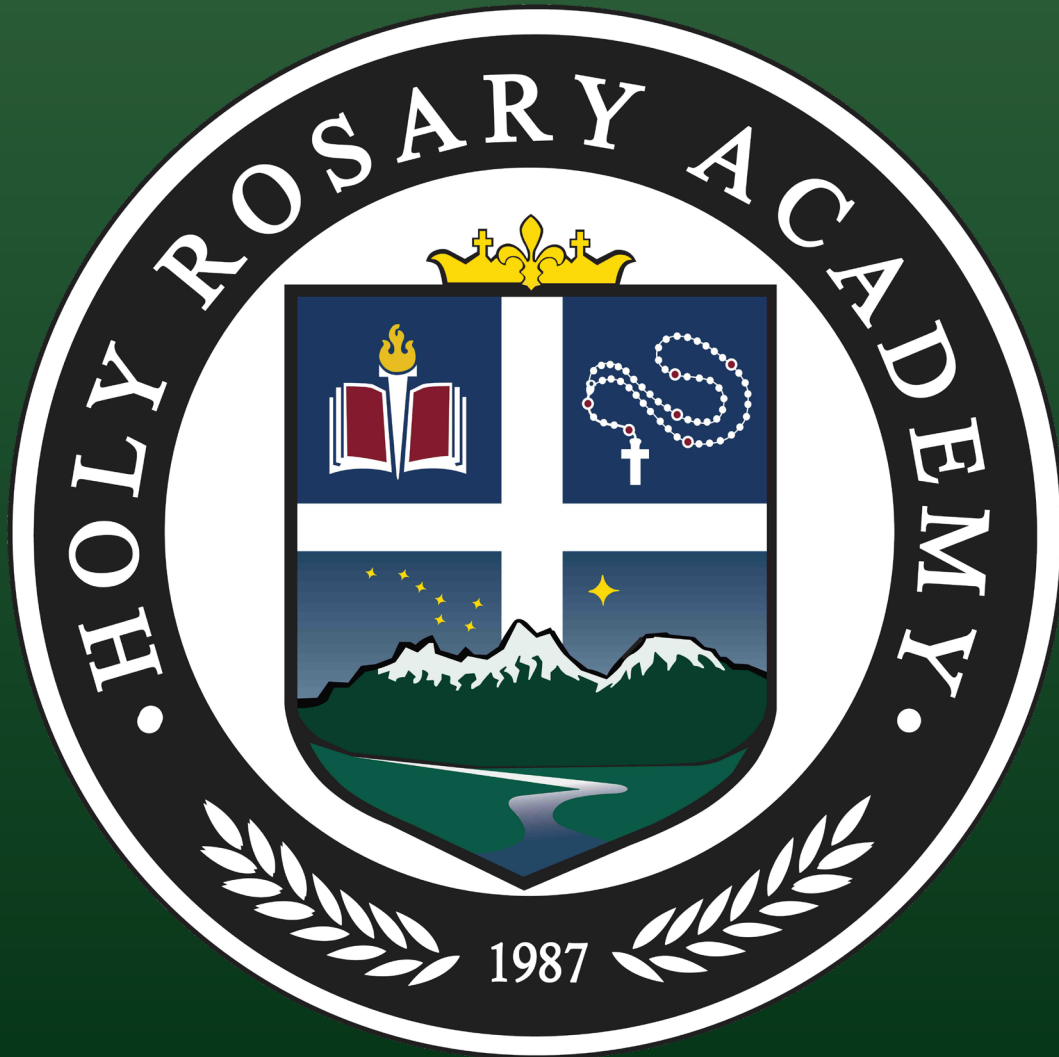


Holy Rosary Academy



Family Handbook

2023-2024

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School Prayers

Morning Prayers

Morning Offering to the Sacred Heart of Jesus

O JESUS, through the Immaculate Heart of Mary, I offer You my prayers, works, joys, and sufferings of this day for all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, and in particular for the intentions of our Holy Father for this month. Amen.

Act of Faith

O MY GOD, I firmly believe that You are one God in Three Divine Persons, Father, Son and Holy Spirit; I believe that Your divine Son became Man and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths, which the Holy Catholic Church teaches, because You have revealed them, who can neither deceive nor be deceived. Amen.

School Prayer

HOLY SPIRIT OF GOD, abide with us; inspire all our thoughts; pervade our imaginations; suggest all our decisions; order all our doings. Be with us in our silence and in our speech, in our haste and in our leisure, in company and in solitude, in the freshness of the morning and in the weariness of the evening; and give us grace at all times humbly to rejoice in Thy mysterious companionship, through Christ our Lord. Amen.

Petitions

(After all sets of prayers, the following petitions are recited)

Our Lady of the Holy Rosary, pray for us.

St. Joseph the Worker and Patron of the Universal Church, pray for us.

St. John the Baptist, pray for us.

Ss. Peter and Paul, pray for us.

St Thérèse of the Child Jesus and of the Holy Face, pray for us.

St. Thomas Aquinas, Patron of Schools, pray for us.

Our Patron saints and Guardian Angels, pray for us.

May the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

Lunch Prayers

(Before Lunch)

L: Teach me, O Lord, to do Thy will, All: for Thou art my God. Amen.

Grace Before Meals

Bless us, O Lord! and these, Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.

(After lunch)

Grace After Meals

We give Thee thanks for all Thy benefits, O Almighty God, who livest and reignest world without end.
Amen.

Act of Hope

O my God, relying on Your infinite goodness and promises, I hope to obtain pardon of my sins, the help of Your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen.

Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thine intercession was left unaided. Inspired with this confidence, I fly unto thee, O Virgin of virgins, my Mother. To thee do I come; before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions but in thy mercy, hear and answer me. Amen.

The Angelus

(Noontime during all seasons except Easter)

℣. Angelus Domini nuntiavit Mariæ,
℞. Et concepit de Spiritu Sancto.

Omnes: Ave Maria, gratia plena, Dominus tecum.
Benedicta tu in mulieribus, et benedictus fructus
ventris tui, Iesus. Sancta Maria, Mater Dei, ora pro
nobis peccatoribus, nunc et in hora mortis nostræ.
Amen.

℣. Ecce ancilla Domini.
℞. Fiat mihi secundum verbum tuum
Omnes: Ave ...

℣. *(Omnes genuflectunt)* Et Verbum caro factum est.
℞. Et habitavit in nobis.
Omnes: Ave ...

℣. Ora pro nobis, Sancta Dei Genitrix.
℞. Ut digni efficiamur promissionibus Christi.

℣. Oremus.
Omnes: Gratiam tuam, quæsumus, Domine,
mentibus nostris infunde; ut qui, Angelo nuntiante,
Christi Filii tui incarnationem cognovimus, per
passionem eius et Crucem ad resurrectionis gloriam
perducamur. Per eundem Christum Dominum
nostrum.. Amen.

℣. The Angel of the Lord declared unto Mary.
℞. And she conceived of the Holy Spirit.

All: Hail Mary, full of grace; the Lord is with thee:
blessed art thou amongst women, and blessed is the
Fruit of thy womb, Jesus. Holy Mary, Mother of
God, pray for us sinners, now and at the hour of our
death.

℣. Behold the handmaid of the Lord.
℞. Be it done unto me according to Thy word.
All: Hail Mary...

℣. *(All genuflect)* And the Word was made flesh.
℞. And dwelt among us.
All: Hail Mary...

℣. Pray for us, O holy Mother of God.
℞. That we may be made worthy of the promises of
Christ.

℣. Let us pray.
All: Pour forth, we beseech Thee, O Lord, Thy grace
into our hearts, that we to whom the Incarnation of
Christ, Thy Son, was made known by the message of
an Angel, may by His Passion and Cross, be brought
to the glory of His Resurrection, through Christ our
Lord. Amen.

Regina Caeli

(Noontime Recess during Easter)

℣. Regina caeli, laetare, alleluia.

℞. Quia quem meruisti portare, alleluia.

℣. Resurrexit, sicut dixit, alleluia.

℞. Ora pro nobis Deum, alleluia.

℣. Gaude et laetare, Virgo Maria, alleluia.

℞. Quia surrexit Dominus vere, alleluia.

Oremus.

Deus, qui per resurrectionem Filii tui, Domini nostri Iesu Christi, mundum laetificare dignatus es: praesta, quaesumus; ut per eius Genetricem Virginem Mariam, perpetuae capiamus gaudia vitae. Per eundem Dominum nostrum Jesum Christum Filium tuum, qui tecum vivit et regnat in unitate Spiritus Sancti, Deus, per omnia saecula saeculorum. Amen

℣. Queen of Heaven, rejoice, alleluia.

℞. For He whom you did merit to bear, alleluia.

℣. Has risen, as he said, alleluia.

℞. Pray for us to God, alleluia.

℣. Rejoice and be glad, O Virgin Mary, alleluia.

℞. For the Lord has truly risen, alleluia.

Let us pray.

O God, who gave joy to the world through the resurrection of Thy Son, our Lord Jesus Christ, grant we beseech Thee, that through the intercession of the Virgin Mary, His Mother, we may obtain the joys of everlasting life. Through the same Christ our Lord. Amen.

Afternoon Prayers

Signum Crucis

In nomine Patris et Filii et Spiritus Sancti. Amen.

Act of Love

O my God, I love you above all things, with my whole heart and soul, because You are all good and worthy of all my love. I love my neighbor as myself for the love of You. I forgive all who have injured me, and I ask pardon of all whom I have injured. Amen.

Pater Noster

Pater noster, qui es in caelis, sanctificetur Nomen tuum. Adveniat regnum tuum. Fiat voluntas tua, sicut in caelo et in terra. Panem nostrum quotidianum da nobis hodie, et dimitte nobis debita nostra sicut et nos dimittimus debitoribus nostris. Et ne nos inducas in tentationem, sed libera nos a malo. Amen.

Ave Maria

Ave Maria, gratia plena, Dominus tecum. Benedicta tu in mulieribus, et benedictus fructus ventris tui, Iesus. Sancta Maria, Mater Dei, ora pro nobis peccatoribus, nunc, et in hora mortis nostrae. Amen.

Doxologia Minor

Gloria Patri, et Filio, et Spiritui Sancto. Sicut erat in principio, et nunc, et semper, et in saecula saeculorum. Amen.

The Rosary

The Mysteries

JOYFUL MYSTERIES

The Annunciation
The Visitation
The Nativity
The Presentation of Jesus at the Temple
The Finding of the Child Jesus in the Temple

SORROWFUL MYSTERIES

The Agony in the Garden
The Scourging at the Pillar
The Crowning with Thorns
The Carrying of the Cross
The Crucifixion

GLORIOUS MYSTERIES

The Resurrection
The Ascension
The Descent of the Holy Spirit
The Assumption of Mary
The Coronation of the Blessed Virgin Mary

LUMINOUS MYSTERIES

The Baptism of Jesus in the Jordan
The Wedding at Cana
Jesus' Proclamation of the Kingdom of God
The Transfiguration
The Institution of the Eucharist

Sign of the Cross

Apostles' Creed

L: I believe in God the Father Almighty, Creator of Heaven and earth, and in Jesus Christ, His only Son, our Lord, Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into Hell; the third day He arose again from the dead; He ascended into Heaven and is seated at the right hand of God the Father Almighty, from thence He shall come to judge the living and the dead.

R: I believe in the Holy Spirit, the Holy Catholic Church, the Communion of Saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

Our Father

L: Three **Hail Marys** for an increase of Faith, Hope and Charity.

Three Hail Marys

Glory Be or Minor Doxology

(L: Announce each of the mysteries in turn for each of the five decades)

Our Father

Ten Hail Marys

Glory Be or Minor Doxology

Fatima Prayer

O MY JESUS, forgive us our sins. Save us from the fires of hell. Lead all souls to heaven, especially those in most need of Thy mercy. Amen

Hail Holy Queen

Hail Holy Queen, Mother of Mercy! Our life, our sweetness and our hope! To thee do we cry, poor banished children of Eve, to thee do we send up our sighs, mourning and weeping in this valley of tears.

Turn, then, most gracious advocate, thine eyes of mercy toward us; and after this our exile show unto us the blessed fruit of thy womb Jesus; O clement, O loving, O sweet Virgin Mary.

L: Pray for us, O holy Mother of God.

R: That we may be made worthy of the promises of Christ.

L: Let us pray

R: O God, whose only begotten Son, by his life, death and resurrection, has purchased for us the rewards of eternal salvation, grant, we beseech thee, that by meditating upon these mysteries of the most holy Rosary of the Blessed Virgin Mary, that we may imitate what they contain and obtain what they promise, through the same Christ our Lord.

Amen

L: An **Our Father**, **Hail Mary** and **Glory Be** for the intentions of our Holy Father.

Our Father

Hail Mary

Glory Be or Doxology

Sign of the Cross

Chaplet of Divine Mercy

Optional Opening Prayers

You expired Jesus, but the source of life gushed forth for souls, and the ocean of mercy opened up for the whole world. O Fount of Life, unfathomable Divine Mercy, envelop the whole world and empty Yourself out upon us.

O Blood and Water, which gushed forth from the Heart of Jesus as a fountain of Mercy for us, I trust in You!

Our Father

Hail Mary

Apostles' Creed

On the large bead before each decade:

Eternal Father, I offer you the Body and Blood, Soul and Divinity, of Your Dearly Beloved Son, Our Lord, Jesus Christ, in atonement for our sins and those of the whole world.

On the ten small beads of each decade:

For the sake of His sorrowful Passion, have mercy on us and on the whole world.

Conclude with (Say 3 times)

Holy God, Holy Mighty One, Holy Immortal One, have mercy on us and on the whole world.

Optional Closing Prayer

Eternal God, in whom mercy is endless and the treasury of compassion inexhaustible, look kindly upon us and increase Your mercy in us, that in difficult moments we might not despair nor become despondent, but with great confidence submit ourselves to Your holy will, which is Love and Mercy itself.

Mass Prayers

Prayer Before Mass of Saint Thomas Aquinas

Almighty and ever living God, I approach the Sacrament of your only-begotten Son, our Lord Jesus Christ: I come sick to the doctor of life, unclean to the fountain of mercy, blind to the radiance of eternal light, and poor and needy to the Lord of heaven and earth.

Lord, in your great generosity, heal my sickness, wash away my defilement, enlighten my blindness, enrich my poverty, and clothe my nakedness. May I receive the bread of angels, the King of kings and Lord of lords, with humble reverence, with the purity and faith, the repentance and love, and the determined purpose that will help to bring me to salvation. May I receive the Sacrament of the Lord's Body and Blood, and its reality and power.

Kind God, May I receive the body of your only-begotten Son, our Lord Jesus Christ, born from the womb of the Virgin Mary, and so be received into His mystical Body and numbered among His members.

Loving Father, as on my earthly pilgrimage I now receive your beloved Son under the veil of a sacrament, may I one day see Him face to face in glory, who lives and reigns with you forever. Amen.

Prayer to Saint Michael

St. Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the Devil. May God rebuke him, we humbly pray, and do Thou, O Prince of the Heavenly Host, by the power of God, cast into Hell Satan, and all the evil spirits, who prowl about the world, seeking the ruin of souls. Amen.

Anima Christi

Soul of Christ, sanctify me.

Body of Christ, save me.

Blood of Christ, inebriate me.

Water flowing from the side of Christ, wash me.

Passion of Christ, strengthen me.

O good Jesus, hear me.

Within Thy wounds, hide me.

Suffer me not to be separated from thee

From the malicious enemy, defend me.

At the hour of my death, call me

And bid me come to thee,

That with thy saints, I may praise Thee

Forever and ever. Amen.

Elementary Enrichment Class Schedule

1st Semester

	Kindergarten	1 st Grade	2 nd Grade	3 rd Grade	4 th Grade	5 th Grade	6 th Grade
Monday	K-2 Music (8:15-9:05)			3-4 Music (9:10-10:00)		5-6 Music (10:05-10:55)	
Tuesday	K PE (1:00-2:00)	1-2 PE (8:00-8:55)		3-4 PE (9:00-9:55)		5-6 PE (10:00-10:55)	
Wednesday	K-2 Music (8:15-9:05)			3-4 Music (9:10-10:00)		5-6 Music (10:05-10:55)	
Thursday	K PE (1:00-2:00)	1-2 PE (8:00-8:55)		3-4 PE (9:00-9:55)		5-6 PE (10:00-10:55)	
Friday	K Art (8:05-8:40)	1 st Art (8:45-9:20)	2 nd Art (9:25-10:05)	3 rd Art (2:10-2:55)	4 th Art (12:30-1:15)	5 th Art (1:20-2:05)	6 th Art (10:10-10:55)
	K Library (10:10-10:40)	1 st Library (1:20-1:50)	2 nd Library (1:55-2:25)	3 rd Library (9:00-9:30)	4 th Library (9:35-10:05)	5 th Library (12:10-12:40)	6 th Library (12:45-1:15)

2nd Semester

	Kindergarten	1 st Grade	2 nd Grade	3 rd Grade	4 th Grade	5 th Grade	6 th Grade
Thursday	K PE (1:00-2:00)		1-2 PE (8:00-8:55)	3-4 PE (9:00-9:55)		5-6 PE (10:00-10:55)	
Friday	K Art (8:05-8:40)	1 st Art (8:45-9:20)	2 nd Art (9:25-10:05)		4 th Art (12:30-1:15)	5 th Art (1:20-2:05)	6 th Art (10:10-10:55)
	K Library (10:10-10:40)	1 st Library (1:20-1:50)	2 nd Library (1:55-2:25)	3 rd Library (9:00-9:30)	4 th Library (9:35-10:05)	5 th Library (12:10-12:40)	6 th Library (12:45-1:15)

Lunch and Recess Times

	Grades
11:00 - 11:30	K-2 Recess 3-6 Lunch
11:30 - 12:00	K-2 Lunch 3-6 Recess

Upper School Bell Schedule

MONDAY – THURSDAY

8:00 – 8:50	Period 1
8:50 – 9:05	Homeroom
9:10 – 10:00	Period 2
10:05 – 10:55	Period 3
11:00 – 11:50	Period 4
11:55 – 12:25	Lunch
12:30 – 1:20	Period 5
1:25 – 2:15	Period 6
2:20 – 3:10	Activity Period

MARY DAYS & JOSEPH DAYS (Mass Days)

8:00 – 9:10	Period 1 or 4
9:10 – 9:25	Homeroom
9:30 – 10:40	Period 2 or 5
10:45 – 11:35	Period 3 or 6
11:40 – 1:25	Mass/Lunch
1:25 – 3:10	Special Afternoon Activity

MARY DAYS & JOSEPH DAYS (No Mass)

8:00 – 9:10	Period 1 or 4
9:10 – 9:30	Homeroom
9:35 – 10:45	Period 2 or 5
10:50 – 12:00	Period 3 or 6
12:05 – 12:50	Lunch
1:00 – 3:10	Special Afternoon Activity

FIRST FRIDAY

8:00 – 8:40	Period 1
8:40 – 8:50	Homeroom
8:55 – 9:35	Period 2
9:40 – 10:20	Period 3
10:25 – 11:05	Period 4
11:10 – 11:35	Period 5
11:40 – 2:15	Mass/Adoration/Lunch
2:20 – 3:10	Period 6

Welcome and Introduction

Thank you for your interest in our school. We have adopted an admissions policy that invites applicants who are respectful of our faith, philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Roman Catholic education for their children.

Before enrolling in our school, please read this Family Handbook. The Family Handbook will introduce you to many of the school's religious beliefs, policies, procedures, and expectations for both parents and students.

The first several pages of the Family Handbook explain our religious mission, philosophy, and beliefs. This school unashamedly believes, teaches, practices, and promotes the Word of God as officially interpreted by the Catholic Church. Parents must acknowledge that the school operates according to these foundational statements and that their child will also be taught accordingly. Moreover, students are expected to follow the school's Statement of Faith.

We look forward to partnering with you to educate your child consistent with God's truth.

Mission

Holy Rosary Academy seeks to assist parents, the primary educators, to form students in faith, reason, and virtue through a classical education in the Roman Catholic Tradition.

Motto

Holy Rosary Academy is a place where faith and reason meet in the pursuit of excellence.

Philosophy

Founded by parents, this school exists to assist and complement the primary educators: the parents. Students learn to live a vibrant Catholic life through attendance at Mass, prayer, study, camaraderie, and apostolic work. The teachers employ the basic tools of the Trivium, a course of study that follows the three-lane path of grammar, logic, and rhetoric. Surrounded by well-qualified and faith-filled faculty and staff, the students are prepared to pursue their vocation and continue a lifelong love of learning.

Statement of Faith

A. Nicene Creed

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible.

I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead.

I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets.

I believe in one, holy, catholic, and apostolic Church. I confess one Baptism for the forgiveness of sins, and I look forward to the resurrection of the dead and the life of the world to come. Amen.

B. Final Authority for Matters of Belief and Conduct.

The statement of faith does not exhaust the extent of our Catholic faith. The Magisterium of the Catholic Church speaks with final authority concerning divinely revealed truth, morality, the proper conduct of mankind, and biblical interpretation. For the sake of clarity, Sacred Scripture and Sacred Tradition are the sole and final sources of all that we believe. For the purposes of faith, doctrine, practice, policy, and discipline, the school will work with the local ordinary and ascertain that the final interpretive meaning and application is in accordance with the constant teaching of the Catholic Church. Again, to be clear, any occult, “New Age,” or other practices and forms of divination are expressly prohibited in the school and at its facilities, in accord with the constant teaching of the Catholic Church (Catechism of the Catholic Church (“CCC”) 2116, 2117).

C. Statement on Sanctity of Human Life.

In accordance with the constant teaching of the Catholic Church, we believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

D. Statement on Marriage, Gender, and Sexuality.

In accordance with the constant teaching of the Catholic Church, we believe that man and woman are created by God in His image and likeness (Gen 1:27). This means that “[m]an and woman have been created, which is to say, willed by God: on the one hand, in perfect equality as human persons; on the other, in their respective beings as man and woman. ‘Being man’ or ‘being woman’ is a reality which is good and willed by God: man and woman possess an inalienable dignity, which comes to them immediately from God their Creator. Man and woman are both with one and the same dignity ‘in the image of God.’ In their

‘being-man’ and ‘being-woman,’ they reflect the Creator’s wisdom and goodness.” (CCC 369). Therefore, one’s biological sex is established by God and cannot be changed.

As God’s image bearers, man and woman have inalienable rights and ensuing responsibilities. Man and woman should be treated with dignity and respect. They should also lead lives worthy of the dignity of their unique sex. This is done by living chastely — to which all the baptized are called (CCC 2348).

As man and woman “put on Christ”—the model for all chastity—they pledge to lead a chaste life consistent with their vocation either by consecrating themselves to God or entering the Sacrament of Marriage (CCC 2348).

“Marriage” has only one meaning: the matrimonial covenant, by which one man and one woman unite themselves in a lifelong partnership ordered toward the well-being of the spouses and the procreation and upbringing of children (Code of Canon Law 1055). By its very nature, the marriage bond “is perpetual and exclusive” (CCC 1638). God commands that the gift of marriage occur only between spouses of the opposite sex who are joined in Holy Matrimony.

In the spirit of Christ, every person deserves to be treated with compassion, love, respect, and dignity, regardless of his or her position on Church teaching. Hateful behavior is inconsistent with the Gospel of Christ and the doctrine of the Catholic Church and should always be repudiated.

School-to-Home Communication

Holy Rosary Academy will keep you informed of daily homework assignments, discipline issues, and school activities and events.

We use **Sycamore** as our parent communication platform – Parents receive a username and password to access the portal. The following information is available in Sycamore:

- Grades – parents can check their child’s grades and discover any missing assignments.
- Daily Calendar – to help parents keep up with school events.
- Share Hour Log – send your hours to the Office for approval and keep track of your hours if you participate in the CARS reduced tuition program.
- Tuition/Fees Invoice – keep track of your tuition payments and be reassured that all your special fees have been paid.
- Weekly Update – click on news on the home page so that you can be aware of all that took place that week and what is coming up in the following week.
- Special Announcements – these are added to the News section whenever significant events occur.
- Pass-a-Notes – disciplinary notices, including warnings, demerits and detentions are sent via PAN. PAN’s can be programmed to forward automatically to a family email address.
- Report Cards are posted on Sycamore one week after the end of the quarter. Report cards are withheld when financial responsibilities to the School have not been met in full.
- Student documents (prior report cards and transcripts) are available. Student documents are withheld when financial responsibilities to the School have not been met in full.

We use **Google Classroom** for teachers to communicate with students about expectations and homework assignments – Each student receives a username and password

- Daily Homework and Class Work – are listed to help students keep track of their assignments and to help parents encourage their child(ren) to meet assignment deadlines.

We host the **HRA School Website** for school information and community outreach. You will find valuable information at www.hraak.org including:

- HRA School Calendar (also posted to Sycamore)
- Schoolbelles uniform store link and uniform standards
- Application forms, tuition information, financial aid application
- Knights’ News blog
- Class supply lists, summer reading, the Family Handbook, and Safe Environment training links

We use **Email** to communicate the following:

- Weekly Updates:
 - The office tries to limit communication via email to once per week and to keep the communication brief.
- Parent Association Meeting Minutes – these are attached to the Weekly Update following quarterly Parent Association meetings.
- Parent Association Share Hour Coordinator – announces share hour opportunities in the weekly update and occasionally via separate emails.
- Athletics Coordinator – notices about sports, practices, meets and matches are sent to families of students on sports teams.
- Students receive their own HRA email account and use it to log on to Google Classroom and to communicate with teachers.

We make **Hard Copies** to inform parents about events and anything requiring a parent signature:

- Fliers with reminders about Picture Day and other events are sent home, in addition to being emailed.
- Demerit Slips for the Lower School will go home for parents to sign and send back to the child's teacher.
- Permission Slips for activities will be sent home to be signed by the parent and returned to the child's teacher at least two days prior to the field trip or event.
- Elementary teachers send home a printed or emailed Weekly Newsletter pertinent to their classroom events and assignments.

We make **Phone Calls** to parents on a limited basis:

- The Office tries to limit phone calls home but may need to do so from time to time. Some examples of Front Office phone calls to parents include unannounced student absence, a student asking for medication without an over-the-counter medicine permission on file, a student has forgotten their lunch, sports equipment, or a piece of the uniform.

Communications with Teachers

It is the central mission of the school to assist parents in the education of their children. Frequent and consistent communication offers parents the help they need to support their children and aids the teacher in best meeting the needs of the students.

- Elementary Teachers will send out weekly newsletters.
- Upper School teachers will post assignments on Google Classroom daily.

- All teachers will communicate to parents details about up-coming class events and field trips, as well as needs for class projects and materials.
- Teachers will also contact parents by email whenever:
 - A student has dropped to a D+ or lower in any subject.
 - A student has failed to turn in a major assignment or project on time.
 - A student has chronic issues with late or missing work.
 - There are any serious concerns relating to the discipline, health or academics of the student

We want to encourage student responsibility in communicating with both their teachers and parents to ensure they understand course requirements, assignments, due dates, and expectations. Parents are encouraged to assist their child as soon as they think their child might be having a difficulty in communicating with their teachers..

- All concerns about the classroom must first be presented to the teacher by the parents, or by the student if he or she is mature enough.
- Second, if the problem is not resolved, parents should contact the teacher or vice-versa. If needed, a conference between the teacher, parents and the student may be scheduled.
- Third, if the problem is still unresolved, the parents and/or teacher should notify the Principal. The Principal can give guidance and may facilitate a conference with the parents and the teacher.
- The best way to contact teachers is through their school email; the school phone is only available in the Office.
 - Teachers will return emails by the end of the next school day.
 - Teachers may not be able to read and/or respond to emails during school hours, as their focus is on the students; if a message is urgent, please contact the Office.
- If you need to have a conference with a teacher, by phone or in person, please schedule a time in advance by email.
 - Teachers are responsible for overseeing students during intake (7:45-8:00 a.m.) and dismissal (3:10- 3:30 p.m.) and must give their full attention to the security of your children. Teachers will be available for a brief meeting after 3:30 p.m.

Parent Code of Conduct

This Parent Code of Conduct applies to parents, guardians, caregivers, volunteers, and visitors (“parents”) both at school and at school-sponsored activities within and outside of school hours. This code establishes guidelines for the conduct of parents as models of respectable and responsible behavior in their relationships with HRA, teachers, administration, staff, students, and other parents.

HRA expects parents to work alongside our teachers, staff, and administrators to support our curriculum and discipline program. We expect parents to engage teachers and staff with charity and civility. We expect parents to respect our teachers’ private lives, only communicating with them about school matters via school communication methods – school email, the school phone, or a pre-arranged conference on school property.

Parents can expect that faculty and staff will communicate with parents when necessary and will respond to parents in a timely fashion. Parents can expect that the confidentiality of their students’ grades and behaviors will be respected. Parents can expect to be treated with professionalism by our faculty, staff, and board. If a problem arises between a teacher and a student, parents should first take their concerns to the teacher in question.

Share Hours

Students are cordially invited to contribute to their family’s Share Hours. The school often offers students opportunities to earn Share Hours by giving campus tours during Open Houses, babysitting during quarterly Parent Association meetings, shoveling snow before or after school, helping with summer projects, and so forth.

Snow Day Policy

- If ASD closes public schools for weather conditions, HRA will also be closed. In the event that only certain parts of town are given a “snow day,” families from those neighborhoods have the option of keeping their children home with an excused absence rather than drive treacherous roads.
- ASD determines school closures by 5:30 am and HRA will notify families digitally (via text, email, the website, or a combination of these).
- In case of a school day that does not coincide with a day of school for ASD, the administration will decide if there will be a snow day for HRA and convey this to teachers and families in a similar way.
- If a snow day is announced, the Principal will alert Office staff, who will post the closure on Sycamore and the HRA website. Check television or radio newscasts or the ASD website to confirm snow day notifications.
- Sign up for ASD notifications of district closures by going to <http://www.asdk12.org/mobileapp/>

- In the event that students are dismissed early from school, students will be allowed to call their parents with teacher supervision.

Morning Drop-off and Dismissal

Elementary

Drop-off

- Parents of students in kindergarten through 2nd Grade are to park in the Kolbe (West) lot.
 - Students are led by their parents to the bottom of the steps outside their respective classrooms in St. Bernadette's.
 - Students will walk into their classrooms by themselves, with all their gear.
- Students in 3rd through 6th
 - Students are dropped off in the Bosco (East) parking lot. Vehicles enter from Fireweed and exit onto 25th.
 - There will be an administrator or teacher at the gate, and at the entry of Kolbe
 - Students will enter Kolbe, unpack bags at their lockers, and go to their classrooms.

Dismissal

- General
 - Please respect the teachers' dismissal duties; their main focus must be on the safety of our students. If you need to speak with a teacher, please make meeting arrangements via email.
 - Students, with parental supervision, are welcome to play on the playground or field after dismissal
 - Students may not play behind the buildings, or knock on or enter through emergency and side doors.
 - Students may not re-enter the building after being dismissed, except in cases of necessity or when accompanied by a parent who has business with the office or an appointment with a teacher.
 - To learn responsibility, students will not normally be allowed back in to retrieve forgotten items. Exceptions will be up to staff, based on urgency and the age of the student.
- Kindergarten - 2nd Grade
 - Parents must park their cars and wait on the grass or sidewalk for their student in front of the kindergarten classroom. Be sure to keep the stairs free.
 - Students will be dismissed upon visual confirmation that a parent or other authorized adult is there for pickup.

- Students remaining in the classroom at 3:25 p.m. will be led to the After School Program in St. Bosco's. The after school coordinator will call home and the family will be charged after 3:30 p.m. for the after school program.
- Trusted adults and older siblings may pick up the student but must be on the pre-authorized pick-up list. Please communicate with your teacher to add people to that list.
- 3rd - 6th Grade
 - A teacher or administrator will be outside the front door of St. Kolbe.
 - Students will be dismissed upon visual confirmation that a parent or other authorized adult is there for pickup.
 - Students will prepare themselves to be dismissed by 3:10 p.m. and will proceed immediately out upon being called.
 - Students remaining in the classroom at 3:25 p.m. will be led to the After School Program in St. Bosco's. The after school coordinator will call home and the family will be charged after 3:30 p.m. for the after school program.
 - Parents visiting the Front Office during dismissal should notify the Office in advance, when possible, and are asked to wait at the office.

Upper School

Drop-Off

- Doors of St. Bosco's open at 7:45 a.m. Students arriving prior will go to the Before School program.
- School begins promptly at 8:00 a.m.

Dismissal

- The school day ends at 3:10 p.m.
- All students are to be picked up no later than 3:30 p.m. Students remaining 3:30 p.m. will be led to the After School Program in St. Bosco's. The after school coordinator will call home and the family will be charged after 3:30 p.m. for the after school program.
- If students are to be picked up, or drive themselves, off campus before the end of the school day, parents must notify the Office with a phone call or email so the student can be excused from class.

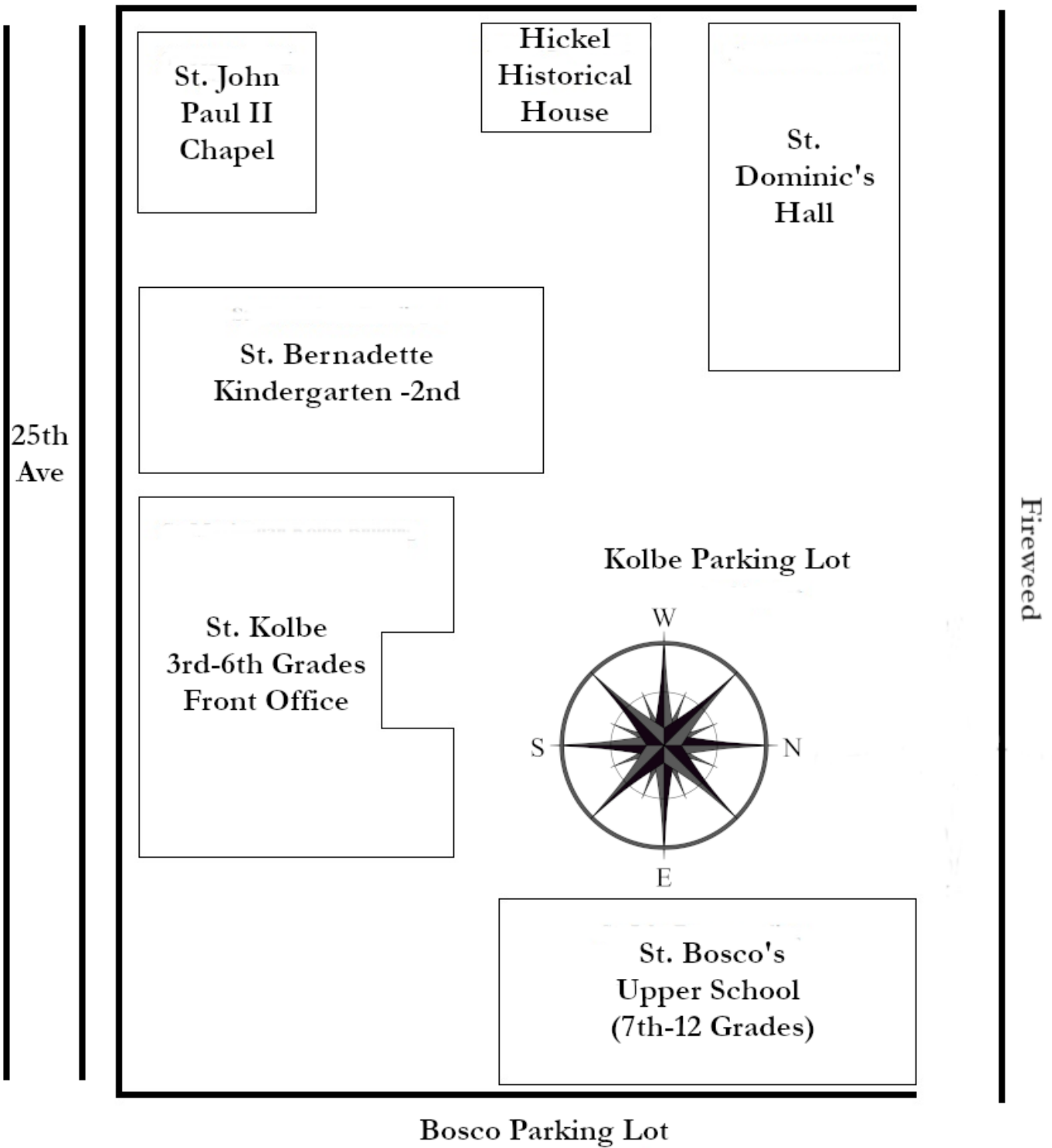
Early Pickup

- Parents should call or email the Front Office (frontoffice@hraak.org) to inform them that a student must leave early or miss part of the day for an appointment.
- Parents must sign-in and wait at the Front Office while staff goes and gets the student for an early dismissal.
- When returning from an appointment, parents will escort them to the Office and sign them in. Staff will escort the student back to class.

Before School and After School Programs

- The Before School Program starts at 7:00 a.m. for students arriving earlier than 7:45 a.m.
- The After School Program starts at 3:30 p.m. in St. Albert's (Lab Room) in the St. Bosco's building.
- See the Front Office for more details.

Campus Map



Morning Assembly

On the first Monday of each month, the Holy Rosary Academy community meets in St. Dominic's Hall for a Morning Assembly promptly at 8:00am.

- All students and faculty say the Morning Prayers and Pledge of Allegiance together and then sing the National Anthem, the Alaska Flag Song, and the school's Fight Song.
- The Principal will give information about upcoming events, honor student achievements earned during the previous month, announce the results of any sporting events that took place, and make any other important announcements that need to be shared with the school.
- The Morning Assembly ends with the community singing Happy Birthday to all those who will celebrate their birthday during that month.
- Students who are late to campus are required to bring their belongings to St. Dominic's Hall.
- Late students are to enter quietly and place their coats and backpacks by the counter in St. Dominic's Hall and then join their teachers and classmates.

Absences and Tardies

Absence Policy

- Students are expected to attend all classes for the full class period unless there is a valid reason for an absence, a tardy, or an early departure.
- Promotion or credit may be jeopardized if a student misses more than fifteen (15) days, planned or unplanned.
 - Since classroom instruction is of the utmost importance and cannot be wholly replaced by completing work at home, if a student accrues more than 15 planned or unplanned absences in any class he/she will be required to meet with the Head of School and Principal to determine if additional coursework is necessary to obtain credit.
- Students arriving after 11:30 a.m. or leaving prior to 11:30 a.m. are marked one half-day absent.
- Students who are absent or have missed a half-day of school due to illness may not participate in school-sponsored, after-school activities.
- **Unplanned Absences**
 - An unplanned absence is any unforeseeable absence (e.g. illness or family emergency)
 - Parents should email the teacher(s) and call or email front office (907 276-5822) / frontoffice@hraak.org)

- Students will have as many days as they were absent to submit missing daily assignments and to make up assessments unless other arrangements have been made with the Principal.
- For major assignments, such as essays and projects, deadlines will stand for all students regardless of absences, unless otherwise determined by the teacher or administration.
- **Planned Absences**
 - A planned absence is any foreseeable absence due to a planned family activity.
 - If parents choose to take students out of school for non-essential reasons (e.g, vacation) they should **contact the Office and teachers at least two weeks before the planned absence**.
 - Some planned absences are unavoidable (e.g. doctor's appointments, college visits). Parents or upper school students should notify teachers as soon as they are aware of the planned absence so that arrangements may be made for missing assignments.
 - Teachers may require daily assignments or assessments to be completed and turned in before, during, or after the planned absence depending on the circumstances.
 - Teachers will provide school work to students in advance of a planned absence or through Google Classroom whenever reasonably possible; however, some work may not be able to be provided in advance or done outside of school. Teachers will work with the student to formulate a plan to make up any assignments.
 - Planned absences for Upper School students should not be scheduled during the last week of school (final exams).
- **Educational/Sports Absence:** An educational or sports absence is one in which the student is excused from regular classes to participate in a school-sponsored activity. Such absences are not counted as days absent from school, but the student must make up assignments that are missed.
- Students who miss school without parental authorization will meet with the Principal and his or her parents in person. The school will determine the appropriate disciplinary actions, which may include detention, suspension, or expulsion. Multiple counts of truancy will merit expulsion.

Tardies

- All students share the responsibility of being on time.
- Students arriving late will be marked tardy.
- Students arriving at school after 8:00 a.m. should go to the Front Office to sign in and receive a tardy slip before being admitted to class. Students in Lower School must be accompanied by a parent.
- If a parent knows his or her child will be tardy, please call the School Office.
- Students arriving late to classes throughout the school day will also be marked tardy.
- A student who is habitually tardy will be issued demerits as a matter of discipline.

- If any student is marked tardy on ten or more days, the Principal will meet with the student and parents in person to discuss the issue and remediation steps.
- Any student marked tardy for five additional days after the first meeting will be required to meet in person again with the Principal and his or her parents.

Missing and Late Work Policy

General

- Students may receive demerits for missing assignments, especially if habitual.
- If a student habitually turns work in late, teachers will contact parents and discuss possible remedies.
- Work that is late due to extenuating circumstances, such as illness or a family/personal emergency, will not be penalized, but treated similarly to work from an unplanned absence.

Grades 3-12

- Teachers may accept late work. If a teacher accepts late work, it will be marked down 10% for each day past the due date
- Late work must be handed directly to the teacher upon submission.

Course and Credit Recovery

Students who have failed a course or who have had excessive absences preventing course completion may apply for remediation in order to recover credit for that course and be promoted to the next grade or class.

- Remedial coursework must be pre-approved by the Principal and Head of School. Approval will be based on the course's comparability with HRA's course in both content and standards.
 - Coursework must include the content and assignments, or the equivalent, of the entire term.
 - Coursework must include at least two summative proctored assessments
- Parents may seek a private arrangement with an HRA faculty member who may choose to provide tutoring and oversee remedial work for a fee. No HRA faculty member will be required to participate in this type of extra work.
- All summer remedial work must be completed and submitted to the Head of School by July 31st.
- A signed agreement will be established between the family, student, and school. The agreement will specify the remedial work to be completed, instructor, materials, and other resources, and a timeline for completing portions of the work.

Graduation Requirements

The following courses are required for High School graduation at Holy Rosary Academy. Credits are assigned per year. Courses that meet four to five days per week earn one credit. Courses that meet fewer than five days per week earn half credit.

Academic Courses

- Math – 4 Credits, 8 Semesters (must include Algebra II and Geometry)
 - Students who take Algebra I or higher math classes in 7th and 8th grade will have noted on their transcripts that they took a high school level course.
 - All students are required to take four years of math in High School, regardless of advanced progress in 7th or 8th grade.
- Language – 3 Credits, 6 Semesters
 - Students who take Latin I or higher in 7th and 8th grade will have noted on their transcripts that they took a high school level course.
 - All students are required to take three years of language in High School, regardless of advanced progress in 7th or 8th grade.
- Theology – 4 Credits, 8 Semesters
- Composition – 4 Credits, 8 Semesters
- Thesis – 0.5 Credits, 2 Semesters
- Seminar – 4 Credits, 8 Semesters
- Science – 4 Credits, 8 Semesters
- U.S. Government and Economics – 1 Credit, 2 Semesters

Other

- Choir or Music – 2 Credits, 8 Semesters
- Drama – 2 Credits, 8 Semesters
- Fine Arts, Yearbook, or Chess – 1 Credit, 8 Semesters

Total: 29.5 Credits

Students taking outside courses or participating in sports may apply to have credits applied toward HRA's graduation requirements. Requests must be made before August 1st.

Grading Scale and Standards

The school year is divided into four nine-week quarters. Students will receive official report cards at the end of each quarter. Students are evaluated on academic effort, homework consistency, assessments, and conduct.

Report cards are withheld when financial responsibilities to the School have not been met in full. This policy holds for all tuition and fees.

Deficiency Notices: Midway through each quarter, deficiency notices are emailed out to parents of students who are currently not passing. These notices are intended to prompt students to make necessary changes and improve their academic standing before the end of the quarter.

Grades K-2

Grade	Percentage
Outstanding (O)	90-100%
Good (G)	80-89%
Satisfactory (S)	70-79%
Needs Improvement (N)	60-69%
Unsatisfactory (U)	<59%

Grading Scale Upper Elementary and Upper School

All students in grades 3 through 12 will be subject to the following academic grading designations:

Letter Grade	Percentage	GPA	Letter Grade	Percentage	GPA
A+	97-100%	4.0	C	73-76%	2.0
A	93-96%		C-	70-72%	
A-	90-92%		D+	67-69%	
B+	87-89%	3.0	D	63-66%	1.0
B	83-86%		D-	60-62%	
B-	80-82%		F	<60%	
C+	77-79%	2.0	I	Incomplete	0

Attribute Grades

In addition to the academic grades marked according to the grading scale above, elementary students also receive Attribute Grades which assess student development in terms of study skills and conduct.

Honor Roll & Academic Honors

Summa cum laude grade point average of 3.80 – 4.00

Magna cum laude grade point average of 3.60 – 3.79

Cum laude grade point average of 3.00 – 3.59

Student Activities and Athletic Eligibility

Holy Rosary Academy encourages students to participate in extracurricular activities and athletic programs offered through our school. These programs are intended for students' enjoyment and edification, but are secondary to our academic program at HRA.

Holy Rosary Academy expects students to display good sportsmanship on and off the field. Students are strongly encouraged to attend games and support classmates who are playing in them.

Note to parents: Athletic success is 100% dependent upon the commitment to attend every practice, game, and event scheduled. Absences from practices, games, and events may harm the whole team. It is important for students to learn the value of self-sacrifice for the good of the team.

Eligibility

- Students are eligible to participate in the HRA sports program beginning in 5th grade.
- 4th grade students may join an HRA sports team if permitted by the Head of the League.
- Elementary students will be allowed to play sports upon the recommendation of their primary teacher.
- Students on academic probation may not practice or play in games until the probation is lifted.
- Students receiving a second warning from the coach or referee about poor sportsmanship may be cut from the team.

Academic Probation

Academic probation renders a student ineligible to play school sports until grades improve and they meet the requirements for lifting the probation. Students on academic probation may be asked to forgo extracurricular activities until their grades improve. Parents will be notified of academic probation.

Academic Probation Triggers

- Students whose previous report card fell below a 2.0 GPA (C average)
- Students with an F in any subject
- Students with excessive absences (more than two days per week)
- Students who have been suspended due to behavior or demerits

Academic Probation Lifted

- As soon as the current cumulative GPA exceeds a 2.0 (C average)
- When the student no longer has an F in any subject.
- When the homework from excessive absences has been made up.
- If a student has been suspended, they may be removed from Academic Probation one week (5 school days) after returning.

Further Circumstances for Probation

- Students with Saturday detention must fulfill that obligation before they may participate in any game or tournament.
- Students who miss the previous Friday or following Monday after a tournament without administrative approval will be placed on academic probation for the week.

- Students who miss more than half the school day will not be permitted to participate in the practice or game that day.

Field Trips and Class Movies

Teachers will submit requests for field trips and class movies for approval by the administration. Parents will be notified of upcoming field trips and class movies, and permission slips will be sent home the week prior. Permission slips should be turned in to the student's teacher no later than two days before the field trip. Students who have not turned in a permission slip will not be allowed to participate.

Campus Decorum

Holy Rosary Academy extends warm hospitality toward all campus visitors and expects students to treat speakers and other guests with courtesy. Students are not allowed to have friends drop by during the school day.

No "Pop-Culture"

We wish to preserve an educational environment free from distractions and to have the students enter into conversation with the perennial ideas inherent in a classical education.

- No backpacks, lunch bags, folders, locker decorations or other accessories with pop-culture images or references are allowed.

General Considerations

- Students are expected to rise from their desks and greet guests when they enter the classroom.
- Students are expected to greet others, especially adults, outside the classroom as well.
- When approaching a door or gate on campus, students are expected to open the door and step back, holding the door for adults and others to pass through before them.
- Students should walk when moving from one building to another. No running is permitted at these times.
- Students moving along the sidewalk as a group will move to one side as oncoming foot traffic approaches.
- Students are to always keep their desks and lockers neat and tidy.
- No tape is to be used inside or outside of the lockers. Small magnets may be used to display appropriate photos inside the locker (such as family photos).
- Students are expected to uphold the same standards of decorum and courtesy at any extracurricular activities as they do in the classrooms and hallways of the school.
- Students who do not maintain standards of decorum at extracurricular events may be issued demerits.

- Speak only in a whisper during passing periods and line up quietly. Students are to be courteous to those working in Front Office and the Principal's Office.
- Do not slam locker doors. Any malfunctioning lockers are to be reported to the teacher for repair.
- Students should leave room in the hallway for parents, staff, teachers, or other students to walk past when they are at their lockers.
- No vulgar speech or language in the hallways, at recess, and at lunch.
- Use bathrooms expeditiously. Students should not go into the bathrooms in groups.
- Please use the toilets only as intended. Avoid using excessive toilet paper and never place paper towels into the toilet.
- Stand quietly while waiting to exit the building. The teacher will prompt students to greet staff, faculty, or visitors who pass by. Student behavior should display appropriate physical interaction, appropriate speech, and appropriate respect for the dignity of each person.
- Be respectful and gracious on the bus. Students who act or speak inappropriately on the bus may not have the privilege of P.E.

Lunchroom Expectations

- Students should bring everything they need to eat their lunch, including utensils and paper or cloth napkins, from home. The school does not provide these for regular lunches.
- Kindergarten through 2nd Grade do not have access to microwaves at lunch.
- Grades 3 through 12 have limited access to microwaves at lunch to warm up already prepared food. In order to provide ample time to eat lunch and out of courtesy to other students, lunches should not include items that take more than a few minutes in the microwave.
- Students may not have any caffeinated beverages at lunch or during school hours.

Playground Expectations

- Excessive roughness in play will not be tolerated.
- Students are to stay off the fences, drainpipes, and roofs.
- Students should avoid throwing balls or athletic items toward the fences to avoid them going over; teachers may not be able to leave the field to retrieve them, and no one may climb the fences to retrieve them.
- Rocks, gravel, and sand are to remain on the ground.
- Potentially dangerous or large items should not be brought to campus for use during recess or after-school activities (including, but not limited to, bicycles, scooters, skateboards, etc.).
- During winter months, snow should remain on the ground. At no time may a student throw a snowball on campus. The gravel and salt can mix with the snow and can potentially cause great harm to the face and eyes.

- Students should stay off any slippery ice that might accumulate.
- Students must remain on the playground during recess and need permission from a teacher on recess duty to leave the area.
- Students may not play in the recess sheds; they are for storing equipment only.
- Students are to line up quickly and quietly when the teacher calls the students back from recess.

Chapel Decorum

Student behavior in the St. John Paul II Chapel is dictated by its nature as a sacred place. When the Blessed Sacrament is reserved in the Chapel, it becomes the most sacred and holy place on the HRA campus. Thus, student conduct in the Chapel must always be reverent and reflective of the awesome presence of Christ Himself. Even when the Blessed Sacrament is not present, the altar itself represents Christ, Victim and Priest in the Sacrifice of the Mass, and is due reverence.

General Considerations

- Upon entering and leaving the Chapel, all students are asked to genuflect on their right knee when the Blessed Sacrament is reserved in the tabernacle.
- It is proper to genuflect whenever entering the chapel and any time one is crossing in front of the tabernacle when the Blessed Sacrament is present.
- When the Blessed Sacrament is not present, a profound bow to the altar is sufficient.
- Non-Catholics are expected to follow the practice of genuflection out of respect for their Catholic brothers and sisters and for the sake of uniformity, but not as an act of faith.

Uniform

The HRA uniform standards include healthy grooming habits and good hygiene. All uniform items need to be clean, unstained, and fit properly.

Uniforms can be purchased at Schoolbelles: www.schoolbelles.com/myschool/M37/S2694

General

- Backpacks, lunch bags, and other accessories shall be free of images or references to “pop-culture.”
- Hats and other head coverings, and sunglasses may not be worn inside. The only exception is appropriate head covering for ladies in the chapel.
- No tattoos, permanent or temporary are permitted. This includes any pen or ink drawings on the skin.
- No oversize or baggy clothing is permitted.

Gentlemen: Grades K – 6

- Clean and combed hair, trimmed to remain out of the eyes, above the ears, and off the collar
- Solid white undershirt
- White dress shirt with button-down collar
- Green V-neck sweater
- Black or khaki uniform trousers with no external pockets
- Black belt with undecorated silver or dark buckle
- School tie
- Black shoes that can be polished
- Black dress socks (no low-cut or “no show” socks)
- Jewelry is limited to one item on the wrist and one religious item around the neck

Ladies: Grades K – 6

- Clean and combed hair, styled to remain out of the eyes
- Hair accessories must be tasteful and complement the uniform (black, white, forest green, navy, or maroon)
- Solid white undergarments
- White blouse with peter-pan collar
- Green cardigan sweater
- Plaid jumper (length to crease of the knee)
- White, navy, or black cotton dress socks (to cover the ankle bone) or tights
- Black leggings may be worn in winter months under the skirt if there is no gap between the legging and the sock
- Crisscross tie
- Black closed-toe flat dress shoes (no Vans or Keds-style shoes are permitted with the dress uniform)
- Jewelry limited to a watch around the wrist, one religious item around the neck, and one pair of small post earrings in each earlobe
- No make-up or nail polish

P.E. Uniform: Grades K– 6

- Gym uniform is required on P.E. days and on other designated gym uniform days
- Students should come to school in their gym uniforms on scheduled P.E. days

- Solid black nylon or cotton sweatpants that are not form-fitting. (Students may have sweatpants with a white stripe down the side if solid black cannot be found. No visible logos are permitted).
- Official grey HRA t-shirt with logo, or Green HRA Spirit Wear t-shirt
- Official HRA quarter-zip pullover sweatshirt
- White athletic socks
- A pair of indoor-only P.E. tennis shoes that should remain at school for used at the Alaska Club. Shoes may be black, white, or grey (minimal color on the soles or sides is acceptable if a solid color cannot be found).
- Shoelaces may only be black, white, or grey

Gentlemen: Grades 7 – 12

- Clean and combed hair, trimmed to remain out of the eyes and off the collar
- Hair may only be dyed a natural color
- Clean shaven
- Sideburns only to the earlobe
- Solid white undergarments
- White dress shirt with button-down collar
- Navy V-neck sweater vest (Optional)
- Navy blazer
- Black or khaki uniform trousers with no external pockets
- Black belt with undecorated silver or dark buckle
- School tie
- Black shoes that can be polished
- Black dress socks (no low-cut or “no show” socks)
- No jewelry other than watches and religious items; limited to one on the wrist and one around the neck

Ladies: Grades 7 – 12

- Clean and combed hair, styled to remain out of the eyes
- Hair may only be dyed a natural color
- Hair accessories must be tasteful and complement the uniform (black, white, forest green, navy, or maroon)
- Solid white undergarments
- White blouse with square or pin collar.

- Navy V-neck sweater or navy cardigan
- Plaid skirt (length to crease of the knee)
- White, navy, or black cotton knee socks or tights, or nude pantyhose (no low-cut or “no show” socks)
- Black leggings may be worn in winter months under the skirt if there is no gap between the legging and the sock
- Crisscross tie or no tie with blouse fully buttoned or top button only undone
- Modest closed-toe black dress shoes (flats recommended with a maximum heel of 1 ½ inch height and minimum 1 inch width; no Keds or Vans style shoes are permitted with the dress uniform)
- One pair of short earrings on ear lobes only. Earrings may not hang more than ½ inch below the ear lobe, and loops are not to be larger than the size of a nickel.
- One simple ring on each hand is permitted. One simple wrist bracelet on one wrist, and one watch are permitted. Smart watches may not be connected to the internet at school or any school event.
- One visible necklace, either plain or with a small pendant. The necklace chain should be delicate, metal, and in a single strand; only simple, fine-gauged, 16- to 20-inch, silver or gold chain necklaces are permitted. If a pendant is worn, it should be tasteful, appropriate, and small—religious medals and crosses are ideal, with no pendant to exceed ½ inch in length, width, or diameter.
- No ankle bracelets
- Ladies in grades 9 – 12 may wear a modest amount of make-up applied tastefully. Heavily lined eyes or gaudy lipstick, glittered or white powdered faces will not be permitted.
- Ladies in grades 9 – 12 may wear clear nail polish or a French manicure. Nails should not be excessively long and should be a natural shape.

P.E. Uniform: Grades 7 – 12

- Gym uniform is required on P.E. days and on other designated gym uniform days
- Solid black nylon or cotton sweat pants that are not form-fitting (ex. no leggings or yoga pants). (Students may have sweat pants with a white stripe down the side if solid black cannot be found. No visible logos or wording down the pant leg are permitted).
- Official grey HRA t-shirt with logo, or Green HRA Spirit Wear t-shirt
- Official HRA Olympia style zip-up jacket or HRA sweatshirt with embroidered crest
- White athletic socks
- Students who take P.E. should have a pair of indoor-only P.E. tennis shoes that should remain at school for used at the Alaska Club. Shoes may be black, white, or grey (minimal color on the soles or sides is acceptable if a solid color cannot be found).
- Shoelaces may only be black, white, or grey

Outdoor Clothing

- Sweatpants may be worn under school clothing during recess for the months of August, September, April and May, or as weather necessitates.
- In the fall and spring, neutral tennis shoes with a dominant color of black, white, or grey (minimal color on the soles or sides is acceptable if a solid color cannot be found).
- Students may not have shoes that light up or blink
- A coat, snow pants, hat, gloves, and boots are required to play outdoors when there is snow on the ground.
- Students who do not have proper outdoor clothing may not participate in outdoor recess and may receive a demerit.
- Coats and snow gear should complement the school uniform.
- Neon colors are not recommended as they are inconsistent with the uniform.
- Students may wear their coats from building to building but must remove them upon entering a properly heated building.

Dress Code for Non Uniformed Activities

Students represent the school; therefore, students should dress modestly. Modesty shows respect for the human person. Students are encouraged to speak with their classroom teacher and parents about what modesty includes.

In General

- All clothing should be well-fitting. Garments should neither be too large nor too tight to move comfortably and gracefully.
- All clothing must be modest. Clothing should not have any offensive references, nor any pop-culture references.
- No bare-midriiffs or cut-outs. Necklines must be modest – no low cut tops.
- Sleeveless dresses and tops should have straps at least one inch wide
- No ripped denim, leggings worn as pants, or yoga pants.
- Shorts must be no shorter than two inches above the knee.
- Undergarments must not be visible. An undershirt should be worn under any thin white or sheer shirt or top.
- Modest dress will never serve as a distraction to others or impede the process of normal activity.

Sport Activities

- T-shirts are to be worn under loose-fitting team jerseys.

- When the shorts of a sports uniform or training gear are shorter than mid-length, a pair of half-length leggings with a hemline just above the knee should be worn to accommodate activities while preserving modesty.

School Dances

- Attire for dances is more formal than for school days. At times, school dances have themes that allow for students to dress in costume. Themed dress guidelines will be given prior to the dance
- Attire for gentlemen includes dress pants (no jeans or patched pockets), a collared dress shirt, tie, dress socks, and dress shoes (No Vans, Converse or athletic type shoes or sandals). A sports jacket, blazer or suit is encouraged.
- Attire for ladies includes modest skirts or dresses with hems at or below the crease of the knee when standing. Sleeveless tops or dresses must have straps at least 1 inch wide; no strapless, spaghetti-strap, or tank tops. Necklines must be modest – no low cut tops. No mesh cut-outs, spandex, and sheer or transparent materials are allowed. Dress shoes should be worn (No Vans, Converse or athletic type shoes). If there is a question whether a dress is permissible, please have the dress checked by the Office or a female upper school teacher before removing the tags.
- Standards of modest dress are enforced at all school related events, including dances. Students who are inappropriately dressed will be given the opportunity to amend their attire or be asked to leave the event.

Spirit Days

- The Elementary School teachers will determine how elementary students will participate in Spirit Days.
- Dress for Spirit Days are subject to the same standards of dress as any other non-uniformed school activity.
- Attire should reflect the theme of the event.
- Students who come to school in costume are required to bring their P.E. uniform with them in case of any costume malfunctions.

School Dances

- Guests passes may be issued to students for dances.
- Guest pass forms must be submitted by the deadline set prior to the event so that the school has time to make certain that all guests are aware of HRA rules and expectations for behavior and standards of dress.
- Students are accountable for their guest's decorum at the event and will be required to leave with their guest if the guest does not uphold HRA standards of dress and conduct.
- The Senior class must submit the guest pass forms to the Head of Upper School 48 hours before the event.

- Music playlists must be submitted to the Head of Upper School 48 hours before the dance for approval. If the deadline is not met, the dance may be canceled. Any late submissions or changes to the playlist could result in the dance coming to an immediate end.
- Only 9th through 12th grade students may invite a guest to a dance.

Student Expectations

How to be a successful student at Holy Rosary Academy:

- 1. Take responsibility for learning.**
 - Arrive at school on time.
 - Be prepared for class.
 - Demonstrate a serious and responsible attitude in daily work.
 - Complete homework carefully, thoughtfully, and on time.
- 2. Try to settle differences in a peaceful manner.**
 - Respect the property and personal space of others.
 - Do not physically or verbally fight with others.
 - Do not take anything that does not belong to you.
- 3. Follow the directions of adults in charge, the first time.**
 - Look at the speaker.
 - Do not talk back to teachers or adults in charge.
 - This includes substitute teachers, coaches, school staff, and lunchroom supervisors.
- 4. Be sensitive to the needs and feelings of others.**
 - Use appropriate language at all times.
 - Do not bully or tease other children.
 - Never boo or whistle in an assembly, hall, or classroom.
 - Be willing to help each other.
 - Be friendly and courteous.
- 5. Move safely through the school.**
 - No playing in the bathrooms or hallways.
 - No running in the lunchroom, hallways, up and down stairs, or when passing between buildings.

The Knights' Code

The behavior of all students at Holy Rosary Academy should conform to The Knight's Code, which is our local adaptation of the Code of Chivalry developed by the Duke of Burgundy in the fourteenth century under the heading of twelve key virtues:

- Fidelity—exhibits a love of God and His Church
- Charity—is kind and helpful with others; courteous in speech, word, and deed
- Justice—willingly meets duties and follows all school rules, seeks the common good
- Sagacity—uses time, resources, and talents wisely
- Prudence—exercises good judgment in managing and organizing own affairs
- Temperance—maintains good impulse control, is punctual and responsible
- Resolution—is determined and resilient in the face of challenges
- Truthfulness—is rigorously honest and honorable in all academic and personal matters
- Liberality—is self-sacrificing and generous in the service of others
- Diligence—seeks to do the right thing at the right time; attentive and studious
- Hope—has a positive outlook about self and encouraging attitude towards others
- Valor—is courageous in promoting and protecting the interests of others

Rules Of Conduct For Students

The Rules of Conduct aim to foster virtue in developing the betterment of our human nature. The following behaviors and actions are not allowed at Holy Rosary Academy:

- Possession or carrying of weapons.
- Possession of controlled substances (alcoholic beverages, tobacco products, drugs, etc.).
- Theft, vandalism, cheating, plagiarism.
- Destruction of school property, including textbooks – parents may be charged for lost or damaged textbooks.
- Inappropriate and discourteous speech or behavior
- Tattoos, ink drawings, body piercing, dying of hair with other than natural colors, inappropriate ornaments.
- Exclusive friendships or excessive displays of affection. Students are at HRA to grow first in their faith, second in their intellect, and third in their healthy social interactions. This rule applies to the whole HRA campus, including the parking lots, as well as all HRA events.
- Leaving campus without permission.

- Cell phones, tablets, or other electronic devices are to be turned in to the Head of Upper School, or a student's elementary teacher, upon arriving at school or for school events. Failure to observe this rule will result in two demerits and the loss of the item, which will then be returned at the end of the day to a parent or guardian. Further infractions will result in a discussion between the Principal, student, and his or her parents.
- Inadequate hygiene.
- Missing any part of the uniform or wearing it incorrectly.
- Truancy or deliberate tardiness with respect to class or any other HRA functions.
- No chewing gum.
- Open food or beverage containers in lockers. Any water bottles that are kept in student lockers must seal completely.

Discipline and Consequences

The disciplinary system at HRA is based on forming good habits. HRA's discipline program is meant to guide children to recognize the natural consequences of poor behavioral choices and inspires the children to self-correct.

Please note, it is up to teachers to issue class-specific rules as circumstances warrant.

- The Faculty and Administration determine appropriate penalties for violation of rules.
- While the teacher is the first administrator of discipline at school, the ultimate authority at HRA lies with the Principal. If the parent has spoken or met with the teacher and would like further recourse, the Principal or Head of School will be brought into the discussion. Final disciplinary decisions are made by the Principal in conjunction with the Board of Trustees.
- Certain behaviors will be referred immediately to the Principal. These include:
 - Disrespect shown to any staff member. The staff member will be the judge whether or not disrespect has been shown.
 - Dishonesty, including lying, cheating and stealing.
 - Rebellion, i.e. outright disobedience in response to instruction.
 - Fighting, i.e. striking in anger with the intention to harm another student.
 - Obscene, vulgar or profane language or gestures.
- **Detention** can be one or three hours in length and is served after school or on a designated Saturday.
- **Suspension** from Holy Rosary Academy is assigned for more serious or repetitive offenses. Suspension is assigned only by the Principal, and can occur either in or out of school, at the Principal's discretion.

- The Principal may assign a suspension for up to five school days if
 - A student has earned twelve demerits in one semester;
 - There is a need to further investigate a serious incident;
 - When an expulsion has been recommended; or
 - There is an emergency constituting endangerment to health or safety.
 - Prior to suspending a student, the Principal or designee will attempt to hold an informal conference with the student to:
 - Notify the students of the accusations against him/her.
 - Allow the student to relate his or her version of any incident, and
 - Determine whether the student's conduct warrants suspension
 - The Principal or designee will make reasonable effort to notify the student's parents of a suspension before the student is sent home.
 - The Principal will notify the student's parents of the period of the suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Principal.
 - The student shall have as many school days to make up work missed during a suspension as the number of days he or she was suspended for.
- **Expulsion** from the Academy is reserved for the most serious violations of discipline. It is assigned only by the Principal.
 - Restitution for stolen or damaged school property will be charged to the parents of those responsible for the theft or damage.
 - Students are to be in full proper uniform while they are on campus. Students may not change out of uniform until shortly before their departure from campus, with permission of a teacher. This includes accessories. Students who do not wear the uniform as required will receive a demerit.
 - The school reserves the right to have students remove any coats or accessories with objectionable logos or designs. Students may also receive a demerit.
 - Students absent from Holy Rosary Academy for more than 15 days run the risk of not being able to graduate to the next class or grade.
 - The posting of any comment or picture, by means of social media, email, or any public forum, that threatens, demeans, or impugns the character of the Academy, its members, or any other person, is subject to disciplinary action including expulsion.
 - Students should be in their seats ready for class to begin by 8:00am.

The Demerit System

The disciplinary system at HRA is meant to guide students to choose virtuous behavior. Teachers communicate warnings and consequences to the student and parents when infractions occur, and the student is given the opportunity to choose the good. Teachers may deploy intermediate consequences to redirect behavior, especially for less serious infractions, before issuing demerits.

Students are assigned demerits for infractions against individual classroom rules and the published rules and regulations of the school. There are 3 kinds of Demerits issued before more serious consequences are delivered.

1. **Uniform Demerit** – earned for repeated uniform violations. An Orange Demerit slip will be sent home.
 2. **Formal Warning** – a warning for initial behavior infractions. In Elementary, a Yellow Demerit slip will be sent home.
 3. **Disciplinary Demerit** – issued after repeated warnings or serious behavioral infractions. In Elementary, a Red Demerit slip will be sent home.
- Every student begins each semester with a clean slate - zero demerits.
 - Any time a demerit is earned, the teacher will verbally inform the student and log the demerit on Sycamore.
 - Parents receive notices of warnings and demerits via Sycamore's Pass-a-Note feature.
 - In Elementary, a Red Demerit slip will be sent home with the student each time a **Disciplinary Demerit** is earned. Red Demerit slips must be signed by a parent and returned to the teacher.
 - Students are given warnings upon initial uniform violation, especially in the first quarter to allow families time to purchase and receive uniform components. If the student repeats the same uniform violation, a **Uniform Demerit** will be issued. An Orange Demerit Slip will be sent home addressing the uniform violation. Repeated violations may result in a **Disciplinary Demerit** being issued.
 - A teacher may issue a **Formal Warning** to a student in lieu of a demerit for a first infraction, especially for new students acclimating to HRA.
 - Earning **four (4) Disciplinary Demerits** in one semester results in the Head of Upper School or the Head of Lower School contacting parents and the student serving a one-hour detention. The student will wear the formal uniform during detention unless otherwise instructed. The student may be assigned chores on campus or be asked to bring schoolwork.
 - Earning **eight (8) Disciplinary Demerits** in one semester results in the Head of Upper School or Head of Lower School contacting parents to arrange a three-hour Saturday detention. The student will wear the formal uniform during detention unless otherwise instructed. The student may be assigned chores on campus or be asked to bring schoolwork. Other disciplinary consequences may be assigned as warranted.

- Earning **twelve (12) Disciplinary Demerits** in one semester will result in a suspension. The Principal will speak with the child's parents directly to make arrangements and discuss the child's behavior.
- Earning **sixteen (16) Disciplinary Demerits** in one semester will result in the parents meeting with the Principal to determine whether a second suspension or an expulsion is appropriate.

Health Policies

For the protection of your child as well as for the safety of others, you are asked to keep your child at home if they show any signs of illness. If your child becomes ill at school, you will be notified by the Office. If the Office needs to send your child home, please make the necessary arrangement to have your child picked up within one hour of the notification.

Children should be kept home from school or will be sent home from school if they exhibit any of the following:

1. A child obviously ill or with a temperature of 100 degrees Fahrenheit or higher will not be allowed to remain at school. Student must be fever free for 24 hours without the use of fever suppressing medications before returning to school.
2. Uncontrolled cough, croup, croupy cough and/or difficulty breathing: Student must be free of croupy cough before returning to school.
3. Vomiting and/or repeated diarrhea. Student must be free of symptoms for 24 hours without suppressing medications.
4. Excessive symptoms of common cold (e.g., runny nose, nasal congestion, sore throat, headache, coughing, sneezing, fatigue, body aches, low grade fever, loss of appetite, or earaches)
5. Severe headache or pain (e.g., migraine, earache, stomach cramps), especially with fever
6. Pink eye or other infection; red eyes with discharge.
7. Sore throat accompanied by fever, rash, or difficulty swallowing
8. Unexplained rash and/or skin infection (e.g., boils, ringworm, impetigo, etc.)
9. Head Lice: Student must be free of all live lice and nits(eggs) before being allowed to return to school. Students who contract head lice will be sent home from school, and the parents of other students in that grade level will be notified.
10. Any symptoms of childhood diseases (e.g., scarlet fever, German measles, mumps, chicken pox, etc.)
11. When symptoms that are not typical for your child are present, please keep your child home and err on the side of caution and monitor your child's symptoms from home.

Safe Environment

Holy Rosary Academy abides by the Archdiocese of Anchorage-Juneau's Safe Environment requirements. Therefore, all faculty, staff, and volunteers are required to have a current Safe Environment certificate on file. Students will annually take the Circle of Grace. This important feature is designed to keep the campus and the children safe from physical and emotional harm by becoming aware and alert to the signs of possible abuse and how to react properly to those signs.

Policy On Bullying

Because Holy Rosary Academy is committed to maintaining a culture of charity, civility, and respect for the human person, all forms of bullying are forbidden. Bullying is considered the repeated and intentional effort to injure, demean, belittle, or dominate another with the aim of causing emotional, physical or psychological harm. Any student who believes that he or she has experienced any form of bullying – including cyber-bullying – or believes that another student has experienced bullying, should immediately report the alleged acts to the Principal, a teacher, or other school employee.

Direct Bullying

- Holy Rosary Academy prohibits any verbal or physical conduct on the part of students that substantially interferes with an individual's academic performance or creates an intimidating, hostile, or offensive educational environment.
- All members of our school community are expected to discourage, prevent, intervene, report, and otherwise appropriately address bullying, harassing, or violent behavior.
- Any bullying, harassing, or violent behavior is an immediate cause for intervention that could include immediate suspension or expulsion.
- Acts of aggression, such as pushing, punching, kicking, or throwing objects, as well as unwanted physical contact between students will not be tolerated. Making fun of another student, writing demeaning notes, and encouraging a fight also constitute harassment and will not be tolerated.
- Bullying also includes a pattern of deliberate isolation or exclusion of another with the intent to be hurtful.

Cyber-bullying

- Cyber-bullying includes, but is not limited to, harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful messages, emails, or text messages, digital pictures or images, or website postings (including on or via blogs or social media sites or apps).
- Unwanted communication may also constitute cyber-bullying

- Cyber-bullying by students of Holy Rosary is unacceptable and is grounds for disciplinary action. This includes not only incidents utilizing school devices, accounts or the school's network, but also any incident regardless of which device, network, account or site is utilized.
- Students and their families who believe that they have been victims of cyber-bullying should not erase or ask that the offending material be deleted from a system or site. They should print a copy of the material and immediately report the incident to the Principal in writing.

Locker & Desk Search Policy

Unannounced checks of lockers and desks are periodically conducted by appropriate staff. Warning signs are posted in each academic building that read: "All cell phones are to be turned in to your teacher each morning" and "Lockers may be searched or examined."

Academic Honesty

Every student is expected to maintain a high level of integrity and honesty in their schoolwork and in every other aspect of their scholastic life. An honor violation is when a student hands in tests or assignments not completed wholly by that student, except when a teacher explicitly instructs students to work in groups on the assignment. Because of the grave nature of dishonesty in any form, it is strictly forbidden for a student to hand in an assignment with answers taken from another student in any case where the instructor did not expressly describe the exercise as a group assignment.

Cheating is the use of any unauthorized aid to complete schoolwork. This includes using unauthorized internet sources, copying from another student, or any other use of outside assistance prohibited by the teacher for the particular assignment.

Plagiarism, another serious violation of academic honesty, involves copying words or ideas from another source, including the internet, for a written or oral exercise, without properly crediting and citing that source. Holy Rosary Academy does not tolerate cheating, the use of artificial intelligence writing tools, lying, misrepresentation of sources, or plagiarism. Students who violate academic honesty may be assigned a zero on the work or made to redo the assignment. A student who plagiarizes may receive detention, or a suspension depending on the severity of the plagiarism. A second incident of plagiarism could result in expulsion from the school at the discretion of the Principal.

Philosophy Of Technology

The school recognizes the importance and aid technology can bring to education. Teachers are allowed to use technology in the classrooms when appropriate. The school's use of technology is consequently minimal.

We have noticed that more and more HRA parents allow their children to use “smart” phones. We trust that parents are carefully preparing their child to use this instrument with prudence and temperance in all the hours outside of the school day.

During their hours at HRA, our policy is that each child with a cellphone will submit their device(s) to their elementary teacher or to the Head of the Upper School upon arrival at school as we do not want these individual devices to disrupt our Classical Catholic instruction.

School Computer Lab and Use of Technology on Campus

- Students may only use school computers under the direct supervision of a teacher.
- Students may not work on personal computing devices (any form of electronic computer) anywhere on campus unless it is under the direct supervision of a teacher and with the permission of the Principal.
- No student may use a personal computer in study hall.

Guidelines For Online Instruction

Students are expected to follow the guidelines below for online learning. Teachers should ensure that all sessions are recorded and that students have permissions for online learning to participate in live Google Meet sessions. Teachers should be in a “public” area of the home (a living room, office, or kitchen), and never in a bedroom, for their sessions and should follow appropriate faculty attire and behavior guidelines.

- Wear appropriate dress and proper hygiene; uniforms are not required for online sessions.
- Inform your parents or guardians that you are about to participate in a scheduled distance learning session.
- Participate in online learning activities while sitting in an acceptable and open area of your home.
- Bring your textbooks, notebooks, and other necessary materials to your session.
- Consider using a headset with a microphone for better audio.
- Log into your HRA Google Classroom and enter your scheduled HRA Google Meet session prior to the scheduled start of each session. This will help you determine if there may be a technical difficulty with your device or internet connection.
- Close unneeded applications on your computer to optimize the video quality.
- Be mindful of your background lighting. If you are sitting with your back to a window, you may be silhouetted by the light coming through. Your overhead light might also need to be adjusted for the best image quality.
- Keep your microphone muted until you want to speak. This will help to limit background noise. Unmute your microphone when your teacher asks you to speak. Let others know when you are finished speaking to help facilitate orderly discussion contributions.
- Keep your camera “on” so your teacher and classmates can see you.

- Remember that the Chat features of the online session should only be used to ask questions about topical information. Keep in mind that these notes are public, and that records of the recorded video and/or audio session and chat are kept and archived.
- Take notes and complete other learning activities as assigned.
- Remember to sign out or “leave the meeting” when the session is finished.

Students in Grades 3-12: Please read the following statement carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Family Handbook and discussed its policies with my parents and teacher(s). I certify that I consent to and will submit to all governing policies of Holy Rosary Academy, including all applicable policies in the Family Handbook as such handbook may be amended from time to time by Holy Rosary Academy.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Catholic Church its teachings and traditions, the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the Holy Rosary Academy.

I understand that the services of the Holy Rosary Academy are engaged by mutual consent, and that the school and I reserve the right to terminate the engagement and any or all services at any time for convenience without liability. I understand that this Handbook does not contractually bind Holy Rosary Academy to you or your parents or guardians and is subject to change without notice by decision of Holy Rosary Academy's governing body. I understand that admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years or continued admission throughout the school year.

By signing below, I acknowledge I have read, understood, and agree to abide by the policies contained in the Family Handbook. My signature also reflects my agreement to be taught in accordance with the Statement of Faith and that I acknowledge the school operates in accordance with those religious beliefs.

SIGNATURE OF STUDENT

DATE

