



THE  
CATHOLIC  
DIOCESE  
OF  
MEMPHIS  
IN  
TENNESSEE

# HOLY ROSARY SCHOOL

## STUDENT AND PARENT HANDBOOK

2018-19

*Catholic Schools: Educating our youth in truth for the  
honor and glory of God and the salvation of souls*

# STUDENT AND PARENT HANDBOOK

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## **INTRODUCTION**

### **FOREWORD**

This Student and Parent Handbook is provided to inform you of rules, policies, procedures, guidelines and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein and we encourage you not only to carefully review the handbook but to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, you are encouraged to contact the teachers or administrators in your school.

The administration reserves the right to modify its rules, policies, procedures or guidelines as published in this Handbook. Modifications made during the school year will be publicized through our website, [holynosarymemphis.org](http://holynosarymemphis.org), and our Wednesday newsletter.

### **MISSION STATEMENT**

The Catholic Diocese of Memphis, Tennessee, System of Catholic Schools is committed to quality education in the spirit of Christ in accordance with the teachings of the Roman Catholic Church.

Holy Rosary Parish School provides children with the knowledge to develop their spiritual and academic life with the Catholic Church as their guide. Hand in hand with Jesus, we serve, we learn, we respect, we teach, and we grow.

- We believe that God creates each person in His image.
- We respect the students' individual differences.
- We provide a caring place for each student to develop his or her talents and skills.
- We promote responsibility to self, family, church, and community.
- We teach students to treat each other as Jesus did and to show that love for others.
- We believe in helping students become lifelong learners through challenging lessons.
- We believe in teaching the whole child: body, mind, and soul.

Working in partnership with parents and families, we are dedicated to providing a safe and nurturing environment while preparing our students for the future through spiritual, intellectual, physical and emotional formation.

### **EDUCATIONAL PHILOSOPHY AND GOALS**

Holy Rosary recognizes that the family is the primary agent of the religious and moral education of the child. The school informs parents of school objectives, projects and activities, and enlists parental interest and participation in all possible ways.

Holy Rosary teaches Christian values consistent with the Gospel to encourage students to apply these values to daily life. Through the cooperative efforts of teachers and parents, the school seeks to provide experiences for each child to develop initiative, self-reliance and self-realization. In this effort we hope

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to develop strong Christians who will become the leaders of tomorrow. The school creates a Community of Faith through meaningful liturgical services, prayer experiences, Bible study, school assemblies and parish and community service activities. The religious education program strives to reflect the teachings of the Roman Catholic Church.

Although membership in the Catholic Church is neither required nor promoted to students of other faiths, there may be a student who expresses a desire to become a member of the Catholic Church. If this is the case, the school staff and Parish Pastoral Team will work with the student and his/her family to ensure that it is the sincere desire of the individual and that his/her family supports the student's decision and will assist the student to fully participate in parish life, especially Sunday worship.

Any child who has reached "catechetical age" (is registered for first grade) and wishes to be received into the Catholic Church must fulfill the following requirements:

1. The student will actively participate in his/her religion class.
2. The student will participate in the Rite of Christian Initiation of Children of Catechetical Age on Sunday mornings during the 10:30 am liturgy.
3. The student will be received into the Church through Baptism or Profession of Faith at the Easter Vigil celebration during which time he/she will also be Confirmed and receive the Eucharist for the first time.

A second grade student may then also participate in his/her class' First Communion celebration on the designated day. The celebration of Confirmation is reserved for those who have not been confirmed, but a previously confirmed eighth grade student may assist at the Confirmation Liturgy of his/her classmates.

These norms are in keeping with the expectations of the universal Roman Catholic Church regarding reception into membership of those of catechetical age and may be altered only in the event of medical emergency.

## **ENCULTURATION OF CATHOLIC IDENTITY: Because Faith and Service is Our Cornerstone**

- Religion is a core subject for every student in our Catholic schools.
- Community service hour requirements for students in grades 6, 7, and 8.
- More than 200 local, national and international organizations and groups served by our Catholic school students through service outreach.
- Potential vocation-discerner administered in grade 7 - Vocation Awareness Activities.
- School and class retreats, liturgies, para-liturgical services and other occasions for spiritual growth.
- Study of Church History and of Catholicism.
- Service to others is our cornerstone.
- Common Diocesan prayer before all athletic competition.
- Observance of Holy Days.
- Catholic Teachers from ACE Program from Notre Dame and Lance Program from CBU.

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## **CURRICULAR/CO-CURRICULAR: Because Knowledge is the Key to Their Future**

1. A priority of our Catholic system is education in the Catholic faith and the faith development of our students.
2. Worship, the sacraments and prayer are essential components of the Catholic schools to ensure Catholic identity.
3. Students need to develop a deep understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning and to reason, solve problems and produce quality work.
4. Each student is a valued individual with unique spiritual, physical, social, emotional and intellectual needs.
5. A safe, supportive and nurturing learning environment promotes student achievement.
6. Achievement of high academic standards is expected of all students.
7. Commitment of all personnel (administrators, teachers, and support staff) providing and holding students to high quality standards, expectations and performances contribute to the success of the Catholic Schools.
8. Effective collaboration and communication with families as partners in the education of their children is essential to the success of our school system.
9. Catholic schools recognize parents and families as the primary educators of their children.
10. The development of curriculum, design of instructional activities and the use of assessment measures are focused on learning opportunities and feedback to assist student achievement.

## **ENVIRONMENT**

- Iowa Assessment skills/CogAT administered at the elementary level. PSAT, SAT, ACT at high school level - National Merit Scholars - Advanced Placement Courses.
- Schools offer a variety of academic experiences: College preparatory, traditional programs, multi-level flexible programs to accommodate learning differences and abilities, Special Education, Technology programs.
- Schools offer diversified programs of extracurricular and co-curricular clubs and organizations in academics, the Arts, Athletics, Spiritual Life and Community Service.

## **ACCREDITATION**

All schools affiliated with the Catholic Diocese of Memphis are accredited by AdvancEd Association of Colleges and Schools, Council on School Accreditation and Improvement (SACS/CASI). The Catholic

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Schools Office is responsible for ensuring that all schools adhere to the standards and follow the process for accreditation as set forth by the Catholic Schools Office.

## **TECHNOLOGY: Because Learning Takes Place in a Global Society**

- The Administration and Faculty at each school site develop a plan within the overall framework and needs at their school.
- Training and professional development of all school personnel in the use of technology and the implementation of Technology into the curriculum are vital parts of the plans.
- Grants, donations, fundraisers and optional means have afforded each school the implementation of all four phases of the technology plan which includes wiring, hardware, software, and training.
- All schools meet Diocesan technology standards/policies and are in a continual process of enhancement.

## **WELCOME**

Dear Holy Rosary Parents,

On behalf of the administration, faculty and staff, I welcome you to a new school year. During this school year it is our goal to provide all students with an education that will prepare them to be successful in life; their life next year, five years from now and on into the distant future. We are proud of all of our graduates and what they have accomplished in their lives. This type of success can only be achieved through hard work, cooperation and dedication.

The students need to adopt an attitude of achievement, which can only take place through hard work. Knowledge is not obtained by taking the easy route. Our students must strive to do what it takes to gain that knowledge. Sometimes it means a couple hours studying that math concept they just don't get, other times it means writing until your fingers hurt. I don't mean that we will give them so much work they will be staying up all night to finish, but sometimes, to succeed, we have to put in a little extra effort so we can master that difficult concept. We ask our students to push themselves further than they thought they could go.

From the parents we need cooperation. Holy Rosary parents have a great history of cooperation. This school would not be the institution it is without the help they have provided over the years. We ask that you continue that tradition of cooperation so we can make Holy Rosary even better and so we can continue to produce the type of students who thrive in high school and beyond. Parents play a vital role in the education of their children and we want to coordinate our efforts with you so we work for the same goal. For our veteran parents we ask that you reach out to our new parents/families and show them what it means to be a member of Holy Rosary. Take pride in what you have helped to build. We ask our parents for continued support of our students, administration, faculty and staff.

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Our faculty and staff have to show an undying dedication. In today's society schools are asked to do much more than teach. At times we find ourselves caring for our students in regards to their health, their nurturing, their social life and the list goes on, all the while providing a learning environment in the classroom and trying to get all the students to succeed. Dedication is one quality any teacher at a Catholic school must have to accomplish all that is asked of them. We ask our faculty and staff to dedicate themselves to Holy Rosary and their students.

Through all the activities, classes and events that go on during the school year we must always remember the reason this school exists, Jesus Christ. He is the model for all of us, so we will continuously put Christ at the center of those activities, classes and events. Thank you for joining us for this journey through the school year 2018-19.

Sincerely,  
Darren Mullis  
Principal

## **GENERAL INFORMATION**

### **SCHOOL CALENDAR 2018-2019**

August 7, 2018.....	First Day of School (1/2 day)
August 15, 2018.....	School Closed – Holy day
September 3, 2018.....	Schools Closed (Labor Day)
October 5, 2018.....	Professional Day – (Schools Closed)
October 8-9, 2018.....	Fall Break (Schools Closed)
November 1, 2018.....	School Closed – Holy Day
November 9, 2018.....	Parent/Teacher Conferences (School Closed)
November 19-23, 2018.....	Schools Closed (Thanksgiving Break)
Dec. 21 (1/2 day)-Jan. 6, 2019.....	Schools Closed (Christmas Break)
January 7, 2019.....	Classes Resume

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January 21, 2019.....	Dr. Martin Luther King Holiday (Schools Closed)
February 1, 2019.....	Grandparents Day (Half Day)
February 18, 2019.....	President’s Day (Schools Closed)
March 11-15, 2019.....	Spring Break (Schools Closed)
April 18-22, 2019.....	Noon Dismissal – Easter Holidays
May 17, 2019.....	Field Day (Half Day)
May 24, 2019 .....	Last Day of School (Half Day)

## **SCHOOL SCHEDULE**

The length of the school day shall meet accreditation requirements and be determined at the school level to permit religious instruction, which is required daily for all students. The school schedule shall also provide for daily prayer and regular celebration of the Eucharistic Liturgy.

### **1 - REGULAR SCHEDULE**

#### **Arrival**

Cafeteria Opens	7:00 AM
Middle School students allowed upstairs	7:45 AM
First Bell	7:55 AM
Tardy Bell	8:00 AM
Home room Ends	8:10 AM

#### **Dismissal**

3 and 4 Year Old Preschool	2:30 PM
Kindergarten - 8 <sup>th</sup> Grade	3:00 PM

### **2 - EVERY TUESDAY SCHEDULE**

#### **Arrival - same**

#### **Dismissal**

3 and 4 Year Old Preschool	2:00 PM
Kindergarten - 8 <sup>th</sup> Grade	2:30 PM

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## **3 - HALF DAYS**

**Arrival - same**

### **Dismissal**

3 and 4 Year Old Preschool	11:30 AM
Kindergarten - 8 <sup>th</sup> Grade	12:00 PM

**NOTICE:** The school is not open to receive students before 7:00 am.

Outdoor dismissal usually lasts until 3:20 and any student not picked up by 3:20 pm will be taken to after school care to wait for their ride. From 3:20 - 4:00 PM (2:50 on Tuesdays), a \$5.00 charge will be assessed. After 4:00 PM, regular After School Care fees will apply.

## **MASS SCHEDULE - Every week**

Tuesday -	Grades 1, 2(Kindergarten after Christmas)
Wednesday -	Grades 6, 7, 8
Thursday -	Grades 3, 4, 5
Friday -	Grades 2-8 (First Grade after Christmas)

## **ARRIVAL AND DISMISSAL POLICY**

All parents and students are expected to follow all directions specified by the handbook and supervising teachers. These directions are for the safety of everyone.

1. All parents must have their name clearly displayed in the front right windshield of their vehicle.
2. No left turn into Holy Rosary traveling west on Park Avenue.
3. In the morning, students in Pre K 3/4 - K are to be dropped off on Park Ave. Any carpoolers or siblings may also get out in front as long as they are ready. 2K students must be walked in to school.
4. To drop off your 1st-8th grade child, proceed in the car line and drive to the farthest exit to keep traffic flowing. This allows more than one car to unload. If you choose to park you must escort your child into the school building. No child should walk in the parking lot without an adult.
5. In the afternoon, ALL students must be picked up in the parking lot. All drivers should follow the car line along the curb on Park Avenue turning into the right lane into the parking lot. Please be courteous. If you choose to park, you may turn into the left lane, park and walk up to get your child. Teachers have been instructed not to allow children to cross the car line without an adult.
6. Students may not be picked up on Ivy.
7. Please remember to allow extra travel time during inclement weather.

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## **CONTACT INFORMATION**

School Office – 901-685-1231

Principal - Darren Mullis – darren.mullis@holyrosarymemphis.org.

Assistant Principal – Anne Gardino – anne.gardino@holyrosarymemphis.org.

## **SUPERVISION OF STUDENTS**

Students shall be supervised during the entire time they are on the school premises during the school day and for school activities.

## **CHILD ABUSE AND NEGLECT**

As required by state law, schools officials, personnel, employees or board members who have knowledge or reasonable suspicion of child sexual abuse, child abuse or child neglect will report such knowledge or suspicion to the Department of Children's Services and/or to appropriate law enforcement officials. Such reports involving child sexual abuse that is known or suspected to have occurred on school grounds or while the child was under the supervision or care of the school, will also be reported to the parent(s) or guardian(s) of the student.

The principal shall immediately inform the Superintendent and Director of Human Resources who shall initiate the investigation procedure established by the Diocese. Visits from the Department of Human Services are to be expected. Full cooperation should be afforded to the Department representative after proper credentials are presented.

Students are encouraged to discuss with their school counselors any knowledge or suspicion of such abuse or neglect.

## **DRIVING/PARKING ON SCHOOL PROPERTY**

Drivers will not exceed 15 MPH, drive recklessly on school property or use cell phones or other electronic devices while driving. Parking is permitted only in designated parking areas.

## **USE/PROTECTION OF SCHOOL FACILITIES/PROPERTY**

Students are expected to care for and protect all school property and to compensate the school for damages resulting from the loss, destruction or defacement, whether willful or accidental, of school property. Willful destruction or defacement of school property will also subject a student to appropriate disciplinary procedures.

Scheduling for the use of any school facility must be requested and coordinated with the school principal. School facilities shall not be used by individuals or groups holding views contrary to the teachings of the Catholic Church.

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## **COMPLAINT/GRIEVANCE PROCEDURE**

The Diocese desires that problems be solved at the most direct level whenever possible. Parents or students should first attempt to resolve conflicts, concerns or complaints regarding classroom issues or other students with the teacher or other staff person involved. If the issue is not resolved, the parent or student should attempt to resolve the issue with the principal.

If the issue remains unresolved, the parent or student may file a complaint with the pastor for parish schools or the Superintendent.

## **ACCEPTABLE USE OF TECHNOLOGY RESOURCES**

Students and their parents must annually agree to the school's acceptable use policy prior to the student using school technology resources.

## **CELL PHONES/ELECTRONIC DEVICES**

Student possession of electronic devices, video games, iPods, MP3 players, cameras or other personal electronic devices on school property or at school related functions is prohibited. Some schools may allow cell phones to be carried by students but must be turned off and stored in purses, backpacks or other containers during school hours. Violation of the policy will result in confiscation of the electronic device, which will be returned only to a parent or guardian. Multiple offenses will result in confiscation of the device until the end of the school year.

Students are prohibited from photographing or video-recording students or school personnel without their specific permission. Violation of this policy may result in suspension or expulsion at the discretion of the principal.

## **SMOKE-FREE ENVIRONMENT**

Smoking and the use of tobacco products in school facilities or on school grounds, including inside vehicles on school property is prohibited. Catholic Schools and their campuses are non-smoking areas.

During athletic events, smoking is not permitted in the seating areas or the areas around the playing fields.

## **LOCKS AND LOCKERS**

Like other school property, students are expected to care for and protect lockers and to compensate the school for damages resulting from their destruction or defacement, whether willful or accidental. Willful destruction or defacement of lockers will also subject a student to appropriate disciplinary procedures.

All students will secure their lockers with combination locks given to them by the school. All combinations will be on file with the school. School officials may inspect lockers at any time.

The school is not responsible for lost or missing personal items whether stored in the locker or elsewhere.

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## **SEARCHES AND INSPECTIONS**

Students should have no expectation of privacy on any school property, including but not limited to lockers and desks, or in electronic devices or backpacks, bookbags or other containers brought onto school property or to school events.

Lockers and desks, provided for student use, are the property of the school and are subject to search or inspection at any time. School administrators or their designees may search students' personal possessions, including but not limited to, backpacks, bookbags, purses, and electronic devices if needed to investigate a potential violation of law or of Diocesan or school policy or rule.

A student may be subjected to physical search when necessary to preserve the order, discipline, safety, supervision or education of students. Such searches shall be conducted in private by a school administrator or administrator's designee who is of the same gender and with an adult witness present unless an emergency circumstance prevents compliance with this requirement. If illegal or contraband materials are found, they will be turned over to appropriate legal authorities.

## **SCHOOL MEALS**

Because children learn best when well nourished, all students are required to eat lunch. Students may bring a lunch from home or buy a hot meal from the cafeteria. No soft drinks are allowed in a sack lunch.

Holy Rosary students are expected to use proper table manners and refrain from boisterous behavior during lunch. Each homeroom is responsible for cleaning the area around their table.

The cafeteria's automated lunch payment system has been set up for family accounts. All children in a family charge lunch items to the same account. At the beginning of the school year we are asking all families to deposit a minimum of \$50.00 into their account. Notices will be sent through Renweb by email when your account becomes low. In the event that your account has a negative balance, your child will be allowed to buy lunch or milk but not extra items just for that day. The negative balance should be taken care of by the next day. If you have a negative of more than \$30.00 your child will be given an alternative lunch. End of the year report cards will be held until all money due the cafeteria is paid.

## **TELEPHONE USE**

School telephones are readily available for student use with teacher or school personnel permission. Students are not allowed to use school telephones without permission. School personnel will assist students in an emergency. Cell phones are not permitted on campus during school hours. Any cell phone used during school hours will be confiscated and must be picked up in the principal's office by a parent.

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## **TEXTBOOKS**

Hardbound textbooks and other instructional materials are rented to students. Rental cost is included in the book fees. Students are solely responsible for the care and appearance of textbooks. Books must be covered at all times. Book covers that become worn or torn must be replaced immediately.

Students are charged for damaged books and materials. The charge for a missing or destroyed textbook is the retail replacement cost. When a textbook is lost, the student has five days to pay for the book and receive a replacement. During this five day period, the student may make a copy of his/her homework assignments for a nominal cost. Each textbook must be turned in at the end of the school year. If a book is lost or damaged, the student is responsible for the replacement cost of a new book.

With a deposit, recommendation from the teacher or administration, and a diagnosed learning disability, an extra book or set of books may be claimed by a parent for use at home if extra books are available. These books will be checked out through the school office and returned to the office at the end of the school year.

## **CLASS PARTIES**

Class parties are planned for the following: Feast of the Holy Rosary, Halloween, Valentine's Day, Christmas and end of the year. No birthday parties are allowed for any grade; however, birthday treats may be given for grades 3K-5 only during lunch or snack. Party invitations may be passed out at school only if they are given to the entire class or to all boys or all girls, otherwise they must be mailed.

## **FOOD ALLERGIES**

Students with food allergies will be accommodated to the extent practical for the school. The parent or guardian should notify the school in writing of the student's condition.

## **LOST AND FOUND**

Students or others who find clothing, jewelry, books, money or other articles should turn those in to the school office. Lost items will be returned if ownership is identifiable. If ownership is not identifiable, items will be kept and may be reclaimed by owners who accurately describe them. Items not reclaimed by the end of the school semester will be discarded or charitably donated. All student property should be labeled for easy identification.

# **PARENTS**

## **SERVICE OPPORTUNITIES**

Parents are considered partners of the school in the education of their children. In addition to encouraging their children in good study habits and proper sleep, nutrition and exercise, parents are encouraged to volunteer their time in any of the following ways:

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- Assisting in the library or cafeteria
- Serving as classroom room mothers/dads
- Assisting with special events
- Fund-raising

## **CHANGE OF ADDRESS OR OTHER CONTACT INFORMATION**

A change of address, phone number, e-mail address or other vital contact information should be made through the parent's RenWeb portal. Contact information must be current and correct to insure appropriate communication between the school and parent or guardian in both emergency and non-emergency circumstances.

## **PARENT/TEACHER CONSULTATIONS**

Teachers and parents or guardians are encouraged to communicate throughout the school year by phone, written notes or letters, e-mails, text messages, on-site meetings or newsletters. Social media should not be used for such exchanges between teachers or other school officials and parents. Parents who desire to meet with teachers or other school personnel should schedule the meeting in advance.

Important information may be also viewed on the school web site, [holynosarymemphis.org](http://holynosarymemphis.org).

## **PARENT INVOLVEMENT**

The first and primary educators of children are their parents. Parents should support the educational aims of the school and participate in school meetings and programs that are designed to establish a partnership with parents.

Mother's Club is open to all female guardians of students and they meet the fourth Tuesday of every month. Men's Club is open to all men of the parish and they meet the third Thursday of every month.

## **VOLUNTEER CONFIDENTIALITY**

Volunteers must sign a confidentiality agreement prior to service in or for the school.

## **VOLUNTEER DRIVERS**

To transport students, a copy of the volunteer driver's valid license and proof of insurance must be on file in the school office. Volunteer drivers must also sign a volunteer driver agreement acknowledging that they will follow all traffic laws, will never leave students unsupervised and will not talk or text on their phone while driving.

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## **ENROLLMENT**

### **APPLICATION**

To be considered for enrollment, applicants must submit an online application which can be accessed through the school website. The following should also be submitted either online or in the school office:

- Birth certificate
- Baptism certificate if Catholic
- Proof of up-to-date immunizations
- Copy of current report card
- Copy of most recent standardized test scores

### **AGES OF ATTENDANCE**

1. A child entering PreK 2 in the Catholic schools shall be no less than two years of age by August 15<sup>th</sup> in accordance with state laws. A child entering PreK 3 in the Catholic schools shall be no less than three years of age by August 15<sup>th</sup> in accordance with state laws. A child entering PreK 4 in the Catholic schools shall be no less than four years of age by August 15<sup>th</sup> in accordance with state laws. A child entering Kindergarten in the Catholic schools shall be no less than five years of age by August 15<sup>th</sup> in accordance with state laws. No child shall be eligible to enter first grade without having attended an approved kindergarten program.

2. A child entering first grade in the Catholic schools shall be no less than 6 years of age on or before August 15. Any transfer pupil, legally enrolled as a first grade pupil in another state, who will be six years of age no later than December 31 of the current school year, making application for admission, shall be enrolled in the Catholic school.

### **ADMISSIONS AND PLACEMENT**

Catholic schools do not discriminate by race, gender, color, national or ethnic origin, disability or religious persuasion in admitting students, although Catholic students are given an admission priority. Religious instruction and participation of all students in religious activities are required for all students enrolled in Catholic schools.

Any student attending a Catholic school within the Diocese of Memphis must live with parents or legal guardians, or those persons, who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances.

The principal of a Catholic school in consultation with the superintendent shall have the authority to ask a student to withdraw from school if he/she is residing in a home where natural/foster parents, legal

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guardians, or those, who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances, do not also reside.

## Priority of Acceptance

Applications for admissions of prospective Holy Rosary students will be considered in the following order of priority:

1. Preference in admission is given to Catholic students belonging to Holy Rosary Parish and siblings of current students.
2. Children of Catholic families outside of Holy Rosary Parish.
3. Children of other faiths.

\* Once the school year has begun only students transferring from out of town will be considered for admission unless prior approval from the principal has been obtained.

## Admission Procedure for New Students

1. Check on the online application and set up a tour - dispense information
2. Collect student data (test scores, report card, evaluations, etc.)
3. Take an entrance test (if necessary)
4. Parents will meet with the Principal
5. Middle school students must be interviewed by administration

## Registration

Registration for returning students is held in January. The registration fee prior to February 15th is \$115.00 for returning students in PreK-2 through eighth grade. After February 15th, the registration fee is \$165.00.

The registration fee for new students is \$200.00 per child. The registration fee is in addition to regular tuition and is non-refundable.

## Student Placement

The Administration asks that parents not request particular teachers or classmates for the coming year. The administration believes that the school is in the best position to determine the teacher and class composition that will best serve each individual student and each collective class. A significant amount of evaluation, conferring, and study is done prior to each student's placement. In addition, composing class enrollments and matching students with particular teachers involves a great many variables that are best coordinated by the administration and faculty of the school. Information that is confidential often is involved in the class placement process. Therefore, the administration does not guarantee specific class placement, nor can the administration guarantee complete satisfaction regarding class composition. The administration appreciates your understanding and trust in this matter.

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## **TUITION AND FEES/FINANCIAL ASSISTANCE**

Current tuition and fees are available on the school website, [holyrosarymemphis.org](http://holyrosarymemphis.org).

Financial assistance is available for qualifying families. Information and application forms may be obtained in the school office.

## **HEALTH EXAMINATIONS AND IMMUNIZATIONS**

Holy Rosary Parish School requires that proof of a health examination and proof of immunizations of students be provided in accordance with the regulation of the Tennessee Department of Education (Health Rule Chapter 1200-14-1-.29).

The Tennessee Department of Public Health requires that every student in Preschool 3 and 4 be immunized with the following:

1. 3 doses of DPT vaccine or TD2.
2. 3 doses of Polio vaccine
3. 3 doses of Influenza
4. 1 dose of Pneumococcal conjugate vaccine
5. 1 dose of MMR
6. 1 dose of Varicella (chicken pox)
7. 1 dose of Hepatitis A

The Tennessee Department of Public Health requires that every student in Kindergarten through grade 12 be immunized with the following:

1. 4 doses of DPT vaccine or TD9.
2. 4 doses of polio vaccine, final dose must be administered after the fourth birthday.
3. 2 MMR's
4. 3 doses of Hepatitis B
5. 2 doses of Varicella (chicken pox) or history of the disease
6. 2 doses of Hepatitis A
7. 3 doses of Influenza
8. 1 dose of Pneumococcal conjugate vaccine

The necessary proof of health examination and immunization form is available from the student's personal physician. No student will be allowed to attend classes after September 30<sup>th</sup>, until such time as his/her updated health form has been turned in to the school office.

Parents are to notify the school office immediately if a child contracts a communicable disease.

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## **TRANSFER**

Any student transferring from another Catholic school must be clear of all financial obligations and in good standing at the previous school.

The following materials will be requested directly from a prior school when a pupil applies for transfer into the school:

- Permanent Record Card
- Health Record
- Achievement Test Scores
- Baptismal Record (Catholic)
- Student withdrawal form
- Last report card

Transfer records will not be accepted from the parent or pupil.

## **WITHDRAWAL**

Transfer records requested by another school will not be released for students who have financial obligations to the school. Health records must be released to parents if requested. All other records will remain with the school or will be transferred directly to the school in which the student enrolls.

## **STUDENT WITHDRAWAL ON GROUNDS OF PARENT/GUARDIAN BEHAVIOR**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in the instance where parents/guardians detrimentally impact the school's ability to effectively serve its students, the parents/guardians may be requested to remove their child from the school for ANY of the following reasons:

- Refusal to cooperate with school personnel; or
- Refusal to adhere to Diocesan or local policies and regulations; or
- Interference in matters of school administration or discipline.
- Misconduct at any school function including sporting events.

In all cases, reasonable effort to elicit the minimum requisite parental/guardian cooperation shall be made and documented. The principal must verify that parents/guardians were informed to terminate the inappropriate behavior and to cooperate with the school and the consequence for failure to do so. If such effort does not correct the situation, then after consultation with the superintendent, the principal may require the parents/guardians to withdraw the child. Documentation signed by the principal and parents/guardians as well as any other information or evidence of consultation with the parents/guardians on the matter must be retained on file.

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## **TEXTBOOKS AND SUPPLIES**

Textbooks, either print or electronic, will be issued to or purchased by all enrolled students. Students will reimburse the school for loss of or damage to textbooks or electronic equipment. Parents are responsible for all other school supplies. A list of required supplies will be issued by the school.

## **ATTENDANCE**

### **ABSENCES/TRUANCY**

Students are expected to be present for the entire time schools are in session according to the school year. Attendance will be checked and recorded daily for all students. Whenever a student must be absent from school, a parent or guardian must call the school office before 9:00 am to report the reason for the absence. Written excuses shall be required and filed for all absences.

Absences must be documented by a note from a parent or health care professional to be considered as excused. Students with excessive absenteeism will be considered to be truant. A student who has been absent for five (5) days must present the school with a certificate from a health care professional.

### **EXCUSED ABSENCE**

A student may receive an excused absence for these reasons:

1. Personal illness, as well as serious illness or death of someone in the immediate family.
2. Medical appointments - Only medical appointments of an emergency nature will be allowed as excused absences.
3. Funerals - Students will be excused to attend funerals of family members.
4. A required court appearance of the student.
5. Exceptional cases - An excused absence may be given for unusual or exceptional occasions upon receipt of a letter and after consultation with and approval in writing by the principal.

An excused absence entitles the student to make up all work and tests within the same number of days absent (2 days absent - 2 days makeup time), with no points deducted from the nine week grade. When the absences exceed five consecutive school days, the parent and teacher should agree to a deadline for the submission of the work.

### **UNEXCUSED ABSENCE**

A student who is absent, for reasons other than stated above, is considered truant, in accordance with Tennessee state compulsory attendance law. This is a major disciplinary offense. The student will not be

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allowed to make up missed class work or tests. The school is under no obligation to provide make-up work or special testing arrangements for unexcused absences due to reasons such as vacation.

School officials will contact the CSO as soon as a child has missed ten (10) non-excused days whether consecutive or non-consecutive. The school will submit to the Superintendent a written report including the child and parent names, address with zip code and phone number; child's date of birth; school's name, address with zip code and phone number; name and official title of person making the report and notation of how many days are missed with individual dates.

### **LATE ARRIVAL/EARLY DISMISSAL**

Tardiness is disruptive to the learning environment and should only occur under exceptional circumstances. Students arriving at school or class after 8:00 a.m. are considered tardy and must report to the office to obtain an admission slip. Students who arrive late to school must be signed into school by their parents or guardians in the school office with a reason for the exceptional circumstance. Excessive tardiness or tardiness without reasonable excuse will subject the student to appropriate disciplinary procedures.

Tardiness to class is not permitted and will subject the student to appropriate disciplinary procedures.

Early dismissal will not be permitted without specific written permission of the parent or guardian. Students who leave school early must be signed out in the school office by a parent or guardian. Your child will not be released to a friend or relative without your permission.

### **EMERGENCY SCHOOL CLOSURES OR DELAYS**

The closure, delayed opening or early dismissal of school due to inclement weather or for other reasons shall be announced through television and radio outlets and will also be sent via the RenWeb automated notification system. Please do not call the school. Be sure and listen to the recorded message when you receive a call.

### **VISITING THE SCHOOL**

To ensure the safety of our students, all visitors must sign in with the school secretary and be issued a visitor's badge to be worn while on campus.

Visitors should not interrupt classes or expect unannounced conferences during school hours (7:40 - 3:20).

No student is permitted to leave school grounds during school hours without a parent or guardian except by permission of the principal or his designees.

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## **ACADEMICS**

### **ACADEMIC INTEGRITY/DISHONESTY/PLAGARISM**

Students of Holy Rosary Parish School are expected to reflect the attitudes and behavior traits of young Christian men and women. Honesty and a sense of duty are the values expected and demanded of each student. As a result, cheating will not be tolerated. Cheating includes copying the work of others or allowing others to copy your work (whether test or homework) and plagiarism. Any form of communication between students, during a test, will be considered cheating. Any student guilty of cheating will be subject to disciplinary action from the principal.

The administration reserves the right to make decisions and/or changes regarding disciplinary actions.

### **LEARNING LAB PROGRAM**

The Learning Lab program is a support service for those students in grade K-8 experiencing significant academic difficulty. Student enrollment in this program will be determined by evaluating the student's past and present academic achievement, performance on diagnostic educational testing, presence of clinically diagnosed learning style differences and other factors that may be pertinent to the individual. This process may be initiated by the classroom teacher, parents or administration and must be agreed on by all parties. Grades K-4 learning lab is a pull-out program for Reading and Math. Grades 5-8 learning lab is offered for students needing academic assistance in Reading, Grammar, and Math. There is a fee for students who are enrolled in the program for grades 5-8.

### **CHASTITY EDUCATION**

Catholic schools shall have an age appropriate program in educating the students in the dignity of human sexuality and the virtue of chastity.

Catholic Schools shall implement the AIDS curriculum published by the National Catholic Educational Association.

### **GUIDANCE/COUNSELING SERVICES**

The school Guidance Program is designed to assist students in self-assessment, goal setting, educational adjustment, and career opportunities.

The Guidance Services Program may include:

- Orientation to the school and its programs;
- Counseling for individuals and groups with necessary referral services;
- Recording student data for evaluation and placement of students; and
- Providing safe school/child protection curriculum and training.
- Parents may contact the school counselor with individual concerns at any time.

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## **PSYCHOLOGICAL SERVICES**

A list of resources for psychological services for students is available upon request of the parent or guardian.

## **REPORTING STUDENT PROGRESS**

Communications with parents shall include, but not be limited to; progress reports, standardized testing results, teacher assessments, parent-teacher conferences and periodic performance reports.

In the absence of a court order to the contrary, the school shall provide the non-custodial parent with access to the academic records and other school related information regarding the student. The custodial parent has the responsibility of providing the school with an official copy of the court order.

## **GRADING POLICIES**

Report cards for grades K through 8 will be distributed every nine weeks. In addition, a midterm progress report will be sent home at four and a half weeks before the report cards for all students in grades 1 through 8. All reports with a failing grade (D's or U's) must be signed by the parent and returned to the school. If a report card is lost, there will be a \$6.00 charge assessed.

Overdue tuition or other fees/fines will result in report cards being held in the school office at the end of the school year. These report cards may be picked up in the school office when past due financial responsibilities have been met.

## **REPORT CARD GRADING SCALES**

### **Report Cards for Kindergarten**

The following scale is used for progress in Kindergarten:

- VG - Very Good
- G - Good
- S - Satisfactory
- N - Needs Improvement

In some areas the following marking code is also used for Kindergarten and indicates the progress of the student according to his/her own ability:

- + Indicates student has demonstrated skill or behavior
- Indicates an area where more improvement or time is needed
- No mark indicates an area that has not yet been evaluated

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## Report Cards for Grades 1-2

The following scale is used for all subjects as well as work and study habits and social attitudes in grades 1-2:

- E - Excellent Progress
- G - Good Progress
- S - Satisfactory Progress
- N - Needs Improvement
- U - Unsatisfactory Progress

## Report Cards for Grades 3-8

The following scale is used for all academic courses and specialty class grades for grades 3-8:

Grade Point Averages	100-93	A -	Excellent
	92-86	B -	Very Good
	85-76	C -	Average
	75-70	D -	Below Average
	Below 70	U -	Unsatisfactory
	Missing Work	I -	Incomplete

All report cards provide space for comments from teachers as well as parents.

### **HONOR ROLL (GRADES 4-8)**

Principal's Honor Roll - All A's; no grade below "S" in conduct and effort

First Honor Roll - A's with up to 2 B's; no grade below "S" in conduct and effort.

Second Honor Roll - All B's or better; no grade below "S" in conduct and effort

### **6<sup>TH</sup> THROUGH 8<sup>TH</sup> GRADE STUDENT SERVICE HOURS**

All sixth, seventh and eighth grade students are required to participate in community service in order to graduate from Holy Rosary Parish School. Two dates will be given when service hours are due. All service hours must be turned into the service hour coordinator. A total of thirty (35) hours of service are required for graduation (5 hours for sixth grade, 10 hours for seventh grade and 20 hours for eighth grade).

Five hours must be earned by all sixth grade students between the first day of school in August and the last day of April in the sixth grade school year. Sixth grade hours must be a combination of church and community hours.

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Ten hours must be earned by all seventh grade students between the first day of school in August and the last day of April in the seventh grade school year. Seventh grade hours must be a combination of church and community hours.

These hours may not be earned before the first day of the seventh grade year except with permission from the principal.

Promotion to the eighth grade will be withheld pending the completion of service and turning in documentation of hours before the final date given. No more than 10 hours may be accumulated by a student in seventh grade. Hours over 10 may not be carried over to the eighth grade year.

A minimum of twenty hours must be earned by all eighth grade students between the last day of the seventh grade school year and the end of April of the eighth grade school year. Half of these service hours must be turned into the service hour coordinator by mid-December. Students may turn in their hours as they finish them.

Only ten hours may be accumulated during the summer vacation period between seventh and eighth grade.

Fifteen hours must be accumulated in “community” service projects not related to the student’s church affiliation.

Fifteen hours must be accumulated in “church” service projects directly related to the student’s church affiliation.

If a student does not have a church affiliation, fifteen hours may be accumulated through service to Holy Rosary Parish School.

No more than ten hours may be accumulated in any one project.

A list of approved projects will be provided by Holy Rosary. Projects proposed by students must be approved by the service hour coordinator.

All projects must be under approved adult supervision.

No project may benefit the student or his/her family in any way.

A Christian Service Award will be given to two students who have excelled in their effort to complete their service hours.

Please refer to the Christian Service Handbook for more details.

### **ACADEMIC PROBATION**

Students who are retained or who receive failing grades for more than two core subjects in any one term shall be placed on academic probation. Academic probationary status will be removed within one year

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by appropriate promotion or achievement of passing grades or the student will be subject to dismissal from the school at the discretion of the principal.

### **ACADEMIC DISMISSAL**

Students who fail to remove probationary status within two years will be dismissed from the school.

### **PROMOTION AND RETENTION**

#### **Lower School - Grades 1-5**

A student's failure of any two of the following subjects will constitute failure of the grade: Math, Reading, and English.

#### **Middle School - Grades 6-8**

Any student failing two or more major subject areas (English, Reading, Religion, Math, Science, Social Studies, Foreign Language-7<sup>th</sup> and 8<sup>th</sup>) in the final year average will not be promoted to the next grade level or in the case of eighth grade not receive a diploma. In place of a diploma a certificate of attendance will be awarded. Any 7<sup>th</sup> or 8<sup>th</sup> grade student who is not promoted must continue their education in another school due to academic, social and emotional issues. Every student will be required to take two years of a foreign language. All sixth grade students will take Latin. Seventh grade will choose French or Spanish and will be required to take it for two years. Exceptions to this will be dealt with on an individual basis following documented evidence of a learning issue that significantly impedes the learning of a foreign language.

Retention of a student in any grade for a second time is not permitted. No student shall be retained more than twice during the entire elementary school years. If deemed necessary, retention shall occur within the primary grades.

Prolonged absences are not a basis for retention. If a student's achievement is affected due to these absences, retention may be necessary. Otherwise, alternatives may be pursued prior to the final decision, such as, homebound tutoring, supervised study and/or summer school.

When the possibility of retention exists, parents shall be notified by the end of the first semester. Confirmation of retention shall be communicated in writing to parents.

### **CEREMONIES AND OBSERVANCES**

"A Christian education must promote a respect for the State and its representatives, the observance of just laws, and a search for the common good. Therefore, traditional civic values such as freedom, justice, the nobility of work and the need to pursue social progress are all included among the school goals, and the life of the school gives witness to them. The national anniversaries and other important civic events

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are commemorated and celebrated in appropriate ways in the schools of each country.” Catholic Schools shall give recognition to civic observances that are regarded as significant by the community.

Catholic schools shall display the United States flag on, near, or in school buildings during the school day and at other times deemed necessary. A United States flag shall be in each classroom.

### **FIELD TRIPS**

School sponsored field trips shall have an educational purpose. Field trips shall be confined to instate trips except with the permission of the Superintendent (or Pastor at a parish school).

The Diocesan field trip permission form shall be used in all schools. The Diocesan policy for volunteer drivers shall be followed.

Field trips are privileges afforded to students. Students are expected to honor Holy Rosary rules for student conduct at all times. Proper dress is always required; all dress code regulations apply while on field trips. Students who fail to submit a signed permission slip will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of a signed form.

Anyone who is volunteering to drive children other than their own will need to fill out the driver’s insurance form. Automobiles such as limousines are not permitted to be used as transportation for a field trip. No child may be transported in a car with any type of opening on the top or sides unless it is completely closed up. This includes jeeps, convertibles, and cars with sun roofs. Seatbelts must be provided and used for each child in your car. Car seats must be provided for students who, because of height or weight, are required to use one by law. No extra stops should be made during the field trips. No small children or siblings may go along with parents or chaperones on field trips.

Safety of children and school liability shall be major considerations when arranging field trips.

When approved overnight class trips are for students in grades five through twelve (5-12) only and shall be requested by the principal and approved by the Superintendent.

### **TECHNOLOGY**

The use of the Internet is a privilege; students will be expected to comply with all guidelines for Internet use as directed by the faculty and administration. A detailed Student Internet Use policy will be sent to parents when necessary.

### **GRADUATION REQUIREMENTS**

In order to graduate, a student must have completed or mastered the work satisfactorily in each of the core subjects, i.e. Religion, Language Arts, Math, Social Studies and Science. Service hours must be completed.

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## **GRADUATION CEREMONIES**

Graduation ceremonies for students completing kindergarten shall not be conducted. Recognition programs are appropriate.

Graduation ceremonies for students completing grade six in a Pre-K through 6 school shall not be conducted. A special liturgy or assembly on the last day of school recognizing those students completing the sixth grade is appropriate. Elaborate arrangements, such as the use of caps and gowns, are not permitted.

Diocesan School graduation for eighth grade shall be a simple and appropriate religious service. Outstanding student achievement may be recognized at this time.

Graduation exercises for high school shall be arranged by the principal in consultation with the Superintendent. Graduation parties shall not be sponsored by the school.

## **STUDENT RECORDS**

Schools shall keep an up to date cumulative record of each pupil from kindergarten through grade twelve. These records shall be typed or written in black ink.

The following records shall be kept for each student in the cumulative folder:

- \*Initial application forms and student entrance test
- \*Birth Certificate
- \*Reading and Mathematics Records
- \*Achievement Test Scores
- \*Health/immunization Records
- Transfer information and records (if appropriate)
- \*Baptismal and sacramental records
- Emergency information on student
- Custody information

\*Indicates information forwarded to another school

All records shall be kept in a fireproof file in the school office and may not be taken from the office. All records are confidential and shall remain the property of the school.

If a school should close, all records shall be sent to the Catholic Schools Office.

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## **TRANSCRIPT REQUESTS**

Transcript requests must be submitted to the school secretary at least ten school days prior to the date by which the recipient requires the documents.

## **RESEARCH AND SURVEYS**

Outside organizations will not be permitted to conduct research involving the school or its students without written prior permission from the Superintendent. Guidelines and procedures as set forth by the Superintendent must be followed.

# **STUDENT BEHAVIOR**

## **STANDARDS OF CONDUCT**

Learning proper self-discipline is an important part of education. Consistent and firm guidelines are necessary to maintain a positive learning environment and to provide for the safety of all. Disciplinary measures will be enforced if proper conduct and orderliness is not maintained.

Students of Holy Rosary Parish School are members of the Holy Rosary parish family and are expected to conduct themselves in such a manner as to reflect favorably on themselves, their parents, the school and the parish at all times. Holy Rosary students respect themselves and others, and extend this respect to the community, the environment and the property of others.

## **STUDENT CONDUCT GUIDELINES**

- Report to school and to classes on time.
- Remain seated unless otherwise permitted by the classroom teacher.
- Refrain from talking to other students during instruction unless otherwise permitted by the classroom teacher.
- Report to class with all necessary books, materials and supplies.
- Walk in hallways in an orderly manner.
- Students will demonstrate respect for teachers and students at all times.
- Students will refrain from the use of improper language.
- Students will demonstrate respect for the property of the school and others at all times. This includes refraining from the destruction, theft or vandalism of property belonging to the school, or any other person.
- The possession, use, purchasing, selling and/or dispensing of illegal drugs, alcohol or tobacco products on school premises or at any school function (on or off the Holy Rosary campus) is strictly forbidden. Any student guilty of any violation of this provision will be subject to severe disciplinary action. Proper authorities will be contacted. Further, professional counseling and/or medical treatment, at the parent's expense, may be warranted and directed.
- The possession of weapons, realistic weapon look-a-likes, any item intended for use as a weapon or fireworks on campus or at any school function is strictly prohibited (T.C.A. 49-6-4201). Any student found with such items will be subject to severe disciplinary action. In the case of

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weapons, proper authorities will be contacted. Possession of matches and lighters is also prohibited. If a student is found with these items, said items will be confiscated and the student will be subject to dismissal.

- Fighting is prohibited at Holy Rosary Parish School. Physical confrontation of any kind is unacceptable behavior. Every student participating in a fight will be subject to disciplinary action. This action may include automatic out of school suspension for 3 days, and a conference with the parents will be required for the student to return to school.
- Gambling on campus or at any school function is prohibited. Any student found guilty of this offense will be subject to disciplinary action.
- Electronic devices including iPods, cellular phones, etc. are not allowed on campus during regular school hours. The use of radios, compact disc players, and electronic games are not permitted. Items will be confiscated and may be reclaimed by a parent or for repeated offenses items may be reclaimed at the end of the year. Any exception to this rule must be approved by the principal.
- Students may not sell items for personal profit. Only items relating to school events that have been approved by the principal.
- Any student who engages in sexual harassment or bullying shall be subject to disciplinary action, up to and including expulsion or dismissal. Sexual harassment is defined as any unwelcome sexual advance, physical contact, or unwelcome verbal or physical conduct of a sexual nature. Bullying is defined as aggressive behavior that is intentional and that involves an imbalance of power or strength. The school is committed to providing a safe learning environment so students will have the ability to reasonably participate in and benefit from the school's educational programs.

If a student conveys in written or verbal form a statement regarding hurting himself or herself or harming others, the school will immediately contact the Department of Child Services or the Police, depending on the severity of the threat. Parents will be called to come to the school immediately. The child will be suspended. Prior to the child returning to the school, the parents must submit documentation from a health care professional, stating that the child presents no danger to himself or herself or to others.

- A student lunch is the only food allowed in lockers.
- Chewing gum on campus is prohibited.

### **eBOOK READERS (KINDLES/NOOKS)**

Students will be allowed to bring eBook readers (Kindles/Nooks) to school for use in the classroom setting. Students will not be allowed to play games or use the eBook reader for purposes other than those prescribed by the classroom teacher. Any student bringing an eBook reader must sign the acceptable use policy, along with their parents, before bringing the eBook reader to school. This form should be turned into the school office for documentation of your understanding of the policy. Students may not access the Internet or play games on the eBook readers during school. Failure to adhere to the school rules will result in confiscation of the eBook reader. The eBook reader will be given to administration and released to the parent after 48 hours.

Any student who brings an eBook reader to school assumes all responsibility for the eBook reader. eBook readers are not required by the school so it is the student's and parent's choice to bring it to school. Any loss of or damage to the reader is not the responsibility of the school. This policy only applies to eBook readers. Cell phones, laptops, iPads or other electronic devices are still against school policy.

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## **SOCIAL NETWORKING**

Social networking sites (Facebook, MySpace, Twitter, etc.) are blocked on our campus. If you use social networking sites outside of school, exercise care with personal profile data and posted content to ensure that information does not reflect poorly on yourself, your peers, your family or your school. Any content that reflects negatively on the school is strictly prohibited.

Students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home. However, Holy Rosary reserves the right to impose consequences for inappropriate use that takes place off campus and outside school hours. Inappropriate use includes harassment, use of the school name, remarks directed to or about teachers, offensive communications and safety threats.

## **SCHOOL BUS STANDARDS OF CONDUCT FOR FIELD TRIPS**

- Students must be seated while a bus is in motion.
- Students must sit in their assigned seats if such assignments are made by the teacher.
- Hitting, pinching or other aggressive conduct toward others is prohibited.
- Students must keep personal items out of the aisle and otherwise out of the way of other passengers.
- Students may not take or otherwise disturb the property of other passengers.

In order to promote safety and security of students and transportation personnel, video cameras may be used to monitor student behavior on school vehicles transporting students to and from extracurricular activities.

## **DISCIPLINARY PROCEDURES**

Discipline shall be considered an aspect of moral guidance, an outgrowth of self-discipline, and not simply a form of punishment.

Holy Rosary Parish School, in conjunction with the Diocese of Memphis, reserves the right to take disciplinary action if the administration feels that such action is in the best interest of the student and/or the school community. A conference with the appropriate school authority, the parents and the student is always required in cases concerning serious disciplinary action. Departmentalized discipline plans will be reviewed by the teachers during parent orientation. Classroom teachers are expected to deal with classroom infractions in a reasonable manner.

The following behaviors are in violation of school policy and are classified under different levels:

### Offenses - Level 1

- Excessive talking
- Gum/food in class

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- Inappropriate language
- Out of uniform
- No homework/unprepared
- Leaving classroom without permission
- Tardy for class

## Offenses - Level 2

- Disrespectful language
- Disrespect for property (school or student's)
- Disrespect for teacher/student (words or gestures)
- Cheating
- Forgery
- Stealing
- Pushing/shoving, any inappropriate physical contact
- Jeopardizing safety of self and/or others
- Inappropriate electronics (cell phones, iPods, etc.)
- Bullying including cyber bullying
- Repeated level 1 offenses
- Other

## Offenses - Level 3

- Vandalism
- Fighting (blatant physical conduct)
- Leaving school property without parent/school approval
- Possession or use of drugs, cigarettes, or alcohol
- Possession or use of matches, lighters, or fireworks
- Any threat of health to others
- Possession or use of illegal weapons
- Pornographic material
- Repeated level 2 offenses
- Other

## Disciplinary actions may include but are not limited to:

Silent Lunch	Loss of field trip privileges
Time out at recess	Loss of assembly privileges
No break	Paying restitution
Detention	Fine
Saturday School (\$30 fee)	Suspension (principal's discretion)
Community Service	Expulsion (principal's discretion)



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## **BULLYING/CYBERBULLYING/DISCRIMINATION/HARASSMENT/HAZING**

Students are expected to respect and protect the dignity and worth of each individual without regard to race, gender, color, national or ethnic origin, disability or religious persuasion. Bullying, including cyber-bullying, discrimination, harassment or hazing of students is strictly prohibited.

Physical aggression, verbal, written or graphic expression, social isolation and alienation or other behaviors targeting individuals are forms of violence that are not acceptable. These behaviors may:

- Physically harm a student or damage a student's property;
- Knowingly place a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Cause emotional distress to a student or students; or,
- Create a hostile educational environment.

Students who engage in such behaviors will be subject to mandatory counseling, suspension from school activities and/or school, or expulsion at the discretion of the principal. The school may discipline students for off-campus behavior if such behavior creates a hostile, intimidating or threatening environment for one or more students or if such behavior substantially disrupts the orderly operation of the school.

Students who feel victimized by or who have knowledge of such behavior toward a student or students should report that to the school counselor or principal. Confidentiality of the report will be maintained to the maximum extent permitted within the context of an appropriate investigation and response by the school. Retaliation against those who report or who participate in an investigation is strictly prohibited. Students who deliberately submit false reports will be subject to appropriate disciplinary consequences.

When appropriate, such behavior will be reported to law enforcement. Parents are encouraged to report threats of violence or harm to their children to law enforcement, particularly if perpetrated electronically.

## **DRESS CODE**

### **SCHOOL UNIFORM REQUIREMENTS**

Student attire must promote human dignity, cleanliness, and good health.

Holy Rosary students are required to wear well-maintained school uniforms at all times. Uniforms are sold through Cole's Printing Company. Any questions regarding the uniform policy should be directed to the school administration.

All of your child's belongings should be labeled in permanent ink with his/her full name. This includes coats, jackets, sweaters, shoes, uniforms, lunch boxes, backpacks and anything else that is brought to school.

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Extenuating circumstances which prevent a student from wearing the school uniform must be explained in writing by the parent and verified by an administrator *before* the student reports to class. Any students dressed inappropriately will be asked to call their parent/guardian to bring proper attire for school immediately. The administration reserves the right to send home any student who does not comply with uniform regulations.

## **2, 3 AND 4 YEAR OLD PRESCHOOL**

Preschool students should wear a navy blue uniform emblem shirt from Cole's with any shorts, pants, skirts or skorts. A navy blue polo dress is available for girls which is to be worn during the warm months. Tennis shoes are preferred – no flip flops or backless footwear. Please ensure that your child has a sweater or jacket for cool weather and a raincoat for rainy days.

## **KINDERGARTEN**

Kindergarten boys and girls should wear the light blue Holy Rosary polo style shirts with navy blue or jean shorts in the summer or navy blue pants or jeans in the winter. White or navy blue crew socks and tennis shoes should be worn. No cowboy boots, cleats, roller skate shoes or sandals. Please ensure that your child has a sweater or jacket during cool weather and a raincoat for rainy days.

## **REGULATIONS FOR BOYS UNIFORMS**

- ◆ Navy blue uniform pants - grades 1-8.
- ◆ Light blue HR polo style shirt, long or short sleeve - grades K-5.
- ◆ Light blue button down collared shirt, long or short sleeve (no emblems, logos, or designs) - grades 6-8.
- ◆ Undershirts are optional but they must be solid white - grades 1-8.
- ◆ Navy blue cardigan or v-neck sweater - no logos, designs, or emblems - grades 1-8. (Optional)
- ◆ Navy blue fleece jackets (can be purchased at Cole's ) - grades 1-8. Certain spirit shop sweatshirts may also be worn. These are the only jackets allowed to be worn in a classroom.
- ◆ Navy blue, brown or black belt - grades 1-8 (If pants have belt loops, a belt must be worn).
- ◆ Navy blue or black mid-calf crew socks must be worn with long pants - grades 1-8 .
- ◆ \*\*\*No short ankle socks.\*\*\* White mid-calf socks must be worn with tennis shoes.
- ◆ Light colored buck style shoes, Wallabees or Sperry's - (grades 1-5 may wear the slip on style).
- ◆ Navy striped tie - grades 6-8 (purchase at Cole's Printing).
- ◆ Holy Rosary P.E. uniform - grades 1-8. Sweatshirts and sweat pants are required during winter after daylight savings time changes and must be worn over the P.E. shorts and shirt. P.E. uniforms must be purchased at Cole's Printing. P.E. uniforms must be well maintained - no cut off edges, elastic removed or writing. P.E. uniforms may be worn in the classroom on P.E. day. White mid-calf socks must be worn with tennis shoes. No sweatshirts may be worn before daylight savings time changes in the fall or after it changes in the spring.
- ◆ Hair - clean, neatly combed, natural color, above the collar and ears. No rattails, Mohawks or shaved designs.
- ◆ Jewelry - one watch, one ring, one religious medal worn inside shirt. No earrings, bracelets or necklaces.
- ◆ Tattoos, body piercings or writing on bodies or clothing will not be permitted.

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## **REGULATIONS FOR GIRLS UNIFORMS**

- ◆ Uniform Jumper (no more than 2 inches above middle of the knee) - grades 1-5.
- ◆ Uniform skirt (no more than 2 inches above the middle of the knee) - grades 6-8.  
No rolling of the skirt waistband is allowed.
- ◆ Light blue blouse, long or short sleeve (Peter Pan collar) grades 1-5.
- ◆ Light blue blouse, long or short sleeve (must be purchased at Cole's Printing) grades 6-8.
- ◆ Navy blue sweater or sweater vest - grades 6-8 - REQUIRED after daylight savings time.
- ◆ Navy blue long uniform pants - (no emblems or designs) winter months only - navy blue sweater or HR sweatshirt must be worn with pants - grades 1-8.
- ◆ Navy blue cardigan or v-neck sweater (no designs or emblems) optional - grades 1-5.
- ◆ Navy blue fleece jacket (can be purchased at Cole's) - grades 1-8. Certain spirit shop sweatshirts and navy blue windbreakers may also be worn. These are the only jackets allowed to be worn in a classroom.
- ◆ Black and white saddle oxfords - grades 1-8 (grades 1-5 may wear the saddle oxford style Keds).
- ◆ White crew socks - no short ankle socks.
- ◆ Navy blue or black tights (cold weather) - grades 1-8. No leggings.
- ◆ Light blue logo turtleneck (optional) - grades 1-5.
- ◆ Holy Rosary P.E. uniform - grades 1-8. Sweatshirts and sweat pants are required during winter after daylight savings time changes and must be worn over the P.E. shorts and shirt. P.E. uniforms must be purchased at Cole's Printing. P.E. uniforms must be well maintained - no cut off edges, elastic removed or writing. P.E. uniforms may be worn in the classroom on P.E. day. White mid calf socks must be worn with tennis shoes. No sweatshirts may be worn before daylight savings time changes in the fall or after it changes in the spring.
- ◆ Hair - clean, combed, simply styled and natural color. No dyeing hair a different color than your natural color. No feathers or beads allowed in hair.
- ◆ No makeup is allowed.
- ◆ Jewelry - one watch, one ring, one pair of stud earrings in the earlobe only, religious medal (worn under blouse).
- ◆ No fingernail polish.
- ◆ Tattoos, body piercings or writing on bodies or clothing will not be permitted.

## **OPTIONAL FALL/SPRING UNIFORM**

During daylight savings time, students in grades 1-5 have the option of wearing navy blue uniform walking shorts or navy blue skorts (for girls) which may be purchased from Cole's and are to be worn with the HRS polo shirt. White or navy blue mid-calf crew socks must be worn with the shorts. (No short socks!)

## **JUNIOR HIGH CASUAL DAY**

On Fridays junior high students may wear their gray Holy Rosary polo shirt with their uniform pants/skirt. Shirts may be purchased at Cole's. Some are available at the used uniform sale.

## **OPTIONAL DRESS DAYS**

At some time during the year an optional dress code may be permitted. These dress codes are as follows:

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## Casual Dress

### Boys

- Any solid color dress trousers (trousers must fit and be worn at the waist).
- Coordinating belt.
- Collared dress shirt.
- Ties are optional.
- Dress Shoes (no backless style foot attire or cowboy boots).
- Mid-Calf Crew socks (no short ankle socks).

### Girls

- Properly fitting skirt, slacks or dress (no more than 2 inches above the knee).
- Blouse or sweater
- Dress shoes (no heels or backless style foot attire or cowboy boots)

## Jeans Day

### Boys and Girls

- Solid color jeans or khaki casual slacks that fit (no oversized pants) worn at the waist.
- Coordinating belt.
- Shirt or blouse with sleeves.
- Solid or striped t-shirts - no inappropriate wording or pictures.
- Tennis shoes or uniform shoes.
- Mid Calf Crew socks (no short ankle socks).

Tight clothing of any kind is not appropriate for school and should not be worn for any reason.

## SCOUT UNIFORMS

Boy and girl scouts may wear their uniform to school on days when they meet after school. Scout shorts must comply with the walking shorts regulations and can only be worn during the daylight savings time.

# EXTRACURRICULAR ACTIVITIES

## ATHLETIC TEAMS

Elementary Schools make up the P.A.A. High School major sports are designated by TSSAA.

The schools shall comply with the rules and regulations governing athletics which have been established by the appropriate accrediting and/or approval agency and any athletic associations to which the school belongs.

The Holy Rosary Men's Club provides services for all of the sports teams. Sports include soccer, football, basketball, baseball, softball, golf, cross country, volleyball, swimming, and cheerleading.

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## **CLUBS AND ORGANIZATIONS**

Holy Rosary offers a variety of clubs and organizations, including but not limited to Beta Club, Student Council, Yearbook, Math Counts, Tech Club, Scouts, and St. Vincent de Paul.

## **SCHOOL SAFETY**

Generally accepted practices that promote the safety of students while in the custody of schools are followed. The practices are based on civil law, regulations from the State of Tennessee, and recommended procedures from the Diocesan Office of Risk Management.

## **VISITORS TO CAMPUS**

Visitors to the school campus, including parents, must immediately report to the school office and must register in the visitor log and receive a visitor's badge before proceeding to any other part of the campus. Visitors must display the badge at all times on school property.

## **SAFETY COORDINATORS**

Students or parents with concerns about school security may contact the school safety coordinator appointed by the principal each school year.

The school safety coordinator's responsibilities include but are not limited to:

- Cooperation with the principal to insure the safety of the students;
- Maintain the required notebooks concerning safety, blood-borne pathogens, hazard communication, and asbestos;
- Conduct the monthly safety evaluation of the facilities and the property;
- Cooperate with the Diocesan Risk Manager in implementing regulations issued by the insurance company and OSHA;
- Inspect the school's emergency bags for appropriate supplies;
- Attend the meetings called by the Diocesan Risk Manager;
- Conduct drills as required.

## **EMERGENCY/CRISIS PROCEDURES**

The school principal is the primary overall manager of any emergency/crisis situation. The principal will follow the procedures outlined in the most recent edition of the Catholic Diocese of Memphis *Emergency Response Handbook*. The principal is responsible for activating the school's Internal Response Team and for communicating with the Superintendent and students involved, parents of those students, faculty, office staff, custodial staff, and the media. The principal will plan and execute crisis training for staff and annual retraining of the Internal Response Team.

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These emergency procedures shall be reviewed with the faculty during the in service days before school begins.

The school will maintain emergency information for each student in the school office.

An emergency kit is available in each classroom and area which is used by the students. The contents of these kits shall conform to the requirements issued by the Diocesan Risk Manager.

Evacuation procedures and routes shall be posted in every classroom and areas used by the students.

### **Responsibilities of parents:**

Provide a completed emergency form for each child with accurate and specific information concerning the medical needs of each child.

Notify the school immediately when there is a change in your emergency form.

Inform your child(ren) who is authorized to pick them up in an emergency.

Teach your child(ren) to listen to instructions and cooperate with school officials.

Review these guidelines with all family members and authorized emergency adults.

### **Responsibilities of students:**

Children should know who is authorized to pick them up in an emergency.

Practice the drop and cover procedure.

Follow instructions from school officials.

Discuss questions about these procedures with adults.

In the event of a disaster, please comply with the following procedures:

- Do not call the school.  
School lines will be needed for emergency use. Information will be provided through our RenWeb program.
- Children will assemble in the yard.  
Children will be evacuated to the playground as soon as possible.
- Park on the street.  
Leave the driveway and parking lot open for emergency vehicles.

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- Pick up and sign out children.  
Pick up your children as soon as possible. Your child will only be released to a parent or authorized adult. Children who walk or ride bikes to school will remain on campus until signed out.
- Transfer to shelter.  
At the discretion of the administration, children may be transferred to an emergency public evacuation shelter. The location of the emergency shelter will be posted at the school. You will pick up your child at the designated shelter.
- Epidemic illness.  
When there is an illness going through Holy Rosary which affects one-third of our student body, faculty, and staff, we will dismiss school the following day. (See section on illness policy)

## **FIRE DRILLS**

Fire drills shall be held at least once a month. The first fire drill will be conducted within the first twenty school days. Teachers will take a student roll sheet or book containing all student names with them during the drills in order to have an accurate account of all students present.

The building fire alarm shall be operated during the drill to familiarize all occupants with the distinctive sound of the fire alarm. Bell signals to signify the exit and reentry of the building during a fire drill will be explained to students prior to the first fire drill of the school year.

All staff members shall be instructed on the alarm system and the manner of activating it.

A record of all fire drills shall be kept on the emergency drill form and shall be available to the fire inspectors upon request.

## **TORNADO DRILLS**

A tornado drill will be conducted within the first twenty school days and at least once more during each school year. A battery-operated weather radio in each school office is maintained in operating order in the school office. A record of all tornado drills shall be kept on the emergency drill form.

## **EARTHQUAKE DRILLS**

Earthquake drills will be conducted at least twice each school year. A record of all earthquake drills shall be kept on the emergency drill form.

## **WEATHER EMERGENCIES**

Catholic schools shall follow the warnings and directions given by the National Weather Service in the event of a weather emergency.

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## **BOMB THREATS**

Procedures in the Diocesan Crisis Management Handbook will be followed in the event of a telephone or written bomb threat. The principal will immediately notify the Catholic Schools Office of such a threat.

## **INSPECTIONS**

Quarterly safety inspections will be conducted by school personnel. The insurance company will conduct yearly inspections of the facilities and grounds. Annual asbestos inspections shall be conducted schools that contain asbestos.

## **OSHA REGULATIONS**

Catholic schools shall comply with the OSHA standards on blood-borne pathogens and hazard communication and any other standards issued which apply to the school. The schools shall also comply with the Diocesan procedures established to comply with these standards.

## **ALCOHOL, DRUGS OR OTHER CONTROLLED SUBSTANCES**

With the exception of medication administration as permitted by Diocesan policy, students may not possess, sell, be under the influence of or otherwise use alcohol or drugs on school property or at school related activities. Possession of controlled substances will be reported to proper law enforcement authorities.

Random drug testing is required at the high school level.

## **WEAPONS/DANGEROUS INSTRUMENTS**

Student possession of any weapon or dangerous instrument that could be used as a weapon on school property or at school related functions is prohibited. The possession of a weapon or weapons will be reported to the proper law enforcement agencies.

# **HEALTH SERVICES**

## **ILLNESS DURING THE SCHOOL DAY**

The parent or guardian will be notified when a student becomes ill during the school day. The secretary and the parent or guardian will determine whether the child should be dismissed to go home. Students who are seriously ill or who constitute a danger of spreading illness to others will be expected to be picked up by the parent or guardian. Students should not return to school for twenty four hours after experiencing a fever, vomiting, diarrhea or rash.

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When there is an illness going through Holy Rosary which effects one-third of our student body, faculty, and staff we will dismiss school the following day. This will be done for several reasons. First, to give those who are ill some time to concentrate on recovering without worrying about making up work. Second, to keep the illness from affecting those students who have not yet been sick. Lastly, to give the school time to rid the classrooms of any germs that may be present.

## **MEDICAL EMERGENCIES/ACCIDENTS/INJURIES**

Accidents reported on school property shall be reported immediately to the principal or pastor. A report shall be written describing the accident and follow up care. The Diocesan accident report form shall be used. A copy of the report shall be kept permanently in the school. If professional medical services are required, a copy of the report shall be sent to the Catholic Schools Office and the Diocesan Risk Manager.

## **MEDICATION POLICY AND FORMS**

A Medication Administration form is available in the school office.

Administration of medication during school hours, on school property or while attending school events, must be medically necessary. Students may not receive or take any medication unless a Medication Authorization Form is completed and signed by the parent/guardian and, for prescription medications and over the counter medications, by a health care professional (physician, nurse practitioner, physician assistant or dentist) who is licensed to practice in Tennessee. The following conditions will apply:

1. A new Medication Authorization Form is required at the beginning of each new school year or at any time there are changes in the medication or its administration, including its discontinuation.
2. A separate Medication Authorization Form must be completed for each different medication.
3. The parent/guardian may complete the health-care provider section for non-prescription medication.
4. A physician's order and specific parental consent are necessary for self-carry/self-administration of emergency medications such as inhalers or *Epipens*. A notice signed by the school principal authorizing a student to self-carry/self-administer medication will be kept by the student at all times on school property, during the school day.
5. Medication must be delivered to the school by the parent/guardian, or in special circumstances, by another responsible adult approved by the parent/guardian. Such approval shall be in writing and submitted to the school in advance of delivery.
6. All medications provided to the school must be in the original container and labeled by the pharmacist with the student's name, name of medication, dose, frequency, method or route of administration and any special instructions, including but not limited to adverse effects that may reasonably be expected and contraindications to administering the medication. Non-prescription medication must be in the original container with the manufacturer's label intact and clearly labeled with the student's name. The

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parent/guardian assumes full responsibility for maintaining a current supply and the appropriate transportation of medication.

7. Medication delivered to the school will be recorded by student name, medication name, date of delivery, quantity delivered and expiration date. Medication will be stored in a secure location accessible on an as-needed basis. The principal or principal's designee will reconcile the supply of all medication with the administration logs no later than the third school day of each month. Under no circumstances are students allowed to have any kind of medication in their possession except for inhalers that have been registered in the school office.

8. Staff members who assist in the administration of medication will maintain a log of such administration. Medication logs will be signed by the staff member.

9. The first day's dosage of any medication must be administered at home before it will be administered by school personnel.

10. The school principal will designate a member of the school staff to administer the medication. Staff members will be trained to verify that the administration is consistent with instructions on the authorization form and medication container at the time of each administration.

11. A staff member chaperone will be assigned to carry medication (other than self-carry/self-administer medication) that must be administered during a field trip or other off-campus event. The staff member will be responsible for the proper storage and administration of the medication while off campus.

12. The parent/guardian will be notified if students fail to report for or refuse to accept administration of medication that has been authorized by the parent and, if required, the health care professional.

13. Medication prescribed on an "as-needed" basis will not be administered by school personnel without, in addition to the Medication Authorization Form, a statement of permission signed and dated by the parent/guardian and specifying the requested day(s) of administration.

14. Unused medication will be destroyed if not claimed by the parent/guardian within five working days of the end of the school year, the expiration date of the medication or the discontinuation of the medication, whichever is earlier.

15. Failure to register medication will lead to a presumption that such medications are not lawfully in the possession of the student.

16. The parent/guardian must agree to release the Catholic Diocese of Memphis, its Board, directors, employees and agents from any and all liability, claims and actions that may arise from injury or harm to his/her child provided school staff are following the health care provider's order as submitted on the Medication Authorization Form. The parent/guardian must further agree to indemnify and hold harmless the Catholic Diocese of Memphis from any claim arising from any wrongful act or negligent conduct by his/her child related to the possession or administration of medication.

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## **PRINCIPAL'S RIGHT TO AMEND**

The principal of Holy Rosary School reserves the right to change, amend, add/or delete any or all of the policies, procedures or guidelines contained in this student handbook for just causes. Parents and students will be notified of any changes to this handbook before they become effective.

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## REQUIRED SIGNATURE PAGE

Dear Parents and Students:

The purpose of this Handbook is to provide rules, policies, procedures, guidelines and other information that parents and students may need or for which they are responsible as participants in the Catholic Diocese of Memphis schools. Please sign and date the affidavit below and return it to your school office by the first week of school.

*By my signature, I affirm that I have carefully reviewed the Parent and Student Handbook and discussed it with my child/children and that I understand and agree to abide by the rules, policies, procedures, guidelines and other information provided therein.*

Parent Name (Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date of Signature \_\_\_\_\_

Student Name(s):

1. \_\_\_\_\_ Homeroom \_\_\_\_\_

2. \_\_\_\_\_ Homeroom \_\_\_\_\_

3. \_\_\_\_\_ Homeroom \_\_\_\_\_

4. \_\_\_\_\_ Homeroom \_\_\_\_\_

## \*\*VIDEO/PHOTO RELEASE FORM

I hereby give my permission for my children/child mentioned above to be photographed or videotaped at Holy Rosary School or at any Diocesan event, for the purpose of publication. These publications may include the newspaper, a magazine, the Holy Rosary website, Holy Rosary Facebook page, or other publications for educational or informational purposes. The videos produced regarding the programs or curriculum at the school or in the Diocese may also be used for educational or informational purposes.

Signed(Parent) \_\_\_\_\_

Print Parent Name \_\_\_\_\_

Date \_\_\_\_\_

## MEDICAL RELEASE STATEMENT

Holy Rosary School has permission to seek medical treatment for my child/children in the event of an emergency.

Signed (Parent) \_\_\_\_\_

Print Parent Name \_\_\_\_\_

Date \_\_\_\_\_