



2017-2018

Parent/Student Handbook

2012 SACS Accredited

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Welcome

The faculty and staff of Our Lady of the Rosary Catholic School welcome you and your child to our “school with a heart”. The best interest of each student is the first consideration in all decisions made by the parish priest, headmaster, teachers, and OLR community. We believe this handbook will give you the information you need to have a successful school year.

Together let us pray for a joyful, prayerful, and positive 2017-2018 school year.

Academic Credentials

Our Lady of the Rosary Catholic School is a school within the Diocese of Charleston and a member of the National Catholic Education Association (NCEA), as well as a Southern Association of Colleges and Schools (SACS) accredited academic institution.

General Information

The information contained in this handbook 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.

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 morally, intellectually, socially, 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.

We learn to value and respect ourselves and others.

Partnerships between students, parents, faculty, staff, and the OLR Church community make us one.

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 Headmaster bid a fond farewell to the upstate. Mr. Keith Darr became the first lay Principal Mrs. Terri Parillo was the Assistant Headmaster and both Mr. Darr and Mrs. Parillo continued the excellence associated with OLR.

The list of princials/headmasters to date are:

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

* We have Mrs. Ruth Meyer and Father Thomas A. Evatt to thank for this 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 is an important part of the school curriculum. The students actively participate in daily religion classes, monthly Eucharistic adoration, and weekly liturgies adapted 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

In order to develop school and team spirit, OLR school students, faculty, and staff are divided into Action Teams. The teams and colors are as follows:

Disciples	blue
Saints	green
Apostles	red
Archangels	yellow

SCHOOL POLICIES AND PROCEDURES

Admissions

Applications for NEW students are accepted throughout the year. For all CURRENT students, re-registration begins in late January.

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 headmaster. Students are admitted for one school year, and registration is conducted annually.

The following items are required for registration:

- Copy of a Birth Certificate
- SC Immunization Form (1125)
- Baptismal Certificate (with a raised seal if Catholic)
- Report cards and standardized test scores
- Current IEP and Medical Evaluation(s) if applicable

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.

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 of 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

The Arrowsmith Program is open first to students currently enrolled at OLR School, then to new students, and finally, to *previously* home-schooled students, at the discretion of the OLR School Administration.

Tuition and fee schedules are available at the school office.

Arrowsmith Program students follow all the policies and procedures listed in the Parent/Student Handbook. Students will also fill out an “Authorized Student Enrollment Form” and an “Arrowsmith Program Consent and Acknowledgment Form”.

Students attend four forty-minute Arrowsmith sessions each day, and attend Reading/Language Arts, Mathematics, and Religion within their own grade.

The Arrowsmith Schedule listed in the OLR Academic Calendar will be followed.

Attendance

School hours are from 8:00 AM until 3:00 PM.

ILLNESS

All absences require a written excuse signed by a parent/guardian or doctor upon returning to class. After ten days, a doctor's excuse is necessary. If you know your child will be absent ahead of time, please inform the teacher.

Please email the school office or call (277-5350) ext. 201 by 10:00 AM if a child will be absent. For the protection of our OLR students, if a student is marked absent and his/her parent has not called, someone in the school office will call to confirm (time permitting).

If your child is reported absent, homework requests are to be made by 10:00 AM. Teachers will prepare the OLR absence/homework paperwork for each absent student.

Students should be fever free for 24 hours before returning to school. Students 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.

VACATION

For 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 vacation absences.

TARDY

Students arriving after 8:00 AM must report to the school office, accompanied by a parent/guardian for a tardy slip. Excessive tardiness may require administrative involvement. 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 absent, they are not eligible to participate in extra-curricular activities that day unless authorized by the headmaster. Diocesan basketball tournament may or may not apply depending on the location of the current year's tournament.

EARLY DISMISSAL

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 students.

Early dismissal should be limited to serious need. All parents are 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. For safety reasons, verbal messages regarding student dismissal will not be accepted.

Please 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 photo 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.

Awards

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

Students receiving this award exemplify 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

Bullying is unacceptable behavior in our school, in our community, and in today's world. It can be physical, verbal, cyber, or emotional, all of which are detrimental. Children are particularly affected by bullying. Any act of bullying, intimidation, and/or hazing will be immediately addressed by the Headmaster and Parish Priest.

Bullying can include but is not limited to the following:

- 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 -online conversations or interactions

CLASSROOM

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 Headmaster.

ON AND OFF CAMPUS

Students at OLR are expected to show behavior that reflects Gospel values, being respectful of parents, teachers, school staff, and other students, both on and off campus. 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, always being aware of the safety of others.

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

CONSEQUENCES

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

TERMINOLOGY

Disciplinarian - person responsible for administering the Demerit System.

Demerit - a demerit is a mark against a student's conduct record. Demerits are cumulative, and are 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 Headmaster or 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 - punishment. The student is detained in an assigned location for a determined appropriate period of time. Detentions are generally served on Wednesdays from 3:00 to 4:00 pm, supervised by the Assistant Headmaster or Disciplinarian. Detention takes priority over any prior commitment; however, extenuating circumstances may be brought to the Assistant Headmaster or Disciplinarian's attention by the parents, to 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, probation, or expulsion.

Probation - trial period in order to correct inappropriate behavior.

Suspension - removal of a student from school for a specific time period.

Expulsion - permanent removal of a student from OLR School.

DEMERITS

An infraction of the following rules will carry **1** demerit:

- Improper uniform without permission
- Chewing gum (Arrowsmith Students permitted in the 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

An 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 serious infractions will be dealt with by the Parish priest and the Headmaster. Demerits will be given for these infractions and the student may be eligible for expulsion.

- 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

PENALTIES

1 Demerit	One after-school detention
10 Demerits	Letter from the Administration sent to Parents. Parent conference required.
15 Demerits	Letter from the Administration sent to Parents. Second Parent conference required.
20 Demerits	Parish priest is officially informed. Conference with parish priest, and school administration required; possible suspension.
25 Demerits	Conference with parish priest and school administration required; possible expulsion.

*The Headmaster reserves the right to determine the appropriateness of an action if any doubt arises.

RESOLUTION

The resolution of behavioral issues will be supported by the entire OLR staff, seeking active two-way communication with the parents. When an issue is identified, the student will progress through disciplinary steps, with the intention of helping the student correct their behavior. Before any 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.

SCHOOL MANNERS

The entire OLR school community wishes to promote a positive environment, exemplify mutual respect and compassion, and celebrate diversity, while striving for academic excellence. Therefore:

- Good manners are expected to be used at all times.
- Be welcoming and polite to all visitors.
- Approach games, contests and competitions with good sportsmanship.
- Develop good study habits.
- Keep our campus and classrooms clean.
- Represent our school well on all field trips and extra-curricular activities.

Class Parties

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

Off campus party invitations will be distributed only if the invitations are to the entire class or all boys or all girls in the class.

Book Bags and Book Covers

All students in Grades K4 - 8 are required to have a book bag or backpack for transporting books and supplies, 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 replacement. Parents/guardians may purchase extra books for use at home.

Arrival and Dismissal

Please observe 7 mph speed limit while driving on campus

DELAYED DISMISSAL DUE TO WEATHER

In the event of lightning, we will delay the dismissal process 5 minutes from the last occurrence of lightning. An announcement over walkie-talkies will call for delay - all students and staff will return to their classrooms, parents please remain in your vehicles. Middle School students will be in the elementary classrooms and/or 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 restart 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 (bullhorn).

CARPOOL ARRIVAL

7:00-7:30 am Morning Care in the cafeteria

A staff member will be waiting at the door for students to enter Morning Care.

7:30-7:45 am Carpool arrival

A Staff member will be at the cafeteria 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.

7:45-8:00 am Classroom arrival

Please enter campus only from Frontage Road, dropping 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. All students should enter and exit cars on the passenger side.

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.

Parents please refrain from using cell phones in the car line.

CARPOOL DISMISSAL

All students will be in front of, or in the elementary classrooms at dismissal time.

Please use car signs to expedite dismissal for all families, and be sure all car riders are buckled up before leaving.

Child Abuse

OLR School abides by the Child Abuse Laws of the State of South Carolina, which mandates that all cases of suspected child abuse/neglect be reported to Child Protective Services.

Communication

Parents have access to faculty and staff via e-mail, voice mail, and by setting up conference appointments. Please allow 24-48 hours for a teacher to respond.

Communication Guidelines

Please communicate with classroom teachers first, if the issue remains unresolved; please schedule a conference with the Headmaster.

Communicating with students during the school day - the school telephone is not for student use, and only emergency messages will be delivered to students.

Computer/Internet Policy

Computer and internet use on 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 disciplinary action at the discretion of the headmaster, assistant headmaster 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 these procedures. If the lockdown situation presents the opportunity to safely evacuate the campus, students will be moved to the 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

Keyboarding 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 and 5th grade teachers will collaborate to 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 3 TBD, 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.

Dress Code

UNIFORMS and GENERAL INFORMATION

- All students are expected to dress in uniform and be neatly groomed.
- 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
- 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.
- 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 guidelines are subject to the discretion of the school administrators

BOYS

- Dress shirts - white oxford with button down collar, short or long sleeves.
- Shirts - golf or polo, red or white, long or short sleeves with a collar, may have OLR logo
- Turtleneck - not mock turtle, red or white, may have OLR logo.
- Tie or bow tie - purchase at Read's - Mass days, plaid or red.

GIRLS

- Jumper - OLR school plaid (grades K4 – 5), (grades 6 – 8 wear a skirt)
Girls must wear shorts under jumpers/skirts.
Jumper/skirt length should hit the top of the knee.
- Blouse - white with no logos, words, or ruffles, long or short sleeves, peter pan/oxford or button down collar
- Shirts - golf or polo, red or white, long or short sleeves, with a collar, may have OLR logo
- Turtleneck - not mock turtle, red or white, may have OLR logo
- Navy blue cardigan with OLR logo

BOYS AND GIRLS

- **SLACKS** - navy blue only. No cargo, leggings, or knits. No elastic bottom or corduroy. Flat front, Dockers style, or pleated.
- **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, not more than 2 inches above or below the knee.
- **SWEATSHIRT** - hooded/crew, navy blue with school logo, worn over a collared shirt or blouse (sweatshirts purchased through school). *Only OLR approved navy, crew/hooded sweatshirt with school logo may be worn in the classroom.*
- **CARDIGAN** - 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.
- SHOES
 - Girls, solid white, red, navy, grey, or brown.
 - K4-Grade 5, plain black ballet flats or Mary Janes on Mass days.
 - Grades 6 - 8, plain ballet flats, black, plain leather or plain suede on Mass days.
 - Boys, solid white, red, navy, grey, brown, or black, no high tops.
 - K4 - Grade 5, black or brown deck shoes or top siders on Mass days.
 - Grades 6 - 8, deck shoes or top siders, black or brown on Mass days.
- BELTS - dark brown, black or navy blue, worn with all slacks or shorts.
 - K4 and K5, parents use discretion, due to bathroom issues (belts should be worn, magnetic belts are suggested).

MASS DAYS

Navy blue vest required for boys AND girls in grades 6-8 and boys in K4-Grade 5, November 1, through March 31.

OLR sweatshirts/coats/jackets/fleece may be worn to Mass, but must be removed upon entering Church.

PHYSICAL EDUCATION

Physical Education classes are held once a week for each grade, and uniforms are mandatory for students in grades 3- 8. PE uniforms should be worn to school on the day the student has PE

The PE uniform for boys and girls is wind pants and wind top. OLR school wind pants will be required from November 1, through March 31. Students may purchase PE uniforms through the school.

TAG (Teaching About Giving) DAYS

On “TAG” days (no uniform required), general rules of nice dress are still in effect. Skirt and short lengths are the same.

Please do NOT wear the following:

- Tank tops, cut-off shorts, or flip flops
- Make-up and bare midriff - any shirt that shows midriff when arms are raised
- Heely's or light up shoes
- Sweatpants or gym shorts
- Skinny or tight jeans
- Cargo shorts

All attire should be neat, clean, not faded, and appropriately sized, no baggy styles. Shirts must be tucked in at all times.

Emergency Drills

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

Emergency Notification Card

The Student Emergency Card is to be filled out by the parent/guardian during the first week of each school year, and kept current. This information is confidential and vital to the safety of our children in case of emergency.

Extra Curricular Activities

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

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 Headmaster 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 Headmaster/Athletic Director, then the Headmaster. 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.

ENRICHMENT CLUBS AND 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

OLR 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 direct 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 school office for volunteer information. Please refer to PTO handouts for all information on our Parent Teacher Organization. Annual PTO dues are \$25.00.

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, 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 Headmaster or Assistant Headmaster, 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

The Gold Card policy is currently being evaluated. Parents will be notified once the new policy has been finalized.

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:

S = Satisfactory
 U = Unsatisfactory

Arts classes are graded as follows:

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 and Safety

OLR 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.

Homework

Homework is assigned 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

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.

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 and Living Our Faith

All students will participate in 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 cannot be responsible for lost or left items. Please do not send items of value to school unless they serve an educational purpose.

- Cell phones and 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). Cell phones brought to school must be left in the school office and retrieved as needed. Phones may not be used during the event.
- All articles not claimed within a week will be put in the used uniform store or donated to Goodwill.
- *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.

Lunch

Students may 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.

If a student forgets to bring lunch, parents will be called and asked to bring a lunch to school. If there is extra lunch available from the lunch program, a student may be given lunch, and parents 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 schedule medical appointments after school hours. Students will not be penalized for early dismissals or late arrivals due to doctor's appointments.

Medical Guidelines

- All enrolled students must be toilet trained.
- The school follows all appropriate DHEC guidelines (please see Appendix A). 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 doctor's note to return 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 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 may send them to the homeroom teacher with appropriate dispensing directions.

All medicines must come to the office; students are not permitted to keep medications in their possession. If medicine is to be returned at the end of the day, a parent/guardian must come in to the school office to pick up.

Morning Care and After Care

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.

HOURS AND DAYS OF OPERATION

Morning Care 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	7:00 -7:30 am in Cafeteria
After Care	3:15 - 6:00 pm in Cafeteria

After Care room location is subject to change

PHILOSOPHY

The philosophy of these programs is to enhance the self-worth of participants by offering them an opportunity to have fun and improve self-esteem. 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.

REGISTRATION AND FEES

There is no registration fee for Morning Care, and no snacks will be provided. Fees are paid weekly as follows:

\$5.00 per day	\$25.00 per week
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The After Care 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.

Fees are paid weekly as follows:

3:15-4:00	\$6.00 (includes snack)
4:00-5:00	\$6.00
5:00-6:00	\$6.00
 Week	 \$90.00

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

12:15-6:00	\$6.00
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*Please pay Morning Care and After Care fees upon receipt. The non-refundable registration fee of \$25.00 per family is paid once at the beginning of the school year.

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.

MEDICATION, INJURIES, ILLNESSES

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, they will need to be picked up immediately.

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

BEHAVIOR

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/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 and current.

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

Parent Teacher Organization (PTO)

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 are called upon as needed. 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.

School 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.

After Care, Morning Care, Lunch, Athletic Fees, etc. will be charged to your FACTS tuition account, however, TAG day money will remain the same. Please send TAG day money to school in a white envelope.

Promotion and Retention

OLR Catholic School follows the Diocese of Charleston's promotion and retention policy. (a copy of this 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.*

Final report cards and honor roll will be mailed home. Parents will be given a conference time during the first grading period. The office staff 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 any other payments are due.

Safe Environment

In an ongoing effort to provide a safe environment for our students, any parent/guardian known to our diocese or school who is a parent or guardian of a child enrolled at our school 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 2017-2018 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. 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 headmaster 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

Please contact the school office for information about standardized testing.

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 student will be equipped not only academically for high school, but they will also develop the confidence and character to step up and 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 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 if financial commitments are not current

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 will need to return to the office to sign out.

Right to Amend

Our Lady of the Rosary Catholic School reserves the right to amend this Handbook at any time during the year. Notice of amendments will be sent to the parents via email.

Appendix A

DHEC Guidelines

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

Appendix B

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 Headmaster 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 Headmaster 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 Headmaster, 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 Headmaster and the classroom teacher will be grounds for student withdrawal.