



# HOLY ROSARY

CATHOLIC SCHOOL

# Student Handbook

**920 West 19<sup>th</sup> Street  
Stuttgart, AR 72160  
(870) 672-3211**

Meg McCarley, Principal  
[principal@holyrosaryschool.net](mailto:principal@holyrosaryschool.net)

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# Diocesan Manual of Policies and Procedures for Catholic Schools

## (Diocesan Policy 5.03)

01

The Diocesan Manual of Policies and Procedures for Catholic Schools will govern all parochial and Diocesan schools in the Diocese of Little Rock.

- Copies of the policy manual are available through the Diocese of Little Rock Catholic Schools Office website.
- Pastors, principals, teachers, and school boards will be familiar with the sections pertaining to their areas of responsibility.
- Sections of the manual will be used for staff development throughout the school year.

### Right to Amend

The Diocese of Little Rock Office of Catholic Schools reserves the right to amend at any time *The Manual of Policies and Regulations for Elementary and Secondary Catholic Schools of Arkansas in the Diocese of Little Rock*, which is not a contract. School principals will be given prompt notification of any amendments.

### Student and Parent Handbook (Diocesan Policy 5.07)

All schools shall have a handbook that contains the school's policies for students and parents. Diocesan policy supersedes the local school handbook. Students and parents/guardians must sign a form to indicate that they have received, read, and agree to abide by the policies contained in the school's student/parent handbook.

### Arkansas Laws Pertaining to Private Education (Diocesan Policy 5.02)

All schools shall abide by the Arkansas laws pertaining to private education. The laws can be found on the Arkansas Nonpublic School Accrediting Association (ANSAA) website.

### Mission Statement

Believing we are all children of God and integral members of the body of Christ, Holy Rosary Catholic School, in communion with families, encourages our students to model Christ's love and pursue spiritual growth, academic excellence, justice and peace for the world.

# Philosophy Statement

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The Catholic schools of the Diocese of Little Rock advance the Good News of Jesus Christ according to the teachings, traditions, and values of the Church, and provide high-quality academic programs. The focus of Catholic education is the development of the whole person: spiritually, intellectually, morally, socially, and physically. Our school communities partner with parents to prepare students to lead a life formed by Christian virtues so that they become responsible, strong, faith-filled leaders.

## Vision Statement

"We aspire to be a beacon of faith and learning, nurturing students to become compassionate leaders who excel academically and serve selflessly. Through a Christ-centered education, we aim to cultivate a community where each individual is empowered to live out their faith and make a positive impact in the world."

## Non-Discrimination Policy (Diocesan Policy 4.01)

The Catholic schools in the Diocese of Little Rock admit students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Catholic schools in the Diocese of Little Rock do not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based on the resources available to the school to meet the student's needs.

## Governance and Leadership

### Diocese of Little Rock Organization (Diocesan Policy 2.00)

To carry out policies and guide the child's experiences in learning, our Catholic schools are organizations that follow Canon Law. This organization is composed of the Bishop, Diocesan superintendent of schools, Diocesan Board of Education for Catholic schools, Diocesan school consultants, pastors, principals, teachers, the individual consultative school boards, parents, and volunteers. Each of these entities has specific roles.

## **School Board (Diocesan Policy 2.10)**

School boards are to follow the guidelines approved by the Diocesan Board of Education and endorsed by the Bishop. Each parish with a Catholic school shall establish a school board as a consultative body to advise and support the pastor and principal.

The responsibilities of the school board, in cooperation with the pastor and principal, include: recommending a mission statement grounded in Catholic faith traditions; recommending policy; setting long-range goals for the school; developing means to finance the school; (including 13 tuition structures, financial development, and fundraising); promoting communication and public relations; and evaluating the school's goals and plans. The school board will promote the school within the larger community.

## **Complaints to the School Board (Diocesan Policy 7.20)**

Any person feeling aggrieved concerning any matter connected with the school will contact the individual involved before discussing it with other patrons. School board members will not attempt to solve a problem, but will refer the aggrieved person to the appropriate person and contact the principal.

- If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.
- If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
- If the problem is still not resolved, the person will contact the pastor to discuss the matter.
- If no solution is found to the problem, the matter will be referred to the superintendent.

The Church's vision of the parent's role in educating their child/children is put forth in the following passage from the Declaration on Christian Education, *Gravissimum Educationis*, Vatican Council II.

“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. (GE,3)

“It is particularly in the Christian family, enriched by the grace and sacrament of matrimony, that from their earliest years children should be taught, according to the faith received in baptism, to have a knowledge of God, to worship Him, and to love their neighbor. (GE,3) 14

“While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children.” (GE,8) The parents will promote the school within the larger community.

## **Volunteers (Diocesan Policy 2.12)**

Volunteers cooperate with the principal in providing a positive educational climate for the students. Volunteers are accountable to the principal. Volunteers agree to abide by the established Diocesan policies and procedures. Training and background checks must be conducted on volunteers who have contact with students in accordance with the Diocesan Safe Environment policies. The coordinator for volunteers, if any, may supervise volunteers at the discretion of the principal and may be delegated as their immediate supervisor.



## FIELD TRIPS

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Educational and cultural field trips will be planned for the students during the school year. Parents are welcomed and encouraged to participate in field trips. Parents participating in field trips will need to complete Safe Environment training. (More information under Safe Environment) All students must have permission from parents to attend field trips. Each student is required to have on file in the office a current Medical Emergency Form. Parents attending field trips may **not** bring other siblings, whether of the home or in a different grade.

Attending as a parent, you are considered a chaperone and needed for your complete attention to assist the teacher. Drivers for field trips must have on file a Driver's Liability Form, copy of liability insurance policy, copy of insurance card, a copy of driver's license. Additionally, chaperones and drivers must be VIRTUS or SAFE ENVIRONMENT trained. All passengers must wear seat belts and booster seats, if needed.

No parent or other adult, if he/she has not had VIRTUS or SAFE ENVIRONMENT training, will be allowed to be a chaperone or driver. Parents and guardians are needed on field trips. We encourage you to receive the training and appreciate your support.

## Parent Teacher Conferences

A parent teacher conference is held when the first report card is issued. A schedule is prepared and times for each conference are arranged. In addition to the private conferences between the parents and teacher that are scheduled in the Fall and Spring, other conferences should be arranged if deemed necessary by either the teacher or parent. During a conference, show samples of the student's written work, discuss grades and express accomplishments as well as concerns. Please do not compare students to others in class.

If the teacher wishes to consult with a parent, PLEASE CALL FOR AN APPOINTMENT after school hours or during your prep time.

## Attendance Records

Attendance is to be entered into FACTS/SIS by 8:15 each morning. Notes concerning student attendance should be kept until the end of the school year. At the end of the school year, the office will print out a year attendance sheet on each student. These need to be signed by the teacher and placed in the student's permanent file.

Attendance and tardies should be recorded in FACTS/SIS. Students that are tardy must be signed in by a parent in the office. Students returning to school after an absence must have a signed parent note with reason for absence to be kept in the office. Students are allowed a day (per day of absence) to make up any missed work. Excessive tardies will warrant a conference.

## Permanent Records, Reading Records

All information must be complete and recorded on individual student permanent records at the end of each school year. Unit, quarterly and end of year tests must be given and copies placed in student folders. Lesson plan books and grade books are the property of HRCS and must be submitted at the end of each year.

## Grading & Report Cards

Letter grading shall be used on report cards. The following interpretation shall be maintained.

GRADES 2-5	A.	Superior Achievement	90 to 100
	B.	Above Average	80 to 89
	C.	Average	70 to 79
	D.	Passing	60 to 69
	F.	Failure	0 to 59

In some areas the following grading is used:

E- Excellent , S- Satisfactory, N- Needs Improvement, U- Unsatisfactory

Report cards are to be distributed 5 days after the end of each quarter.

Uniformity of grading shall be maintained throughout the school, i.e., similar quality for work shall receive about the same mark from all teachers. Academic marks shall be based on scholastic achievement only. When failure seems unavoidable, parents and principal shall be properly notified in advance of the probable failure of the child.

## Progress Reports

One of the most important aspects of Catholic education is the close communication between school and home. Please contact parents immediately if you find a child experiencing difficulty. When you talk to a parent about a child, please suggest positive ways in which the child can be helped to succeed. Always make a note of the telephone conversations- what was said, resolutions of the problems, and attitude of the parents. Please always put a note in the student's file with a date and time on it. Also put copies of all warning or commendation slips in the student's folder. If a parent comes in to talk to the principal about a child's problem, it is much easier to access and deal with the problem if there is a written note in the file of communication between the parent and the teacher.

Most schools notify parents when a youngster is experiencing difficulty. Unfortunately, too few schools notify parents when their children are enjoying success. An important part of building a sense of self worth and family-school closeness is to reinforce the good things that happen. Please send home commendation slips when you see good things happen in children's lives.

## Discipline (Diocesan Policy 4.22)

Since a Catholic school student represents the school at all times, both on and off the school campus, it should be understood that any conduct which brings discredit to the student or to the reputation of the school and its community may result in disciplinary action by the school, including expulsion. Good order by students is expected in every school. Rules and expectations, together with consequences for infractions, are to be established by the local administration and published in the school's student handbook. The following regulations are to be met in the formulation of such policies:

- Good classroom discipline is first and foremost the responsibility of the classroom teacher.
- Corporal punishment is contrary to Diocesan policy and is not to be used as a means of student control. All individuals should be treated with dignity and respect.
- Emphasis is placed on positive values rather than negative. When violations do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, the teacher, and all who have been offended by the student's misconduct.
- Means of coping with problem situations are to deny privileges to misbehaving students, to talk to the student in private, to inform parent(s) and/or guardian(s).
- Serious or continuous disciplinary problems will be referred to the principal and parent(s) and/or guardian(s) will be notified of the infractions and of the disciplinary action taken.
- If a student cannot be helped through any of the above means, the principal will follow the procedure for suspension or expulsion as outlined in the policy.

Practices which are NOT conducive to good discipline include:

- a. Repeated loud voice usage by a teacher- yelling is professionally inappropriate.
- b. Threats of unrealistic punishments.
- c. Repeated warnings with no follow-up - Do what you said you were going to do.
- d. Inconsistent adherence to rules

If misconduct occurs, any or all of the following may be helpful. (Punishment for behavior, not for lack of scholastic performance.)

- a. Talk with the student.
- b. Withhold privileges.
- c. Require writing punishment. These should be responsible in length and should be corrected for grammar and spelling. **Refrain from punishments which require writing something numerous times.**
- d. Assign time out in an isolated area of the room. Do not place students in the hall for time out. Students should be sent to the office for disciplinary matters **only after the teacher has exhausted all possible means of dealing with the situation.** Teachers may need to set up a conference with the parents to alert them and discuss possible ways of improvement.
- e. The principal may assign detention as deemed necessary.

Good order in the classroom is necessary for effective teaching. Be strict but fair in your discipline. The classroom teacher can handle most discipline problems. When serious problems arise, a teacher may send a student to the principal with a discipline sheet describing the offense. This should be the exception and not the rule.

The main purpose of a good discipline at Holy Rosary School is to train the students in self discipline. Self control on the part of the students is essential to learning and to good classroom order. One of the valuable assets of a Catholic education is to instill in our students self discipline. To bring this about, the school has imposed regulations which every student is expected to follow.

## Conduct NOT Tolerated

Conduct that is not tolerated and that could result in suspension and/or expulsion includes the following but is not limited to:

- Threats and/or acts of violence
- Bullying/harassment including through technology or school related activities
- Possession of a weapon
- Possession, use, or distribution of drugs or alcohol
- Possession, use, or sharing of nicotine related products including vaping or e-cigarettes
- Involvement in or possession of occult or satanic games, cards, or other paraphernalia
- Disorderly conduct or destruction of property; students will pay for any damage to school or parish property

- Disrespect or abuse of school staff or students
- Theft
- Vulgar or inappropriate language
- Sexual Misbehavior

## **Threats and/or Acts of Violence**

Any threat by students to inflict harm to themselves or others must be taken seriously and addressed immediately.

- Whoever hears a threat should report it immediately to the principal.
- The parent(s) and/or guardian(s) of the student who has made the threat should be notified.
- The principal and/or pastor will decide if any proper authorities need to be notified.
- Any parent(s) and/or guardian(s) of a student who has been threatened either verbally or in writing as a potential victim shall be notified. The student victimizer may be placed on intervention suspension or immediate expulsion.

If the student is placed on a suspension, the student must see a mental health professional who is a psychiatrist/psychologist. An evaluation report must be provided with recommendations before the student may return to school.

Any threats made by the parent(s) and/or guardian(s) of a student will result in that family's registration at the school being made probationary for the remainder of the school year or the following school year. If an adult threatens the safety of the principal or any other member of the school staff, the principal or threatened member of the school staff may take legal action by calling the police or seeking a restraining order.

If the student threatens or commits an act of violence, he/she will immediately be suspended with possible expulsion to follow. In the case of expulsion, the student's permanent record will reflect the expulsion.

### **Bullying of Students (Diocesan Policy 4.25)**

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated, over time. The building principal should be notified immediately and the student will be disciplined with a possible suspension or expulsion.

### **Cyberbullying of Personnel (Diocesan Policy 3.28)**

Cyberbullying of any kindergarten-12 school employee (public or private) is classified as a Class B misdemeanor.

All disciplinary actions that affect any student will be kept confidential with that student and their family. At no time will the School discuss the disciplinary situation of another student or non-school personnel nor the consequences assigned to another student with non-school personnel. Sometimes, when multiple students are involved in a single incident, information sharing may be necessary. Still, the School will not share information concerning another student with non-school personnel.

# Confidential Records

Confidential Records (Diocesan Policy 5.22) A student's records are confidential and will be open only to professional staff, the student if he/she has attained the age of eighteen (18), or the student's parent(s) and/or guardian(s) at a time mutually agreed upon with the principal.

- Both custodial and non-custodial parents may inspect their child's school records in the presence of the principal or designee unless there is a court order or decree restraining a parent from such contact.
- Parent(s) and/or guardian(s) may sign a release to have student records forwarded to another school.
- Upon request, parent(s) and/or guardian(s) may be given a copy of the student's records to carry to another school.
- High school graduates' completed scholastic records will be sent to their designated colleges.

# Student Billing

## Tuition

Tuition may be paid in one of the three payment methods described below. When tuition statements are mailed in the spring for the upcoming school year, a student's family selects its payment method. Tuition statements are posted on FACTS Management based on the payment plan chosen. Tuition statements will reflect any financial aid awards. Payment plans may be changed by contacting the Holy Rosary School Business Manager.

If a child is enrolled after the start of the school year, tuition and school support hours will be prorated, but all other costs will be charged in full. If an enrolled child is withdrawn before the end of the school year, tuition will be prorated, but all other costs will be charged in full.

## Incidentals

Student charges that are in addition to tuition are due when billed. Such charges may include the After School Program, book bills, cafeteria, library fines, support hours, or Preschool tuition. If book bills are not paid by the designated due date or other payment arrangements have not been made with the Principal, the total book bill(s) that is/are owed for a family will be added to their tuition payment draft plan. The total book bills(s) owed will be divided by the remaining months of the tuition payment draft plan. For annual and semi-annual tuition plans, book bills are due by the designated due date, or other payment arrangements may be made with the Principal. Families may choose to pay book bill(s) on a monthly payment draft plan.

## Delinquent Accounts

Students with accounts in arrears at various points during an academic year will have their schedules, report cards, or re-enrollment contracts withheld until their accounts are made current. If a student withdraws from or is dismissed from Holy Rosary Catholic School, student records (report cards or transcripts) will be released to another school if their account is paid in full. Unless a student's account is paid in full no later than June 30 of the current school year, Holy Rosary Catholic School reserves the right to terminate a student's enrollment contract for the following school year and deny enrollment for the school year. Delinquent accounts are subject to collection. Parents will be responsible for all collection expenses, including attorney fees, to the extent law permits. All charges passed on to the school by banks due to insufficient funds/closed accounts, etc., will be added to the family's financial obligations to the school.



## NON-DISCRIMINATION POLICY (4.01)

The Catholic schools in the Diocese of Little Rock admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Catholic schools in the Diocese of Little Rock do not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities, and the resources available to the school in meeting the student's needs.

Transfer students must be in good academic and conduct standing to be considered for enrollment in HRCS. Transfer students must have a written recommendation from prior school. Students who have been expelled from another school will not be considered for enrollment. Enrollment in a Catholic school is a privilege, and every Catholic child has a right to religious instruction and formation in the Catholic faith. No child of a parishioner will be denied the opportunity to attend his/her parish school due solely to the inability to pay full tuition. Students of other faiths are welcome upon space availability.

### **Admission guidelines for HRCS:**

- First priority: Catholic families of Holy Rosary, especially those with children
- currently attending the school
- Second priority: Current school families
- Third priority: Catholic families from neighboring parishes
- Fourth priority: New Non-Catholic families

A family is considered a Holy Rosary Parishioner if they are registered with the church office and regularly attend mass.

### **Baptismal, Birth Certificate and Vaccinations**

A Baptismal Certificate (if Catholic), a birth certificate and a current immunization record must be presented at the time of registration.

### **Age Requirements**

For PreK 3, child must be 3 on or before August 1 of such school year and be toilet trained.

For PreK 4, child must be 4 on or before August 1 of such school year and be toilet trained.

No child will be admitted to kindergarten unless he/she has attained the age of five (5) years on or before August 1 of such school year. No child will be admitted to first grade unless he/she has attained the age of six (6) years on or before August 1 of such school year.

Final decision on placement is left to the Principal and Superintendent of the Diocese of Little Rock.



## Dismissal

- When the bell rings at 2:55 pm, car riders will proceed in an organized fashion through the front doors.
- To expedite departure, and for safety purposes, backpacks will remain on students.
- K-6 students will remain in a designated area for pick up.
- Pre-K students will remain in classroom until sign out.
- After School Care students will remain in class until dismissed to the after school area.

## AFTERCARE

Aftercare services are provided Monday through Friday when school is in session. Exceptions include the Friday before Christmas break and the last day of school. Aftercare hours are when school dismisses until 5:15pm.

Any person allowed to pick up your child from school/aftercare must be on file with the school office. Charges are billed and paid monthly through FACTS.

We understand there are situations in which you may arrive late. We would appreciate a notification call to one of our aftercare workers in this instance. Late fees will be assessed to your FACTS account at a rate of \$30 in 30 minute increments.

# Holy Rosary Catholic School Social Media Code of Conduct for Students and Parents

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According to the United States Conference of Catholic Bishops social media guidelines, “All posts and comments should be marked by Christian charity and respect for the truth. They should be on topic and presume the good will of other posters. Discussion should take place primarily from a faith perspective.”

Our school has adopted this Code of Conduct for our Facebook pages and any subsequent social media platforms. We also have chosen to extend this code to apply to Holy Rosary Families when discussing our school online.

As such, we ask our parents, students, and faculty to abide by this code on your personal accounts anytime you reference Holy Rosary. We want to always preserve the integrity and educational process of our school and what we stand for and we ask that you help us to do this. Below are expectations for HRCS families.

- Do not use social media to publically challenge school policies or discuss issues about individual students, teachers, or administrators. Please contact the school directly, according to the protocol described in the handbook.
- Respect your privacy, as well as that of teachers and students/parents associated with Holy Rosary by not providing personal or confidential information without permission. This includes referencing an individual without using their actual name in derogatory manner.
- Do not tag any school-specific page in a post as a way of complaining about the school or anyone associated with the school. Contact school administration directly with your concerns.
- Before posting or tagging photographs of any person at a school event, obtain his/her permission. Do not post photos that could be misconstrued.
- Any violations of Holy Rosary’s social media Code of Conduct may result in disciplinary actions, including termination of enrollment of student(s).
- As parents, you set the example of how your children will behave in this digital age. Remember all internet postings are permanent, able to be duplicated, and may go viral. While you have the right to express yourself, it does not mean you are excluded from the consequences of your communication. Think twice, type once. In many cases, do not type at all.

The Arkansas Children's Educational Freedom Account (EFA) Program provides flexible funding to families who find that a traditional public school does not meet their student's specific educational needs. Families who choose to participate in this program will have 90% of their child's state education funding deposited in an online Educational Freedom Account. Parents can then use that funding to pay for approved school expenses, such as tuition at an eligible private school. For the 2025-2026 school year: Any K-12 students in the state of Arkansas will qualify for the program.

## FACTS/SIS

FACTS/SIS is the online information and communication system our school and all of the Catholic Schools in Arkansas use.

Grades are to be uploaded to FACTS/SIS in a timely manner.

FACTS is a private and secure website that allows you to see information specific to your child. You can view information such as attendance, daily grades, and report cards. Parents or guardians are requested to make and save changes in FACTS of any change of address, home telephone numbers, cell phone numbers, business phone numbers, email addresses, and phone numbers of emergency contacts. This information will guarantee that office records are accurate, complete, and up-to-date.

**It is the responsibility of each student's parents to update contact information and student medical information as soon as there is a change.** Correct information will ensure that important mailings from the school will be delivered promptly and correctly, emails received as intended, and that school officials have access to current information, should an emergency arise.

To log on to FACTS for the first time, find the FACTS page by clicking on the link on our Holy Rosary website. Click the First-time Users tab and enter an email address that is on file with the school.

# Classroom Expectations

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Classrooms should always be locked for safety. This includes while at Mass, while the teacher is at lunch and at the end of the day.

All items purchased or paid for by the school are the property of the school.

Within the classroom, all ordinary discipline matters are the responsibility of the teacher.

## Playground Rules

Playground rules for ALL students:

- \*Students must stay in the recess area for the duration of the period. If they leave for any reason, they must have the permission of the teacher on duty and be escorted by an adult.
- \*Students do not have permission to go after a ball or any toy that has been kicked over the fence.
- \*Students may not climb the fences or the basketball goal.
- \*Students may not throw mulch or rocks.
- \*Students should not fight, curse, or use foul language.
- \*Students should not climb on top of the slide.

If an accident occurs under your supervision, send the student to the office and complete an accident report as soon as possible.

When temperatures are extreme or the weather is inclement, there will be indoor recess.

## School Day and Building Access

At Holy Rosary Catholic School, the buildings will open at 7:30 a.m.

Classes begin promptly at 8:00 a.m.

The tardy bell rings at 8:00 a.m.

Please walk your child into the building after 8:00 a.m.

Dismissal is at 2:55 p.m.

After care is available until 5:15.

### **Visitors/Parent(s) and/or Guardian(s) (Diocesan Policy 5.35)**

All visitors including parent(s) and/or guardian(s) are to sign in at the school office when entering the building for any purpose and sign out upon departure. Any visitor, parent, and/or guardian wishing to observe a classroom must have approval from the principal before arriving at the school for a visit.

Every parent(s) and/or guardian(s) or other person residing in the State of Arkansas and having the custody or charge of any child or children between the ages of five (5) through seventeen (17) (both inclusive) will send such children to a public, private, or parochial school, or home school. (Ark. Code Ann. § 6-18-207) In cases of excessive absences, the principal will confer with the parent(s) and/or guardian(s). Generally, a student who has accumulated (17) days of absences during the school year will be required to attend summer school, complete approved coursework, or repeat the grade. Student Attendance (Diocesan Policy 5.13) Students must attend school and conform to the attendance policies established by the school. When students arrive late or depart before the close of the school day, they will report to the school office where a written record is to be kept including the date, time, and reason for being tardy or departing

### **Check-in & Check-out Procedures**

Any student arriving late to school must first check in through the school office. Prior arrangements must be made through the school office. The parent(s) should come to the office to sign for the child, and the office will then send for the child. Unplanned “check-outs” should only be for emergencies because they disrupt classroom learning. Administration may require a doctor’s note upon re-entry. If the student returns to school during the school day, they must sign back into school in the office.

### **Absences and Tardiness**

Absences that are not approved within the guidelines of this Handbook or the failure of a student to follow these procedures will result in an unexcused absence and be subject to the stated academic and disciplinary consequences outlined in this Handbook. In addition, the failure of a student or parent to be forthright and honest in their communication with the school about an absence may result in the student’s dismissal from Holy Rosary Catholic School.

### **Absence During the School Day**

Students needing medical appointments during school hours require a written note or phone call from a parent or guardian. Parents or guardians are required to sign out their child. If the child returns to school during the school day, they must be signed back into school in the office.

## **Absences and Course Credit**

Attendance is an educational issue. Daily school attendance is necessary and expected. Time missed from class can never be fully made up, and it is to the student's advantage to be in class every day. Students who accumulate excessive absences or exhibit consistent non-engagement may lose credit in that class.

School-sponsored activities will not count against the student's attendance record. If a student needs to be absent, parents must call or email the school office by 9:00 a.m. to notify the school.

In the case of an absence, please consult with the teacher regarding missed assignments.

When a student has reached five (5) or more absences in one semester, an email notification will be sent to the parent(s) or legal guardian(s).

Attendance questions should be directed to the Holy Rosary Catholic School Principal.

### **Planned Absences**

A student may receive advance approval from Holy Rosary Catholic School for an absence in case of a hospitalization, illness, doctor's appointment, altar serving, legal obligation, or other extraordinary circumstance as approved by the Principal.

## **Curriculum and Textbooks (Diocesan Policy 5.08)**

All elementary schools in the Diocese of Little Rock will utilize the "In Spirit and Truth" curriculum guide using textbooks approved by the Office of Catholic Schools. This can be found on the Diocese website, [www.dolr.org](http://www.dolr.org), under Office of Catholic Schools. All religion texts and series used in Catholic schools must be included in the Conformity Listing of Catechetical Texts and Series found on the United States Conference of Catholic Bishops (USCCB) website.

### **Withdrawal of Students (Diocesan Policy 5.24)**

All schools, public and private, must notify the Department of Finance and Administration when a student fourteen (14) years of age or older is no longer in school. (Ark. Code Ann. § 6-18-22)

### **Re-enrollment and Finances**

Re-enrollment at Holy Rosary Catholic School is not automatically extended to every student. All families must be aware that before re-enrolling for the next school year, all financial obligations must be met. Families behind in tuition payments or other fees may be allowed to re-enroll once those financial obligations have been met. Re-enrollment is reserved for those students for whom Holy Rosary has the most appropriate program and whose academic progress and behavior/attitude indicate a willingness to engage cooperatively in spiritual and academic growth. Students may be denied enrollment for the following year or be asked to leave the school at any time during the school year for failure to comply with the terms and conditions of this Handbook, which may include an evaluation of the student's attitude, behavior, or academic performance.

All decisions regarding re-enrollment reside at the discretion of the school principal or the pastor.

### **Collections and Fundraising (Diocesan Policy 5.39)**

Collections and fundraising will be presented to the school board and must be authorized by the pastor and/or principal.

**The school name and logos may not be used on any physical or electronic materials without the written permission of the Principal and/or Pastor.**

Arkansas law requires certain categories of professions to report suspected child maltreatment to the Arkansas Department of Human Services or law enforcement officers. (Ark. Code Ann. 12-12-507)

Reports shall be made immediately by telephone and shall be followed by a written report within forty-eight (48) hours if so requested by the receiving agency. (Ark. Code Ann. 12-12-4-504) It is a misdemeanor for any state mandated reporter to knowingly and willingly fail to report any such incident of child abuse or neglect.

Any person participating in good faith and exercising due care in making a report pursuant to this act shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceedings resulting from such report. (Ark. Code Ann. 12-12-504) It is not the role of the parish, school, or organization to investigate or verify the situation but to report the suspected abuse, setting in motion the process of getting help for the child.

Even if not required by law, all Church personnel in the Diocese, including volunteers are to report all suspected sexual abuse of minors, except when to do so would break the seal of confession. When the alleged perpetrator is a member of the personnel of the Diocese, or any of its parishes, entities, or organizations, the accuser shall also convey the allegations immediately to one of the Vicars General, who then immediately takes and documents the actions as outlined in the Diocese of Little Rock Policy Statement on the Sexual Abuse of Minors and the Laity Code of Conduct.

## Child Custody/ Protection

In a family situation in which there are custody arrangements, the school must be made aware of such arrangements and have a copy of the legal custody papers on file in the school office. Without the proper documentation, the school cannot limit a parent's access to his/her child. When the situation develops, it is the responsibility of the parent to notify the school office.

Please discuss with principal any concerns you have in addressing a particular student's custody arrangements and communication with parents and guardians.

## Bullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The principal should be notified immediately and the student will be disciplined with a possible suspension or expulsion. Cyber bullying will not be tolerated and can result in discipline actions with a possible suspension or expulsion.



## **Health Care**

Facilities for sick students are minimal. If a student becomes ill, parents or guardians or emergency contacts will be expected to pick up their student as soon as possible. School officials shall act as the loco parentis and secure medical attention when parents or guardians or emergency contacts cannot be reached. Only emergency first aid may be provided at school. In the event of an accident or illness requiring emergency medical attention, every effort will be made to contact parents or guardians or emergency contacts; however, 911 may be called to dispatch an ambulance to the school if needed.

Students with a temperature of 100.4 degrees or above will be excluded from school. Such students must remain home until they are fever-free for twenty-four (24) hours without the aid of fever-reducing medication.

Any student determined to have had vomiting or diarrhea will be excluded from school and shall remain home until they are free of those conditions for twenty-four (24) hours without the aid of medications.

A list of allergies and any other medical problems must be presented by the parents/guardians in writing to the office at the beginning of each school year; please update as necessary.

### **Student Health Records (Diocesan Policy 5.20.1)**

Schools are required to keep health records of immunizations for each student. Immunization information may be kept on the Arkansas Immunization Health Record available from the Office of Catholic Schools or by entering the information into the FACTS student information system. The health records will transfer with the student if he/she transfers to another school.

### **Allergy**

Holy Rosary School recognizes that an allergy affects many schoolchildren and positively welcomes all pupils with allergies. This school encourages students with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. Training is updated as needed.

### **Asthma Medication**

A parent or legal guardian should hand deliver asthma inhalers to the appropriate school office to be documented. The office will distribute the asthma inhaler to the appropriate school personnel.

Oral and written communication between the teacher and parent is extremely important and essential to the success of the student learner. Please communicate in a timely manner if a student is having difficulty in a subject area. Parent communication should be responded to within 24 hours.

Personal conversations are the preferred method of communicating important information relating to student performance or behavior, as well as addressing problems or controversy. If at all possible, suggest a conference be arranged. Document and date all conversations. Keep this documentation filed and confidential.

If communication is sent to a parent/guardian, the principal should be given a copy of the correspondence. Notification will keep the principal in the loop and alert to any potential problems.

All communication should be factual and not judgmental. If phone calls are made, log them and write a description of the conversation. This will help for future reference.

Parents want information and communication. Keep them informed.

## Complaints & Grievances

All parties involved should be respectful and prayerfully work towards a solution. The procedure for addressing complaints and grievances is as follows in order:

1. General Complaint: Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with others.
2. Contact Teacher: If a person has a complaint or concern about a teacher, the individual will go first to the teacher to seek a solution to the problem.
3. Contact Principal: If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
4. Contact Pastor: If the concern is still not resolved, the person will contact the pastor for an appointment to discuss the matter.
5. Contact Superintendent: If no solution is found to the problem, the matter will be referred to the Superintendent.

\*School Board members are an advisory group and not an authoritative group. Please do not contact members of the School Board concerning complaints and grievances. Any person should be directed to follow the procedure above.

Teachers should notify and/or copy the principal if a parent comes to you with a complaint.

## **Opportunities for Spiritual Growth (Diocesan Policy 4.10)**

Opportunities will be provided to enable the students' faith to become living, conscious, and active through instruction. The faculty will work together to provide a religious program for the students that will become a powerful force for the development of personal sanctity and the building of community.

- Every student enrolled in a Catholic school in the Diocese of Little Rock will have the benefit of a religion course taught by a practicing Catholic teacher.
- All Religious texts and materials must be on the USCCB Conformity Listing of Catechetical Texts and Series.
- Students will be given the opportunity to attend Mass throughout the school year and for the reception of the sacrament of reconciliation.

## **Prayer**

Each morning, the school day begins with a prayer as part of the morning announcements. Those with special requests for school community prayers are invited to bring them to their Religion teacher so they can be shared with their Class and/or School community.

## **LITURGY**

All School Mass will be held at 8:30 am for PK-6 every Thursday.

During Lent we will have additional prayer services, Reconciliation and Stations of the Cross. Parents and families are welcomed and encouraged to attend Mass. Reverence will be maintained arriving, during, and leaving Mass.

## **Immunizations (Diocesan Policy (4.34.3))**

All students attending Catholic schools in the Diocese of Little Rock are subject to the immunization laws of the State of Arkansas, which can be found on the Arkansas Health Department website.

- A school may temporarily admit a child provided that the child becomes appropriately immunized, is in the process of receiving the needed doses of vaccine, or shows proof that he/she has applied for an exemption for those vaccines they have not received within thirty (30) calendar days after the child's original admission.

- An exemption to the immunization law may be made only by a certificate issued by the Director of the Arkansas Department of Health. All schools will use a health appraisal record or FACTS Medical as a form for recording immunization information. An accurate and current list of all exempt and deficient students must be maintained at the school. The number of students exempt must be reported on the school's website.

### **Vision and Hearing Screening (Diocesan Policy 5.21.3)**

All schools are to conduct an annual vision and hearing screening program for students. Qualified volunteers may be used to conduct this annual program. It is recommended that students in grades kindergarten, first, third, fifth, and seventh, and all new students be screened for vision and hearing problems. The results of the screening are to be recorded on the student's health record. Parent(s) and/or guardian(s) are to be notified in writing if further evaluation is needed by a physician.

### **COMMUNICABLE DISEASES (4.34.2)**

Any student having or suspected of having a communicable disease as defined in the Arkansas Department of Health Rules and Regulations Pertaining to Reportable Disease will be excluded from school for the period of time designated in these regulations. Parent(s) and/or guardian(s) must report any communicable diseases to the principal.

The identity of the infected student, as well as all health and other pertinent records, shall be kept confidential, and the number of people who are aware of the student's condition will be kept at a minimum.

Before returning to school, the student must be past the period of communicability; that is, free of fever, vomiting, and/or diarrhea for 24 hours, and able to participate in normal classroom activities. Your cooperation in helping us keep our school community safe and healthy is essential.

### **HEAD LICE**

Students will be checked as needed for head lice. If a student is found to have head lice, parents will be notified and the child is to be picked up immediately for treatment. Upon return to school, he/she must present proof of treatment, such as a box top form a special lice treatment shampoo or a note from a doctor that the child has received treatment. The child will be re-checked at school and if there are any remaining lice and/or nits, he/she will not be readmitted to school until they have been retreated and are free from lice or nits..

# Parents

## Parent or Guardian Responsibilities

Parents or guardians and Holy Rosary Catholic School are responsible for educating our students. For a student to achieve their fullest potential, parental cooperation and support are essential. It is the responsibility of the parents/guardians:

- To familiarize themselves with Student and Parent Handbook Policies
- To help monitor their child's academic progress as well as behavior at school and school-sponsored events
- To financially support the school
- To see that their child complies with the dress code
- To call in absences to the school by 9:00 a.m.
- To provide their child with the required school supplies
- To complete CMG Connect/Safe Environment Training

## Custodial Rights

The parent(s) or guardian(s) are responsible for sharing any official custodial information decided through the courts. Official custodial agreements will be kept confidential in the Registrar's document room. Without any court document, the school will view each parent or guardian as having full legal custody of their child(ren). In the absence of a court order to the contrary, non-custodial parents or guardians have the right to receive records about their child(ren)'s academic progress or lack thereof.

Non-custodial parents or guardians are not to use the school as a meeting place to visit with their child(ren). Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent(s) or guardian(s) will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

### **Non-Custodial Parents (Diocesan Policy 5.36)**

- It is required that the custodial parent provides the school with an official, updated copy of the court-ordered documents outlining the child custody and visitation agreement.
- Non-custodial parents are not to use the school as a meeting place to visit with their child(ren). The school will follow the rights of the non-custodial parent(s) that are outlined in the court order.
- If a school has on record a court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal need not accept the volunteer services of that parent. If the principal determines that such a parent is volunteering to increase contact with the child(ren), the principal should notify the custodial parent and have them settle the issue.
- The superintendent will assist principals and teachers as needed with child custody disputes.

### **Parent-Teacher Organization (Diocesan Policy 5.15)**

The Office of Catholic Schools recommends that each parochial and Diocesan school establish a parent-teacher organization. This organization will function in accordance with the following Diocesan regulations:

- Membership in the parent-teacher organization will consist of the pastor, principal, teachers, and parents and/or guardians of the students.
- Each organization will follow the constitution and bylaws based on guidelines furnished by the Office of Catholic Schools.
- Program needs will be determined based on the needs of the school as outlined by the principal, school board, and long-range plans. The principal and/or pastor have final approval of all programs and fundraising.

### **Title IX of the Education Amendments Act of 1972**

Title IX provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

# INCLEMENT WEATHER

In case of inclement weather, a decision concerning the opening of school will be released over the television by 7:00am or earlier if possible. HRCS will also use school email, and our Social Media accounts to alert parents of closings or late starts.

If at any time HRCS is in session and other schools are closed, it is ultimately the decision of the parent as to the safety of their travel route to and from school.

If HRCS closes during the school day due to inclement weather or in the case of an emergency, this will be announced on the television, Social Media and via email. Parents may pick up their children early if they so desire. The school will remain open and someone will be here until regular closing time or until all of the children are picked up.

**AMI** (Alternative Methods of Instruction) are available in the event these are needed. Students in grades 1-6 will be provided with an electronic device to access instruction. All students will be provided with a packet of educational instruction or it will be emailed by their teacher. There may be extended times when distance learning is needed and instructions will be provided. Some days are already built into our calendar for inclement weather, AMI days will only be used if needed.

Holy Rosary Catholic School does not follow Stuttgart Public Schools for school closings. Please look or listen for HRCS listed separately.

# Holy Rosary Catholic School

## Non-Refundable Fees and Refund Policy

### 2025-2026 School Year

#### **Non-Refundable Fees**

##### **Kindergarten- Sixth Grade**

All EFA participant enrollment, book and technology fees for kindergarten through sixth grade are due at the time of the first EFA quarter payment and are non-refundable if you decide to attend another school in the area. The EFA will make 4 payments during the school year (quarterly). If your family is paying K-6th out of pocket all fees will be due before the beginning of the school term. Fees will only be refunded before the start of the school year if your family has not attended school for that year.

##### **Pre-Kindergarten**

Pre-K fees will be due before the beginning of the school term.

#### **Refund Policy**

For families that unenroll during the school year and are participating in the EFA, the school and ADE will require notification by the parents. Any funds that have been paid prior to the attendance for that quarter will be refunded from HRCS to the students ClassWallet account. The last day of the student's attendance will determine how the refund will be rated.



# Holy Rosary Catholic School

## Uniform Policy

Uniform pants and shorts- navy or khaki (shorts no shorter than 2” above knee)

Belt- brown or black; grades 3-6 (if clothing has belt loops.) (Optional for other grades)

Shirts- solid color plain polo shirts (short or long sleeved)

Colors: navy, hunter green, white, gray, or soft yellow. All shirts must be tucked in.

Holy Rosary spirit shirts that are approved and school colors may be worn.

Holy Rosary Sweatshirt- required

Socks- White Socks. Crew style above the ankle.

Tennis shoes or oxford type style (sandals, slides, crocs, boots, or heels not permitted)

Scout shirts may be worn on meeting days.

Girls: (optional) School plaid jumper or box-pleated skirt (shorts or tights need to be worn underneath)

Skorts: Plaid, navy, or khaki (must be a uniform brand). Jumpers, skirts, and skorts must be no shorter than 2” above the knee.

Short or long sleeve white blouse w/ Peter Pan collar.

Navy or white tights may be worn in winter.

**\*\*Our uniform policy offers a lot of choices. Please adhere to this policy.**

### General Guidelines and Enforcement Policy:

- The dress code applies to all students as long as they are on school grounds or at school sponsored activities, including field trips.
- Only necklaces with a religious metal or cross may be worn.
- Girls may wear stud earrings.
- Conservative hair clips will be allowed (uniformed colored bows, scrunchies)
- No temporary tattoos
- Hair should be natural color- no spiked or unnatural hair styles.

NUT (No Uniform Today) PASS is a FREE dress day for students. It is a privilege, not a right. It is usually the last Friday of each month and on the school calendar. Please make wise and modest choices on these days. The cost of a NUT pass is \$1.00.

Final determination of dress code compliance is at the discretion of the administration.

- First Offense- staff member discusses infraction with a student. Teachers may send infraction notices home to be signed and returned. (Infraction noted in log book).
- Second Offense- (in one grading period) Infraction notice sent home for return signature. Principal notified.
- Third Offense- (in one grading period) If the infraction is the same as previous, the student is sent to the principal. The office calls the parent to bring appropriate clothing. If the third offense is not the same infraction, staff will consult the principal regarding the consequence. Students with 3 uniform infractions will not participate in NUT Pass Day.
- Fourth Offense- (in one grading period) Student receives a “strike”. The strike will result in detention.

# Holy Rosary Catholic School

## Handbook Signature Page

### 2025–2026 School Year

I, \_\_\_\_\_ have read the Student Handbook and fully understand the policies and procedures outlined. I agree to abide by, support, and am willing to implement or enforce the policies and procedures as a student of Holy Rosary Catholic School.

A copy of this signature page will be placed in my student file.

I understand the administration has the right to amend the handbook at any time.

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Student Signature

Date

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Parent Signature.

Date

# DIOCESE OF LITTLE ROCK ~ OFFICE OF CATHOLIC SCHOOLS

## \_\_\_\_\_Catholic School PHOTOGRAPH AND VIDEO CONSENT FORM

From time to time, pictures and videos may be taken of youth ministry and school events and gatherings. We would like to be able to use these photographs and videos for flyers, parish and diocesan publications, and the ministry website. Written consent of both the student and parent/guardian is required. If there are concerns about pictures or videos posted on the website, please contact the ministry coordinator or webmaster, and they will promptly be removed. I/We, the parent(s)/guardian(s) of this student (name) \_\_\_\_\_, authorize and give full consent, without limitation or reservation, to (parish/school/diocese) \_\_\_\_\_ to publish any photograph or video in which the above named student appears while participating in any program associated with (parish/school/diocese) \_\_\_\_\_ministry. There will be no compensation for use of any photograph or video at the time of publication or in the future.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_