excellent religious, academic, and co-curricular programs that strive to be accessible to all.

CATHOLIC SCHOOLS ARE COMMITTED TO:

- ⌚ Developing Christian leadership for the church and for society
- ⌚ Pursuing excellence in education
- ⌚ Upholding the dignity and the freedom of all persons
- ⌚ Promoting active service to the wider community

**HOLY ROSARY SCHOOL
MISSION STATEMENT**

HOLY ROSARY SCHOOL IS COMMITTED TO:

- ⌚ Teaching the truths and traditions of the Catholic faith
- ⌚ Guiding students to become self-directed, contributing members of our school, parish and world community
- ⌚ Implementing a challenging curriculum that includes both the mastery of basic skills and the nurturing of intellectual curiosity as foundations for lifelong learning
- ⌚ Educating the whole child: spiritually, intellectually, emotionally, aesthetically, and physically in preparation for a positive, productive future

PHILOSOPHY

We are a Catholic parish school, which believes in the message of Jesus Christ. Working in partnership with our parents, we strive to create an interactive community of faith formation through prayer, celebration and service. We believe that the integration of the Gospel values with academic excellence will best prepare our students to live as members of the church and citizens of our country. We believe that consistent discipline based on respect is essential to the learning environment. We are a community, working together in a spirit of faith, hope and love with the belief that we can make a positive difference in the world by being responsible Christians.

SCHOOLWIDE LEARNING EXPECTATIONS

Graduates of Holy Rosary School are:

FAITH-FILLED CATHOLICS WHO:

- ⌚ Understand and practice the basic foundations and traditions of the Catholic faith including liturgy, the sacraments, and the teachings of Jesus Christ
- ⌚ Demonstrate social responsibility, compassion, and integrity and recognize the importance of serving the less fortunate in the community
- ⌚ Participate as members of the faith community through worship and stewardship
- ⌚ Pray in a variety of ways
- ⌚ Are committed to an on-going personal relationship with God
- ⌚ Demonstrate the ability to make sound moral decisions based on the Gospel values and the teachings of the Catholic Church

LIFE LONG LEARNERS WHO:

- ⌚ Pursue life-long physical, social, emotional, and mental health
- ⌚ Are self-motivated and possess the ability to establish, evaluate, and accomplish goals using time management and organizational skills
- ⌚ Demonstrate a curiosity and enthusiasm for learning and a desire for knowledge
- ⌚ Solve problems using critical and creative thinking skills
- ⌚ Utilize educational tools, technology and resources to research, analyze, integrate and apply knowledge
- ⌚ Adapt to different learning environments and are prepared to face new challenges

RESPONSIBLE STUDENTS WHO:

- ⌚ Meet and exceed academic standards set by the Archdiocese, state, and nation
- ⌚ Strive for academic excellence
- ⌚ Are committed to developing their full potential
- ⌚ Ethically and effectively use technology and resource materials
- ⌚ Take pride in their work
- ⌚ Recognize connections between choices and outcomes as they develop a mature sense of personal responsibility and accountability
- ⌚ Produce high quality and original work

EFFECTIVE COMMUNICATORS WHO:

- ⌚ Clearly communicate and express thoughts, ideas, and emotions in verbal and written form
- ⌚ Actively listen to others
- ⌚ Relate respectfully to other students, teachers, parents, and members in the broader community
- ⌚ Demonstrate confidence in the ability to lead, collaborate, and participate in groups

RESPECTFUL PEOPLE WHO:

- ⌚ Understand and appreciate spiritual, cultural, and socio-economic differences
- ⌚ Demonstrate self-respect
- ⌚ Accept constructive criticism and guidance for personal growth
- ⌚ Demonstrate responsibility for the environment
- ⌚ Positively respond to the uniqueness of others
- ⌚ Appreciate and take pride in their school community

Daily Schedule

7:00-8:15 – BASE (Before and After School Enrichment)
8:15 – First Bell; doors open
8:25 – Final Bell; classes begin
8:30-8:40 - Friday Morning Prayer Services

Recess & Lunch Schedules

9:45 – 10:00 – K-2 Recess
10:10-10:25 – 3-4-5 Recess

11:15 – 11:35 – 5 & 6 Lunch
11:15 – 11:45- 7 & 8 Recess

11:35-12:05 – 5 & 6 Recess
11:45-12:05 – 7 & 8 Lunch

11:55 – 12:15 – K-2 Lunch
12:15-12:45 – K-2 Recess

12:25-12:45 – 3-4 Lunch
12:45-1:15 – 3-4 Recess

1:45-2:00 – K-2 Recess, M.T.Th.F.

Grades 6-8 Periods:

8:30-9:20 Period 1
9:25-10:15 Period 2
10:25-11:15 Period 3
12:10-1:00 Period 4
1:05-1:55 Period 5
2:00-2:50 Period 6
2:50-3:00 Homeroom (2:00-2:15 on Wednesdays)

Dismissal Times

3:00 – M.T.Th. Fr.
2:15 – W.
3:00 – 6:00 BASE (Before and After School Enrichment)

Study Hall: 3:00-4:00 – M.T. & Th.
Detention: 3:05-3:35

ACADEMIC PROBATION

Students in grades 5-8 who have failing grades (D or below) in two core subjects will be placed on academic probation. A conference with the parents will be held and a contract established which could include any or all of the following:

1. A schedule for making up missed work
2. A plan for retaking tests
3. Arranging for an outside tutor
4. Attendance at study hall during lunch recess or after school
5. Determining the length of the probationary period

ACCREDITATION

Holy Rosary School was first accredited for the full term of six years by the Northwest Association of Schools and Colleges in the spring of 1998. Accreditation identifies a school as having its own unique and appropriate purposes and goals. The process of accreditation provides a form of recognition by an external agency, which assures that a school and its community are committed to quality and ongoing school improvement based on self-assessment and planning. Once accredited a school must complete and submit an annual report stating progress towards its goals. Schools that have received full accreditation must conduct a full-scale self-evaluation every six years. In 2004 Holy Rosary completed their second Self Study, was visited in March by a Visitation Team, and received another full term (six years) accreditation. Target goals identified in the Self Study and affirmed by the Visiting Committee include: continued integration of the Schoolwide Learning Expectations (SLE's), better meeting the students' unique learning styles and abilities, and expanding our technology program.

AFTER SCHOOL STUDY HALL

The school will hold an after school study hall for students in grades 4-8 on Monday, Tuesday, and Thursday from 3:00-4:00pm. The study hall will be supervised by one of the teachers. Enrollment for this study will be included in the bi-monthly FCE. Children can be signed up to attend every two weeks. Parents are responsible for picking up children who attend the study hall no later than 4:05. Teachers may require students to attend this study hall. In such cases, parents will be notified. Location of the study hall will be announced at the beginning of the year.

APPLICATION AND REGISTRATION POLICY

It is the policy of Holy Rosary School to admit students of any race, color, sex, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Holy Rosary School. It

is the school's policy not to discriminate on the basis of race, color, sex, or ethnic origin in the administration of its educational policies, admission policies, scholarship and financial aid program, athletic and other school administered programs.

For Kindergarten

1. To be considered for admission to Kindergarten, a child must be five years of age on or before August 31. Exceptional test scores may result in a departure from the norm.
2. Applications must be received in the school office by January 31, 2010.
3. The principal will interview each family and student before the readiness test is administered. The pastor may interview new families. Interviews will take place in January and February.
4. Kindergarten applicants will complete a readiness test administered on March 5, 2010. After examining the results of this test, the school may recommend that a child wait a year before entering Kindergarten.
5. Sibling applicants will not be considered if the family is not current with both tuition and tithe, and are not active participating members of Holy Rosary School and Parish. Determination of active participation in the parish and/or school is based on the following criteria:
 - a.) History of regular/weekly attendance at Sunday Mass. Examples of measurement include physical presence at Mass and other parish celebrations and use of tithing envelopes. Regardless of the amount you contribute, the presence of your tithing envelope will be used as an indication of your participation in Sunday Mass.
 - b.) History of financial support to the parish. Parish registration card and sacrificial giving card must be on file at the parish office.
 - c.) Involvement in other aspects of parish and school life. Examples of measurement include: volunteer work for school/parish functions, working on fund raising committees, serving on boards, and volunteering for outreach programs.
6. Applicants for admission to Kindergarten will be considered in the following order:
 - a.) Brothers or sisters of children whose families are active participating members of Holy Rosary Parish and/or School. (see criteria for active participating above in 5 a, b, & c)
 - b.) First-born children of active participating parish members and children of practicing Catholic families new to Holy Rosary Parish

that have furnished a letter from the pastor of their previous parish.
(see criteria above 5 a, b, & c)

- c.) Children of practicing Catholic families in another parish. The family must provide a letter from their pastor indicating that they are practicing and are in good standing.
 - d.) Children of non-Catholic families.
7. In the event that there are more qualified applicants than spots available, the length of time a family has been registered and active at Holy Rosary Parish may determine acceptance. It may be necessary to hold a lottery to determine final acceptance.
 8. Applicants will be informed of their child's acceptance or non-acceptance before March 15, 2010. The pastor, principal, and if necessary, two representatives from the School Commission will review the applications and determine acceptance or non-acceptance. The applications of students not accepted are placed in a "wait file".
 9. Parents of students accepted must sign and return an "intent to register" form along with a non-refundable \$100.00 registration fee one week after having been informed of their acceptance. This will be applied towards the total registration fee of \$195.00.
 10. Registration papers and all fees must be completed and returned by May 12, 2010.

For New Students

1. In order to be considered for admission to Holy Rosary School, students must be in good standing at the school previously attended and provide evidence of their ability to succeed at Holy Rosary School.
2. In order to be considered for in-parish tuition parents must provide a letter from their previous parish pastor and school principal stating that they are current in both their sacrificial giving and tuition payments.
3. All new families and students will be interviewed by the principal and/or vice principal before acceptance into the school.
4. New students will be tested in math and reading in August or during the first week of school.
5. Admission of new students follows the same policy as outlined in numbers five and six under Application and Registration Policy for Kindergarten.

6. New applicants will be informed of their acceptance or non-acceptance shortly after the interview with the principal.
7. A \$175.00 non-refundable registration fee per student is required.
8. Parents must sign a commitment to serve 50 hours of volunteer work in the school and/or parish or pay at the rate of \$75.00 for every hour not completed. (See Tuition and Commitment Contract in the Appendix at the back of this handbook.)
9. Parents must complete and sign the Annual Fund Contractual Agreement. The goal is for 100% participation; If a family chooses to not contribute, the form must be signed and turned in with registration materials.
10. The Parents' Club sponsors the annual HEART Auction, the school's biggest fund-raiser. Each family is required to donate or procure an item(s) for this auction. It is the intent of the Parents' Club and School Commission to have all families make a donation to the lieu of donating or procuring items valued at \$100.00. Every family must sign Holy Rosary School's Parent Commitment Hours and HEART Auction Contract, which states the auction donation requirement.

For Returning Students

1. Registration for returning students will be conducted in April/May.
2. In order to receive registration papers, families must be current with their tuition and tithing, must have completed 50 hours of service or have paid \$50.00 per hour for every hour not completed, have all fines paid and must have made a donation of items (value of at least \$100) or \$100.00 to the auction. **In order to remain at the in-parish tuition rate, a family must be an active, practicing Catholic and up-to-date with their tithing commitment. The minimum expected tithe is \$840 a year or \$70 a month.**
3. All families must pay a \$195.00 non-refundable registration fee per student.
4. Parents will sign the Parent Commitment Hours - HEART Auction contractual agreement to serve 50 hours of volunteer work in the school and/or parish or pay at the rate of \$75.00 for every hour not completed, as well as procure a donation (value of at least \$100) or donate \$100 to HEART Auction.
5. Parents must complete and sign the Annual Fund Contractual Agreement. The goal is for 100% participation; however, even if a family chooses to not contribute, the form must be signed and turned in with registration materials.

6. Registration packet must be completed and returned by May 10, 2010.
7. The Parents' Club sponsors the annual HEART Auction, the school's biggest fund-raiser. Every family is required to donate or procure an item(s) (value of at least \$100) for this auction. A family may choose to pay \$100.00 in lieu of donating or procuring items. This is stated in the Parent Commitment Hours - HEART Auction Contract, which is signed by every family as part of registration. Failure to return registration fees and all contracts included in the registration packet on time could result in a family losing their child(ren)'s places at Holy Rosary School.
8. Failure to return all registration papers in the registration packet with fees on time could result in a family losing their child(ren)'s places.

ARRIVAL AND DISMISSAL OF STUDENTS

There is adult supervision provided on the school grounds in the morning before school beginning at 8:10AM and after school until 3:15PM. However, students should arrive as close to 8:15AM as possible and leave the school grounds right after dismissal at 3:00PM. Students must leave by 3:15PM, unless they are involved in supervised work with a staff member. On Wednesdays students will be dismissed at 2:15PM due to staff meetings and inservice. Holy Rosary School assumes liability for students only during school hours. Drop-off and pick-up traffic pattern is in the appendix.

Please follow this traffic pattern carefully and adhere to the directions by staff members who are on traffic duty. Please remember that there is no parking on 42nd in front of the school and please adhere to the traffic pattern guidelines. During drop-off and pick-up, students and parents must follow pedestrian laws which include crossing at the marked crosswalks and following directions by the crossing guards.

ATTENDANCE POLICY

Absences

It is necessary for students to be actively participating in class activities and discussions for maximum learning *to occur*. *Absences negatively impact student learning*. Parents and students are expected to make every effort to assure punctual and consistent attendance at school.

An absence can be categorized as excused or unexcused. An absence due to personal illness or injury, medical or dental appointment, a funeral, or a special circumstance recognized by the principal is considered an excused absence. All other absences are considered unexcused (see family vacations). Teachers will work with parents to help children complete missed work and provide extra help for the child to learn concepts covered during the time missed for an excused absence. Classroom teachers will explain to

parents and students the procedure for obtaining and completing missed class work and homework due to an excused absence. Due to varied expectations in the different grade levels, each teacher will communicate classroom procedures for make-up work, including times he/she is available to meet with students or parents to discuss missed work. Missed class work and homework due to an unexcused absence is considered late. In such a case, parents and students must assume the responsibility of completing and turning in missed work. Be aware that this may require a commitment of time spent studying and practicing curriculum content (see family vacations). Excessive absences, even if excused, may cause a student's grade to drop. Any student who misses ten days of school during one trimester may be subject to action deemed appropriate by the principal. This may include, but is not limited to, required tutoring, summer school, or possible retention. When a student misses one and a half hours (90 min.) during the beginning, middle, or end of the school day, he/she will be considered absent for a half day.

Family Vacations

Parents are asked to avoid deviating from the school calendar or daily instructional schedule for the convenience of family vacations. Unscheduled days off from school for family vacations cause students to miss valuable instruction for which teachers will not provide a special studies program. Teachers will not normally give out work in advance due to a vacation. Parents and students will need to assume responsibility for completing all missed class work and homework.

Parents and students most likely will need to devote additional time to assure that students understand the content taught during the absence due to a vacation. In most cases, absences due to family vacations are not considered excused. Parents should make every effort not to plan appointments or vacations during the time students are taking the ITBS or WASL standardized tests. Test dates will be published in the family newsletter early in the fall.

Procedure for Absences

Parents/guardians are required to phone the school office before 9:00AM to report student absences. All parents are required to send in a written note explaining the child's absence upon the child's return to school. The note should be given to the child's homeroom teacher. Students will need to phone home if they do not have a written excuse. An early dismissal must be arranged in writing through a note to the homeroom teacher or to the school office. When a student must be excused early, parents are required to come to the school office to pick up their child and sign out him/her. Parents should not report to the child's classroom.

"Tardiness"

Students who miss between one and ninety minutes of the beginning, middle, or end of the school day due to a late arrival, early dismissal, or any other reason will be considered "tardy". The office will designate time missed when a student is pulled out of school during a day as "missed report card will note the number of excused and unexcused "tardies". Parents will be notified after a student receives five unexcused "tardies" in a trimester. Each additional "tardy" after these five will result in the family needing to complete one additional commitment hour. The additional hours must be completed within 60 days of notification and the hours must be turned into the office. In addition to the extra parent commitment hours, students in grades 5-8 will be required to serve one detention for every five "tardies" received, cumulative throughout the school year. Excessive "tardies", even if necessary and excused, could result in disciplinary action.

BAND

Band is open to all children in grades 5-8. The Elementary Band Program is coordinated by Kennedy High School. The band instructor is employed by Kennedy and teaches band in nine elementary schools in the South King/South Seattle Deanery. Band meets on Monday mornings and Wednesday afternoon beginning at 2:00PM. Information on the band program is sent home in the FCE in September.

BASE PROGRAM (BEFORE AND AFTER SCHOOL ENRICHMENT)

The Holy Rosary Before and After School (BASE) Enrichment Program provides licensed professional care, supervision, recreation, and enrichment activities for students of Holy Rosary School. It serves families who desire before and/or after school care in a Christian environment for their children enrolled at Holy Rosary School. For further information, parents may contact the BASE program director, Donna Jerge-Nass.

BOOSTER SEAT LAW

The booster seat law went into effect July 1, 2002. If a car has shoulder belts, booster chairs **must** be used for children under eight years of age and or under 80 pounds. If a car does not have shoulder belts, **do not** use booster seats. **Parents must provide the booster seat for their child on the day of the field trip.** School buses, public buses and for hire bus transportation companies are not required to provide booster chairs. Booster chairs should not be used on them unless the buses are equipped with shoulder restraining devices.

CATHOLIC YOUTH ORGANIZATION (CYO)

CYO provides a Christian oriented view towards sports and other related activities for parish and school children, grades K-8. For further information please contact the Holy Rosary CYO director.

CHOIR

The children's choir is open to all students in grades 2-8. The choir generally rehearses once a week and sings for parish and school liturgies and events. The main focus of the choir is to provide quality music ministry to the parish, school, and greater civic community. As well, the aim is to have fun and build community with all involved. The children's choir director is Paul Dolejsi. Information on the choir will be sent home in September.

CLASS PLACEMENT AND CLASS SIZE

Every effort is made by the staff and administration to establish a balanced mix of students in each class. Parents may not contact the school to request a particular placement for their child. Honoring requests could jeopardize the integrity of a balanced class mix. Students will learn their placement in a letter from their teacher during the latter part of August. All class lists will be posted on the school doors and printed on the website shortly after the mailing has gone out. Changes in student placement will not be made. The goal for class size is 26 students. Exceptions to class size can be made as a result of retention or at the discretion of the principal or pastor.

CONFERENCES

Holy Rosary operates on a trimester basis. Parent/teacher/student conferences are scheduled in October. These conferences are required. We encourage open, on-going communication between school and home. If parents have a concern, they should contact the teacher involved for a conference at any time during the school year.

CURRICULUM

Holy Rosary School is committed to high academic standards, which include the responsibility to provide every student with a sound educational background and a firm foundation in faith and Christian value formation. It is our hope to recognize and develop the uniqueness of each child by providing a program which includes classes in the following subjects: religion, language arts, reading, social studies, science, math, art, health, physical education, Spanish, music, library skills, and technology integration. The textbooks in use are those officially adopted by the Archdiocesan Office of Education and are to serve as a base for studies. The faculty makes use of a wide variety of teaching materials and experiences in addition to using the basic text. The school follows both State Standards and Archdiocesan Curriculum Guidelines.

DEVELOPMENT DIRECTOR/COMMITTEE

The school has a part-time Development Director who works with a Development Committee to oversee the Annual Fund, Grants Committee, Marketing Committee, and the Alumni Association. The Development Committee in conjunction with the School Commission may also initiate additional fund-raising activities to support special projects in the school.

The Development Committee also helps plan an annual event for Grandparents and Senior Friends of the School.

DISCIPLINE POLICY

CODE OF CONDUCT

I WILL BE RESPONSIBLE.

I WILL RESPECT OTHERS AND MYSELF.

I WILL CHOOSE TO LEARN AND ALLOW OTHERS TO LEARN.

I WILL ALLOW THE TEACHER TO TEACH.

I WILL DO MY PERSONAL BEST.

Goal

The learning environment we strive to create is one that fosters an appreciation of self, education, Christian behavior, and a respectful attitude toward others and toward school property. The rights of all individuals must always be carefully considered. Individual expression is encouraged but such expression may never interfere with or violate respect for others. It is the right and privilege of every teacher to be able to teach just as it is the right and privilege of every student to learn. It is our intention to help students learn to become productive, responsible self-managers.

Student Responsibilities

Students must adhere to the standards of behavior listed below. These standards of behavior are to be followed anytime students are on Holy Rosary Parish and School grounds. This includes, but is not limited to: after Mass on the weekends, in the evening for school or parish events, and for CYO participation and games.

1. Arrive on time for school prepared and ready to work. The tardy bell rings at 8:25AM. Students in grades 5-8 will serve one detention for every five "tardies" cumulative throughout the year.
2. Walk and maintain quiet in the hallways, the school hall, and on the stairs. There are classes in session at all times and visitors are often present. Remember to be courteous.
3. Remain in assigned and appropriate areas where adult supervision is present. Do not leave classrooms, the school hall, the gym, or the playground without permission from an adult.

4. Refrain from bullying, which is defined as unfair and one-sided behavior. It happens when someone keeps repeatedly hurting, frightening, threatening, or leaving someone out on purpose. Bullying behaviors include the following: a.) Physically hurting or threatening to hurt someone; b.) Social exclusion; c.) Insults; d.) Name-calling; e.) Mean gossip or rumors; and f.) Sexual bullying g.) Sending notes or electronic communications that contain derogatory or threatening remarks.
5. Refrain from put downs, swearing, using obscene gestures or any language or gestures that could be perceived as rude or vulgar. Behavior that intimidates, excludes, or harasses is never acceptable and may be grounds for suspension or expulsion. Examples of peer harassment include, but are not limited to: verbal or written teasing; bullying; intimidating, hostile or other offensive conduct; and jokes, stories, pictures, cartoons, drawings, or objects which are offensive to, or annoy, abuse, or demean an individual or group.
6. Refrain from doing any of the following: fighting, mock fighting, tripping, tackling, kicking, pushing, scratching, hitting, spitting, biting, throwing objects and any other behavior that could hurt or annoy others. Violence or any threats of violence (i.e. "I'm going to kill or shoot you") are NEVER acceptable.
7. Groups that exclude others, attempt to control the actions of others, or promote activities which threaten the safety and well being of students, staff, parents, or parishioners on school grounds or at school activities are never acceptable. The use of hand signals, graffiti, or distinctive style of dress, including any clothes, jewelry, accessories, or manner of grooming which suggests gang affiliation, is strictly prohibited.
8. The usage of the following objects and items is not allowed at school, on school grounds, or on field trips: any collectible cards, coffee beverages, gum, matches, lighters, cigarettes or any tobacco products, laser pointers, weapons (toy or real), anything that could be used or mistaken as a weapon, pain-inducing substances, breath sprays, pornographic material, pictures of people dressed or posed immodestly, any material that promotes harm or violence towards others (e.g. recipe to build bombs), and anything that is contrary to Christian moral standards. Over the counter drugs and prescription drugs need to be administered through the office and are never to be in the possession of students during the school day. Exceptions to this can be made if medical release has been signed and is in the school office.
9. The following electronic equipment may not be used on school grounds during school hours (8:15am-3:15pm): cell phones, pagers, i-Pods, CD players, MP3 players, and computer games or programs. Cell phones may only be used after school hours (3:15pm) and outside of the school building. If a student is seen with a cell phone during the school day, the

phone will be turned into the school office and must be retrieved by a parent.

10. The use, possession, sale, or transmission of cigarettes or any type of drugs or alcoholic beverages is strictly forbidden. Violation could result in immediate expulsion from school.
11. Lying, cheating, forging signatures and stealing are considered serious offenses and normally result in a serious consequence.
12. Use respectful language and a respectful tone of voice when speaking to classmates, staff, parent volunteers and visitors. Hand gestures that communicate a negative or disrespectful message are never acceptable. Arguing with those in authority is never acceptable.
13. Behave in a reverent and respectful manner at all Masses and prayer services. Students must enter church silently. Whenever the school gathers church, students must be in perfect uniform. In the winter months this includes the uniform sweater, sweatshirt, or vest.
14. Discourage negative behavior in other students. This includes any behavior or language that does not conform to all school rules and standards of behavior. This also means not acting as a bystander if you witness someone being hurt or bullied; in such cases students must make an effort to stop the bullying or hurtful behavior and report what was observed to the playground supervisors or any staff member.
15. Respect all personal belongings and the property of others. Hardbound textbooks must be covered. In grades 4-8, all student textbooks must be covered. No stretchy book covers are to be used. Books will be periodically checked for book covers; fines, material infractions, or detentions can be issued when textbooks are not properly covered. Lockers and desks are the property of the school and may be opened without the presence or permission of the students who use them. Pockets, book bags, and purses may also be searched if there is reason to believe the safety of children is jeopardized or a school rule or law has been broken.
16. Students in grades 4-6 must maintain a neat locker and must make sure to always close the locker door. The lockers are school property and may not be decorated inside or out. Mirrors are not allowed on the locker anywhere. No student items may be placed on top of the lockers.
17. Intentional destruction of any school property is prohibited. This includes writing or carving on chairs, desks, and the radiators.
18. The writing and passing of notes and writing or marking on oneself or others are never acceptable. This includes fake or real tattoos.

19. Be responsible for keeping the classrooms, hallways, bathrooms, and school grounds neat and clean. Littering is unacceptable. Follow the recycling policy.
20. During school hours (8:15AM-3:00PM) students may only eat and drink beverages in their classrooms. No eating in the hallways. Candy given out to students as rewards must be eaten in the classroom where the reward was given.
21. Leave the school grounds no later than 15 minutes after school is dismissed, unless you are on campus for a school-sanctioned activity or by teacher request. Students who miss a ride must report to the school office. The school assumes no liability for students remaining unsupervised on the school grounds or in the building after 3:15PM. Students not picked up by 3:30PM will be sent to BASE and parents will be billed.
22. Students may not use the elevator without a teacher's permission.
23. Office telephones are generally for emergencies only. If you forget an assignment, lunch, permission slip, or anything else you may only use the office telephone with a note from your teachers. During school hours teacher permission is also required in order to use the phones in Lanigan and the School Hall.
24. The staff room and all staff bathrooms are for staff members only.
25. Students are generally not allowed to bring friends or relatives to school to spend the day at school with them.
26. Observe all rules that are posted in the classrooms, rules for indoor recess, and all playground rules.
27. Abide by the Uniform Policy, the Attendance and "Tardiness" Policy, and the Acceptable Use Policy for Technology at School.

Disciplinary Consequences

Emphasis is placed on the recognition of appropriate choices and behavior. However, when a student has difficulty following the school's standards of behavior, possible consequences include, but are not limited to:

1. missing recess
2. making restitution
3. receiving a uniform or materials infraction notice

4. completing service during recess or after school
5. receiving a detention warning slip
6. receiving a detention
7. being placed on a behavior contract
8. in the event of cheating, receiving a 0 on the assignment or test and in some cases, a detention
9. in the event of using any electronic equipment on school grounds during school hours (8:15am – 3:15pm), turning over the equipment or item to the school office until a parent retrieves it; repeated offenses could result in the student losing the equipment or item until the end of the school year, and also the student receiving a detention
10. probation
11. suspension
12. expulsion

Consequences are given at the teachers' or administration's best judgment and are based on three factors: 1.) The student's unique needs; 2.) The student's behavior record; and 3.) The circumstances surrounding the offense.

Detention

Detention is a time set aside after school during which a student has the opportunity to reflect on his or her conduct. The teacher supervising detention will provide the student with a self-reflection plan of action sheet. This reflection sheet must be thoughtfully and neatly completed during the detention. When completed the form is placed in the red binder.

Detention Warning

Based on the student's individual needs and a teacher's best judgment, there may be times when a detention warning slip will be given. Individual needs, offenses, and circumstances determine the appropriate consequence, which could be a detention, with no prior detention warning slip. When a detention warning slip is given, the student must take the slip home to be signed by the parent and returned to school. If the student engages in the activity described on the warning again, she/he will automatically receive a detention.

Procedure for Detention

When a student receives a detention, the teacher giving the detention will notify the parents on the day of the offense. The student brings home the detention slip explaining the reason for the detention and the date the detention is to be served. Parents must sign the detention slip and make certain their child returns it to school on the day of the assigned detention.

The student must present the signed detention slip to the teacher supervising detention. A failure to have the signed detention slip could result in the student receiving a second detention. Detentions will be completed on Monday, Tuesday, or Thursday from 3:05PM-3:35pm. Kindergarten detentions may be completed during recess times instead of after school. When a student is absent from school on the day of an assigned detention, the detention will be completed on the next possible day.

Accumulation of Detention Slips

For students in grades 1-8, every fourth detention will not be completed after school, but will normally result in a one-day in-school suspension. For kindergarten students, the sixth detention could result in a half-day suspension from school.

Suspension

Suspension is the separation of a student from school activity during the school day. Depending on the incident, a student may receive an in-school suspension or an off-campus suspension. The length of the time for the suspension depends on the seriousness of the infraction. A suspension received due to an accumulation of four detentions normally results in a one-day in-school suspension. When a student receives a suspension, the principal will phone the parents. A conference normally takes place before the student is allowed to return to classes. During the time of suspension a student will be held responsible for all work missed in class.

Probation

After a child has been suspended for the accumulation of four detentions, he or she will normally be placed on behavioral probation. The student, parents, teacher(s) and principal will meet to determine the terms of the probation. The student and his parents will sign a behavioral contract. If the terms of the contract are broken or the student is suspended a second time for any reason, the student may be expelled from school. A disciplinary hearing may be conducted prior to expulsion.

Expulsion

Expulsion is the removal of a student from all affiliation with the school. Any serious action against the well being of another student or staff member and repeated violation against school standards is considered grounds for expulsion. **THE POSSESSION OR USE OF DRUGS, ALCOHOL, WEAPONS OR LOOK-ALIKE WEAPONS; BULLYING, HARASSING, INTIMIDATING OR THREATENING OTHERS; ANY CONDUCT THAT DAMAGES THE REPUTATION OF THE SCHOOL OR ANY MEMBER OF THE SCHOOL COMMUNITY; AND ANY CRIMINAL ACT ON OR OFF CAMPUS ARE GROUNDS FOR EXPULSION.** There will be police notification in the event of any serious action and whenever a student is expelled.

Hearing Procedure for Expulsion

1. A parent will be notified by phone prior to a student being expelled.
2. A certified letter stating the reason for the expulsion and a family's right to a hearing will be mailed to the parents.
3. If the parents request a hearing, they must notify the school in writing within five business days after receiving the certified letter. If a reply is not received within this five-day period, the student and parents are deemed to have waived their right to a hearing, and the expulsion from Holy Rosary School is in effect. If a hearing is requested, it is held within five days of the request with the pastor or his appointed delegate acting as the hearing officer.
4. During the time of the hearing procedure, the student is excluded from all school activities and is not allowed on the school grounds.

Procedure in Case of Dissatisfaction with School Policy or a School Decision

If a problem or misunderstanding should arise, parents should take the following steps:

1. Contact and meet with the appropriate staff member.
2. If further action is desired, contact and meet with the vice-principal, principal, or pastor.
3. If resolution has not been achieved, the procedures outlined below may be requested:
 - a) The parent submits in writing his/her concerns to the pastor.
 - b) The pastor reviews the concerns and determines the fairness of any actions.
 - c) Within three school days, the pastor responds in writing to the parents.
 - d) If the pastor determines that a hearing is necessary, all parties involved must be present for the hearing, which must be scheduled within three school days.
 - e) Within three school days following the hearing, the pastor states and sends his findings in writing to those present at the hearing.
 - f) The decision of the pastor is deemed final.

Parent Responsibilities

Since by far the greatest influence on a child's thinking and behavior is his/her parents, the school cannot attain its discipline goal without active support from the parents. It is a parent's responsibility to encourage in the child a positive attitude toward learning, and to guide the child in becoming a responsible, self-disciplined and caring Christian. Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school. Any parent or guardian who insults or verbally or physically abuses any staff member in the presence of students or other school personnel on school grounds or at some other location in connection with school activities, may be asked to withdraw their children.

The following are expected of our parents:

1. **Supporting the spiritual development of your child by attending Sunday liturgies regularly and incorporating prayer into your family life.**
2. Fostering in the student a Christ-like concern for all individuals and their dignity.
3. Supporting the authority of the school staff and parent volunteers by not criticizing them in the presence of children and other parents.
4. Sending your children to school on time and prepared to learn.
5. Reporting to the school office to sign your child in or out when an early dismissal is necessary. The school cannot allow children to leave early without a parent or other authorized adult coming into the school office to sign them out.
6. Adhering to the guidelines stated in the school's attendance policy. (see attendance policy)
7. Checking into the office prior to any classroom or building visitation. All parents **must** wear a volunteer badge when in the school during school hours. If dropping off a lunch for your child, please leave it in the office; do not go to the classroom.
8. Upholding the rules and policies of the school. (See student responsibilities.)
9. Sending the student to school in proper uniform and in proper attire on free dress days.
10. Consulting with the appropriate school personnel before forming a final opinion regarding any situation in which your child claims he or she has been treated unfairly (see number 3).

11. Consulting with the teacher first, then the school administration, and finally the pastor, should you have a concern about your child.
12. Attending the fall conferences and any additional conferences requested.
13. Assisting your child in establishing a specified time and place to complete homework, and overseeing its completion. This includes helping your child develop organizational skills necessary for success.
14. Following any health policies and making certain that your child does not return to school after an illness until he or she is completely well. Temperature should be normal for 24 hours and your child should not have vomited for 12 hours before returning to school.
15. Financially supporting the school by making tuition, Annual Fund payments, and tithe payments within the payment schedule and on time as stated within the Tuition Contract. Families paying in-parish tuition rates must have a Sacrificial Giving Card on file in the parish office. In addition, every family must complete their hours and HEART Auction donation, as defined in the Parent Commitment Hours - HEART Auction Contract.
16. Supervising your children during coffee and doughnuts after Sunday Mass and whenever you are on campus for school or parish events.
17. Following the traffic safety, drop-off, and pick-up patterns that are outlined in this handbook.
18. Picking up your children on time after school.
19. Monitoring your child's use of technology. Parents are encouraged to discuss the seriousness of sending emails that contain any type of threats or derogatory comments about self or others. It is recommended that parents are always aware of their children's activity on the computer.
20. Taking time to read through and discuss the Discipline Policy with your child(ren).

Teacher Responsibilities

It is the teacher's responsibility to educate students in a manner that ensures not only their intellectual growth, but their spiritual, physical, aesthetic, and emotional growth as well. These responsibilities include:

1. Modeling the Christian values that are taught.
2. Maintaining a safe atmosphere that ensures each student's right to an education and personal growth without fear or intimidation by others.

3. Providing academic instruction appropriate and challenging to the students.
4. Helping students develop a pride in their school based on respect for themselves and others.
5. Enforcing all school rules with all students.
6. Dealing promptly and consistently with disrespectful behavior among students.
7. Keeping parents, the principal, and the vice principals informed about the behavior and academic performance of students.
8. Informing the parents and the principal when a student is failing in any subject prior to parents receiving the report card.
9. Being well prepared for conferences in the fall and arranging for additional parent conferences as needed to assure the child's academic and behavioral success.
10. Dressing professionally and modestly at all times. Teachers may dress more casually on Fridays.
11. Using the computer and internet appropriately

Administration Responsibilities

It is the administration's responsibility to administer the total educational program of the school in conformity with its Mission Statement. To achieve this, the following are necessary:

1. Representing the needs of students, seeing that their rights to a Christian education are ensured.
2. Articulating school programs to parents and communicating parent input to school personnel.
3. Facilitating the work of school personnel.
4. Supervising all school staff including the B.A.S.E. staff.
5. Working with the School Commission and Parents' Club and attending monthly meetings.
6. Implementing school policy as developed by the School Commission and explained in the Family Handbook.
7. The principal serves on the Parish Staff.

EMERGENCY PREPAREDNESS

The Emergency Preparedness Committee functions continuously throughout the school year to develop safety and emergency policies and to ensure that proper safety procedures are observed. Once a year the school will conduct a school evacuation earthquake drill. Periodically they conduct a "talk through" earthquake drill in the classroom. After the "talk through," a soundtrack of an actual earthquake is played over the PA system and students will do the DROP, COVER, AND HOLD procedure. In the event of an actual earthquake or other emergency, children will evacuate the building and will go to their assigned places on the playground. Children will be released to their parents or to the individuals the parents have listed on their child(ren)'s emergency cards. All staff will follow the Emergency Evacuation Plan. Copies of this plan are available in the school office to parents upon request.

EMERGENCY WEATHER PROCEDURE

In the case of inclement weather, Holy Rosary School usually, **however, not always**, follows the schedule of Seattle Public School District and Hope Lutheran and Seattle Lutheran Schools. Announcements will be posted on the school website by 6:30am, as well as announced on KOMO and KIRO radio stations and on KING, KOMO, and KIRO television stations. Every effort is made to have the announcements broadcast by 6:30AM. If a late start is announced it means that school will begin at 10:00AM. This means that children should not be dropped off at school until 10:00AM. A special announcement regarding hours for the BASE (Before and After School Program) will be made for those families who are enrolled in the BASE Program. Parents must complete an Emergency Closure Form at the beginning of the school year. This form is kept on file in the school office. If it is necessary to close school prior to dismissal time, the principal, the vice-principals, or their delegates will remain at the school until all children have left the building. A sample of the Emergency Closure Form is included in the appendix at the back of the Family Handbook. Any family willing to provide care for children whose parents are unable to come to school for them is asked to inform the school. This Emergency Care Program assists both families and the school in assuring the safety of all of our students.

ENDOWMENT FUND

The Father James Mallahan Endowment Fund for the School was established as a way of helping to keep tuition affordable for all families. An Endowment Board consisting of the pastor, principal and five appointed members meet periodically during the year to oversee the investments of the fund. All proceeds from the Annual Golf Tournament benefit the Endowment Fund. Contributions can be made at the parish or school office at any time.

FAITH FAMILIES

In September each child is assigned to a "faith family." Each faith family has representatives from grades K-8 and has at least one teacher leading the activities. Brothers, sisters, and cousins are assigned to the same faith family. The purpose of the faith family is to build community within the school and to work together in providing service to our community and world. Faith families participate in projects related to the year's school-wide theme. Parents are frequently invited to join in on faith family activities.

FAMILY NEWSLETTER AND COMMUNICATION ENVELOPE (FCE)

On Thursdays a newsletter and other information from the school will be posted on the school website, www.holyrosaryws.org. In addition, an envelope known as the Family Communication Envelope (FCE) is provided for each family. On the first and third Thursdays of the month information from the school, parish, and community will be sent home in the FCE. The oldest child in a family is the FCE messenger. At times there will be forms included in the FCE that must be completed and returned to school. Timely return of all forms is greatly appreciated.

FIELD TRIPS

During the year teachers will plan field trips that support their educational goals. Parents are asked to note carefully all arrangements for field trips. Written permission is absolutely necessary for any student to participate in the field trip. If a child fails to bring in the school authorized signed permission slip, he/she must remain at school on the day of the field trip. Permission may not be given to the teacher or administrative assistant over the telephone. All drivers will be responsible to see that students assigned to their car leave and comply with Washington state booster seat law. **Drivers may not stop to purchase treats for the students in their car. Students are not allowed to chew gum on field trips.** Drivers must complete the required Archdiocesan form in September, including a background check form. These forms remain on file in the school office.

Students must wear uniforms on field trips to plays, museums and other indoor type of activities. The parents and principal must be informed in advance if an exception has been made and students are allowed free dress. Exceptions to the uniform policy may be made for some field trips, depending on the nature of the trip. Examples of such trips include out-of-doors activities, such as the zoo, Camp Long, and beach walks. Students must adhere to the policy for free dress days when wearing free dress on a field trip. **Students may not bring any electronic devices on field trips. All rules printed in the handbooks or posted in the classrooms must be followed on field trips.** The school does not carry liability insurance for injuries. Field trips are privileges, not rights. **Students can be excluded from participation in field trips for academic and/or disciplinary reasons.**

FUND RAISING AND COMMUNITY SERVICE PROJECTS

Parents' Club sponsors five major fund-raisers annually. They are the Magazine Sale, WestFest (a parish-wide Fall family festival), the Christmas Tree & Wreath Sale, the Poinsettia Sale, and the HEART Auction. For specific questions about any of these, contact the president of Parents' Club or the event chairperson.

Subject to the approval of the principal and School Commission, classes and the Leadership Elective may hold other fund-raisers to help defray the cost of service projects, field trips, and retreats. Helping with fund-raisers for special class projects or activities (8th grade graduation, 6th grade sailing trip, and 5th grade environmental camp) can count towards a family's fund-raising hours. Working on special Development Committee activities can also be credited towards fund-raising hours.

Community service projects include several projects usually sponsored by the Leadership Elective such as: a Lenten brown bag lunch project for St. Martin DePorres Center, food drives, blanket drives and raising funds for our sister parishes in Uganda and Kenya. In addition, Parents' Clubs helps with the Spirit of Giving Program.

"GRACIAS" HOLY ROSARY PROGRAM FOR STAFF

"Gracias" is a School Commission sponsored program that gives parents a way to show faculty and staff how much they are appreciated. Parents are asked to mail, drop off or send with their children to school any extra tickets or gift certificates that they are unable to use. The School Commission assures the parents that their donations will be used by the very appreciative faculty and staff. When a donation comes in the principal or vice principal emails or notifies all faculty and staff. Anyone who is interested may put his or her name in box in the office for a drawing. The faculty or staff member who wins the drawing is told who donated the tickets (unless the donator wishes to remain anonymous) or certificates and may write a thank you. Donors' names may be published periodically in the FCE.

HOMEWORK POLICY

By reinforcing, enriching, and building upon what is learned at school, homework can challenge students to use their new skills creatively and constructively. It can nurture self-discipline and independent study habits as well. When a parent is interested and involved, homework can become a common goal, a time to work together, and to offer the individual instruction not always available at school. A parent who takes an active role in the homework also lets the child know that they consider the work important. It is also an excellent way to find out what's going on at school.

Requirements and Guidelines

All students in grades 4-8 are required to have a 3 ring binder or accordion file that divides homework according to subject. Students in Kindergarten through grade 3 are required to have a folder. Homework shall be assigned according to grade level.

When a student is absent from school, it is the student's responsibility to complete the make-up work. Please inform the teacher at least one week in advance when you know your child(ren) will be missing school. Teachers will not normally give out work in advance due to a vacation.

The following is the average amount of time to be spent on daily homework Monday through Thursday:

Grades K-2: 20-30 minutes

Grade 3: 30-45 minutes - By April most final drafts must be completed in cursive.

Grades 4-5: 30-75 minutes - Most written work must be completed in cursive or using a word processor. Pen is required for most written work in grade 5.

Grades 6-8: 1-2 hours - Written work must be completed thoughtfully and neatly using a black or blue ballpoint pen or a word processor. Long-term projects may involve homework on the weekends and could be the reason a student is spending longer than usual. The teacher will monitor the progress of long-term projects. Grades 6-8 students can periodically expect homework on the weekends.

There may be occasional family events that prevent a student from having his/her homework completed. In order for the child to be given additional time to complete homework, a note must accompany the child on the day the homework is due. This note must state the reason for incomplete work and must be signed by the parent. Accepting the note and late turn in of the homework is at the teacher's discretion. The school will not normally accept attendance at athletic events, team practices, concerts, etc. as valid excuses for late homework. The following tips may help make homework time a more rewarding experience for both students and parents:

1. Help your child see homework as a necessary and valuable activity.
2. Set up a well supplied, comfortable and distraction free place for your child to work. Close monitoring, especially if the student has access to the Internet in this area, is highly recommended.
3. Establish a homework time. It will help your child recognize it as a priority.
4. Reinforce the idea that homework is a student's personal responsibility.

5. When your child asks for help, make sure you both understand the assignment and its purpose; give just enough help to get the student started. Teachers appreciate it if parents **do not do** the child's homework for him/her.
6. Assist your child in organizing all homework and necessary supplies each evening so that in the morning they will remember to take all that is necessary with him/her to school.

HOT LUNCH

Holy Rosary School provides a hot lunch program. The lunch is catered by Devanni and Steve Spadoni. Monthly menus are sent home through the FCE. Students may purchase lunch on a daily, weekly, or monthly basis. Milk can be purchased on an annual basis through the school's milk program. All students will eat lunch in their classrooms. Families may apply for free or reduced lunches. Contact the school office for application information.

INSURANCE

The school does not carry accident/medical insurance for students. The school is not liable in any way for any personal injuries to the student while on school property, or during other activities under school authorization. Insurance is available at reasonable rates for in-school coverage, 24-hour medical and dental coverage.

LAPTOP COMPUTERS

Teachers may check out the laptop computer carts through the computer lab. Laptops need to be properly stored which includes plugging them in and having them face the right direction. Each computer should be put back in its correct numbered slot. Carts need to be quietly returned to the lab.

LIBRARY

Students are encouraged to make full use of the school library. Books are checked out for a period of one week and may be renewed. Full cost of the book will be charged for lost or damaged books. Each trimester, report cards will be held until books are returned or paid in full.

PARENT COMMITMENT HOURS PROGRAM

Each family is required to complete a minimum of 50 volunteer hours (30 for qualifying single parent families) in any approved school or parish activities. Families may choose to pay for hours that are not completed at the rate of **\$75.00 per hour**. To be a qualifying single parent family, you must have no other parent, ex-spouse, guardian, or family support in the area that can help with hours. Be sure you marked your contract as a single parent family.

These hours must be completed from **March 1, 2009 – February 28, 2010**. We realize some parents may have difficulty completing their hours

may arise during the school year. Contact the School Commission Vice-President as soon as problems arise so they can work with you on a resolution. Do not wait until the end of the year. Remember it is your responsibility to notify the School Commission Vice-President of any impediment to completion of your hours. Any special arrangements are granted for the current school year only.

Twenty five hours (15 for qualifying single parent families) of those hours must be completed in support of Parents' Club or School Commission fund-raisers. The approved activities are listed in the Fund-raiser section of the volunteer list included in the appendix of this handbook. Please contact the School Commission Vice-President to determine if an activity is approved. The other 25 hours (15 hours for qualifying single families) may be completed in any approved school or parish activity.

Completed forms should be turned into the office, where they are passed on to the Parents' Club volunteer who keeps a record of completed hours for each family. **Hours should be reported quarterly and within 90 days after hours completed.** All hours worked must be documented and received in the school no later than **March 15, 2010**. Parent Commitment hour reporting forms are available in the school office and a sample is found in the appendix of this book. All hours not completed by **February 28, 2010** must be paid at the rate of \$75.00 per hour no later than **March 31, 2010**, in order for families to receive registration papers for the following year. Registration for the new school year will not be allowed unless all hours are complete or fees paid. Student transcripts and health records will also be withheld. In order to receive tuition assistance, families must have completed their commitment hours. Contact the School Commission Vice-President with questions about the Parent Commitment Hour Program. Parents of students who arrive to school late more than five times a trimester will be contacted by the administrative assistant. The principal and vice president of School Commission will be notified. Each additional tardy after five will result in a family needing to complete one additional parent commitment hour. (See Attendance Policy.)

PARENTS' CLUB

The purpose of Parents' Club is to support the programs of Holy Rosary School. The aim of the club is as follows:

1. To coordinate the spiritual and educational forces of home and school.
2. To foster communication among parents, school staff, parish members and the community.
3. To establish meaningful traditions and to ensure continuity of valuable school programs.
4. To unite parents in a common appreciation of Catholic Education.

5. To financially support the school budget through fundraising activities.
6. To co-ordinate the assistance and service of parents in school programs.

PASTOR

The pastor, as representative of the teaching of the Archbishop and overseer of the concerns of the Catholic parish family of Holy Rosary, shall be an ex-officio voting member of the School Commission. It will be his chief function to see that the general policies and practices of the parish school are in keeping with the traditions, outreach and mind of the Church. He or the weekend assistant pastor will officiate at children's liturgies.

RELIGION

Holy Rosary School teaches the message of Jesus Christ to its students. Therefore, religion is of primary importance in the curriculum. The school day begins and ends with prayer. Christian values, attitudes and actions are integrated into everything we do, not merely discussed during religion class. Parents, rather than the school, bear the greatest influence regarding attitudes toward weekly Mass attendance. Sunday Mass is expected of all Catholic school families. The entire student body participates in a Eucharistic Celebration or Prayer Service once during the month on Holy Days and on other special occasions. Once a week the student body gathers in the school hall for a prayer service. Classes rotate the responsibility of planning the weekly prayer services. During Advent and Lent classes plan special service projects and students are encouraged to participate in parish-planned activities and daily Mass.

In the second grade, all Catholic students prepare for their First Penance and their First Holy Communion. The second grade teachers work with the pastor and the parish religious education director in the preparation of these sacraments. Parents are asked to attend some preparatory sessions in order to assist in the child's readiness for the sacraments. Seventh grade students participate in a two-day Pilgrimage in September and 8th grade students attend a three day Ropes Course Retreat. These activities are for the purpose of faith formation and team building. Junior high students are required to complete service hours as a part of the religion grade.

REPORT CARDS

Trimester report cards are issued at the end of each 14-week term. We encourage you to discuss these reports with your child(ren) and to work cooperatively with teachers in their efforts to help students develop their full potential. Teachers will notify parents when progress of a student is not satisfactory or if a student is in danger of retention. Parents are encouraged to confer with teachers if student work or the report card itself warrants concern. Parents will receive mid-trimester progress reports in the Family Communication Envelope during the second trimester. During the third

trimester parents of students who are not progressing satisfactorily will receive a mid trimester report. Every effort is made by the school to help each child succeed. However, if a child continually does not meet the academic and/or behavioral standards, the school may ask the child to withdraw.

SAFETY PATROL

Safety patrol is essential to the safety of our students. Parents are asked to stress the importance of traffic safety to their children. Sixth grade students are required to serve on the Safety Patrol Team. A member of the school staff is responsible for organizing and overseeing the student patrols. Parents are asked to remind their children to be responsible by arriving on time for their duty. Questions regarding the safety patrol program should be directed to Mrs. Maggie Judd. The daily patrol schedule is 8:10AM to 8:25AM and 3:00PM-3:15PM (2:15PM-2:30PM on Wednesdays) at Dakota & 42nd, Genesee & 42nd, and Dakota & 41st. **It is the responsibility of the Safety Patrol to make sure that all students and parents cross the street in the crosswalks.**

SCHOOL RECORDS

All information relating to Holy Rosary students is held in strict confidence and will not be released to any person other than parents. Parents may request to see their child(ren)'s files that are maintained and kept in the school office. For our records to be truly helpful, parents are asked to inform the school and rectory of any change of address, phone numbers, at home and work place, and marital status, etc. The school will release student information to non-custodial parents unless the court has ruled otherwise and a copy of the document stating that information is given to the school.

SCHOOL COMMISSION

The function of the School Commission is to set school policy and establish, approve, and monitor the annual school budget. The School Commission does not involve itself in the day-to-day administrative details of running the school. The Commission shall consist of the pastor, or his delegate, the principal, vice-principal, development director, eight selected positions, which include the president and vice president of Parents' Club, and three appointed positions. Selected members must belong to Holy Rosary Parish or have children in the school. Members serve four-year terms, except for the Parents' Club President and Vice President, who are on the Commission during their terms of office. The three appointed positions include representatives on the Parish Stewardship Council, Administration Commission, and Finance Commission.

The School Commission normally meets on the first Thursday of each month from September to June at 6:00PM. The president may call special meetings. Parents are reminded through the FCE about the specific dates

and times of the three open meetings, which are generally held in October, January, and April. Parents or students may address the Commission at any meeting. Those interested in doing so must communicate with the Commission President at least one week prior to the meeting day.

TELEPHONE

The office telephone is available for use in emergency situations. A student must receive permission from a member of the staff before using any phones during the school day. Students may not call home for forgotten lunches, homework, and field trip permission slips unless the teacher gives written permission.

TEXTBOOKS AND SUPPLIES

The school will provide textbooks. Supply lists will be available to students at the close of the school year with their final report cards. Most student textbooks must be covered. Contact paper must not be used to cover textbooks. Students who do not keep their books covered may be given a detention, a materials infraction, a fine, or be asked to stay in at recess to cover book(s).

TRAFFIC SAFETY - DROP OFF AND PICK UP PATTERN

The purpose of the transportation procedures is to ensure the safety of our children and reduce congestion during the busy drop-off and pick-up times. With nearly 500 children being dropped off in a such a short period it is imperative that we all follow the school traffic flow rules. Traffic pattern rules are the same for both pick-up and drop-off. **Drivers should never leave their vehicles while in the drop-off or pick-up zones – east side of 42nd and in the alley.** These areas are posted **NO PARKING**. If you park to drop off or meet your children, please make certain that you instruct your children to cross the street with the crossing guards. **NO JAYWALKING UNDER ANY CIRCUMSTANCES.** If you angle park on 42nd across from the school, your children must cross the street in the crosswalk. Also, do not stop in the middle of the street to drop off or pick up children, as this would create a dangerous situation and worsen congestion. There is no eastbound traffic allowed on Dakota during the drop-off and/or pick-up times – 8:05AM to 8:25AM & 3:00PM to 3:15PM or 2:15PM to 2:30PM on Wednesday. This means that when leaving the school area, going north on 42nd Ave, drivers cannot make any turns onto Dakota, but should continue straight ahead for one block and to make turns on Andover. No eastbound traffic also includes drivers coming to Holy Rosary School from California Ave and making turns onto Dakota.

Drop-off and Pick-up Patterns-between 8:05AM-8:25AM & 3:00PM-3:15PM or 2:15PM-2:30PM on Wednesday:

If you approach school from the north:

- 🕒 Drive South on California Avenue.

- ⌚ Turn left onto Andover.
- ⌚ Continue through the intersection at 42nd Ave. around the traffic circle
- ⌚ Turn right onto 41st Ave.
- ⌚ Go 1 block to Dakota and turn right
- ⌚ Turn left into the alley and proceed to the drop off area. Do not drop children out alongside the playground.
- ⌚ If extra time is needed for loading and unloading of projects, for children who need assistance, or activities, you may pull all the way forward, stopping near the fire hydrant just before the alley exit, being careful not to block visibility. This is the designated area for loading and unloading when extra time is needed, but NOT, however, for leaving your care to escort students inside. but is NOT, however, for leaving your car to escort students inside.
- ⌚ WHEN USING THIS METHOD TO LOAD OR UNLOAD. ALWAYS REMEMBER TO SIGNAL AS YOU PULL IN AND OUT OF THE TRAFFIC FLOW AND USE EXTREME CAUTION.
- ⌚ When you exit the alley, turn **right only**.

If you approach school from the south:

- ⌚ Drive North on California Ave.
- ⌚ Turn right onto Genesee.
- ⌚ Turn left onto 42nd Ave.
- ⌚ Always pull forward **as far as possible** and close to the curb before stopping to load and unload your children. DO NOT STOP HALFWAY UP THE STREET UNLESS TRAFFIC HAS COME TO A STOP AHEAD OF YOU. DO NOT DOUBLE PARK.
- ⌚ Unload children only on the east (school) side.
- ⌚ DO NOT STOP IN THE MIDDLE OF THE STREET TO LOAD OR UNLOAD CHILDREN. If extra time is needed for loading and unloading of projects, for children who need assistance, or activities you may **pull all the way forward**, stopping near the fire hydrant just before the alley exit, being careful not to block visibility.
- ⌚ WHEN PULLING INTO AND AWAY FROM THE CURB, ALWAYS REMEMBER TO SIGNAL AND USE EXTREME CAUTION.
- ⌚ Proceed North across Dakota as no right turn is permitted during drop-off and pick-up.

Because the safety of our children is of the highest importance, adults will periodically monitor compliance with the requirements in this section. Parents who are in violation of these traffic rules will be notified. Parents receiving three violation notices during the school year will be required to attend a meeting with the School Commission to discuss the violations.

TUITION ASSISTANCE

Tuition assistance is available to practicing Catholic in-parish families. In order to be eligible for tuition assistance, families must have a sacrificial giving card on file at the parish and be current with their parent commitment hours. Families who need tuition assistance should apply for it with their school registration materials. Should an unexpected situation occur which would necessitate need for financial assistance during the school year, families should immediately contact the school office to complete the necessary paperwork. Families should not wait until they are behind in tuition payments before applying for assistance. When requesting tuition assistance, please follow the steps below:

1. Obtain the Holy Rosary tuition assistance packet from the school office.
2. Complete the tuition assistance packet and return with your most recent tax forms to the school Office Assistant who will forward them to the Tuition Assistance Director.
3. After a careful review of the tuition assistance forms, the Tuition Assistance Director will inform the family of the amount and kinds of financial assistance awarded. The director will consult with the principal and pastor, if necessary.
4. Each family must submit a new tuition assistance request for each school year. The Tuition Assistance Director will keep all financial assistance materials confidential and secure.

TUITION AND TUITION DELINQUENCY

The School Commission determines tuition and tithing. The current year's schedule is on the Tuition and Commitment Contract, which is in the appendix of this handbook. Tuition payment is due with the tuition coupon on or before the 10th of each month. A late fee of \$25.00 will be added to your monthly tuition when tuition is late. There is a \$25.00 service charge on all non-sufficient fund checks made out to Holy Rosary School. In the event of tuition and commitment hours' delinquency, registration forms for the coming year will be withheld, or for those graduating, school transcripts and health documents will be withheld. **Registered parishioners must remain current with their tithing commitment in order to continue paying at the in-parish tuition rates.** Families who fall behind two

months in their tithing commitment to the church may be moved to the out-of-parish tuition rates.

UNIFORM POLICY

General Uniform requirements for all grades:

We expect students at HRS to follow the uniform policy, to dress appropriately on free dress and spirit days, and to be well groomed at all times.

1. Shirts must be white knit, oxford style with a collar, or a turtleneck. Eighth graders may also wear navy blue shirts and turtlenecks. White camp shirts purchased at the uniform store are also allowed. Lace collars are not allowed. Shirts must have long or short sleeves, but no 3/4-length sleeves. Sleeves may not be rolled up. **Shirts must be long enough to stay tucked into the student's pants or skirt.** Oversized, baggy, or excessively tight shirts may not be worn. **Tee shirts worn under the uniform shirts must be plain white with no emblem, logo, or color.**
2. Red uniform sweaters must be purchased at the Uniform Store. Sweaters may be cardigans, pullovers, or vests. Holy Rosary red sweatshirts, purchased through the school, may be worn in place of sweaters. These sweatshirts must be purchased through Holy Rosary Parents' Club. Eighth graders have the choice of wearing plain red, gray, or navy sweatshirts. Eighth grade sweatshirts may NOT have writing, a hood, pockets, emblems, or logos on them. **All students, grades K-7 must have a Holy Rosary uniform sweater, vest or sweatshirt. Eighth graders must have the above sweatshirt or a plain red, plain gray, or plain navy sweatshirt. On perfect uniform days students are REQUIRED to wear the proper uniform sweaters, sweatshirts, or vests as defined in this policy. All days when students attend Mass are considered perfect uniform days.**
3. Gator spirit sweatshirts may be worn to school each Friday, except on perfect uniform days, in place of the regular uniform sweatshirt or sweater. Nicknames written on the back of the Gator sweatshirt must be respectful.
4. Red polar fleece purchased at the Uniform Store with the Holy Rosary insignia may be worn in place of the uniform sweater, sweatshirt or vest. **Students are not allowed to wear any other type of polar fleece vests, coats, jackets, or non-uniform sweaters or sweatshirts in the classroom.**
5. Pants must be dark navy corduroy or cotton twill, and ankle length, straight legged with no contrast stitching. No navy jeans, sweatpants, or nylon pants are allowed. Eighth graders may also wear khaki colored

pants. **No sagging, oversized, or exceptionally tight pants may be worn to school. Pants with extra pockets, such as cargo or painter pants, may not be worn to school. Pants must have zippers, NOT buttons or brads. Brads on pockets are not allowed.**

6. Navy shorts (navy or khaki for 8th graders) can be worn to school all year round. **All shorts must be purchased at the Uniform Store. Shorts may not be any shorter than 6 inches above the top of the kneecap. Shorts cannot be sagging.**
7. Girls in grades K-4 may wear Macbeth plaid jumpers or skorts. Girls in grades 5 & 6 may wear Macbeth plaid skirts or skorts. Girls in grades 7 & 8 may wear navy skirts or skorts. Jumpers, skirts and skorts must be purchased at the Uniform Store. **Jumpers, skirts and skorts may not be any shorter than three inches above the top of the kneecap. Skirts may not be rolled at the waist.**
8. Socks for boys and socks and/or tights for girls must be worn. Socks and tights must be solid colors: white, black, red, or navy and can be knee-high or ankle length. No stretch pants, leggings, or leg warmers may be worn. Footies are acceptable.
9. Shoes must have heel straps. Shoes with laces must be tied. No flip-flop shoes or platform shoes are allowed at school. The only exception to this policy is on special spirit or theme days. **We ask that parents make sure that students wear matching shoes and ones that are safe for the playground. Shoes and boots with high heels are considered unsafe. Students must wear tennis shoes on the days that they have P.E.**
10. Hats, hoods, scarves, and bandanas may not be worn inside the school building, in the gym, or in the church. The only exception to this is on special spirit or theme days.
11. Girls in grades K-6 may not wear make-up. **Girls in grades 7 & 8 may wear light, neutral-toned foundation. The following may not be worn: eye shadow, black eye liner, glitter, and heavy mascara.** Boys may not wear make-up.
12. Students may not wear any jewelry that is considered unsafe or distracting. Girls may not wear any more than two earrings on the same ear. Earrings may be no longer or larger in circumference than the size of a quarter. Multiple bracelets, exceeding more than one, are not allowed. Boys may not wear earrings. Body piercing, other than ear piercing for girls, and temporary or permanent tattoos are not allowed. **Belts must be solid black, brown, or navy. Large belt buckles, any type of metal belts, or chains that hang from the belt or belt loops are not allowed. No scarves may be used for belts.**

13. Hair styles or colors that create a disruption to the learning environment such as shaved, spiked, designs or logos carved in the hair, multi-colored, tails, Mohawks, unusually dyed, tinted, bleached, and streaked hair are not allowed. "Big hair" is not allowed. Natural color highlights are acceptable. **Bangs for boys and girls must be above the eyes.** Number 1 razor cuts are only okay for the entire head. **Boys' hair must not extend below the collar.** Boys' faces must be clean-shaven.

Policy for Free Dress Days

Free dress passes may be given to students as an incentive for participating in the Magazine Sale that is conducted in September and October. Students may also receive free dress passes from their teachers or the principal. Every student may enjoy free dress on his/her birthday.

When coming to school in free dress, students may not wear hats, hoods, or bandanas inside the building. Jewelry, belts, shoes and make-up that are not allowed with the uniform, are also not allowed on free dress days. Students may wear jeans or sweatpants on free dress days, however, jeans or any pants with holes and/or graffiti and ones that are too baggy, sagging, or too tight are not allowed. Shirts with inappropriate words, slogans, or art, and ones oversized or excessively tight are not allowed. Halter-tops, spaghetti straps, or any tops that do not cover the waist or reveal the waist when arms are raised are not allowed. When skirts are worn on free dress days, they must not be any shorter than three inches above the top of the kneecap and shorts must not be any shorter than six inches above the top of the kneecap. Shorts and pants may not be sagging. **Leggings cannot be worn as pants, leg warmers cannot be worn, and underwear cannot be worn as outerwear. Students may not wear coats in classrooms on free dress days.**

Spirit or Theme Days

Holy Rosary School sponsors at least one Spirit or Theme Day a month. Students are encouraged to wear specific theme clothes that are appropriate for school. Students choosing not to participate in the Spirit Day must come in uniform.

On Spirit Days any exception to the guidelines for free dress stated above, such as flip flops, hats, dyed hair, jewelry, etc., will be listed in the weekly communication from the school prior to the Spirit Day.

Failure to Adhere to the Uniform Policy:

It is the intent of the School Commission to have the school staff strictly enforce the Uniform Policy. In order for this to happen we need the support and cooperation from each of our parents and their children. Any student not in compliance with the Uniform Policy, including appropriate attire on free

dress or theme days will be given an infraction to be signed by his/her parents. In some cases the student may be required to phone the parents to have the proper uniform or clothes brought to school. Students may be asked to wait in the school office until the correct uniform or clothes arrive. The fourth uniform infraction will result in a detention.

Students who come to school with haircuts, hairstyles, or hair colors that do not comply with the Uniform Policy will normally be given one evening to correct the hair. If the student returns to school without having made the correction, the parents will be notified and the student will be asked to remain home until the haircut, hairstyle or color is in compliance with the policy.

USE OF SCHOOL GROUNDS

Holy Rosary School assumes liability for students only during school hours, which are normally from 8:10AM - 3:10PM. We are not responsible for any accidents occurring on the grounds on weekends, during vacation times, and before and after school.

VISITORS' IDENTIFICATION

All parents, volunteers, or other visitors who are visiting or working at school must report to the office. **They must pick up AND wear a Holy Rosary volunteer lanyard badge.** This includes parents who volunteer in the school on a regular basis and for any purpose. This policy is for everyone's safety and will be strictly enforced.

VOLUNTEERS

The teachers and office welcome volunteer help. It is an opportunity to get involved in your child's school. Some teachers may have sign-up sheets available at Open House. There will be opportunities for parents to volunteer on the playground, to help out in the classrooms, the library, the computer lab, in the school office, as well as work on projects at home. **All volunteers who are visiting or working at school must stop by the office for Holy Rosary volunteer lanyard badge.**

When parents come to work in the classrooms or drive on field trips, we ask that you not bring younger siblings with them. This helps to ensure a focused classroom learning environment and safe and well-supervised field trips. If an exception is to be made to this policy, the teacher will inform you.

HEALTH ROOM INFORMATION

Ill Children

The School Health Office would like to remind parents of current students and inform our new families of the school guidelines used for assessing sick children. It is our goal to keep the school environment as healthy as possible for all children.

A child will be sent home if he or she has:

- ⌚ A temperature of 100F or higher
- ⌚ A rash/skin eruption, with or without drainage, of unknown origin
- ⌚ Active vomiting or diarrhea
- ⌚ Suspected contagious illness

- ⌚ A serious injury or appears obviously ill.
- ⌚ Live lice (see school head lice policy)

A child should be kept home from school in the following situations:

- ⌚ Children with a temperature over 100F must be fever-free for 24 hours (without the use of fever-reducing medications such as Motrin or Tylenol) before returning to school.
- ⌚ If a child vomits or has diarrhea during the night or in the morning, that child should be kept at home for 24 hours from the last episode.
- ⌚ Keep child home if the child has red swollen eyes that itch and are draining pus, or have a crusty appearance upon awakening. A physician will need to evaluate him/her for "pink eye".
- ⌚ The child with a productive cough that is not controlled by medication.
- ⌚ Any child that has been diagnosed with a communicable illness such as chicken pox, impetigo, ringworm, or MRSA may not return to school with out a note from the physician.
- ⌚ Any child with live lice should remain home till 36 hours after treatment began and no live lice are seen on the child's scalp.

The following table lists some common communicable diseases found in school-age children.

Communicable Diseases		
Disease	Period of Communicability	Action/Exclusion
Chickenpox	Up to 5 days prior to rash and until lesions are crusted over. (Usually 5 days after eruption)	On the 6th day after the appearance of the first crop of lesions, or if the skin is clear of moist lesions and only dry crusts are present.
Conjunctivitis (Pink Eye)	Until treated and drainage from eyes has cleared.	Until treated and drainage from eyes has cleared.
Diarrhea Diseases	Variable depending on cause.	Exclude until asymptomatic or physician diagnosed and cleared to return.
Fifth's Disease	Probably not communicable after rash onset.	If no fever and child appears well, readmit after the rash fades.
Impetigo	While sores are draining.	Exclude until 24 hours after treatment has begun.
Lice	Until live lice are destroyed.	36 hours after recommended treatment and no live lice seen
Rash	Variable depending on cause.	Exclude until rash and fever has disappeared or until physician diagnosed and cleared for return.
Ringworm	As long as lesions are present.	Exclude until treatment and cleared by physician. Exclude from swimming and contact sports until lesions are cleared.
Scabies	Until mites and eggs are destroyed.	24 hours after treatment and recommendation of physician.

Strep Throat/ Scarlet Fever	2-4 days after appearance of rash. 10-21 days if untreated	24 hours after initiation of antibiotics.
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If the school office calls you, please pick up your child in a timely manner. The school will only call home if it is felt that the child really needs to leave school.

Please update your emergency card throughout the school year. Often parents will have changes in work numbers, cell phones, emergency contacts, etc. Time spent reaching the contact parent can increase the time a sick or injured child must wait at school.

Medications in School

- ⌚ Parents must give written permission for their student to take medication school.
- ⌚ Parents are to complete a Medication Administration Form. This Form can be located in the school office.
- ⌚ All medications must have their original prescription label on the bottle or box containing it.
- ⌚ Expired or out-dated medications will be returned to parents. Parents will need to supply the school with non-expired versions of their child's medication.

School Screenings.

- ⌚ Vision and hearing screenings are performed in the Fall.
- ⌚ Scoliosis screenings are performed on the upper classes in the Spring.

HOLY ROSARY SCHOOL HEAD LICE POLICY

Infestation with head lice is common and endemic worldwide, affecting persons of all ages and socioeconomic backgrounds. It is more common in children between the ages of 5 and 11. The Washington State Department of Epidemiology reports the infestation rate in the State's population is approximately 10% . This rate of infestation suggests that there are, at any given time, active, but unidentified, cases of lice within the Holy Rosary School population. In order to manage head lice infestation, the School has developed a Head Lice Policy.

The goals for the policy are:

- ⌚ Early identification
- ⌚ Contain infestation
- ⌚ Support the affected families
- ⌚ Maintain confidentiality and privacy
- ⌚ Provide information to school families
- ⌚ Notification of active cases to school families

THE HOLY ROSARY HEAD LICE POLICY IS AS FOLLOWS:

Weekly Scalp Checks ("Detection Combing")

- ⌚ The school recommends families perform weekly detection combing checks once a week (more often if active lice cases are identified in school).
- ⌚ This is a vital step in early detection. See section "Detection Combing (scalp checking) below .

Head Lice Discovered on School Children

- ⌚ Any child with suspected lice or nits will be sent to school office for assessment.
- ⌚ The assessment will be done in a confidential manner, with as much privacy afforded the child as possible. The child will be examined for live lice.
- ⌚ If live lice are found, the family will be contacted and asked to pick-up their child.
- ⌚ The family will treat child the at home. See "Head Lice Facts" posted in the school's web page.
- ⌚ Apply head lice treatment followed by wet combing. See section "Wet Combing ('Bug Busting')" below.
- ⌚ "Wet combing" of the child's scalp will be performed every other night for three weeks.

- ⌚ The child may return to school 36 hours after treatment if no live lice are seen on seen on the scalp .
- ⌚ The family will need to check into the school office for a confidential scalp check prior to returning to class. The child will be sent home if live lice are found at that time. The child may return to class if live lice are not present. Families will be reminded to continue the “nit picking” process for two to three weeks, and to report any live lice.

Information on head lice treatments is located in Head Lice information sheet, located in the school handbook. The office can provide additional information to the families as needed.

Nits Found on School Children

- ⌚ The parents of any child found to have nits only (no live lice) will be notified. The child may remain in school if the child has begun treatment at home. Most nits are empty egg cases. The nits may remain on the hair for several months before falling off.
- ⌚ The school recommends that the nits be removed by the use of one of the two combing methods described below. Removing as many of the nits as possible will allow the family an easier examination of the hair for living lice. Information on “nit picking” and household clean up can be found on the “Head Lice Facts” information sheet, located on the school's web site..

Notification of School Families

- ⌚ The school will notify the families of the child’s classmates when one active case of head lice has been identified in that class.
- ⌚ The school will notify the entire student body when two or more active cases are identified.
- ⌚ The school staff will manage the situation in a confidential manner, maintaining privacy for the families involved.

DETECTION COMBING (SCALP CHECKING)

The weekly checking of family member’s scalps for lice is one of the most important methods we have for early detection and intervention. Friday is the day of choice for these checks because if live lice are found, treatment can take place over the weekend and will not interfere with the school week.

Detection combing will not remove lice. However, it may be used to remove nits. Removing the nits will make it easier to locate living lice. The number of nits should decrease not increase over time.

Scalp itching is often the presenting sign of a lice infestation. This itching is not due to the bites themselves, but rather to the body's autoimmune reactions to the bites. It takes two to three months for the autoimmune response to lead to itching. This means that the child has had lice for at least two months prior to the onset of itching. The weekly inspection of the scalp will not prevent lice, but will allow for early detection, before the number of lice on the child's scalp increases, decreasing the opportunity for lice to spread to family and friends.

The following is a step-by-step description of how to perform detection combing.

1. Check your child for signs of head lice in a well lit area when the hair is dry.
2. Begin at the nape of the neck and work up. Lice and nits(eggs) can be anywhere on the head, but they prefer the warmer places to hide. The lower hairline is a good place to start.
3. Using either your fingers or a tail comb, slowly part the hair down the middle, from the crown to the nape of the neck. It has been reported that a colored comb can make the nits or lice more visible. Check the part for nits on the hair shaft or lice on the scalp. Nits are small white, grey or dark brown specks. They are well attached to the hair shaft and are difficult to remove. Lice are difficult to see since they move quickly through the hair. Adult lice are usually brownish in color, nymph stage lice are usually transparent to reddish in color.
4. Once the first section of scalp is checked, part the hair either to the left or right of the initial part in very small sections. Check this new parting for lice or nits.
5. Repeat this process throughout the entire back of the head, paying extra attention to the warmer spots at the nape, hairline and close to the ears.

Please notify the School office if live lice are found.

Please refer to the Head Lice Information sheet, located on the Holy Rosary School's web site (under "Health Room"), for information regarding lice treatments and procedures.

WET COMBING ("BUG BUSTING")

Wet combing provides a means for the manual remove of lice from the hair following the initial lice treatment (over the counter (OTC) or an alternative method). Wet combing is the key step in lice eradication regardless of what initial treatment you select. This combing technique may also be used for detection combing or to remove nits (egg cases) from the hair.

Removing the nits will make it easier to locate living lice and provide a way to monitor the infestation. The number of nits should decrease not increase over time.

Supplies

- Conditioner
- Wide-tooth comb
- Lice removal comb
- White tissues
- Hair clips (for longer hair)

Procedure

- 1 Wash the hair as normal.
- 2 Apply conditioner liberally over the entire head. Aim to cover every hair from root to tip.
- 3 Untangle the hair with a wide-tooth comb.
- 4 Separate longer hair into manageable sections and fasten each section back with clips.
- 5 Quickly start combing the hair with the nit comb; hold the comb flat against the scalp and comb the hair in small sections from root to tip.
 - 1 Note: For individuals with very tightly curled hair: the use of a lice comb may be too uncomfortable. Perform the wet combing with the use of a regular comb.
- 6 After each stroke wipe the conditioner off the nit comb onto a tissue and look for head lice and nits. Also check the nit comb and remove and remove any head lice or nits from it before continuing.
- 7 Comb each section of the head five times.
- 8 Place used tissues in garbage. Wash combs and hairclips with warm soapy water after use and wash hair as normal.

Repeat Procedure every second day (for example, Monday, Wednesday and Friday) for three weeks.