



**2012 SACS Accredited
2016-2017
Parent/Student Handbook**

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www.olorschool.net

Academic Credentials

Our Lady of the Rosary Catholic School is a school within the Diocese of Charleston. The school is a member of the National Catholic Education Association (NCEA). Our Lady of the Rosary Catholic School is a SACS accredited academic institution.

Welcome

The Faculty and staff of Our Lady of the Rosary Catholic School welcome you and your child(ren) to our school with a heart. The best interest of each student is the first consideration in all decisions made by the Parish Priest, Principal, Teachers, and OLR Community. Therefore, we believe strong communication should be maintained within the school community at all times. We also believe this handbook will open the door to procedures, practices, policies, and academics, thus giving you, our parents and students a preview of the new school year.

Together let us pray for a joyful, prayerful, and positive 2016-2017 school year.

The information contained in this book is for the sole purpose of Our Lady of the Rosary Catholic School and cannot be used for any purpose without the written permission of the Our Lady of the Rosary Catholic School Administration.

The policies stated in this handbook apply to all students enrolled at Our Lady of the Rosary Catholic School.

Equal Opportunity in Education

Our Lady of the Rosary Catholic School does not discriminate on the basis of race, sex, religion, or national origin in the administration of educational, admissions, and school administered policies and programs.

AHERA Asbestos Management Plan is on file in the school office.

***Throughout this handbook OLR is substituted for Our Lady of the Rosary Catholic School**

MISSION STATEMENT

It is our mission at Our Lady of the Rosary Catholic School to educate and to develop students socially, morally, intellectually, culturally, and spiritually. As a Kindergarten through Eighth Grade mission of Our Lady of the Rosary Parish, we welcome boys and girls from varied backgrounds. In addition to our commitment to academic excellence, creative teaching, and Christian values, we also seek to inspire in our students a joyful and heartfelt relationship with Jesus Christ within the fullness of the Catholic Faith.

VISION AND PURPOSE

Our Lady of the Rosary is a Catholic community committed to excellence and a deep belief in the everlasting love of God. Our vision is that each child will be cared for spiritually, morally, intellectually, physically, socially, and emotionally. In addition, our school is:

A place where Christian values exist in order to inspire and encourage a deeper faith in Christ.

A place where we learn to value and respect ourselves and others.

A place where partnerships between students, parents, faculty, staff, and the OLR Church community makes us one.

A place where academic excellence allows each student to attain his/her full potential.

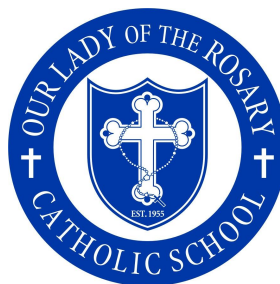
A place where positive attitudes are formed, self-esteem is maximized, and the achievements of each child are recognized.

SCHOOL HISTORY

It all started in 1955. An auditorium/gym building was built which was intended to serve as a temporary church and school. Four Sisters of St. Francis of Penance and Christian Charity came from Stella Niagara, New York to begin Our Lady of the Rosary Catholic School in September of 1955. By the spring of 1956, the new school building was completed. In 1963, an additional wing was added to the school to allow more adequate classroom space. Finally, in 1968 a decision was made to erect a library for the school. In 1969, with the closing of the Donaldson Air Force Base, a wooden barracks building was purchased by the parish and presently houses our K4 classroom as well as our Art classes. Father Bayard formed the first OLR School Board in order to help develop the children to the highest level possible, encouraging the integration of religious truths, scholastic achievement and creativity. In 1975, the Reece Construction Co. was contracted to build a new Parish Center consisting of a gym and an unfinished upper level. In 1977, the unfinished upper level was divided into three classrooms forming our present Middle School. In 1987, the Sisters of Notre Dame announced they could no longer maintain Our Lady of the Rosary School. Sr. Carol Gnau, the school Principal bid a fond farewell to the upstate. Mr. Keith Darr became the first lay Principal. Mrs. Terri Parillo was the Assistant Principal and both Mr. Darr and Mrs. Parillo continued the excellence associated with OLR.

The list of Principals to date are:

**Sr. Carol Gnau
Keith Darr
Paul Herr
Therese Gallivan
Mary Louque
Beverly Farley
John Harrington
Bobby Moreau
Marianne Tully**



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*** We have Mrs. Ruth Meyer and Father Thomas A. Evatt to thank for this wonderful history of Our Lady of the Rosary Catholic School. As we look to the future of OLR, may it be as everlasting as our belief in God's Love.**

PHILOSOPHY OF EDUCATION

We acknowledge that God is Creator and Father of us all, that He has sent His Son, Jesus, to "Bring all things into one in Him" (Eph. 1:10), and that Jesus commissioned His apostles and their successors, the Church, to "go, teach all nations..." (Mark 16:15).

“Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. Since the Christian vocation is a call to transform oneself and society with God’s help, the educational efforts of the Catholic School must encompass the twin purpose of personal sanctification and social reform in the light of Christian values.” (TO TEACH AS JESUS DID.)

RELIGIOUS FOCUS

Our Lady of the Rosary Catholic School exists primarily for the religious and moral formation of children of all denominations. The academic preparation of Catholic children through religion classes and liturgies are an important part of the school curriculum. The students actively participate in daily religion classes, monthly Eucharistic adoration, and weekly liturgies adapted especially to the instruction of children. All students of all denominations attend liturgical services scheduled during school hours and participate in daily religion classes scheduled for each grade.

ACTION TEAMS

Change

In order to develop school and team spirit, Our Lady of the Rosary Catholic School students, faculty, and staff are divided into Action Teams. The Action Teams and Action Team colors are as follows:

Disciples	blue
Saints	green
Apostles	red
Archangels	yellow

Throughout the year, various competitions are held in order to form camaraderie not only within the teams, but with the faculty and staff. These competitions are meant to inspire reaching mission project goals, obtaining excellent grades, and uniting our school in order to reach various common objectives.

SCHOOL POLICIES AND PROCEDURES

ADMISSIONS POLICY

Applications for new students are accepted throughout the year. Re-registration begins in late January and early February for all current students.

A Pre-School (K4) child must be four years old on or before September 1 of that school year. A Kindergarten child must be five years old on or before September 1 of that school year. Children entering grade 1 must be six years old on or before September 1 of that school year. Prospective students (except students entering K4) will take a placement test and are accepted to OLR on a semester probationary period. At the end of the

semester, the student's performance will be evaluated by the teacher and or the Principal. This evaluation is to determine if OLR is the best place for the student. Students are admitted for one school year, and registration is conducted annually.

All students must provide copies of a Birth Certificate, SC Immunization Form (1125), and a Baptismal Certificate (with a raised seal if Catholic), report cards and standardized test scores, and a record of current IEP/Medical Evaluation(s) to complete enrollment. Registration is complete when all the preceding requirements have been met, including the payment of registration, book fees, and entrance test completion.

For families re-registering at OLR, all financial obligations to the school must be paid prior to the student's name being placed on the roster (Parish Priest and Principal will decide on exceptions).

Tuition Policy—Please refer to current tuition schedule included with the admissions packet, with the summer mailing, or by visiting the OLR website. The tuition policy/obligation form must be signed and returned to the office on or before the first day of school.

ARROWSMITH PROGRAM

The Arrowsmith Program is founded on neuro-scientific research and 30 years experience demonstrating positive results at the Arrowsmith School and other Arrowsmith Programs throughout Canada, the United States, and other places throughout the world. The program strengthens weak cognitive skills that affect the ability to learn. The program is suitable for students with mild to severe learning difficulties. Upon completion of the program, students are able to return to a full academic program with their peers, most without special education assistance or program accommodations. Arrowsmith information is available in the school office.

ARROWSMITH POLICY

- 1. The Arrowsmith Program is open first to students currently enrolled at OLR School.**
- 2. The Arrowsmith Program is then opened to new students who enroll at OLR School.**
- 3. Lastly, the Arrowsmith Program opens enrollment to a *previously* home-schooled student at the discretion of the OLR School Administration.**
- 4. Arrowsmith Program tuition and fee schedules are available at the school office.**
- 5. Arrowsmith Program tuition and fee schedules are subject to parent signature(s).**
- 6. ARROWSMITH PROGRAM STUDENTS FOLLOW THE POLICIES, PROCEDURES, ETC. THAT ARE LISTED IN THE OLR SCHOOL PARENT/STUDENT HANDBOOK.**
- 7. Arrowsmith Program students fill out an "Authorized Student ENROLLMENT Form" as part of being enrolled by the Arrowsmith Program.**

- 8. Arrowsmith students/parents fill out an “Arrowsmith Program Consent and Acknowledgment Form” as part of being enrolled by the Arrowsmith Program.**
- 9. Enrolled Arrowsmith Students come under the guidelines and fee schedule set forth by the Arrowsmith Program and the guidelines set forth by Our Lady of the Rosary Catholic School.**
- 10. Arrowsmith students attend four forty-minute Arrowsmith sessions each day.**
- 11. Arrowsmith students attend Reading/Language Arts, Mathematics, and Religion within their own grade.**
- 12. Arrowsmith Students follow the Arrowsmith Schedule listed in the OLR Academic Calendar.**

ATTENDANCE

Daily attendance and prompt arrival is essential to successful performance in school. School hours are from 8:00 AM until 3:00 PM.

***All absences require a written excuse signed by a parent, guardian or doctor upon the day of returning to class. Beyond the limit of ten days, a doctor’s excuse is MANDATORY. If you know your child will be absent ahead of time, please inform the school, via a note to the teacher. (Please note: Vacation absences – homework will be sent home when the student returns to school).* TEACHERS ARE NOT REQUIRED TO GIVE MAKE-UP TESTS OR ASSIGNMENTS DUE TO VACATIONS. THIS IS UP TO EACH INDIVIDUAL TEACHER.**

Parents are required to email the OLR School Administrative Assistant or call the school office (277-5350) ext. 201 by 10:00 AM if a child will be absent. If a student is marked absent and his/her parent has not called, they will be called by the school office (time permitting). This policy is for the protection of the Our Lady of the Rosary students. If your child is reported absent, homework requests must be made by 10:00 AM.

***Please note all excuse notes will be held in the office for verification purposes. Teachers are required to prepare the OLR absence/homework paperwork for each absent Student.**

STUDENTS SHOULD BE FEVER FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Missed assignments are the student’s responsibility. A school-wide doctor appointment/absence make-up work sheet will be completed by the student’s teacher(s) as a reminder of all missed work due to student’s absence.

Students arriving after 8:00 AM must report to the school office, ACCOMPANIED BY A PARENT OR GUARDIAN, for a tardy slip. Excessive tardiness may require administrative

involvement and will be discussed with parents. Tardiness disrupts the learning environment for all.

Students arriving after 11:30 AM or dismissed for the day before 11:30 AM are considered absent for a half-day. *If a student is marked absent, the student is not eligible to participate in any extra-curricular activities that day (sports, fieldtrips or any school activity). Principal/ Assistant Principal may override this policy. Diocesan basketball tournament may or may not apply depending on the location of the current year's tournament. Please check with the Administrative Assistant Principal/Athletic Director for further information.*

Parents must send in a note to the teacher requesting early dismissal. Parents should phone the office if the early dismissal is unplanned to give office staff ample time to retrieve student(s). Please keep in mind those early dismissals for other than grave reasons negatively impact the learning environment for all. Early dismissal should be limited to serious need. As with late arrivals, if early dismissal becomes chronic, administrative action may be taken. All parents are expected to notify a staff member and sign out each child they are picking up. Please be sure a staff member is aware of your presence. No oral messages regarding student dismissal will be accepted.

AWARDS

The Living our Faith through Good Citizenship Award is awarded to students in Grades K4-7 at the annual awards ceremony after the last school Mass. The Grade 8 Living our Faith through Good Citizenship Award is awarded after the Graduation Mass during the awards ceremony.

Student exemplifies the spirit of the mission of OLR:

- ❖ **Appropriate conduct**
- ❖ **Respect for others**
- ❖ **Academic effort**
- ❖ **School spirit**
- ❖ **Uphold the OLR honor code**

The OLR Star Awards are given to students for achievement both inside the OLR School Community and outside the OLR School Community. Examples of the Star Awards are:

- ❖ **Science fair honors**
- ❖ **MESAS math and science write-in contest**
- ❖ **Multi-cultural Christmas Card Contest**
- ❖ **Diocesan Religion Test for Grades 5 and 7**

BEHAVIOR--BULLYING POLICY

Bullying is a serious issue. It is unacceptable behavior in our school, in our community, and in today's world. Bullying can be physical, verbal, cyber or emotional, all of which are detrimental to a student's well being and development. Bullying happens in all walks of life, but children are particularly affected by bullying. They may hide because they are afraid of revenge by the bully or feel powerless to change the situation. Any acts of bullying, intimidation, and/or hazing will have a ZERO DEGREE OF TOLERANCE here at Our Lady of the Rosary Catholic School.

Bullying can include the following, but are not limited to:

Physical—pushing, kicking, hitting, pinching, and any form of physical contact

Verbal—name-calling, sarcasm, spreading rumors, persistent teasing or threats

Emotional—excluding, tormenting, ridiculing or humiliating

Racial—racist taunts, propaganda, or graffiti

Cyber – ALL forms of cyber bullying will be addressed by the Principal/Assistant Principal

ALL ISSUES OF BULLYING WILL BE HANDLED BY THE PRINCIPAL, ASSISTANT PRINCIPAL AND THE PARISH PRIEST.

Our Lady of the Rosary Catholic School is proud to offer our Second Grade Students THE VALUE OF FRIENDSHIP PROGRAM written by Ellen de Jong. This program gives young children the information and tools they need to be leaders in the crusade to end bullying.

BEHAVIOR--CLASSROOM POLICIES

In all instances, classroom policies will be consistent with school-wide Diocesan policies for behavior and discipline. Each Teacher is responsible for setting his/her classroom discipline policy. The role of the teacher is to identify and correct general behavioral issues within the classroom and all school related activities. Ongoing general infractions will be referred to the Administrative Assistant Principal and the parent. If infractions cannot be corrected, the issue will be referred to the Principal for immediate attention

BEHAVIOR--CODE OF CONDUCT ON CAMPUS

Students at OLR are expected and required to act with behavior that reflects Gospel values. They are expected to show respect and consideration for their parents, teachers, school staff, and especially fellow students on or off campus. This respect helps to maintain a harmonious school atmosphere that is conducive to learning. Parents are expected to be involved in correcting any behavior problem(s) with their children. Parents

are ultimately responsible to see that their child's behavior is in line with school expectations and does not interfere with the education and experiences of other students.

During the school day, students are to walk quietly in single file on the right side of the walkways and stairs. Loud talking, shouting, pushing, shoving, and fighting are not permitted. These behaviors may lead to disciplinary action when deemed necessary. Students are not to partake in any behavior that may interfere with the safety of others.

Students may not leave their classroom without permission and are to remain on school grounds during the school day.

BEHAVIOR--CODE OF CONDUCT OFF CAMPUS

Students at OLR are expected and required to act with behavior that reflects Gospel values at all off campus school or sports related activities. They are expected to show respect and consideration for their parents, teachers, school staff, and especially fellow students. Good manners and proper etiquette should be used at all times.

BEHAVIOR--DISCIPLINE CONSEQUENCES

Corporal Punishment—School and Diocesan policies forbid corporal punishment in any form.

BEHAVIOR—DISCIPLINE DEMERITS

Any infraction of the following rules will carry (1) demerit:

- ❖ **Improper uniform without permission**
- ❖ **Chewing gum—Arrowsmith Students permitted with the Arrowsmith Classroom**
- ❖ **Eating in class without permission**
- ❖ **Throwing objects without permission**
- ❖ **Hitting or pushing another student**
- ❖ **Excessive talking in class**
- ❖ **Running and pushing in school hallway, breezeway, classroom, or stairs**
- ❖ **Disregarding traffic/safety rules**
- ❖ **Creating a disturbance in the hallways, classroom, or breezeway**

Any infraction of the following rules will carry (3) demerits:

- ❖ **Possession of obscene literature**
- ❖ **Failing to show up for detention**
- ❖ **Using obscene words, gestures, or actions**
- ❖ **Destroying or defacing school or church property**
- ❖ **Being sent to the office by a teacher**
- ❖ **Destroying or defacing another student's property**

- ❖ **Failure to report to any individual teacher when requested to do so**

An infraction of the following rules will carry (5-10) demerits:

- ❖ **Bringing cigarettes or tobacco products to school**
- ❖ **Fighting, verbal or physical**
- ❖ **Disrespect to a teacher or teacher's property by word, gesture, or action**
- ❖ **Using obscene language to a teacher**
- ❖ **Leaving the school grounds without permission**
- ❖ **Failure to show up for a class or school after drop-off**
- ❖ **Cheating/Plagiarism**
- ❖ **Stealing**
- ❖ **Lying**
- ❖ **Any act or promotion of physical or verbal sexual harassment**
- ❖ **Any act or promotion against religion or faith**
- ❖ **Any act or promotion of an "anti-racial" nature**

The following infractions will be dealt with by the Parish Priest and the Principal or Assistant Principal. They are considered serious. Demerits will be given for these infractions and the student may be eligible for expulsion as a result of committing these infractions:

- ❖ **Possession, selling or consumption of drugs or alcoholic beverages at any time on school property or at any school-sponsored activity**
- ❖ **Coming to school intoxicated from alcohol or drugs**
- ❖ **Hitting/striking a teacher**
- ❖ **Vandalism to a teacher's property**
- ❖ **Possession of any type of knife, illegal weapon, or matches on school grounds or at any school-sponsored activity**
- ❖ **Accumulation of 25 demerits**

BEHAVIOR--Discipline—Penalties

One (1) Demerit	One after-school detention
Ten (10) Demerits	Letter from the Administration sent to Parents. Parent conference required.
Fifteen (15) Demerits	Letter from the Administration sent to Parents. Second Parent conference required.
Twenty (20) Demerits	Parish Priest is officially informed, conference with Parish Priest, Parents, and School Administration required; possible suspension.
Twenty-five (25) Demerits	Conference with Parish Priest, Parents, and Administration; possible expulsion.

***The Principal or Administrative Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.**

BEHAVIOR--DISCIPLINE TERMINOLOGY

Disciplinarian—person responsible for administering the Demerit System.

Demerit—a demerit is a mark against a student’s conduct record. Demerits are cumulative. A demerit is received when a student commits a major, minor, or persistent general infraction. A student receiving a demerit will also be assigned a detention. The number of demerits given for each offense is at the discretion of the Assistant Principal/Disciplinarian in consultation with the teacher. The number of demerits given for a violation may vary from the following schedule because of mitigating or aggravating circumstances.

Detention—Detention is a punishment. For detention, the student is detained in an assigned location for a determined appropriate period of time. Detentions are generally served on Wednesdays for all students from 3:00 to 4:00. The Administrative Assistant Principal/Disciplinarian supervises all detentions. Detention takes priority over any commitment. Extenuating circumstances must be brought to the Administrative Assistant Principal/Disciplinarian’s attention by the parents, so that the detention can be rescheduled.

Infraction—Failure to observe the rules of OLR that is unacceptable behavior at school or school sponsored activities. For every infraction there will be demerits, detention, suspension, expulsion or probation.

Probation—Trial period in order to correct inappropriate behavior

Suspension—Removal of a student for a specific time period from OLR School

Expulsion—Permanent removal of a student from OLR

BEHAVIORAL RESOLUTION

The following policy is designed to help identify behavioral tendencies very early in their development, provide immediate initial correction, and communicate these to the parents. Being well-behaved is an expectation of all students, parents and school staff. The resolution of behavioral issues will be supported by the entire OLR Staff. The teachers and staff seek active two-way communication with the parents in order to provide whatever assistance is needed to correct the behavioral issue. If an issue is identified

the student will progress through disciplinary steps. The actions taken are always with the intention of helping the student correct the behavioral issue identified. Before extreme action is taken, every effort will be made by the school staff to provide assistance or refer the parent and/or child to qualified counseling.

BEHAVIOR--SCHOOL MANNERS

It is the duty of the entire OLR School Community to promote a positive environment, exemplify mutual respect and compassion, and celebrate diversity and each other while striving for academic excellence. Therefore:

- **Good manners are expected to be used at all times.**
- **Welcome our visitors with loving smiles and kind words.**
- **Approach games, contests and competitions with a positive attitude and good sportsmanship.**
- **Develop good study habits.**
- **Keep our campus and classrooms clean.**
- **Represent our school well on all field trips and extra-curricular activities.**
- **Make every day the best day possible.**

BIRTHDAYS & CLASS PARTIES

During each month a “Birthday TAG Day” will be celebrated. *Please note there is only one “Birthday TAG Day” per month except for the Month of May when both June and July Birthdays are also celebrated.* The school calendar will denote the “TAG” day. All birthday celebration TAG days, including July, will be noted on the school calendar.

PARTY INVITATIONS WILL BE DISTRIBUTED ONLY IF THE INVITATIONS ARE TO THE ENTIRE CLASS OR TO ALL OF THE GIRLS OR ALL OF THE BOYS IN THE CLASS.

Class parties (Halloween, Easter, etc.) are permitted at the discretion of the classroom teacher. Parties should be scheduled at the end of the school day whenever possible.

BOOKBAGS AND BOOK COVERS

All students in Grades K4 - 8 are required to have a book bag or backpack for transporting books and supplies. They should be labeled with the student’s name. *All books both hard copy and consumable MUST be covered and treated with respect.* If books are lost, the parent or guardian is responsible for the cost of replacing the book. Extra books may be purchased for use at home at the expense of the parent or guardian.

CARPOOL-ARRIVAL/DISMISSAL

OLR WILL BE A CONSTRUCTION ZONE DURING THE 2016-2017 SCHOOL YEAR. PLEASE USE EXTREME CAUTION WHEN DRIVING OR WALKING ON CAMPUS.

ALWAYS USE EXTREME CAUTION WHEN DRIVING THROUGH THE PARKING LOT

DRIVERS MUST USE THE FRONTAGE ROAD ENTRANCE DURING THE 2016-2017 SCHOOL YEAR.

CARPOOL--MORNING CARE - 7:00-7:30 AM (Please note there is a fee for the Morning Care Program). **MORNING CARE WILL BE HELD IN THE CAFETERIA DURING THE 2016-2017 SCHOOL YEAR.** A staff member will be waiting at the Cafeteria/Gym door for students to enter Morning Care.

CARPOOL--ARRIVAL TIME - 7:30-7:45 AM

A Staff member will be at the Cafeteria/Gym door for students to enter the Cafeteria until the 7:45 classroom entry time. Students will be directed to the Elementary School Classrooms by Staff members.

CARPOOL--ARRIVAL TIME - 7:45-8:00 AM

Upon entering campus **ONLY** from Frontage Road, please follow the road and drop off in front of the Elementary School Building. Staff members will be opening car doors and directing both Elementary and Middle School Students to their classrooms. **ELEMENTARY AND MIDDLE SCHOOL STUDENTS SHOULD DEPART CARS ON THE SIDE CLOSEST TO THE ELEMENTARY BUILDING.** Middle School students should walk on the crosswalk to the Middle School building and proceed to class. **K4 will be escorted to their classroom by faculty, staff or patrols.** Staff and volunteers will be available to assist all other students.

- ❖ **PLEASE NOTE THIS POLICY--STUDENTS ARE NOT ALLOWED TO ENTER OR EXIT ON THE DRIVER'S SIDE, SAFETY COMES FIRST WITH OUR STUDENTS.**
- ❖ **PARENTS PLEASE REFRAIN FROM USING CELL PHONES DURING DROP OFF OR PICK UP.**

CARPOOL--DEPARTURE PROCEDURE

Upon entering **ONLY** from Frontage Road, K4, Elementary and Middle School Students will be in front of or in the Elementary classrooms at dismissal time.

ALL FAMILIES MUST USE CAR SIGNS. CAR SIGNS WILL MAKE OUR SCHOOL DEPARTURE PROCEDURE RUN SMOOTHLY ESPECIALLY DURING CHURCH CONSTRUCTION PERIOD.

***PLEASE REMEMBER TO BUCKLE UP BEFORE LEAVING THE PICK-UP AREA.**

*** When on campus please make every effort to drive 7 mph.**

CARPOOL--DEPARTURE--RAINY DAYS/DELAYED DISMISSAL

Parents will pull up as close to the school building as possible in an orderly fashion. In the event of lightning, the Delayed Dismissal Procedure will be followed.

In the event of lightning, Our Lady of the Rosary will delay the dismissal process 5 minutes from the last occurrence of lightning. An announcement over walkie-talkies will call for delay; all staff will return to their classrooms and remain inside. Students will remain in the classroom, and parents should remain in their vehicles. Middle School students will be in the Elementary classrooms/Cafeteria. Although not recommended, parents may, at their own discretion, leave their vehicles and proceed to their children's classroom. Parents must sign children out with each child's classroom teacher if they wish to have their child released during the delayed dismissal. Children will not be dismissed to the office; parents may only sign out their own child – no friends, relatives, or carpools will be released during the delayed dismissal. An announcement from the office will re-start dismissal. Existing carpools and parent notes for releasing children will be honored once dismissal resumes.

IN THE EVENT OF STORMY WEATHER, DISMISSAL MAY CONTINUE WITH DIRECTIONS GIVEN BY THE STAFF ON CAR LINE DUTY. PLEASE PAY CLOSE ATTENTION TO THE DIRECTIONS AND LISTEN TO THE BULLHORN SO THAT DISMISSAL CONTINUES IN A SAFE AND ORDERLY MANNER.

CHILD ABUSE

Our Lady of the Rosary Catholic School abides by the Child Abuse Laws of the State of South Carolina. This law mandates that all cases of suspected child abuse/neglect be reported to Child Protective Services.

COMMUNICATION

Good parent/teacher communication is the key to a student's success. Parents have access to faculty and staff via e-mail, voice mail, and by setting up conference appointments. Please allow 24-248 hours for a teacher to respond.

COMMUNICATION—BLUE FOLDERS

In hopes of preserving our natural resources as Pope Francis calls us to do, papers sent home will be less this year. Blue folders will be given to EACH student. ONLY important information will be sent home via the blue folder. It will be helpful for all individual student information such as progress report and report card envelopes, tag day money, etc. to be returned to school in the blue folder. This will make housekeeping, as well as

bookkeeping more efficient. This will also give our students the opportunity to be more organized and responsible with items of importance. Blue folders will be sent home regularly on Thursdays. We encourage all parents to read and respond to any and all important information on the next school day.

COMMUNICATION GUIDELINES

- 1. Classroom teachers should be called first when there is a problem.**
- 2. Discuss your concern with the teacher.**
- 3. If the problem is unresolved with the teacher, please schedule a conference with the Principal.**

Communicating with Students during the School Day—the school telephone is a business phone and is not for the use of students. Only emergency messages will be delivered to students.

COMPUTER/INTERNET POLICY

Computer and Internet use on Our Lady of the Rosary's campus is designed solely for educational purposes including classroom activities, computer/library classes, and academic research for projects. In addition, all computer and internet activities conducted during normal school hours will be supervised by school personnel. Any unauthorized or inappropriate computer or internet use will result in appropriate disciplinary action at the discretion of the Principal, Administrative Assistant Principal, and supervising teacher. Each student and parent/guardian is required to sign the Computer and Internet Use Policy and Agreement at the beginning of each school year.

CRISIS PLAN

In case of a lockdown emergency, OLR's crisis plan will go into effect. All teachers and staff are aware of the procedure to follow in order to keep your child safe. If the lockdown situation presents the opportunity to safely evacuate the campus, students will be moved to the following secure location: Home Depot Store.

CURRICULUM

The Diocesan curriculum guidelines, consistent with the State of South Carolina Standards, are followed for teaching of all secular subject areas.

Religion

Catholic doctrine and tradition, Bible study, sacramental preparation for Reconciliation, Eucharist, and Confirmation are part of the Religion curriculum.

Computer

Typing skills can be practiced at home as well as in the classroom. Each student has a keyboarding password. Computers will be integrated into daily classroom work. Each teacher will devise his/her own plan for computer classroom integration.

Related Arts

Music, Art, Speech/Debate (TBD) and Physical Education are a part of the Related Arts curriculum.

Handwriting

Students in Grades 3 through 8 are expected to submit all handwritten work in cursive writing. (Handwritten work may be printed with Teacher permission.)

Language Arts

Reading, English, Spelling, Vocabulary, Phonics, and Writing are a part of the Language Arts curriculum.

Mathematics

Mathematics skills, Pre-Algebra, and Algebra I are part of the Mathematics curriculum. Students in Grades 5 through 8 are placed into math groups. Math in Grades 3-5 will be departmentalized and taught by one teacher.

Grade 5

The 4th Grade teacher in collaboration with the 5th Grade teacher will place students into instructional math groups. Student math grades, ITBS math stanine scores, and teacher recommendation based on observations of student skills, effort, and ability determine placement.

Grade 6

The 5th grade teacher in collaboration with the Middle School math teacher will place students into their instructional math groups. Student math grades, ITBS math stanine scores, and teacher recommendation based on observations of student skills, effort, and ability determine placement.

Grade 7

At the end of Grade 6, students will be placed into instructional math groups.

Grade 8

At the end of Grade 7, students will be placed into instructional math groups.

Physical Education

Physical fitness programs will be age appropriate.

Science

Students will engage in the study of general science and experience laboratory science.

Social Studies

Social studies will be taught beginning in Grade K4. Third Grade will study South Carolina History.

Spanish

Spanish will be taught in Grades K4-Grade 8. It will include vocabulary, common expressions, grammar, conversation, and culture.

Curriculum under construction.

Grades 3TBD, 4 and 5 gifted and talented year in Reading. The Rooted Mind will be taught as a mini class period twice per week for these students. This program's objective is to expand vocabulary, help on standardized tests, and use Latin and Greek roots as a building block for our English Language, and increase critical thinking skills.

DRESS CODE EXPECTATIONS FOR ALL OLR STUDENTS

- **All students are expected to dress in full uniform and groom themselves neatly.**
- **Girls are not permitted to wear make-up including nail polish.**
- **Boys are not permitted to wear earrings.**
- **Girls with pierced ears may wear one stud only in each earlobe (small pearl, silver or gold studs only).**
- **All fad haircuts, including colored hair, for either girls or boys, are not permitted.**
- **Religious necklaces, medals, scapulas are allowed, but should be worn inside the shirt or blouse for safety.**
- **Items such as hair ribbons, barrettes, and hair bands, worn by girls, are limited to uniform colors; uniform plaid, navy, white, red, or yellow – ribbons only.**
- **Holiday/colorful ribbons and bows are permitted on tag days.**
- **Shorts may be worn August through October 31 and April 1st through June.**

Uniforms are available at Read's Uniforms

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ADMINISTRATIVE ASSISTANT PRINCIPAL.

Girls in Grades K4-8 may wear a NAVY BLUE CARDIGAN. THIS CARDIGAN MAY HAVE THE OLR LOGO EMBROIDERED ON IT. THE CARDIGAN MAY BE PURCHASED FROM READ'S.

Logo will be mandatory in 2017-2018

NEW

DRESS CODE—GIRLS UNIFORM

- **OLR school plaid jumper grades K4 – 5, grades 6 – 8 wear a skirt. Girls must wear shorts under jumpers/skirts for modesty.**
- **Jumper/skirt length should hit the top of the knee.**
- **Blouse – no logos, words, or ruffles--blouse should be white--long or short sleeves, collar--peter pan/oxford with button down collar grades K4 – 8.**
- **Golf or polo shirts—red or white (not burgundy)--long or short sleeves—must have a collar – grades K4 – 8.**
- **Golf or polo shirts—may have OLR logo—K4 - 8.**
- **Turtleneck—full collar, not mock turtle—red or white (not burgundy)—may have OLR logo—K4 - 8.**

DRESS CODE—BOYS UNIFORM

- **White oxford shirt with button down collar, short or long sleeves.**
- **Golf or polo shirt—red or white (not burgundy)--long or short sleeves—must have a collar.**
- **Golf or polo shirt—may have OLR logo.**
- **Turtleneck—full collar, not mock turtle—red or white (not burgundy)—may have OLR logo.**
- **Tie—purchase at Read’s—Mass days—plaid or red**
- **Bow tie—Red purchased at Read’s may be worn on Mass days.**

DRESS CODE—BOYS AND GIRLS

- **Slacks—navy blue only.**
- **No cargo, No leggings, No knits, No elastic bottom, No corduroy.**
- **Flat front, Dockers style, or Pleated.**

DRESS CODE—BOYS AND GIRLS

- **Shorts—navy blue only—worn August – October 31 and April 1 – end of school.**
- **Knee length, Flat front, Dockers style, or Pleated.**
- **No knit shorts or cargo shorts.**
- **Shorts--Not more than 2 inches above or below the knee.**

DRESS CODE—BOYS AND GIRLS

- **Sweatshirt—hooded/crew--navy blue with school logo—worn over a collared shirt or blouse (sweatshirt purchased through school).**
- **ONLY OLR APPROVED (navy crew/hooded sweatshirt with school logo) MAY BE WORN IN THE CLASSROOM.**

- **Cardigan** **NEW**
The OLR approved cardigan, which can be purchased through Reads, may be worn with pants, shorts, skirt, and jumper, inside and outside the classroom.
- **Socks**—navy or white crew (must have 3 inches of ribbing above the ankle and no manufacture's logo).
- **Tights or Knee Socks**—navy or white.

DRESS CODE—BOYS AND GIRLS SHOES

Change

- **Girls** – solid white, red, navy, grey, or brown. **Boys** – solid white, red, navy, grey, brown, or black.
- **Grades 6 – 8 girls, plain ballet flats**—black—plain leather or plain suede—Mass day only.
- **Grades 6 – 8 boys, deck shoes or top siders**—black or brown—Mass day only.
- **K4 – Grade 5**—Mass days only—girls—plain black ballet flats or Mary Janes.
- **K4 – Grade 5**—Mass days only—boys-- deck shoes or top siders—black or brown.

DRESS CODE—BOYS AND GIRLS BELTS

- **Dark Brown, Black or Navy Blue (solid)** must be worn with all slacks or shorts.
- **K4 and K5**—Parents use discretion with belts due to bathroom issues (belts should be worn—magnetic belts are suggested).

DRESS CODE—MASS DAY ATTIRE

- **NAVY VEST—GRADES 6 – 8 MASS DAYS—NOVEMBER 1 THROUGH MARCH 31 REQUIRED FOR BOYS AND GIRLS. SWEATSHIRTS MUST BE REMOVED BEFORE MASS.**
- **Girls Grades K4-5** must wear a Jumper, white oxford shirt/blouse or white shirt/Peter Pan Collar, black flats or Mary Janes with white or navy blue knee socks or tights.
- **Boys Grades K4-5** must wear navy blue slacks, **NAVY BLUE VEST**—November 1-March 31, white oxford shirt, tie, and black or brown boat shoes.
- **OLR sweatshirts/coats/jackets/fleece** may be worn to Mass, but must be removed upon entering Church.

DRESS CODE—PHYSICAL EDUCATION UNIFORM

Physical Education classes are held once a week for each grade. PE uniforms are mandatory for students in grades 3 – 8. The PE uniform WHICH CONSISTS OF WIND PANTS AND A WIND TOP should be worn to school on the day the student has PE. OLR

School wind pants will be required from November 1 through March 31. Students may purchase PE uniforms through the school.

DRESS CODE--TAG (Teaching About Giving) Day Guidelines

The following are guidelines for special non-uniform days:

- **On “TAG” days (no uniform required), general rules of nice dress are still in effect. Skirt and short lengths are the same. No tank tops, cut-off shorts, or flip flops are allowed. Bare midriffs and make-up are not allowed. Any shirt that shows midriff when arms are raised is unacceptable. Students should dress in a way suitable for a Catholic School.**
- **Heely’s are not acceptable on campus or at OLR extra-curricular activities.**
- **NO light-up shoes allowed.**
- **NO sweatpants or gym shorts may be worn.**
- **No skinny or tight jeans may be worn.**
- **No cargo shorts.**

***ALL attire must be neat, clean, not faded, and appropriately sized. No baggy styles permitted.**

****ALL shirts must be tucked in at all times.**

*****Shirts, blouses, sweatshirts, sweaters, skirts, jumpers, pants, or shorts should be hole free.**

DRESS CODE—PERSONAL BELONGINGS/LOST AND FOUND

All clothing (uniforms, sweaters, coats, shoes, etc.), book bags, lunch boxes, and all other personal student belongings MUST be marked in some way with the student’s name. Please do not send items of value to school unless they serve an educational purpose.

- **CELL PHONES, I-PODS, CAMERAS AND ANY OTHER ELECTRONIC DEVICES ARE NOT PERMITTED AT SCHOOL DURING ACADEMIC HOURS (unless teacher authorized).**
- **School phones may be used for emergencies or pick up times during extra-curricular activities (i.e. school dances, sporting events).**
- **The school is not responsible for any lost items. Please have your student check lost and found periodically for lost items.**
- **All lost items will be placed in the Elementary School bathroom and Middle School foyer in the lost and found wooden cabinets.**
- **All articles not claimed within a week will be put in the used uniform store or donated to Good Will.**
- ***The school reserves the right to inspect book bags and lockers at will. Any and all electronic devices will be taken and parent will be asked to retrieve the device.***
- **Please do not send any money with your child that is more than needed for that day’s activities or the purchase of school items. All monies sent should be placed in**

a white envelope with student/family name and PURPOSE clearly written on the front.

EMBRACE PROGRAM

NEW

EMBRACE Program Admission Policy

At Our Lady of the Rosary Catholic School, we follow the words of Christ—“Let the children come to me.” To that end, we have established EMBRACE, an inclusive education program for students with cognitive disabilities and special needs that assists students with their academic, spiritual and social development. Our goal is to provide our Embrace Students with an individualized learning plan that meets their specific needs, while ensuring these students remain with their social peers and in their regular classroom as much as possible. Our Lady of the Rosary Catholic School believes that all students deserve the opportunity to receive an education in the Catholic tradition. The EMBRACE program is one way Our Lady of the Rosary Catholic School endeavors to ensure our teachers and students live the teachings of Catholic social doctrine.

Minimum standards for consideration to be part of the Our Lady of the Rosary Catholic School family:

- **Able to tend to personal hygiene;**
- **Able to feed oneself;**
- **Able to communicate with simple verbal expression.**

If your child meets the above consideration standards, the requirements for possible enrollment for the Embrace Program are as follows:

- **Meeting with our Student Academic Plan (SAP) Team and the school Principal to ensure we are able to meet your child's spiritual and educational needs;**
- **A copy of the student's current Individualized Education Plan (if available);**
- **Documentation identifying your child's needs, including professional diagnosis;**
- **Classroom observation (if needed);**
- **An annual agreement (Student Academic Assistance Plan—SAP) between the student's family and the school, setting forth specific goals, needs and expectations for the academic year.**

Following are Our Lady of the Rosary Catholic School's guidelines regulating the classroom inclusion of students with special needs, or of students with professionally diagnosed cognitive disabilities. A cognitive disability or special need is “professionally diagnosed” by a qualified expert in the appropriate field of medicine or education that can

provide documentation to assist parents and the school to better address the student's unique needs in the learning process. These guidelines apply whenever a parent or guardian requests or requires exceptions, adjustments, modifications, or accommodations to the teacher's ordinary classroom expectations or classroom management strategies:

- **When a student with special needs or with a professionally diagnosed cognitive disability applies for enrollment, the Principal and parents will meet to define the student's needs and the school's ability to meet those needs. These needs must be identified with the assistance of documentation and guidelines provided by a qualified professional, such as a letter from a doctor or an Individualized Educational Plan (IEP);**
- **Classroom inclusion of either a student with special needs or student with a professionally diagnosed cognitive disability requires the cooperation of both the school and the parents and the realization by both that circumstances and available resources may make such inclusion of a particular student impossible. "Inclusion" means including the student in a regular classroom and classroom activities according to a teacher's usual learning or classroom management expectations;**
- **An annual written agreement (SAP) between the school and the student's family will be developed and executed before the commencement of each academic school year. This agreement will set forth specific goals and expectations of the student, as well as the responsibilities of the school and the family. This agreement should be based on the recommendations provided by the parents to the Principal, and to the teacher from a qualified professional;**
- **Special arrangements for homework, preferential seating, grading, promotion, graduation, or other identified exceptions, adjustments, modifications, or accommodations should be developed and described within the annual agreement (SAP);**
- **Failure of the student or his/her family to abide by the terms of the annual agreement, or to cooperate fully with both the Principal and the classroom teacher will be grounds for student withdrawal.**

EMERGENCY NOTIFICATION CARD AND FORM

The Student Emergency Card and form must be kept current with the school office. They must be filled out each year by the parent or guardian. This card and form contains information about the student's physician and emergency contact information.

***COMPLETION OF THIS CARD AND FORM IS MANDATORY AND SHOULD BE SENT IN DURING THE FIRST WEEK OF SCHOOL.**

EXTRA-CURRICULAR ACTIVITIES

All extra-curricular activities are grade specific, and participation in them is a privilege. These activities are available to all students. No student has an absolute right to participation and may be denied participation if they fail to meet academic or behavioral requirements.

EXTRA CURRICULAR--ATHLETICS PROGRAM

Sports teams at OLR compete in the Carolina Middle School Conference. The goals of our program are to develop teamwork, confidence, responsibility, character, and sportsmanship.

Winning is a goal of the program, but it is not the number one goal. Students who are members of a team can expect to play; however, they are not guaranteed playing time.

The head coach of each team makes decisions during practice and contests that he/she deems necessary. At times these decisions may not be popular with the athletes. Athletes may be suspended from one game as a result of disciplinary infractions. This decision will be made by the Principal, Administrative Principal/Athletic Director, and Head Coach.

OLR offers organized team sports for the middle school, and each student who participates must maintain a "C" average in each subject to be eligible to play. As a parent, you have the right to speak to the coach about your child. The conversations must be held during a scheduled appointment (not during/after practices or games). Our coaches, players, teams, and program need your support. If you have challenges, talk to the coach, then the Administrative Principal/Athletic Director, then the Principal. You are asked to support the program, not undermine it with discontent. Good sportsmanship is always something we strive to exemplify as a player, coach, team, parent, fan, and school. Our program will not tolerate displays of poor sportsmanship during practices or games. If this type of behavior continues by a player, coach, parent, or fan they will be asked to leave the facility.

EMERGENCY DRILLS

State Law and the Department of Social Services require that fire drills be held monthly. Please see the OLR Safety Manual for further information. This manual is available in the school office. All drills will be reported to the parents via email.

ENRICHMENT CLUBS & CLASSES

Students are encouraged to participate in a number of after-school activities when offered. After-school activities vary from year-to-year.

FAMILY VOLUNTEER REQUIREMENTS

Our Lady of the Rosary Catholic School requires families to volunteer in order to keep tuition costs reasonable. The Parent Teacher Organization coordinates a volunteer program for the school through which parents provide needed services to the school. Volunteers for these services are solicited at the beginning of each school year and throughout the school year. All volunteers must be VIRTUS trained and background screened if they are planning to drive on field trips, substitute in the classroom, or volunteer to head up a school, club, or activity. This information and paperwork is sent home at the beginning of the school year for completion prior to any volunteer work. If in doubt, please follow screening procedures or call the front office for volunteer information. Please refer to PTO handouts for all information on our wonderful Parent Teacher Organization. PTO dues are \$25.00 per year. Bills will be sent out in the summer mailing. If dues are not paid by September 30th of the current school year, the \$25.00 charge will be added to the Parents' FACTS tuition account. Parents are required to complete 40 volunteer hours per year. Please see the PTO by-laws for further information and fee charged for unfulfilled volunteer hours.

FIELD TRIPS

- ❖ **Field Trips are designed to correlate with teaching units and to achieve curricular goals. They are also designed to have each student experience something new and different such as: musical productions, art gallery exhibits, etc.**
- ❖ **A field trip is a privilege and not a right.**
- ❖ **All grades do not have the same number of field trips.**
- ❖ **Field trips are permissible for all grades as long as they insure an opportunity for successful learning.**
- ❖ **Individual teachers, in consultation with the Principal or Administrative Assistant Principal, reserve the right to deny student participation on any field trip due to poor conduct.**
- ❖ **A written official permission slip, signed by the parent, is required before a child will be permitted to attend all field trip activities. VERBAL PERMISSION CANNOT BE ACCEPTED.**
- ❖ **A telephone call will not be accepted in lieu of the proper field trip permission slip.**
- ❖ **A hand-written note will not be accepted in lieu of the proper field trip permission slip. THE DIOCESAN PERMISSION FORM IS THE ONLY ACCEPTABLE FIELD TRIP PERMISSION SLIP.**
- ❖ **If the signed permission form is not submitted, the student will remain at the school office while the class goes on the field trip.**

- ❖ **Parents may refuse to permit their child from participating in a field trip by stating so in writing. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.**
- ❖ **All monies collected for field trips are non-refundable.**
- ❖ **Cell phones are not allowed on field trips unless authorized by the teacher and or the Administration.**
- ❖ **Parents who chaperone on a field trip may not bring pre-school or school-age siblings on the field trip.**
- ❖ **All chaperones must be 25 years of age or older.**

GOLD CARD

Gold Card Policy ~ In order to keep your gold card, you, as an OLR student, must abide by the following rules:

- **Return test grades below 70 signed by your parent to your teacher on the next school day.**
- **Return all preparation notices/homework slips to your teacher the next school day.**
- **Be an exemplary student ~ no demerits/detentions.**
- **Gold Cards, taken away for any of the above reasons, will be reissued at the beginning of the new marking period.**
- **Students should keep Gold Cards in a safe place. Lost Gold Cards will not be replaced until the new marking period begins.**
- **Teacher/Principal has the right to amend the Gold Card Policy.**

GRADING SCALE

Grade K-4:
S = Satisfactory Grasp of Skill
D = Developing
N = Not Yet Developed
X = Needs Improvement

Grade K-5:
V+ = Outstanding
V = Satisfactory
V- = Needs Improvement

Grades 1-8:
A+ = 98-100
A = 92-97
B+ = 89-91
B = 83-88
C+ = 80-82
C = 74-79
D = 70-73

F = Below 70, Unsatisfactory

PE classes are graded as follows for K4-8.

S = Satisfactory

U = Unsatisfactory

Arts classes are graded as follows for K4-8.

S = Satisfactory

U = Unsatisfactory

Music classes are graded as follows:

S = Satisfactory (K-5)

U = Unsatisfactory (K-5)

Numeric Grading Scale (6-8)

Spanish classes are graded as follows:

S = Satisfactory (K-5)

U = Unsatisfactory (K-5)

Numeric Grading Scale (6-8)

EFFORT/ATTRIBUTE KEY FOR GRADES K4-8:

O = Outstanding

S = Satisfactory

N = Needs Improvement

I = Improvement Demonstrated

***OLR FOLLOWS THE DIOCESAN POLICY ON ACADEMIC PROMOTION AND RETENTION.**

HEALTH & SAFETY

Our Lady of the Rosary Catholic School employs the following as part of our effort to help ensure the health and safety of all students, staff, and campus visitors:

- **OLR has an active safety committee that meets as needed to review or discuss safety routines and issues.**
- **A number of staff members are trained in CPR, First Aid, and Blood-borne Pathogens.**
- **Fire, tornado, and lockdown safety drills are practiced on a regular basis.**
- **Emergency forms and cards must be completed by parents and returned to the school during the first week. These forms contain important emergency contacts and student health information. Parents are required to keep emergency contact information current throughout the year. These forms will also be given to Morning Care and After Care Programs.**
- **All visitors must sign-in upon arrival at the school office before entering any school building. A visitor's tag will be issued to all visitors. Visitors must also sign-out.**
- **Every classroom is equipped with a phone for contacting the office or dialing 911 in an emergency.**

***ALL accidents or injuries on school property or while participating in a school activity at any location must be reported to the office and documented.**

HOME -- SCHOOL COMMUNICATION

Communication between school and home is important. In order to insure that all communication from school reaches home in a timely manner, Our Lady of the Rosary Catholic School will use a Thursday folder system. **EACH STUDENT WILL RECEIVE A BLUE FOLDER.** Blue folders will be sent home each Thursday with important information. You are responsible for emptying the contents of your student's folder and return the folder on the next school day.

***PLEASE NOTE—BLUE FOLDERS MAY BE SENT HOME (ON OTHER WEEKDAYS) IF THERE IS A SPECIFIC NEED OR AND EMERGENCY.**

HOMEWORK

Homework is assigned in order to reinforce classroom learning and should be completed and returned the day it is due. Parents should be involved in their child's homework. The following are suggested homework time allotments:

- **K4 & K5: 15 minutes**
- **Grades 1-2: 30 - 45 minutes**
- **Grade 3: 45 - 60 minutes**
- **Grade 4: 60 minutes**
- **Grade 5: 60 – 90 minutes**
- **Grades 6-8: 90 plus minutes**
- **Addition, Subtraction, and Multiplication facts should be studied each evening.**

***Upon request, homework will be sent to the office each day for students who are absent. Please phone the office to ask for homework. Stop by the office at the end of the day to pick up assignments. If the homework is not picked up, it will be returned to the classroom teacher.**

HONOR CODE

The following honor code will be read, discussed, and signed by all faculty, staff, and students. This code will be displayed in the School Office and all classrooms.

As a member of Our Lady of the Rosary Community, I pledge the following in the spirit of God:

- **I will lead by example as Jesus did.**

- **I will strive to make good choices in everything I do.**
- **I will work and play honestly and fairly.**
- **I will show respect to all students and school property.**
- **I will take responsibility for my own actions and choices.**
- **I will do my own work to the best of my ability.**

HONOR ROLL

Students in Grades 1 – 8 will receive Honor Roll recognition for receiving all A's or all A/B's in any quarter.

Arrowsmith Students will receive Honor Roll recognition for received all A's or all A/B's in any quarter.

ILLNESS

Students MUST be fever free for 24 hours before returning to school. The same applies for all stomach issues (nausea, vomiting, and diarrhea).

IMMUNIZATIONS

Students MUST follow the SC Department of Health and Environmental Control policies regarding required vaccinations. All immunizations must be current prior to the first day of school. Diocesan Policy—no immunization exemptions beginning in the 2015-2016 School Year. Those students who entered OLR before the 2016-2017 School Year are under an umbrella for the new Diocesan Immunization Policy.

INCLEMENT WEATHER POLICY

OLR follows the Greenville County School District's decisions on snow days, delayed starts, and early dismissal. Announcements concerning early dismissal or school cancellation due to heat, ice, or snow are made on WYFF4 and WSPA7, as well as other local radio stations.

Our School Messenger Program will also be used for announcements.

LEAP

LIBRARY

The school library and its resources are available to all students and parents/guardians. All library books not returned on the due date will be charged ONE CANNED GOOD PER DAY WITH A MAXIMUM FINE OF 10 CANS in order to encourage accountability and

responsibility among students. If a student loses or damages a library book, he or she will be asked to replace the book or incur its cost.

LITURGY & LIVING OUR FAITH

Every student is required to participate in all weekly Masses, Adoration, and prayer services. In addition, other Living Our Faith celebrations such as Penance services, retreats, May Crowning, school-wide Rosary, etc. require student participation.

LOST AND FOUND

Lost and Found items are housed in the elementary school bathroom and in the Middle School foyer. All student clothing should be clearly labeled. Periodic removal of non-labeled items will be donated to charity. The school is not responsible for lost or left items

LUNCH

Students have the choice to bring their own lunch or purchase a lunch through the school lunch program. In addition, milk may be ordered monthly for \$.50 per day. Please make every effort to provide nutritious lunches. Please do not send candy or soda.

If a student forgets to bring lunch, parents will be called and expected to bring a lunch to school. If there is extra lunch available from the lunch program, a student may be given lunch. Parents will be expected to pay for this lunch and will be charged accordingly.

Parents are always welcome for lunch. Parents or guests must register in the office and wear a visitor badge before proceeding to the Cafeteria.

MEDICAL APPOINTMENTS

PLEASE MAKE EVERY EFFORT TO SCHEDULE MEDICAL APPOINTMENTS AFTER SCHOOL, ON DAYS OFF, OR DURING THE SUMMER MONTHS. Our goal is to ensure students receive as much uninterrupted instructional time as possible. Students will not be penalized for early dismissals or late arrivals due to doctor's appointments.

MEDICAL GUIDELINES

In addition to immunization requirements and illness protocol discussed previously, the following are medical guidelines for all students:

- **All enrolled students must be toilet trained.**

- **The school follows all appropriate DHEC guidelines (please see Appendix A). School policy states that students with a temperature of 100° or above will be sent home. This policy also applies to vomiting. Please be prepared to pick up your child if deemed necessary by the OLR staff.**
- **If a student becomes ill at school, he/she should report to the office. The office will notify the parents if the student is too ill to remain in school. No student may leave school without authorization from the office.**

Parents should notify the school immediately if their child has any type of communicable disease or condition that could affect the school population. Students who have any type of infectious or contagious disease must have a slip signed by a doctor before returning to school.

MEDICATION

A completed Diocesan form for all prescriptions, as well as over-the-counter medications such as Benadryl, Ibuprofen, Mylanta, and Tylenol, must accompany all medication. This form must be completed by the doctor or have a doctor's note that accompanies the medication. With proper authorization, this medication can then be dispensed by a member of the school staff. No medications will be accepted if not in a properly labeled container. If a parent wants their child to use cough drops or Chap Stick, they must send them to the homeroom teacher with appropriate dispensing directions.

ALL MEDICINE MUST COME TO THE OFFICE. STUDENTS ARE NOT PERMITTED TO KEEP MEDICATIONS IN THEIR POSSESSION. IF MEDICATION NEEDS TO BE RETURNED AT THE END OF EACH DAY, THE PARENT OR GUARDIAN SHOULD PICK THE MEDICINE UP FROM THE SCHOOL OFFICE.

MORNING CARE & AFTER CARE PROGRAM

The Morning Care (MC) and After Care AC Programs are services available to students enrolled at OLR for a nominal fee. Both programs are subject to the philosophy and guidance of OLR School and administration.

MORNING CARE AND AFTER CARE PROGRAM--DAYS OF OPERATION

MC and After Care are open Monday through Friday when school is in session.

Please refer to the yearly and monthly calendars for after care dates of operation. In case of inclement weather, please refer to OLR Catholic School postings on WYFF4 and WSPA7. If school is cancelled or dismissed early, after care will not be in operation.

MORNING CARE AND AFTER CARE PROGRAM--HOURS OF OPERATION

MC 7:00 AM until 7:30 AM (Cafeteria)

After Care 3:15 PM until 6:00 PM (Cafeteria)

***PLEASE NOTE AFTER CARE ROOMS ARE SUBJECT TO CHANGE)**

MORNING CARE AND AFTER CARE PROGRAM--PHILOSOPHY

The philosophy of these programs is to enhance the self-worth of participants by offering them an opportunity to have fun and feel good about themselves. The programs are both academic and recreational in nature and strive to complement the student's day rather than duplicate it.

Morning Care and After Care strive to provide a safe, supervised Catholic environment for school-aged children before and after school hours. Students are required to do homework each school day. All students are required to participate during homework time. Reading is required and is an important part of our program. Each child from K4 through 8th grade should carry a book in his/her book bag to fulfill this rule.

Students participating in after school activities, who are not picked up when that activity is finished, will report to After Care.

MORNING CARE AND AFTER CARE PROGRAM--REGISTRATION

Morning Care (MC): There is no registration fee. No snacks are provided in morning care. MC fees are paid weekly as follows:

	<u>7:00 – 7:30 AM</u>	<u>Weekly</u>
Per Child	\$5.00	\$25.00

After Care Program: The After Care Program registration fee is \$25.00 per family per year. Late charges of \$1.00 per minute will be charged after 6:00 PM for the first 15 minutes. In addition, \$2.00 will be charged for each additional five minutes thereafter.

	<u>3:15-4:00 PM</u>	<u>4:00-5:00 PM</u>	<u>5:00-6:00 PM</u>	<u>Weekly</u>
Per Child	\$6.00/Snack	\$ 6.00	\$6.00	\$90.00

After Care Program: Charges on days that school is dismissed at 12 noon and After Care is open, half-day rate is as follows:

	<u>12:15 – 6:00 PM</u>
	<u>Half Day</u>
Per Child	\$6.00 per hour

***MORNING CARE AND AFTER CARE FEES SHOULD BE PAID UPON RECEIPT OF BILL. The non-refundable registration fee of \$25.00 per family is paid once a year.**

AFTER CARE PROGRAM--SNACKS

Snacks are provided in After Care at 3:15 PM each day. If a child has food allergies, we request that they bring in their own snacks.

~IN ADDITION

MORNING CARE AND AFTER CARE--MEDICATION, INJURIES, ILLNESSES AND DISCIPLINE

All school policies regarding medication will apply to Morning Care and/or After Care. Our staff will provide necessary first aid for minor injuries. In the event of a serious injury, parents/guardians will be notified immediately. If parents cannot be reached, the child will be taken to Greenville Memorial Hospital Emergency Room or released to EMS for further care. Students will be accompanied by a teacher or staff member as well as EMS. Parents will be required to pay all expenses incurred due to an emergency involving their child. We have specific guidelines from DHEC concerning illness. If your child becomes ill while at Morning Care or After Care, you will be expected to pick them up immediately.

All messages regarding students in Morning Care and/or After Care must be written and dated. No oral messages regarding student dismissal will be accepted.

All school policies regarding discipline will apply to Morning Care and/or After Care. Prior to admission, a Behavioral Agreement Form outlining the behavioral expectations of students while at MC and AC must be signed by a parent or guardian.

Consequences for behavioral issues may include:

- 1. First infraction – a verbal warning and time out for 5 minutes.**
- 2. Second infraction – loss of a privilege (i.e. basketball, playground equipment, or table games).**
- 3. Third infraction – loss of all privileges, other than homework/study hall, followed by a phone call to the parent.**

OFFICE RECORDS

Parents and Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that the office records are accurate, complete, and up-to-date.

PARENTS AS PARTNERS

We ask parent to set rules, times, and limits so that your child:

- **Gets to bed early on school nights;**
- **Arrives at school on time and is picked up on time at the end of the day;**
- **Is dressed according to the school dress code;**
- **Completes assignments on time; and**
- **Has a nutritional snack and lunch every day.**

To actively participate in school activities such as Parent-Teacher Conferences;

To notify the school with a written note for absence or tardiness;

To notify the school office of any changes of address, phone numbers, emails, etc;

To meet all financial obligations to the school;

To notify the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read all school notes;

To support the religious and educational goals of the school;

To attend Mass regularly with your child.

To support the discipline policy of the school;

To treat all school personnel with respect and courtesy and expect the same for all school personnel.

PARENT TEACHER ORGANIZATION

Revised 2016-2017

OLR has chosen to become a leader in parent, teacher, student, and staff events and fundraising, and has centralized all these under one name whose structure and purpose is to coordinate ALL school event and fundraising efforts. The PTO consists of the following committees: Gala, Catholic Schools Week ~ Grandparent/Special Friend Brunch, Room Parent, Fall Festival, Teacher Appreciation, Field Day, Family Appreciation Night, and the Book Fair ~ volunteers called upon as needed. Other committees may be added as needed with approval by the PTO Executive Board. All families are required to belong to the OLR PTO. The \$25.00 PTO membership fee will be requested in September of each school year. In addition, each family will be required to complete 25 volunteer service hours. Families not meeting their annual requirement of volunteer hours will be billed at \$15 per missing service hour. A family may choose to opt-out of service hours with an addition payment of \$275 paid prior to September 1, 2016. The PTO By-laws are available in the school office. Please see PTO updated By-Laws for more information.

PAYMENTS

FACTS Management has been secured as our tuition collection company. FACTS information will be provided to all parents through an email. Please sign up with our payment company ASAP.

NEW

Begging with the 2016-2017 School Year After Care, Morning Care, Lunch, Athletic Fees, and the like will be charged to your FACTS tuition account.

“TAG” DAY MONEY WILL REMAIN THE SAME. PLEASE SEND “TAG” DAY MONEY TO SCHOOL IN A WHITE ENVELOPE.

PROMOTION POLICY AND RETENTION

Our Lady of the Rosary Catholic School follows the Diocese of Charleston’s promotion and retention policy. (Copy of policy available in the school office).

PROGRESS REPORTS

All students will receive a progress report at the midpoint of each grading period. Progress reports should be kept by parents/guardians, however, *the Progress Report Envelope should be returned on the next school day.*

REPORT CARDS

Report cards are issued four times a year, every nine weeks. Report Cards should be kept by parents/guardians, however, *the Report Card Envelope should be returned on the next school day.*

Each Student’s final report card and honor roll will be mailed home.

NEW

Parents will be given a conference time during the first grading period. The office will set the conference schedule. Other conferences may be arranged as needed by contacting the individual teacher. Report Cards will be held at the end of the year if tuition, Morning Care, After Care, and all other payments owed to Our Lady of the Rosary Catholic School are not current.

SAFE ENVIRONMENT

As an ongoing effort to provide a safe environment for our students please be advised that any parent/guardian known to our diocesan or parish school who is a parent or guardian of a child who is enrolled at one of our schools and is listed on a sex offender registry is

required to sign an agreement restricting that individual's access to our campus. A list of those sex offenders, known to the school, whose child is enrolled, may be reviewed at the school office during normal school hours.

SCHOLARSHIP OPPORTUNITIES

Scholarship opportunities change from year to year. Please call the School Office for more information on scholarship opportunities for the 2016-2017 school year. Our Lady of the Rosary Catholic School uses FACTS in the event that more aid assessment is needed or required per scholarship. Tuition assistance is available to Parishioners of Our Lady of the Rosary Catholic Church. The St. Thomas Aquinas Scholarship is available to those students with learning difficulties (please visit our web site or call the School Office for more information). The Princi-"Pal" Scholarship is available to ALL students entering Kindergarten in August 2016. The Choral Scholarship is available to students in Grades 3 through 8 who qualify based on a choral audition. The St. Elizabeth Ann Seaton Scholarship is a Diocesan provided scholarship, applied for during the current school year and awarded in the following school year.

Parents are notified of additional scholarships by the School Office as they become available.

SCHOOL BOARD

The school board is an advisory body supporting the Parish Priest and Principal of OLR in the operation and planning of school programs. The School Board's activities and functions are subject to regulations that proceed from the Diocesan School Board. It is consultative in vote and advisory in function.

The school board meets monthly. The right of non-members to address the board shall be limited to those whose petitions have been approved for the agenda in advance of the meeting. During the executive session of the meetings, only school board members are allowed. Non-board members may address the board at the beginning of the meeting.

STANDARDIZED TESTING PROGRAM

Students in Kindergarten will take the Scholastic Readiness Test in September and May. Students in Grades 1 through 8 take the *Iowa Test of Basic Skills (ITBS)* in the fall of each year. Students in Grades 1, 4, and 8 take the Co Gat test. These results are used to assist teachers in evaluating individual student progress and as a tool to plan for the current school year.

STEPPING UP

A Beyond the Books Program at OLR Middle School

The Stepping Up Program at OLR combines high academic standards with real-life leadership experience to help your child step successfully from grade school to high school. The Stepping Up Program is designed to educate the whole person----so each boy or girl will be equipped not only academically for high school, but they will also develop the confidence and character to step up and achieve their very best. The Stepping Up Program includes a class trip and camp, ordinary hero seminar, spiritual retreat planning, defending the faith seminars, and much more. A Stepping Up brochure is available in the OLR school office.

STUDENT GOVERNMENT

Students are given representation to address school issues that affect them and to promote activities and programs for the good of the student body. Elected officers are expected to be role models and must maintain a C average in every class and receive no more than three detentions in one semester. Officers are middle school students elected by the OLR Student Body and include President, Vice President, Secretary, and Treasurer. Student Government members are selected for Grades K-8.

STUDENT DISMISSAL

Notify the school office in writing if anyone other than a parent is to pick up a child from school or After Care. This person will be asked to provide picture identification before the child will be released. People designated on the student forms will be allowed to pick up your child in an emergency. Students WILL NOT be released to anyone not listed on the emergency card or the car-pool pick-up form without written request.

STUDENT RECORDS

Students/Parents requesting records must make a written request to the School Office. Completed forms will be faxed or sent via the mail. NO RECORDS WILL BE SENT TO THE REQUESTED SCHOOL OF STUDENTS WHOSE FINANCIAL COMMITMENT IS IN ARREARS.

TARDINESS

Students who arrive at school at 8:01 are considered tardy. A parent/guardian must sign the child in at the office in the tardy book. The child should then proceed to class watched by the parent/guardian/staff member. Excessive tardiness (more than 5 per grading period) will be addressed with the parent/guardian by the Administrative Assistant Principal/Principal.

TEXTBOOKS AND SCHOOL SUPPLIES

Textbooks are furnished to students for their use during the school year. Students are required to have books covered to protect them from damage. A fine will be charged to students for abused, misused, or lost books.

VISITORS

Parents, as well as other visitors are always welcome at our school. ALL visitors must report to the school office to sign in and secure a badge. When visitors are ready to depart from our campus, they need to return to the office to sign out.

WEATHER EMERGENCIES

If it should be necessary to close school because of weather conditions, a “School Messenger” message will be sent first and then an email will follow. Announcements will then be sent to the local television stations.

RIGHT TO AMEND

Our Lady of the Rosary Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to the parents via the Thursday blue folder or through email communication.

APPENDIX A

According to DHEC guidelines, students with the following conditions must be excluded from attendance:

- 1. The student with symptoms of possible severe illness which may include (but are not limited to) fever, difficulty breathing, unusual lethargy, unusually severe irritability.**
- 2. Fever, accompanied by behavior changes or other signs and symptoms of illness (sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion) until medical evaluation indicates inclusion is acceptable.**
- 3. Uncontrolled diarrhea (three or more loose stools in a 24-hour period) or stools that contain blood or mucus, until symptoms are resolved or medical evaluation indicates that inclusion is acceptable.**
- 4. Infection with Escherichia coli or other shiga-toxin producing e coli, until diarrhea resolves and two stool cultures are negative. Medical note required for return.**
- 5. Shigella infection, until asymptomatic. Medical note required for return.**
- 6. Salmonella typhi (typhoid fever) infection. Exclude until 24 hours without a diarrhea stool. Medical note required for return.**

7. **Rash with fever or behavioral change, until a physician has determined that the illness is not a communicable disease. Medical note required for return.**
8. **Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), until evaluated and treated. Medical note required for return. Note: Non-purulent conjunctivitis (defined as pink conjunctiva with a clear, water eye discharge without fever, eye pain or eyelid redness) does not require exclusion from school.**
9. **Tuberculosis, until the local health department authority or treating physician states that the student is noninfectious. Medical note required for return.**
10. **Streptococcal pharyngitis (strep throat) until afebrile and at least 24 hours after treatment has been initiated. Medical note required for return.**
11. **Head lice from the end of the school day until after the first treatment. Parent note is required for return.**
12. **Scabies, until after treatment has been applied. Medical note required.**
13. **Impetigo, with lesions that cannot be covered, if part of a cluster of cases within a school or if there are drooling or hygienic concerns, until 24 hours after treatment has been initiated.**
14. **Varicella (chickenpox) until all lesions have dried and crusted (usually six days).**
15. **Varicella-Herpes Zoster (shingles) with lesions that cannot be covered, until lesions have crusted.**
16. **Pertussis (whooping cough) until completion of five days of appropriate antibiotic therapy. Medical note required.**
17. **Mumps, until nine days after onset of parotid gland swelling. Medical note required.**
18. **Measles, until four days after onset of rash. Medical note required.**
19. **Rubella, until seven days after onset of rash. Medical note required.**
20. **Hepatitis A virus infection, until one week after onset of illness or jaundice. Medical note required.**

Conditions or illnesses that a health care provider indicates warrant exclusion require a written medical note.

Children with the following conditions do not need to be excluded from school:

1. **Mild upper respiratory tract infection, even if it is associated with green or yellow nasal discharge, as long as the student does not have a fever or any of the other excludable symptoms described above.**
2. **Fifth disease (parvovirus B19 infection). Individuals are no longer contagious once the rash appears, and they cannot be diagnosed with fifth disease before the rash appears.**
3. **A red eye without a yellow or green discharge, fever or matting.**
4. **Cytomegalovirus (CMV) infection**
5. **Croup**
6. **Pneumonia**
7. **A rash without a fever**
8. **Bronchitis**
9. **Ear infection**
10. **Warts**
11. **Pinworm**
12. **Ringworm**

Our Lady of the Rosary Catholic School Faculty and Staff:**Father Dwight Longenecker – Parish Priest****Marianne Tully – Principal, Second Grade Bullying Program, The Rooted Mind, BA, MS****Kenneth Moreau – Administrative Assistant Principal, Disciplinarian, Athletic Director,
Physical Education Teacher, Grade 6 - History, BS****Jennifer Barlow – Grade K4, BA****Stacymarie Sattely – Kindergarten Teacher, BA****Lauri Mitro– Grade 1, BS, MS****Megan Enfinger - Grade 2, BA****Dana Vanderwood – Grade 3, LEAP, BA, MA****Kelly Bricco – Grade 4, BS****Susan Fuller – Grade 5, Middle School Math, BS, MS****Jennifer Tanner – Grade 6, 7, 8 – Science, History, BA, MA****Sharon Scovel – Middle School Mathematics, Elementary Mathematics Enrichment,
Grade 6, 7 - Religion, BA, MA****Darlene Hansen – Middle School Language Arts, BA, ME****Ileana Giordani – Spanish – Grades K4, K5, Grades 1-8****Wendy Curtis – Music, BA****Deacon Edward Case - Grade 8 Religion****Michelle Roberts - Art****Karen Stankiewicz –Librarian, Teacher Aide, Morning Care, After Care****Katie Fowler – Arrowsmith Program Lead Teacher****Melissa Nipert - Arrowsmith Program Teacher****Angela Reich – Arrowsmith Aide****Annette Danfy – Administrative Assistant****Christine Barr - Director of Advancement & Enrollment****Revised August 4, 2016**