Technology/Internet

Parents and students must sign an Internet policy form which outlines appropriate behavior while on the computer/internet. Students are responsible for accessing only appropriate web sites and report to their teacher any accidental "hits" of inappropriate sites. All students in grades K-8 utilize iPads in the classroom. Parents must sign an iPad Agreement prior to their child receiving an iPad and are responsible for repair if the iPad is broken or defaced.

Use of School Grounds

Children are not to arrive on campus prior to 7:30 am and are to leave no later than 6:00 p.m. Students who arrive prior to the start of school will be placed in the Extended Care program and parents will be billed at a rate of $5.00 per hour per child. Students who are not registered in the Extended Care program must be off campus by 3:00 pm on a regular school day and 12:00 on half days.

Use of Student Pictures

Holy Rosary Academy & Preschool reserves the right to use student pictures in publications and on the school website. Any parent who does not wish to have his/her child's picture used in any type of publication or website must notify the school in writing prior to the beginning of the school year.

Principal's Right to Amend

The principal retains the right to amend this handbook for just cause. Parents will be given notification if changes are made.

Revised 05/15/2026

HOLY ROSARY ACADEMY AND PRESCHOOL

2026-2027 School Year

Parent/Student Handbook

2620 N. Arrowhead Avenue
San Bernardino, CA 92405
(909) 886-1088
License # 364830628

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School Advisory Board

The School Advisory Board advises and assists the Principal in policy-making. It is governed by its own constitution and by-laws. School Advisory Board meetings are held monthly. Parents interested in becoming a School Advisory Board member may submit a written request to the Principal.

Booster Club (Paw Patrol)

The Paw Patrol implements the main fundraising and school events for Holy Rosary Academy & Preschool as set-up by the Principal, School Advisory Board and Finance Committee. Interested parents are encouraged to volunteer as classroom representatives. Representatives are asked to attend monthly meetings, coordinate classroom functions, organize booths at our Carnival, and assist fundraisers and school activities.

Student Service Programs

Christian service is an important part of a Catholic education and is an expression of our faith. It helps develop a strong sense of personal responsibility and commitment to the larger society. Of the many ways a student experiences the world, perhaps one of the most meaningful is through the service of others. At Holy Rosary Academy & Preschool we require every Jr. High student to acquire these important habits by doing service hours for the poor and needy in our community.

	Grade 6	Grade 7	Grade 8
1st Trimester	4 hours	5 hours	7 hours
2nd Trimester	3 hours	5 hours	7 hours
3rd Trimester	3 hours	5 hours	6 hours

Students must obtain a Christian Service Reporting sheet from their teacher and submit their hours monthly. Christian Service hours account for 10% of the Religion grade. Eighth grade students must complete their Christian Service hours in order to participate in graduation activities

Parent Cooperation

The education of a student is a partnership between the parents and the school. Normally a child is not to be deprived of a Catholic education, or otherwise penalized for the actions of his/her parents. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student. ***Parking lot gossip, derogatory group chats and emails, and slander of the school and school personnel will not be tolerated. All concerns and questions need to be brought directly to the school administration for clarification and discussion .*** The Principal may recommend a transfer of a student when a parent has been persistently uncooperative with school staff, policies, regulations, programs or has interfered in matters of school administration or discipline. If, in the opinion of the administration, the partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school (policy #5220) Documentation of the basis for this action and of all consultations with the parents on the matter will be retained on file.

Abuse of Staff

Any parent, guardian, or other person who ***insults, abuses or yells*** at any staff member in the presence or hearing of other school personnel or students, on school premises, including online, group chats, emails, **or at any other place** the staff member is required to be (in connection with an assigned school activity), is guilty of a misdemeanor, and is punishable by a fine of not less than fifty ($50.00) and not exceeding five hundred ($500.00) dollars. **Harassment of any staff member by a parent, guardian or student will result in the removal of the family and child from the school community**.

Parent Service Requirements

All families must complete volunteer service hours at Holy Rosary Academy.

Families on Tuition Plan 1 must complete 10 service hours during the school year.
Families on Tuition Plan 2 must complete 30 service hours during the school year.

All families must complete a minimum of 5 service hours at our Carnival
Half of all service hour requirements must be completed by December 31, 2026.
Remaining service hours must be completed by May 31, 2027. Unfulfilled Carnival service hours will be billed at $50.00 per hour. You will be billed $100 per Carnival hour if you sign up to work and do not show up. Remaining service hours will be billed at $25.00 per hour.

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All emergency card information must be kept up to date. Please notify the school office as soon as possible of changes in phone numbers and addresses. In the event of an accident that may require hospitalization or treatment through a doctor's office, it is imperative that we reach the parent. If we cannot reach the parent, we will call the people listed on the child's emergency card. When completing your emergency card, please list people as close to the school as possible.

Insurance

Each student is automatically insured (while at school), under the Diocesan Insurance Plan. Please remember, this plan is a secondary carrier to your insurance. The fee for the insurance is included in your registration. If, while at school your child has an accident, which needs medical attention, an insurance claim must be submitted within 24 hours. Insurance claim forms may be obtained in the school office.

Medication

All medication (prescription or non-prescription) to be dispensed during school hours must be brought to the school office in the original bottle with the proper permission form signed by the parent and physician. A copy of this form may be obtained in the school office. The student must come to the office to take his/her medication, as stated by directions on the medication permission form. ***No student may keep his/her medication (prescription or non-prescription) in his/her backpack or desk.*** A parent may come to the school to administer medication to their child(ren) however, they must notify the school office in advance and sign-in as a visitor upon arrival.

Parental Rights

Every parent has the right:

- To have children receive an academically sound education in a Catholic environment
- To talk to school personnel and have requests for meeting answered in a timely manner
- To receive fair hearings of concerns and grievances
- To have students supervised in a safe and appropriate manner
- To review records and respond
- To participate in the life of the school

Parents/drivers who transport children must follow these guidelines:

- Must have the required insurance of $100,000/$300,000
- Must have a valid Driver's License and current registration for the vehicle
- Complete the "Be Smart-Drive Safe" online course
- Must have a seatbelt for each child
- Only Holy Rosary Academy & Preschool students may go on a fieldtrip (no siblings)
- Unauthorized stops may NOT be made, i.e.- cars **must** leave school and go straight to the destination, leave the field trip area and return directly to the school (No stopping for food or drinks)
- **All volunteers/chaperones are required to complete and be cleared through Live Scan, Safe Environment, and Mandated Reporter. Chaperones may NOT bring younger children/siblings on fieldtrips. Unauthorized parents/family/friends can not show up at a field trip and be around any Holy Rosary Academy students.**

Health and Medical

Illness/Injuries

Should a student become ill or injured during school hours, the parents will be contacted. If a parent cannot be reached, an alternate person listed on the student's emergency card will be notified. Sick children will be made as comfortable as possible while parents are contacted and until someone arrives to take them home. If no agreed upon contact is available, and the situation warrants, the paramedics will be called. A child having one or more of the following symptoms will be sent home:

- Fever
- Vomiting
- Diarrhea
- Suspected Contagious Disease
- Severe pain
- Rash
- Lice

If your child has any of these symptoms in the morning before school, please keep him/her home. Please do not send your child to school and tell him/her to call you if they feel sick. **Students with COVID symptoms and/or a temperature of 100 or higher will not be allowed on campus.**

School History

Holy Rosary Academy and Preschool was established in 1947 under the guidance of Monsignor Thomas A Matthew, with the help of the parishioners of Holy Rosary Parish, and the leadership of Bishop Charles Buddy from the Diocese of San Diego. The original school structure was a two-story building on the southeast corner of Arrowhead Avenue and 26th Street. The school was staffed by the Dominican Sisters of Houston, Texas, who instructed students in grades one through eight. The Charism of the Dominican Sisters of Houston's ministries included teaching and school administration. Due to area growth and high enrollment, a one-story building was built to accommodate the expansion of the school. Grades one through four remained in the two-story structure on the east side of the street, while grades five through eight utilized the new one-story building. Kindergarten was added in 1973.

Holy Rosary and Preschool has undergone many changes and improvements. Through the collaboration of the both the school and Parish, four modular classrooms and two student and two faculty restrooms were added in 2005. The new modular buildings have allowed us to combine our entire campus onto one side of the street thus increasing school spirit and unity among our students. In 2007 an additional modular was added to accommodate our growing Extended Care program. In an effort to increase enrollment and to accommodate the need in our community, preschool was added in 2009. Due to the success of our Catholic preschool, a second class was added in 2011. The original school structure on the southeast corner is now being used strictly by the Parish community.

Mission Statement

Holy Rosary Academy is dedicated to providing a Christ Centered Catholic education to all students to facilitate their spiritual growth, academic success and moral responsibility in order to become Life-Long Learners who are successfully equipped to face the challenges of the future. Located in the heart of San Bernardino, the school welcomes all students from the Parish as well as all those in the surrounding community including the greater city of San Bernardino and the Inland Empire who desire a high-quality Catholic education. Holy Rosary Academy continues the traditions of the founding Dominican Sisters with the focus on developing each child's individual gifts and talents so they can reach their full potential. Holy Rosary Academy believes in working with parents as a partnership to facilitate all aspects of their students' learning, while working hand in hand with each family to provide a rigorous Catholic education while developing a strong spiritual and moral foundation in accordance with the Gospel.

Philosophy

Jesus Christ is the center and focus of Holy Rosary Academy. We strive to live and teach in accordance to the Gospel. We are a Catholic community of believers who support the pillars put forth by the Diocese of San Bernardino; Faith Sharing, Collaboration, Reconciliation and Hospitality. We share the Diocesan Vision of Hope to engender within our students and families an enduring love of learning.

We hold that:

- We are all made in the image and likeness of God.
- Teachers are Christian models in the learning experiences of their students who uphold he highest standards in educating the whole child.
- Parents and teachers work together to mutually support and facilitate the educational journey for each child.

Holy Rosary Academy is a teaching ministry of Our Lady of the Rosary Cathedral that invites students to develop a personal relationship with God. Our Catholic faith is infused into all aspects of learning while providing numerous opportunities for service and worship to develop and educate the whole child. We promote a community of learners who participate in various acts of service to others creating an awareness and compassion for those in our community while engaging a global awareness and understanding of the responsibilities we have for others in need. We assist our students in developing the necessary skills to successfully meet life's challenges and to be productive and responsible citizens who are followers of Christ.

Core Values
(PAWS)

- **P**ray – God first
- **A**chieve – Dedicated to always do our best
- **W**onder – To pursue life with relentless curiosity
- **S**erve – To serve others

during the probationary period. If grades do not improve by the following report period (date will be announced), the student will be permanently removed from the team or squad for that sport and will not receive a trophy or award at the end of the season.

- All sports and/or cheer fees must be paid in full prior to the ordering of the sports uniforms. There are no refunds for sports fees!
- Any student who does not attend a ***full day*** of school on the day of, or the day before a game will not be permitted to play and/or cheer for that game.

Student Council

The Student Council contributes to the improvement of Holy Rosary Academy & Preschool by encouraging students to participate in various activities and instilling school spirit. Class officers and representatives meet regularly to plan for projects. All students participating in Student Council must maintain a minimum of a B in conduct and a minimum of a 2.0 GPA in the seven core subjects with no F's. Students who fail to maintain the above grades on their report card or progress report will be put on probation. This means the student may not attend meetings or participate in any activities relating to Student Council during the probationary period. If grades do not improve by the following report period (date will be announced), the student will be permanently removed from Student Council for the school year.

Field Trip Policies

Field trips serve the instructional program by utilizing educational resources of the community and of the region, which cannot be brought into the classroom. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements. A school (Diocesan) field trip form completed by a parent/guardian which releases the school from liability is needed for each field trip. Students who fail to submit the proper form will not be allowed to participate in the field trip. Telephone calls are not accepted in lieu of the written form. Emailed forms are accepted. **Parents may refuse to allow their child to participate in a field trip.** Fieldtrips are always educational and include an assignment based on the trip. Students who do not attend the fieldtrip will be given an alternate assignment which is due at the start of the next school day. Teachers will notify parents of all necessary information, including proper dress, meal arrangements and cost before the field trip.

hair is not restored, they will be sent home until the problem is corrected. If hair color is altered or dyed during the school year, it must be corrected immediately. NO EXCEPTIONS WILL BE MADE.

Extra-Curricular Activities

Liturgy/Retreats

To encourage a greater love for the liturgy of the Mass, the school celebrates special Masses prepared by students. Parents are encouraged to attend these Masses. Reconciliation services are available to the students throughout the school year. Students in grade 8 will attend a retreat at Aquinas High School during the school year.

Sacramental Preparation

Baptized students in Second through Eighth Grade rare able to receive preparation for First Reconciliation and First Communion at school. In order to make their First Reconciliation and First Communion, students must be baptized and have a copy of their Baptismal Certificate on file in the school office. First Reconciliation and First Communion dates will be announced later in the school year. Parents of First Reconciliation and First Communion recipients will be required to attend workshops/retreats during the school year. Students who are not signed up by the deadline will not make their First Communion until the following year.

Students 7 years of age and under can receive the sacrament of Baptism. Sign ups for Baptism will be available in the school office during the 1st trimester.

Assemblies

Organized assemblies to acknowledge the efforts of students participating in various activities are held at the completion of each trimester during the school year.

Sports/Cheerleading Program

Holy Rosary Academy & Preschool has a proud tradition of participation in school sports programs and cheerleading. A permission slip must be signed before any student will be allowed to participate in any sport or cheerleading program. All students participating in any sport or cheerleading program must maintain a minimum of a B in conduct and a minimum of a 2.0 GPA with no F's in the seven core subjects. Students who fail to maintain the above grades on their report card or progress report will be put on probation. This means the student may not attend practices or participate in games or competitions

School Wide Learning Expectations

An Eighth Grade Graduate of Holy Rosary Academy will be:

An Active Catholic who:

a. shows respect for God, self, and others.
b. demonstrates knowledge of theology and Catholic teachings.
c. prays daily.
d. uses his/her own unique talents and appreciates the talents of others.

A Responsible Citizen who:

a. shows concern for global issues, such as current events, politics, and the environment.
b. accepts responsibility for his/her actions.
c. respects cultural differences and beliefs.
d. takes on leadership and service opportunities.

A Life-Long Learner who:

a. seeks to acquire knowledge daily.
b. sets realistic goals and pursues them with confidence.
c. accepts new challenges and adapts accordingly.
d. shows proficiency in academics and the arts.

A Critical Thinker who:

a. analyzes, evaluates, and draws conclusions to real-life situations.
b. knows where to go for information and how to interpret it.
c. uses technological resources to facilitate his/her learning.
d. articulates ideas clearly, effectively, and creatively.

A Self-Aware Individual who:

a. understands and applies self-discipline techniques.
b. participates in a variety of activities to develop his/her full physical and personal potential.
c. demonstrates good sportsmanship and realizes the importance of teamwork.
d. recognizes responsibility for his/her academic achievement.

Administration

Principal	Shelley Renison
Pastor	Rev. Rafael Partida, Fr. Larry Curtis

Faculty and Staff

Vice-Principal	Elizabeth Lemus
Administrative Assistant	Selena Galindo
Office Assistant	Stephanie Landin
Kindergarten Teacher	Edwin Zamora
First Grade Teacher	Elizabeth Lemus
Second Grade Teacher	Araceli Chavez
Third Grade Teacher	Amelia Deita
Fourth Grade Teacher	John Perez
Fifth Grade Teacher	Thomas Provine (Social Studies)
Sixth Grade Teacher	Vanessa Orona (ELA)
Seventh Grade Teacher	Victor Brazfield (Science)
Eighth Grade Teacher	Cory Stufkosky (Math)
Library/Instructional Aide	Margie Jasso
Preschool Teacher	Judith Barrios
Preschool Director	Enedina Mendiola
Extended Care	Christy Lopez
Lunch Monitor	Christy Lopez
Religion Director	Sr. Amparo Velador
Classroom Aide	Juliana Villareal
Classroom Aide	Marie Trembly
Choir Director	Joseph Greene

Accreditation

Holy Rosary Academy & Preschool undergoes accreditation by the Western Catholic Education Association (WCEA) and Western Association of Schools and Colleges (WASC). A self-study process is utilized including the efforts of the pastor, staff, parents and students. A visiting committee comprised of educators outside the school community evaluates our school. Due to the successful completion of our evaluation, Holy Rosary Academy & Preschool is fully accredited.

General Regulations

The following rules apply to all students:

- Shirts must be tucked in at all times
- Jackets may be worn outside only
- Hair must be well groomed and should not obstruct vision
- Hairstyles are to be neat and kept simple (no radical hairstyles such as mohawks are allowed)
- Natural hair color may not be altered
- All uniforms must fit properly and may not be baggy or tight
- Students in grades 3-8 must wear a solid black, brown, or navy-blue belt with shorts or pants
- Shorts and pants cannot be sagging below the waist
- All socks must be solid white or navy ankle length. All girls may also wear white or navy tights, no leggings. Girls may wear white or navy knee-highs socks.
- Free dress days require appropriate attire
- Oversized tennis shoes, boots, skate shoes (shoes with wheels) and open toe shoes, and crocs are not permitted

The following rules apply to all girls:

- Make-up of any kind is not allowed at any time (including color tinted glosses, decorative pimple patches, foundation, etc)
- Dangling, hoop earrings, and stretcher earrings are not allowed.
- Only clear nail polish is allowed (no colored nail polish), acrylic nails, press on nails, etc are not permitted.
- Shoes with more than a half (1/2) inch heel, boots or open toe shoes are not allowed. Crocs are not allowed.
- Skorts and skirts may not be shorter than 2 inches above the knee
- Pierced ears are allowed but only 1 set of stud earrings may be worn

The following rules apply to all boys:

- Piercings (ears, nose, or face) are not allowed.
- Hair should be cut above collar length, no tails allowed.
- Hair must be natural color
- Pants and shorts may not ride the hips.
- Crocs, boots, or open toed shoes are not allowed.

**If a student's natural hair color is altered or dyed, they have 5 days (if returning from summer break) to restore their hair's natural color. This time frame will allow children to either re-dye their hair back to the natural color, or get a haircut. If on the 6th day their

Length of Shorts/Skirts

May not be higher than **2 inches** above the knee.

Shoes

Oversized tennis shoes and skate shoes (shoes with wheels) are not permitted. Safe and simple tennis shoes are desirable. ***Regardless of the weather, boots and open toe shoes are NOT allowed, even on free dress days***. **Crocs are not allowed at any time**. Shoes must not have more than a half (1/2) inch heel. Shoes must have laces or Velcro that can be tied securely.

Socks

Solid white or navy ankle length socks are required **(must come above the ankles). *No low cut ped style socks are allowed.*** All girls may also wear solid white or navy tights. Girls may also wear solid white or navy knee-high socks. Leggings are not allowed.

Jackets

Jackets will not be permitted for wear in the classrooms. Therefore, your child will need a cardigan navy sweater with logo, crew neck sweatshirt with logo, or V-neck pullover navy sweater with logo if he/she intends to wear outer clothing in the classroom. These items **must** be purchased from our official uniform company. Any jackets that are to be worn on the playground or at lunch must be logo jackets purchased from the uniform company.

Free Dress Days

On specified Free Dress Days, all students are expected to wear modest, neat, clean clothing in good taste. No crop tops, bare midriffs, muscle shirts, over-sized, cut-off, or torn/ripped shorts or pants. Shorts may not be higher than 2 inches above the knee. T-shirts with offensive, disruptive, or negative printing will not be allowed. No baseball caps can be worn. Students may not wear boots, crocs, or open toe shoes for safety reasons.

*****Unauthorized use of the Holy Rosay Academy logo is strictly prohibited. Outside vendors using our copywritten logo will be prosecuted *****

Non-Discrimination Statement

In compliance with federal regulations, all persons employed by the Catholic schools in the Diocese of San Bernardino shall be employed without regard to age, race, sex, disability, handicap, life-style choice, ethnic or national origin. As the Catholic schools in the Diocese of San Bernardino are religious organizations, they reserve the right to select employees who are Roman Catholics. (cf. #3112)

Admission Policy

Non-Discrimination Policy

Holy Rosary Academy admits students of any sex, race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded to, or made available to students at the school. The school does not discriminate on the basis of sex, race, color, nationality and ethnic origin in administration of its educational policies, admission policies, athletics, and other school administered programs (Diocesan Handbook 5010). Holy Rosary Academy accepts students of all faiths, but reserves the right to give enrollment preference to Catholic students.

New Students

A child entering Kindergarten must be five (5) years of age by September 1st of the current school year. A child entering First Grade must be six (6) years of age by September 1st of the current school year. New students will not be allowed to attend if proper health information, emergency information, and transcripts are not complete and on file in the school office. California law requires specific health screening procedures for all students entering school for the first time. All students entering Kindergarten and First Grade for the first time must submit proof of a physical examination by his/her physician (Health and Safety Code 4284 Sec. 308.5). No child may be admitted as a student unless he/she has been immunized against diphtheria, pertussis, tetanus, polio, mumps, measles, rubella, Hepatitis B and has a TB skin test (Diocesan Handbook 5142.3). At the time of registration, the child's birth certificate and immunization records are required. Baptismal and First Communion certificates should also be presented if applicable. ***All new students are accepted on a one-year ACADEMIC and DISCIPLINARY probation period.***

Students with Learning Disabilities

Holy Rosary Academy & Preschool will not discriminate against otherwise qualified individuals on the basis of disability, if, with any reasonable accommodation, the individual can meet the school requirements. Holy Rosary Academy will accept a child

for whom an appropriate program can be designed and implemented following our prescribed enrollment procedures. Each child's admission and continued enrollment in Holy Rosary Academy & Preschool will be based upon the emotional, academic, and physical needs of the child, and the resources available in meeting those needs. The final decision in this matter is made by the Principal. Enrollment is on a one-year probationary period and a review will be conducted after 6 to 8 weeks. The Student Success Team will review whether the student's needs are being met. The Student Success Team can be composed of, but not limited to, administrators, teachers, counselors, parents, and Pastor.

Preference for Catholic Students

Holy Rosary Academy gives preference in admissions first to Catholic students living within parish boundaries; second, to Catholic students living outside parish boundaries; third to non-Catholic students.

Registration

Enrollment for the coming school year begins with pre-registration in the spring of the current school year. The completed registration form along with fees, are returned to the school office by the specified date in order to secure a space for the following school year. This registration fee guarantees a space for a child only until July 31st. If parents have not completed their final registration process by this date, the child's space is no longer secure and may be given to another child. Registration fees are non-refundable.

Transferring Students

When a student transfers from Holy Rosary Academy & Preschool to another school, the administration should be notified in advance. Official records are released from Holy Rosary Academy & Preschool only at the request of the school to which the child transfers. Records will not be released until all textbooks are returned and all payments are up to date. ***All new students are accepted on a one-year ACADEMIC and DISCIPLINARY probation period.*** If during this period the student or parents show that he/she is unwilling to cooperate with the policies of the school, he/she will be asked to withdraw. All incoming students who are transferring from a tuition-based school, are required to supply Holy Rosary Academy & Preschool with a financial release from the school they are transferring from stating they are debt free to that school. There are no refunds for registration fees. Tuition refunds are not prorated for the month. There are not refunds for the current month after the 1st.

- Girls may also wear solid white or navy blue knee-high socks

Girls in grades K – 8 Mass uniform (must be worn every Thursday)

- Polo shirt - short sleeve/white with logo
- Plaid skort or skirt
- V-neck sweater vest/navy with logo
- Solid white or navy blue socks **(*must be ankle length)*** *or white or navy blue tights*
- Girls in grades K-3 may also wear solid white knee-highs

Boys in grades K - 8 (Monday, Tuesday, Wednesday, and Friday uniform)

- Polo shirt - short or long sleeve/white or navy with logo
- Shorts - walking/navy or khaki knee length
- Pants - twill/navy or khaki (no skinny pants or cargo pants, must be straight legged uniform pants)
- Belts must be worn with all slacks and shorts (solid black, brown or blue)
- Solid white or navy blue socks – ***must be ankle length***

Boys in grades K - 8/Mass uniform (must be worn every Thursday)

- Polo shirt - short sleeve/white with logo
- Pants, - twill/khaki (no skinny pants, must be straight leg uniform pants)
- V-neck sweater vest/navy with logo
- Solid white or navy blue socks – ***must be ankle length***

All students in grades 4 - 8/P.E. uniform

- Physical Education T-shirts with logo
- Navy blue walking shorts or knit P.E. shorts with logo
- Crew-neck sweatshirt and/or P.E. sweatpants with logo

All students in grades K - 8 must have one of these items for classroom wear:

- Cardigan sweater/navy with Logo
- V-Neck pullover sweater/navy with logo
- Crew-neck sweatshirt with logo
- Hooded sweatshirts are not allowed except for 8th grade special logo sweatshirts
-

NON-UNIFORM SWEATSHIRTS OR JACKETS ARE NO LONGER PERMITTED.

Mass Attire

The required dress uniform for ALL students in ALL grade levels will be Mass Attire **every Wednesday** and any other specified dates.

- **Involvement in a fight (regardless of who hits, pushes or shoves first). Any student involved in a fight will be sent home for a "cooling off period" and required meeting will occur the next day with parents and principal**
- **Stealing or cheating**
- **When there is a physical threat being made to adults or students**
- **Destruction of school property or private property surrounding the school**
- **Throwing rocks, olives or any other inappropriate object**
- **Hitting another student**
- **Any action that might endanger another physically or emotionally**
- **Intimidating or bullying other students**
- **Inappropriate online activity**

The severe clause consequences are:

1st level: 1-day suspension
2nd level: 2-day suspension
3rd level: Removal from school

Depending upon the action, the 1st and 2nd levels may be eliminated, resulting in the 3rd level. Please note, any student who is suspended from school, will automatically receive a grade of zero on any assignments or tests during the suspension period.
Students may not bring electronic devices of any kind on campus. Any student caught with an electronic device will have it taken away and the device will only be returned to a parent along with a fee. The penalty for the first offense is $25.00. This amount will be doubled with each offense thereafter.

Uniform Policy

All School uniforms with logos must be purchased through Inland Sports Uniforms.

Girls in grades K - 8 (Regular school day uniforms)

- Polo shirt - short or long sleeve/white or navy with logo
- Skorts/skirts – navy, khaki or plaid
- Shorts - walking/navy or khaki knee length
- Pants - twill/navy or khaki (no skinny pants, leggings, or cargo pants, must be straight legged uniform pants)
- Belts must be worn with all pants and shorts grades 3-8 (solid black, brown or blue)
- Solid white or navy blue socks ***(must be ankle length)*** *or white or navy blue tights*

Holy Rosary Academy & Preschool
2620 N. Arrowhead Avenue
San Bernardino, CA 92405
(909) 886-1088
License #364830628

2026-2027 Tuition Rates for Kindergarten – Grade 8

Holy Rosary Academy offers two tuition plans to all families. In addition to the monthly tuition, the following **non-refundable** annual fees are due:

Registration Fee:	$200.00 per student	$250 per student after June 30th.
Fees:	$400.00 per student (Books, Technology, Insurance, Subscriptions, etc.) Grades K – 8	
Management Fee:	$75.00 (All families must be on FACTS)	
Graduation Fee	$175.00 per student for Grade 8	

Tuition Rates

PLAN 2: Fundraising Requirements: 15 Car & School Raffle Tickets ($150.00), $1,000.00 SCRIP obligation, 2 Dinner Dance tickets ($130.00), Carnival Requirements, and 30 Service Hours.

Number of Children	Tuition Amount per Year	10-month Plan per month	11-month Plan per month	12-month plan Per month
1 child	$4710.00	$471.00	$428.19	$392.50
2 children	$6630.00	$663.00	$602.73	$552.50
3 children	$7750.00	$775.00	$704.55	$645.84
4 children	$8500.00	$850.00	$772.73	$708.34

PLAN 1: Fundraising Requirements: 15 School and Car Raffle Tickets ($150.00), $1,000.00 SCRIP obligation, 2 Dinner Dance tickets ($130.00) and 10 Service Hours.

Number of Children	Tuition Amount per Year	10-month Plan per month	11-month Plan Per month	12-month Plan Per month
1 child	$5,200.00	$520.00	$472.73	$433.34
2 children	$7,030.00	$703.00	$639.09	$585.84
3 children	$8,200.00	$820.00	$745.46	$683.34
4 children	$9,000.00	$900.00	$818.19	$750.00

All families must enroll in our Automatic Tuition Payment Program. Monthly payments may be automatically deducted from a checking account, savings account, or credit card. A 3% convenience fee may be applied for credit card transactions. Payment plans are monthly for 10,11, or 12 months, biweekly 10 to 12 months, or lump sum payment.
Payments are due by the 1st of each month. A $75.00 late fee will be assessed on all payments received after the 10th of each month.
$50.00 handling fee will be assessed for all returned/refused checks or automatic deductions. All accounts with two checks returned by the bank in one school year will require all future payments to be made by cash or money order.
Half of all service hour requirements must be completed by December 31, 2026. Any service hours not completed by the 31st will be billed to your FACTS account on January 1st at $30.00 per hour. Remaining service hour requirements must be completed by June 1, 2026. Unfulfilled service hours will be billed at $30.00 per hour with the exception of five (5) Carnival service hours which are billed at $50.00 per hour. Service hours are not transferable or interchangeable for any supplemental requirements.
In case of withdrawal, there are no tuition refunds for the month after the 1st.

Fundraising Requirements:

SCRIP Obligation (Tuition Plans 1 & 2)
Purchase or sell $1,000.00 during the school year. (Script obligation may be bought out for $250.00)

Car and School Raffle Tickets (Tuition Plans 1 & 2)
Purchase or sell 5 car raffle tickets &10 School Raffle Tickets($150.00) prior to the Bishop's Golf Classic

Dinner Dance Tickets (Tuition Plans 1 & 2)
Purchase or sell 2 Dinner Dance tickets ($130.00)

Carnival Requirements (Tuition Plan 2)
Sell or buy $125.00 of raffle tickets
Provide four cakes for the "Cake-walk" booth
Provide 24 cans of brand name soda (12 diet &12 regular)
Provide one case or 24 (16 ounce) bottles of water (Arrowhead, Dasani, etc.)
Provide 6 pieces of new glassware for the "Dime Toss" booth
Provide 3 dozen confetti eggs
Provide $35.00 worth of prizes for the "Prize" booth or pay $35.00
$40.00 for food and paper products
All of the above items must be turned-in by 4:00 pm the Wednesday prior to the Carnival.
Work five (5) service hours (unfulfilled Carnival service hours will be billed at $50.00 per hour)
****Items and/or requirements subject to change**

Returned Checks

All accounts will be charged a $50.00 service handling fee each time a check is returned to us by your bank. If two or more checks are returned by your bank, we will no longer accept checks from you. All payments from then on must be made with cash, money order, or cashier's check.

Late Payments

Tuition payments are due on the 1st of each month. **A $50.00 late fee plus $25 FACTS fee will be assessed on all Tuition payments received after scheduled payment date.** Delinquent accounts may prevent students from participating in school activities. The administration reserves the right to suspend students from class if accounts are more than 45 days past due. The child may return to classes upon payment of the balance due. A repeat of non-payment may prevent the child from returning to the school permanently. Any special circumstances must be addressed with the Principal.

Hours of Operation

Holy Rosary Academy hours are as follows:

Regular school day:	7:50 am – 2:45 pm
Minimum school day:	7:50 am – 11:45 am
Afternoon extended care:	3:00 pm – 6:00 pm (regular days) 12:00 pm – 6:00 pm (minimum days)
School Office hours:	7:30 am – 4:00 pm Closed for Lunch from 12:00-1:00

Attendance Policies

Absences

Parents are expected to contact the school by 8:00 a.m. **EACH DAY** of their child's absence. A message notifying the school of a child's absence may be left on the school voicemail, email, or Gradelink communication. If an extended absence is expected, please contact your child's teacher. ***A written note explaining the student's absence is required when a child returns to school from an absence.*** Students are expected to be in attendance for every school day except for excused absences, which are defined by Diocesan and local school district policies. Students who are absent more than ten (10) school days without a doctor's excuse, or other comparable professional written excuse, may be asked to withdraw from the school or be retained in their present grade

- Fighting, "play fighting", and "horse play" are prohibited and subject to suspension.
- Students may not throw objects of any kind at another person, including food.
- Gum (chewed or un-chewed) is prohibited on campus.
- Actions occurring off-campus but related to school (field trips, dances, any school sponsored event) shall be dealt with as if they occurred on school grounds.
- Students may not leave the school grounds at any time for any reason during the school day without clearance from the school office.
- Running is not permitted in the hallways or in classrooms.

Recess, Lunchtime and Playground Rules

- Students are not allowed to play tackle football, rough games, chase other students, or use hard balls.
- Students are to stay within the designated areas while on the playground.
- Students are to stop playing and line-up when instructed.
- Students are to eat only at the lunch tables (snack and lunch-time).
- Students are to put all trash and recyclables into the proper cans.
- Students are to remain at the lunch tables until dismissed.

Violations may result in disciplinary measures.

Discipline Consequences

Detention is given to a student at the teacher's/Principal's discretion and is held on Wednesday's after school. You will be notified in advance if your child receives detention and when it must be served. *Detention is billed at a rate of $10.00 per hour*.

After the second conduct referral, a conference with the parent will be requested.

Any student accumulating two referrals per trimester will automatically be dropped from any after-school extra-curricular activity for the remainder of that trimester.

- Each time a student receives a referral, ***10 points*** will be deducted from the conduct grade and report card (at the Principal's discretion).
- Discipline problems sent to the Principal (excluding referrals) will result in 5 points deducted from the conduct grade and report card (at the Principal's discretion).

Severe Clause

A student subjects himself/herself to the enforcement of the severe clause for the following actions:

Discipline

The goal of the Holy Rosary Academy & Preschool staff is to establish an atmosphere of mutual respect and orderly Christian conduct. To guarantee a good social and educational climate, it is important that students understand and practice acceptable standards of behavior at all times. Discipline will be administered when any student's action interferes with the right of teachers to teach, and the right of the students to learn. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

Due Process/Appeals

The Principal and teacher will make a commitment to listen to the student's side of the story. All Catholic school personnel commit themselves to a hearing in any disciplinary situation. Students are told what they did wrong and are given a chance to be heard. Due process is the desire to act in a Christian manner characterized by fairness and compassion.

Special Circumstances

In cases of special temporary health, physical, legal or other circumstances, Holy Rosary Academy & Preschool will consult with the Office of Catholic Schools, the policies of the Education and Welfare Corporation, and local school district and community resources to determine the best course of action to support student and family, as well as the entire school population.

School Wide Rules

The following rules and regulations apply to all students while in the classroom, during recess and lunchtime, on the playground, and while in the Extended Care program.

- Follow directions of adults the first time they are given.
- Use appropriate school language. Vulgarity in speech and writing is prohibited.
- Any action that shows disrespect for others is not permitted.
- Students will adhere to the uniform policy at all times.
- Students are responsible for the protection and care of school property.
- Use all school equipment properly. Vandalism of any kind will not be tolerated and may result in suspension and/or expulsion as well as a fine of $500.00 and/or cost of damages
- Keep hands, feet and objects to yourself.

(Diocesan Handbook #5113.2). ***Students have one day for each day absent to make up their work.*** Excused absences still require the time not present to be marked as absent. ***Any student who does not attend a full day of school, may not attend any school event (games, dances, etc.) on that same day/evening. Junior High Finals can NOT be made up.*** Exceptions may be made at the discretion of the teacher and/or Principal.

Truancy

Any student who is absent from school without a valid excuse more than three days or who is without an excuse for tardiness in excess of 30 minutes on each of four days or more in one school year is truant and can be reported to the attendance office of the local public-school district (Diocesan Handbook 5113.1). Elementary school students who are absent more than 10 days per trimester without a doctor's excuse or other comparable professional excuse, may be asked to withdraw from the school or be retained. The final decision rests with the Principal in all cases.

Appointments/Early Dismissal

Medical and dental appointments during school hours are **discouraged**. If these appointments are scheduled, the student is expected to bring a written note signed by a parent stating what time the child will be picked up. **Students are not permitted to leave the school grounds for any reason at any time during school hours without being properly signed out of school through the office**. Parents ***may not*** pick up their children in their classrooms. A note is required from a doctor or dentist office for appointments during school hours in order for it to be marked as an excused absence. A note from a parent of a child must be presented if a student is to be dismissed in the custody of an adult other than noted on the emergency card (should be accompanied by a phone call as well). Excused doctor and dental appointments, and any child leaving school early are counted as being absent during the time period (increment of time) the student is not in school. Students are not to leave early except for emergencies. Once a child leaves the school grounds at the end of a school day, he/she may not return to check into the Extended Care program or sports practices.

Tardiness

The 7:50 am school bell signals the start of school. If a student is not *inside* the gated area at 7:50 am, he/she is considered tardy. **Students will be allowed three UNEXCUSED tardies per trimester. Each UNEXCUSED tardy thereafter, will be billed at $5.00 per tardy.** Excessive tardiness will result in a request for a parent conference. **Habitual tardiness may result in expulsion** according to Diocesan guidelines (Diocesan Policy #5206.10). Tardiness is very disruptive to the teacher, class, and child.

School Visitors

All parents and visitors must check-in at the school office. A sign-in sheet is provided, and a Visitor/Volunteer badge must be worn on campus at all times. ***Parents and visitors are not permitted on school grounds during recess, lunch or playtime unless prior arrangements have been made with the Principal or school office.*** Faculty and staff members may ask for identification. Unauthorized persons will be asked to leave the school grounds, and if necessary the school will contact the local law agency in order to enforce this regulation. This is required for the protection of the students and in case of an emergency situation. All volunteers are required to have a background check through Live Scan, complete Safe Environment training, and be a certified mandated reporter. Parents are not permitted to confront and ask questions to any student on school grounds. ***All parents on campus after school to watch sports practice, assist with practices, wait for detention, or for any other purpose must be Live Scanned and cleared, or they will be asked to wait outside of the gated area.***

Closed Campus

Holy Rosary Academy & Preschool has a closed campus policy. This means that students may not leave the school grounds after arriving. All visitors must check-in at the school office before entering the campus for any purpose. Parents are discouraged from bringing uniforms, homework, lunches, or any other forgotten items to their child during school hours. Items brought in late will be accepted at the discretion of the teacher, front office, and Principal. All food including lunches and Birthdays must be dropped off in the office after proper notification and approval from the teacher.

Safety

Please ensure the following rules are obeyed

- Students are not to enter cars which are double parked on the street.
- Children are to use the crosswalk to cross the street at all times.
- Riding scooters, skateboards, roller-blades and bicycles on school grounds is prohibited.
- ***Parking in the faculty parking lot is not permitted.***
- **Do not block the school or neighbors' driveways when dropping off or picking up a student**.
- ***When dropping off students in the drive-through, please pull up as far as possible and have your child(ren) exit on the right side of the vehicle. They need to quickly proceed to the sidewalk. Do not park your car or exit the vehicle. If you need to assist your child at drop off, please use the church parking lot to park.***

any student or group of students, regardless of age or grade as long as the student is on school property, or at a school function.

Teachers have the right to expect their students to:

- be on time
- have assignments finished on time and according to the directions
- be attentive and respectful
- be courteous
- assist in keeping the classroom and school in good order

There shall be no tolerance of threats or violence. Any and all threats to inflict serious harm to self or others will be taken seriously. This includes the presence or threat of using weapons or accessing internet web-sites dealing with weapons or destruction.

The student is a Holy Rosary Academy student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Harassment

Holy Rosary Academy & Preschool believes that all students have a right to be treated with dignity and respect. All demeaning behavior is prohibited. Harassment may include, but is not limited to bullying. Bullying is aggressive behavior that is ongoing, intentional and involves an imbalance of strength. Bullying can take many forms including physical, verbal, emotional, and cyber-bullying. Instances of bullying should
be reported to the appropriate authorities. Behaviors will be investigated and brought to the attention of the student's parents/guardians. Depending on the severity of the instance, consequences could include notification of law enforcement, mandatory counseling with follow-up, removal from school during the investigation, suspension and/or expulsion. (Diocesan Handbook 4161).

Social Media

Social Media (Facebook, Snapchat, Instagram, TikTok, etc.) is not allowed to be accessed while students are on campus. Students who harass or post pictures, make negative or hurtful comments about Holy Rosary Academy, Holy Rosary Academy faculty and staff or fellow students on their account (or anywhere online) at any time will be face consequences that can result in suspension and/or expulsion.

Crisis Plans

Emergency Evacuation

Safety drills are conducted at various and unannounced times during the school year. In the event of a fire, severe earthquake, or other disaster or emergency, the safety of the children may require an evacuation of the school. The importance of a calm, orderly, and controlled response to such an emergency cannot be overemphasized. All persons must leave the buildings in a quick and orderly manner. Children will be kept secure and as comfortable as possible until parents or other competent adults can take them from the property. Complete silence in the building is necessary in order to hear any emergency directions. In case of lockdown, parents are not permitted on property and must wait in a designated spot until the lockdown is lifted. Students will not be released until the lockdown is over.

Custody Issues

Holy Rosary Academy & Preschool abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our school may provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide our school with a court-certified copy of the court order.

No unauthorized organization, agency, or person may be allowed to assume custody of any student on school premises before, during, or after school hours unless explicitly authorized by the parent or guardian. In cases where custody is court ordered, the school must request, and the parents must provide, a copy of the court order for the student's file to verify the conditions of custody. The school shall comply with court ordered custody conditions that are on file. The school shall not be used as a site for visitation. The school will not be engaged in custody issues.

Discipline Code

Behavior

All students and faculty should understand that one of their obligations in a Catholic school is to respect the dignity of all members of the school community. Courtesy in speech, respect for self and others, as well as orderliness, are expected in every classroom. It is the responsibility of each student to learn any specific regulation that his/her teacher may require. All teachers and supervisors have the authority to discipline

- Only designated school equipment may be used on the playground (**no personal equipment).**
- Students are not allowed to bring their own playthings or toys to school.
- Students are not allowed to climb trees, fences and/or jump walls.
- Students may not bring electronics (iPads, tablets, cellphones, cameras etc.) on campus without permission from the Principal.

School Policies

Telephone

Students may call home from the school office at the discretion of the Principal, Administrative Assistant, or teacher. PLEASE NOTE: Students cannot be taken out of class to accept telephone calls during school time. In the event of an emergency, parents may call the school office and a message will be delivered to the student (emergencies only, please). **Cellphones and smart watches on campus are discouraged. If brought on campus, students must turn them in to their teacher at the start of the day for safe storage. Any student caught with a cellphone or smart watch will have it taken away and the device will only be returned to a parent along with a fee.** The penalty for the first offense is $25.00. This amount will be doubled with each offense thereafter.

Lunches

Students should bring their lunch to school with them each morning. If a child forgets their lunch, a parent may bring it to school and leave it in the office**. Due to the disruption it causes and the extra work it causes staff, fast food lunches may not be dropped off or delivered for the students.** Parents may NOT hand their child a lunch over the fence/gate or take it directly to their child's classroom.

Arrival of Students

Students in grades K – 8 will arrive between 7:30 am and 7:50 am through the side gate. Students will remain at morning recess until 7:50. Students arriving after 7:50 need to enter the school through the main doors and check into the school office.

Dismissal of Students

Dismissal is at 2:45 pm. Parents will not be allowed on campus for pickup. Students will be called from their classroom to meet their parents at the gate or front door. K-3 will be dismissed from the main building, 4-8 will be dismissed through the side gate. All students on campus at 3:00 will be checked into Extended Care.

Drugs, Alcohol, Smoking, Tobacco

Students using or possessing drugs, alcohol, cigarettes, tobacco, or vape pens will be subject to expulsion.

Weapons, Hazardous Materials and other Contraband

Students using or possessing any weapons, hazardous materials or other contraband, will undergo disciplinary action up to and including expulsion at the discretion of the Principal.

Vandalism

Vandalism of any kind will not be tolerated. Students and their parents are liable for all damage of school property and equipment. Vandalism caused by a student will result in suspension and/or expulsion and parents will be charged for all damages. Additional disciplinary action will be at the discretion of the Principal.

Care of Textbooks and School Property

Students are expected and required to respect all school property. Each child is required to keep all class books covered and free of defacing marks. Consequences include detention and a fee assessed for damaged or lost books and iPads. Any property damaged or broken by a student will be paid for by the parent. ***Textbooks must be covered at all times***.

Academic Policy

Homework

Homework is given to supplement and reinforce classwork. Homework is assigned each night to students. ***Students have one day for each absence to make up their work. All Junior High work is posted on Google Classroom, so absent work is always available. Students who are absent two or more consecutive days will work with their teacher on an appropriate timeline for returning absent work.*** **If assignments and testing are not completed within this time frame, he/she will receive a grade of zero on all missing assignments and tests**. Making up homework for an extended absence will be at the teacher's discretion.

Consequences for missing work may include:

- Students may be required to complete missing assignments during morning recess while supervised by their teacher

signed statement of the complaint. This shall be a brief but specific summary of the nature of the complaint and the facts surrounding it.

- Complaints not resolved at the point of origin must be submitted in writing for study and possible resolution.

- The individual employee involved shall be advised by the Principal of the nature of the complaint and shall be given the opportunity for explanation, comment, and presentation of the facts as the employee sees them. This is to be submitted in writing.

- The Office of Catholic Schools will intervene only if the complaint cannot be satisfactorily resolved at the local level and only on receipt of a written referral.

- On receipt of a written referral, the Office of Catholic Schools will solicit from the complainant, the Principal, the employee concerned, and where appropriate, the pastor, a written summary of the issue together with supporting documentation. After reviewing the documentation, and when necessary, conferring with the parties to the disputed action or policy, OCS will only determine:

    1. Whether the local policy is in accord with applicable Diocesan policies and regulations
    2. Whether the policy is fairly and equitably applied.

Confidentiality

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

All volunteers for Holy Rosary Academy & Preschool must follow a Code of Conduct. Volunteers are expected to use appropriate language and professional behavior while working for the school. Volunteers must keep all school information strictly confidential.

Counseling

Holy Rosary Academy has an on-site counselor available to all students once a week. Parents must sign a consent form if they wish to sign their student up to see the counselor. The counselor will be available as long as the current funding is available.

teacher MUST schedule an appointment. These appointments should be requested at least 24 hours in advance. All correspondence from parents will be returned by the teacher within twenty-four (24) hours. Parents are required to confer with the instructor before requesting a meeting with the Principal. We ask that parent conferences be set-up after, not before, school hours. Teachers must be with their students before school begins. Teachers must supervise students during dismissal and will not be available for a conference until after 3:00 pm.

Gradelink

Gradelink is a fully integrated web-based system for grading and attendance. Parents of students in grades K-8 may access the Gradelink system at any time. With this program, parents can easily keep up to date with their child's academic progress and daily attendance. Some great features of this program are:

- View your child's current grade averages in all subjects
- View assignment grades and teacher comments
- View attendance and conduct information
- Parents can configure Gradelink to automatically monitor their child's grades and send alerts

Accidents

Holy Rosary Academy will keep written documentation and notify parents when anything out of the ordinary occurs that could cause student injury.

Text Message Notification

All parents will be added to the SmartSend text and message system through Gradelink. This is a great way for parents to keep informed about important daily school events.

Complaints

Complaints should be handled at the lowest possible level. Persons with concerns about a teacher or staff member should first attempt to address that concern with the individual. Only after such attempts have failed, should administrators be contacted. The Pastor is the chief administrator of the school.

The following procedures should be followed:

- If the matter is not thus resolved or the complainant refuses to do the above and yet demands action on the part of the Principal, the Principal shall request a written

- Teachers may text, call or e-mail parents of students who habitually miss assignments
- Students with missing assignments may not participate in extra-curricular activities such as sports and Student Council.
- Any student who persists in not completing required assignments will meet with the teacher, parent/guardian, and principal to develop and implement an individual plan for appropriate measures and/or consequences
- Students must maintain a 2.0 with no F's in order to participate in all activities
- Students must maintain a B or high in behavior to participate in all activities

Accelerated Reader

Accelerated Reading is a required part of the curriculum. All students are required to meet their AR goals each Trimester. 8th graders must meet their goals each Trimester in order to attend all graduation activities. The teacher meets with each student individually to set personalized goals each Trimester.

The Accelerated Reading program accounts for 15% of the Literature/Reading grade.

ZAP (Zeros aren't Permitted) Grades 5-8

All students added to the ZAP list will go to study hall on Friday during Power Hour to make up their missing work. Power Hour is an hour of fun and learning for the students each Friday. Students who do not turn their missing work in by Friday at 12 noon will be ZAPped. Students who do not finish their missing assignments during Study Hall will be assigned Detention the following week and will continue to lose their Power Hour fun until all assignments are made up and turned in.

STAR Testing

As per Diocesan regulations, STAR Testing for Math and Reading is administered to all students each trimester. Test results of each student are recorded in their school file and are discussed with parents and students.

Report Cards

Holy Rosary Academy & Preschool is on a trimester system. Report cards are posted through Gradelink each trimester. Grades are available at all times through Gradelink. Parents are encouraged to log in weekly to track their child's progress.

Grading Scale

Kindergarten - Grade 2:

O	=	Outstanding
VG	=	Very Good
G	=	Good
S	=	Satisfactory
NI	=	Needs Improvement
U		Unsatisfactory
CP	=	Continued Progress
NA	=	Not Applicable
NE	=	Not Evaluated

Grades 3-8:

A		95% - 100%
A-		94% - 90%
B+		89% - 88%
B		87% - 83%
B-		82% - 80%
C+		79% - 78%
C		77% - 73%
C-		72% - 70%
D		69% - 68%
F		67% and below
NI	=	Needs Improvement
U		Unsatisfactory
CP	=	Continued Progress
NA	=	Not Applicable

Graduation

All eighth-grade students must complete 20 community service hours, complete an SLE exit project, and complete their Accelerated Reading points in order to participate in any graduation activity, including the graduation ceremony and Mass. All parents of eighth grade students must participate in graduation fundraising, and hours worked are above and beyond those stated in the Tuition Contract. Students fulfilling the requirements of eighth grade will receive a diploma stating they have satisfactorily completed the eighth grade (refer to the Placement Policy regarding "placed" students). ***Students will not be allowed to participate in the graduation ceremony or any other graduation activity if the family account is not paid in full by the designated date.*** Diplomas will not be given out until all debts are cleared. All graduation events are set up by the school. Any event desired beyond that set-up by the school will be at the parent's discretion, and cannot be considered school sponsored.

Retention Policy

Retention is a decision made by the teacher and Principal. The purpose of retention is for the benefit of the child. If retention is required for a student in grades K-8, a conference will be held between the teacher and parent, and the arrangement will be stated on paper. If the school does not plan on retaining your child, and you as a parent desire to hold your child back for a valid reason, it should be discussed with the teacher and Principal. The request shall be in writing.

Placement Policy

If a student's academic performance is below grade level and he/she is unable to be promoted into the next grade, he/she may be "placed". Placement into the next grade is for students who have not met the academic criteria for promotion into the next grade, but for whom retention is not a feasible option. Placement is a decision made by the teacher and Principal.

Placement and retention are based upon the following factors:

- Previous retention and/or placement
- Physical size
- Chronological age
- Siblings in the same or next grade
- Academic ability
- Learning disabilities
- Attitude of the student
- Social considerations

If a student has been consistently placed during elementary school and receives a placement from the eighth grade, he/she will receive a certificate of completion in lieu of a diploma from eighth grade to denote attendance and participation in the academic program.

Communication

Parent Conferences

Conferences may be requested by the parent/guardian or teacher at any time during the school year. There is one mandatory conference scheduled toward the end of the first trimester, thus allowing parents and teachers the ability to work hand in hand to assist the student. The parent must attend the conference to obtain their child's first report card. Other conferences are scheduled as needed. ***Parents wishing to confer with a***