



ROSARY ACADEMY

Faculty & Staff Handbook 2021 - 2022

This handbook works in conjunction with the Diocesan Administrative Handbook, the *In Service of the Body of Christ* - Diocesan Handbook for Lay Personnel and the Rosary Academy Parent Student Handbook. This document is meant to be a dynamic work – growing and changing as conditions and terms in our Rosary Academy Community change. Updates will be made on a regular basis. Faculty and staff will be advised when updates are made.

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Rosary Academy is a four-year Catholic diocesan college preparatory school for young women. It was opened in September 1965 under the direction of the Sisters of St. Joseph of Orange. Since the beginning, Rosary Academy has focused on the education and growth of the whole person. The founders established a nurturing environment to offer opportunities for academic, social, and spiritual development, empowering Rosary women to be prepared to face the intellectual challenges of higher education, to make informed moral decisions, and to take their places as leaders in a dynamic, ever-changing world. The Rosary community – students, parents, faculty, staff, and alumnae – continue in this educational partnership to strengthen the goals which began in 1965.

This school is owned and operated by the Diocese of Orange and is under the direct jurisdiction of the Bishop and the Department of Catholic Schools. It is accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

Mission Statement

As a college preparatory diocesan Catholic high school, Rosary Academy empowers the mind, body, and spirit of each young woman in a transformative educational experience. Guided by the Blessed Mother, Rosary Academy embraces and challenges its students with an innovative instructional curriculum to achieve academic success and ignite the call to serve the dear neighbor.

Charism

The Sisters of St. Joseph of Orange, and those who work with them, are called to live the charism of the Sisters—a charism of unity, reconciliation and service to the “dear neighbor without distinction.” Since 1965, Rosary Academy has journeyed with the Sisters in this mission. We invite all members of our school community to join with us as we strive for unity, reconciliation and service to the dear neighbor without distinction in the spirit of echoing Mary’s yes.

Philosophy

The Rosary community includes faculty, staff, administration, students, alumnae and families. We believe in the value of the family unit as the primary educational environment for our students; therefore, we work to assist the family in this endeavor. We strive to provide a faith community which accepts Jesus Christ as the Way to respond to one’s neighbor, the Truth to be communicated, and the Life to be shared. We uphold the dignity and uniqueness of each individual within the community experience. We endeavor to provide guidance for her journey of faith and opportunities for her growth and development as a daughter of God.

Rosary Academy offers a diversified college preparatory curriculum complemented by an extensive co-curricular program. We challenge each student to acquire and refine the skills necessary for a fulfilled, well-balanced life. The faculty and staff are strongly committed to developing in our students’ academic excellence and technological competence in all areas. We seek to cultivate leadership skills, initiative, personal accountability, and an increased sense of self-worth.

The goal of the Rosary community is to empower each student to become a woman of faith and a citizen who is knowledgeable, creative, ethical, and responsible. In the face of our multi-cultural constantly changing world, we call upon each young woman to become a contributing member of society and a lifelong learner who appreciates the value of both culture and creation. We are committed to helping each young woman recognize herself as a positive force within the greater human society.

Non-Discrimination Policy

Every person, as a child of God, regardless of race, condition, or age, has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to Rosary Academy on the basis of race, color, or national and/or ethnic origin. Rosary Academy does not discriminate against an otherwise qualified student if, with reasonable accommodation, she can meet the school’s program requirements.

“This achievement of this specific aim of the Catholic school depends not so much on the subject matter or methodology as on the people who work there. The extent to which the Christian method is transmitted through education depends to a very great extent on the Teachers. The integration of faith is mediated by the integration of faith and life in the person of the Teacher. The nobility of the task to which Teachers are called demands that, in imitation of Christ, the only Teacher, they reveal the Christian message not only by word but also by every gesture of their behavior.”

Sacred Congregation of Catholic Education, #43, p.13

INTEGRATED STUDENT OUTCOMES (ISOs)

Rosary Academy provides an environment in which students become integrated, holistic women who think critically, communicate effectively, and embody their religious faith. A Rosary Academy graduate is:

A person of faith who:

- Communicates the essential elements of Catholic beliefs, liturgy, and tradition
- Gives evidence of faith in her choices, ethics, service, and commitment to social justice
- Demonstrates her commitment to ongoing spiritual development
- Understands and respects religious, ethnic, and cultural diversity

A critical thinker who:

- Gathers, organizes, analyzes, synthesizes, evaluates, and creates information and uses it to solve problems
- Works independently as well as collaboratively
- Sets goals, establishes priorities, and makes informed decisions

An effective communicator who:

- Uses oral, written, and visual forms of communication
- Utilizes practical and technological methods to access, apply, and create information
- Listens openly and respectfully to ideas and opinions of others
- Expresses her opinions insightfully, intelligently, and respectfully

A holistic woman who:

- Acknowledges and develops the spiritual, intellectual, creative, physical, social, and emotional dimensions of life
- Commits to understanding a world vision and making a beneficial difference among the global community

Administration

Since Rosary Academy is a diocesan school, not associated with one particular parish, the Bishop is considered the “pastor” and chief School Leader of the school. The school is owned and operated by the Diocese of Orange. As direct agents of the Bishop, the Diocesan Department of Catholic Schools is responsible for supervision of the school on behalf of the Bishop. The Diocesan Department of Catholic Schools is responsible for setting the policies and requirements of all diocesan schools. Rosary Academy is a diocesan school and thus must abide to the set policies and requirements found in the Diocesan Administrative Guide.

The Bishop delegates the everyday administration of the school to local delegates. Rosary Academy is governed by a Head – Principal/AHOS model. The Head of School will lead the Rosary Academy community. The Head of School is charged with visioning the Catholic Identity, planning the financial security for present needs and future development, and structuring an advancement team to ensure that the Rosary Academy legacy lives on for generations to come. The Head of School focuses on the vision for the future of Rosary Academy along with assuring that the Catholic Identity is lived among the shareholders of the school community. Curriculum and student services fall under the purview of the Principal. The Principal/AHOS is to manage the day to day operations of the school. The Head of School along with the Principal/AHOS work to maintain the safety and grounds as well as the staffing and personnel of the school. A faculty and staff of gifted educators support the Head of School and the Principal and together create a quality educational environment in which young women flourish.

Administrative Publications

The Diocesan Administrative Handbook is a complete guide to Diocesan policies and regulations. This is readily available to all employees. Many sections from the Diocesan Administrative Handbook are included as appendices in the Rosary Academy Faculty/Staff Handbook. The Employee Handbook for Lay Personnel, “In Service of the Body of Christ,” is given to all employees at the time the employment agreement is presented. Employees must sign that they have received a copy of the Employee Handbook for Lay Personnel and the Rosary Academy Faculty/Staff Handbook which acknowledges their agreement to know and comply with all diocesan and local policies and regulations. If you do not have a copy of the Employee Handbook for Lay Personnel and the Rosary Academy Faculty/Staff Handbook, please ask the HR Coordinator for a copy.

FACULTY AND STAFF RESPONSIBILITIES

Leadership Team

Head of School
Principal/Assistant Head of School
Assistant Principal of Academics
Assistant Principal of Student Services
Executive Director of Advancement
Director of Athletics
Director of Business Operations
Director of Campus Ministry

Shawna L. Pautsch, Ed. D.
Sean M. Basford
Rich Yoon, D.M.
Nicola Huerta
Kristie Rueff O'Campo
Tom Tice Jr.
Steve Ruzsak
Eileen Kearns

Director of Admissions
Director of Activities
Director of Facilities
Director of Marketing & Communications
Director of Social & Emotional Learning
Dean of Students
IT Consultant
Mentor Teacher/Instructional Coach
School Nurse

Kelly Huerta
Maggie LaBonte
Al Lares
Mary Doherty
Katie Marquez
Lissy Burboa
Matt Karcher
Andrea Barclay/Samantha Hunt
Melissa Doyle, R.N.
Anne Fiorentino, R.N.

Academic & College Counselor
Academic & College Counselor
Academic & College Counselor
Counseling Assistant
Educational Support Specialist

Kristin Crowley
Christine Lee
Elizabeth Sanchez
Michelle Moore
Jackie Roberts

Administrative Assistant
Receptionist/Attendance Clerk

Amanda Hurtado
Avelina Oliver

Accounting Assistant
Accounts Receivable Clerk
Senior Accountant

Tracy Drummer
Susan Iglesias
Kathleen Liuzzi

Admissions Associate
Advancement & Alumnae Coordinator
Advancement & Campus Ministry Assistant

Jayne Basford
Anne Marie Maciel
Alma Leon

Associate Athletic Director
Administrative Assistant, Athletics
Head Athletic Trainer

Maggie Lanctot
Kay Lee
Audrey Runley

Chaplain
Campus Ministry Coordinator

Fr. Ian Bustonera, A.M.
Maureen Tunstill

Facilities Support

Eduardo Gutierrez

Class Moderators

Freshman: M. Kappe

Sophomore: R. Bevins

Junior: R. Stegink

Senior: C. Jenkins

Characteristics of Teachers within the Diocese of Orange

1. The teacher understands and accepts the fact that the schools are operated in accordance with the philosophy of Catholic education.
2. The teacher accepts and supports the ongoing building and living of a Faith Community, not simply as a concept to be taught but as a reality to be lived in worship, service, and interpersonal relationships.
3. The teacher has an overall knowledge of the goals of the entire school program and can relate his/her specific expertise to these goals.
4. The teacher reflects in his/her personal and professional life a commitment to Gospel values and the Christian tradition.
5. The teacher acknowledges that faith commitment is a free gift of God that is both relational and intellectual.
6. The teacher accepts the responsibility to provide an atmosphere, which fosters the development of a faith commitment by the students.
7. The teacher accepts accountability in the fulfillment of his/her professional responsibilities.
8. The teacher accepts professional evaluation of his/her performance.
9. The teacher demonstrates good classroom management and record-keeping techniques.
10. The teacher provides for continuous professional growth by engaging in advanced studies, attending workshops and in-service programs, reading current professional journals and adapting to improved teaching ideas, methods, and materials.
11. The teacher recognizes and appreciates the contributions of the other members of the professional staff and shares with them his/her ideas, abilities, and materials.
12. The teacher understands the limits of his/her professional competencies and makes appropriate referrals for the benefit of the student.
13. The teacher recognizes and respects the primary role of the parents in the education of their children.
14. The teacher relates to the student in an adult Christian manner and contributes to the student's sense of self-worth.
15. The teacher shows an understanding of the principles of human growth and development.
16. The teacher is creative and resourceful in choosing instructional materials and in using appropriate school and community resources to facilitate optimum learning for all students.
17. The teacher fosters the apostolic consciousness of students by encouraging them to join in experiential learning activities that give witness to Christian justice and love.
18. The teacher motivates and guides the students in acquiring skills, virtues, and habits of heart and mind required to address with Christian insight the multiple problems of injustice which face individuals and our pluralistic society.
19. The teacher demonstrates the use of skillful questions that lead pupils to analyze, synthesize, and think critically.
20. The teacher provides learning experiences, which enable students to transfer principles and generalizations, developed in school to situations outside of the school.
21. The teacher provides for ongoing evaluation of students and the learning program in order to modify the learning process in accord with each student's needs, interests, and learning patterns.

Profile of a Rosary Academy Teacher

- Nurture our community of faith and learning. Work jointly with parents to provide an educational experience that incorporates.
 - Religious and spiritual formation
 - Intellectual and academic development
 - Physical and personal growth
 - Social awareness and moral development
- Strive to develop students who are skilled lifelong learners, people of faith, healthy individuals, and involved citizens of the world
- Dedicated, resourceful and goal-driven professional educator with a solid commitment to the social and academic growth and development of every student.
- An accommodating and versatile individual with the talent to develop inspiring hands-on lessons that will capture a student's imagination and breed success.
- Highly motivated, enthusiastic and dedicated educator who wants all students to be successful learners.
- Committed to creating a classroom atmosphere that is stimulating and encouraging to students.
- Aptitude to remain flexible, ensuring that every student's learning styles and abilities are addressed.
- Superior interpersonal and communication skills to foster meaningful relationships with students, staff and parents.
- Demonstrated ability to consistently individualize instruction, based on student's needs and interests.
- Exceptional ability to establish cooperative, professional relationships with parents, staff and administration.
- Professional Educator with diverse experience and strong track record fostering student-centered curriculum and student creativity.
- Warm and caring teacher who wants all students to be successful learners and works to create a classroom atmosphere that is stimulating, encouraging, and adaptive to the varied needs of students.
- Committed to professional ethics, standards of practice and the care and education of young students
- Proven abilities in problem solving, people management, use of common sense, and motivation.

HUMAN RESOURCE UPDATE – MANAGING COVID-19 CASES

As events are changing daily and more testing becomes available for COVID-19, the new reality is that more and more individuals around us may be testing positive for COVID-19, including employees and parishioners.

Our hope is that by providing you with the guidelines below you will be able to mitigate fear and anxiety, remain calm, and effectively communicate the guidelines below to everyone involved in these circumstances whether you are in a parish, school, office setting, etc.

EMPLOYEE:

- If an employee has tested positive for COVID-19, you should notify staff of their possible exposure but maintain confidentiality whenever possible about the employee as required by the Americans with Disabilities Act.
- Inform your staff that the facility will be shut down (or area frequented by employee) until further notice so that a deep clean of the facility (area) can take place. The facility will resume normal business operations once the facility has been cleaned and sanitized.
- The infected employee should consult with their health care provider immediately and follow the directives provided to them by their health care provider. Site should follow health care provider's recommendation of time off.
- Review symptoms with employees likely exposed. Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and told to stay home using their sick time.
- Employees exposed with an underlying medical condition, and are concerned, should consult their health care provider.
- Employees exposed should follow directives given to them by their health care provider. If their health care provider relieves them from work, they need to provide Human Resources with documentation by the health care provider to support their absence.
- Any medical condition will be managed through our sick time and leave policies as noted in the employee handbook "*In Service to the Body of Christ*".
- Unless released from work by a health care provider, employees are expected to report to work.
- If an exposed employee decides not to report to work after all the precautions noted without a doctor release from their health care provider, they will not be paid and it could constitute job abandonment.

Code of Conduct for School Personnel within the Diocese of Orange

The Catholic School exists as a model of living out the Gospel. Accordingly, all school personnel behave in a manner consistent with this. Both on and off campus, school personnel are expected to behave according to the principles and policies set forth by the Diocese and the school as stated in the various handbooks provided by the Diocese and the school.

These principles include but are not limited to the following:

1. School personnel are expected to work courteously and cooperatively with Administration, colleagues, parents, and students at all times in meeting the academic, moral, and behavioral expectations of the school. It is a moral imperative that school personnel are expected to speak with Administration, colleagues, parents and students in a respectful manner at all times.
2. School personnel are expected to not use and/or abuse alcoholic beverages, illegal drug(s) or controlled substances, unless prescribed by a physician, during working hours. Should it be determined that a person's working ability is affected in any way as a result of substance use or abuse, the person may be subject to disciplinary action up to and including discharge.
3. School personnel are expected to dress in a professional and appropriate manner reflecting good judgement as determined by the Administration. Faculty and staff are role models for the students and representatives of the school community. It is important that dress express modesty and reflect the dignity worthy of the teaching and business professional. We expect students to come dressed in proper uniform; we should hold the same standard for ourselves.
4. School personnel may respectfully express their concerns about the school operations to the appropriate School Leader within an appropriate setting. This dialogue is welcomed and appreciated as the end result should always be to benefit Rosary Academy students and community. However, this expression may not be presented in a manner that is disrespectful, scandalous, rumor-driven, disruptive, threatening, hostile or divisive either in writing or by any action or language that would be considered abusive and/or insubordinate as judged by the Administration.

In conjunction with Diocesan policy the Administration reserve the right to determine, in its discretion, those actions which fall short of meeting the principles and policies of the school. Failure to follow those principles and policies will normally result in a verbal and written warning unless, in the judgement of the Administration, the conduct is of such a severe nature as to warrant immediate action without a warning, which may include termination.

Professional Responsibilities

Teachers and staff are influential role models for students. Consequently, they need to observe certain standards of professionalism including areas of dress and rules of conduct and courtesy. Teachers and staff need to support school policies, not only in enforcing them with the students, but also by role modeling.

Each teacher is responsible for:

1. Preparing conscientiously for teaching assignments and using class time effectively.
2. Following professional ethics in dealings with Administration, staff members, students, and parents.
3. Communicating honestly yet tactfully and in a timely manner with parents regarding students' progress.
4. Supporting and contributing to school policies and activities.
5. Sharing in the responsibility for discipline and good order in the school at liturgies, assemblies, and school events.
6. Attending to scheduled responsibilities promptly and actively supervising the students at all times.
7. Submitting required records and reports promptly.
8. Assuming responsibility for the development and improvement of the instructional program and of professional competency by participating actively and constructively in:
 - faculty, staff, and/or department meetings
 - in-service education programs
 - committee assignments
 - professional organizations
9. Participating in curriculum development.
10. Communicating with Administration, counselors, teachers, parents, and students as needed.
11. Review and implementation of Student-Parent Handbook policies.
12. Review and follow Business Procedure Manual.

Teachers support each other and help to maintain good order by consistently supporting school policies.

1. A teacher may permit a student to leave class with a hall pass or an off-campus permit. No student may be placed outside the classroom as a matter of discipline.
2. In order to be respectful of students and colleagues, the teacher needs to dismiss students from class on time.
3. The teacher checks students for proper uniform throughout the day and communicates to Dean of Students.
4. The teacher is not to permit students to eat or drink in the classroom with the exception of water.
5. The teacher will write a detention slip for a student who chews gum during school hours.
6. The teacher will confiscate electronic devices and/or cellular phones and turn them into the Dean of Students as soon as possible.
7. The teacher will assist the students in taking responsibility for the appearance of the school by asking students to pick up trash and/or straighten up an area at any time.

Faith Development

The ongoing faith development of the Catholic Teacher is of paramount importance. A yearly planned program of personal and communal spiritual experience includes retreats, prayer meetings, liturgy celebrations, and other prayer forms.

“This (continuing formation of Teachers) must aim to animate them as witnesses of Christ in the classroom and tackle the problems of their particular apostolate, especially regarding a Christian vision of the world and of education, problems also connected with the art of teaching in accordance with the principles of the Gospel.”

Personnel Policies

The following policies are specific to Rosary Academy. These policies are in accordance with those found in the Diocesan Administrative Handbook and the Employee Handbook for Lay Personnel. The 3000 and 9000 sections of the Diocesan Administrative Handbook contain complete information in this area.

Professional Development

Credentials

All teachers at Rosary Academy are expected to have a **current California credential or a Master’s Degree in the subject they are teaching**. Teachers are expected to clear any preliminary credential before it expires. Failure to do this could jeopardize one’s teaching position at Rosary Academy. For employment, it is a teacher’s responsibility to maintain his/her credential with the State of California. Questions about credentials and their renewal should be addressed to the Head of School.

Beginning Teacher Support and Assessment (BTSA) and/or Formal Induction

Rosary Academy recognizes, supports, and is committed to the State of California’s credentialing process as a standard for the teaching profession. When possible Rosary will offer tuition assistance for BTSA after discussion with the Head of School.

Professional Growth

Each teacher has a serious responsibility to continue to grow professionally and to become familiar with tried and approved educational techniques and teaching methodologies. Each teacher should subscribe to their professional organization and keep current as to all the latest trends in curriculum and instruction.

The Diocese requires all teachers to have at least **seventy-five (75) hours of professional growth every 3 years**. This is necessary for advancement on the salary scale. Teachers fill out professional growth forms, take them to their Department Chair for their signature and then return them to the Head of School or Assistant Head of School for signature. They are then given a signed copy and a copy is placed in their Professional Growth file and their Personnel file. Records are maintained by the Executive Assistant to the Principal/AHOS. Twenty (20) hours should be in technology based instruction, twenty-five (25) in the teacher’s field specialty and the other hours may be used outside the teacher’s area of teaching responsibility. Thirty (30) hours may be awarded for a WCEA/WASC visit. This includes any pre-visits, workshops, etc. pertaining to the WCEA/WASC visit.

Rosary Mentoring/Coaching Program

All new teachers to Rosary Academy are expected to participate in the mentoring program. The program affords those new to Rosary to learn more about our curriculum, best practices, culture, charism, and school traditions. Those who are new to teaching must participate in the program for at least 2 years. The program will work on teaching pedagogy and current teaching practices. Year two is a coaching program whereby department chairs, mentor teachers, and administrators act as coaches to improve teacher performance and practice.

ABSENCE AND ATTENDANCE

Attendance:

The mission of the Diocese requires punctual and consistent attendance of all employees. It is recognized, however, that there are some legitimate reasons for absences and late reporting. Poor attendance often results in compromising service and places an undue hardship on other employees.

Teachers are expected to be at school by 7:30 a.m. to sign in at the main office and to remain on campus until 3:30 p.m. unless otherwise indicated, teachers remain on campus for faculty workdays and during their assigned prep period (*Exception see Assigned Prep Periods.*) Teachers may leave after the last bell on Friday. Attendance is required at **Diocesan and School In-services, Back to School Night, Open House, Baccalaureate Mass, Graduation, and various extracurricular and lunch chaperone duties.**

Staff are expected to be at school according to their job description.

All faculty and staff are required to sign in on the clipboard in the main office. If it is necessary to leave campus, everyone must sign out and in on the clipboard as well.

Absence:

If it is necessary for a staff member to be absent for a school day, professional meetings, workshops, or for personal reasons, the Personnel Action Form must be completed and submitted. For an emergency or unforeseen absence due to illness, staff members must call the school office at 714-879-6302 and email their immediate supervisor. A PAF will need to be submitted upon return.

If it is necessary for a teacher to be absent for a school day, professional meetings, workshops, or for personal reasons, the Personnel Action Form must be completed and submitted to your Department Chair, and to the Head of School. Seating charts and class lesson plans need to be left with the Sub Coordinator. Emergency lesson plans need to be submitted to the Assistant Principal of Academics and Instruction. For an emergency or unforeseen absence due to illness, the teacher needs to call the school at (714) 882-3498 and leave a message by 6:30 a.m. **and** send an email including the daily lesson plans to subplans@rosaryacademy.org. Please do not leave any lesson plans on the voice mail system. Seating charts, texts, and necessary materials must be readily available for the substitute teacher. A PAF will need to be submitted upon return.

Assigned Prep Periods:

Teachers are assigned a preparatory period (prep). This is a time to plan/prepare for a class, grade papers, attend to administrative duties, or engage in on-site professional development without the expectation or interruption of being called on to substitute in another class. If there is a substitute assignment or duty that needs to be filled during a teacher's prep, the teacher may volunteer to take the assignment and will be compensated.

When a prep period falls during the first or last block of the school day, it is called a Sacred Prep. In the event of a Sacred Prep, teachers are not required to be on campus. If a Sacred Prep falls during the first block of the day, the teacher may report to campus and sign in at the end of first block. When a Sacred Prep is the last block of the day, the teacher may leave campus at the start of last block, **after signing out in the main office.**

There are two exceptions to Sacred Prep:

- There are no first block Sacred Preps during a Gold Schedule.
- There are no end block Sacred Preps during a Red Schedule on Mondays when a meeting is scheduled.

Department Chair Prep Period

Department chairs are expected to remain on campus during their assigned department chair prep period.

SICK LEAVE (as outlined in Diocesan 'In Service of the Body of Christ' handbook)

Benefit-eligible employees accumulate sick leave at the rate of two workweeks (10 days), to a maximum of six weeks per year from the date of benefit-eligibility on a pro-rata basis. First year teachers are allotted up to three days sick leave allowance for use from the date of benefit eligibility. Benefit-eligible employees will accumulate at a rate proportional to the hours and days they are regularly scheduled to work per week up to a maximum of six workweeks or 30 days. Employees may use up to five days of sick leave per year to care for an ill child, spouse, parent or member of the immediate household. A physician's statement/notice will be required for absences of five consecutive work days or more.

PERSONAL DAYS

Benefit-eligible employees, shall be granted **two paid days** off per year for personal reasons. The following guidelines apply to Personal Days: One day per six-month period worked on a calendar year basis; i.e., **one for January through June and one for July through December.**

BEREAVEMENT

Time off for bereavement is provided to assist an employee who has lost a family member to make arrangements for and/or attend the funeral. Bereavement time is not charged against sick leave or vacation benefits. All regular full-time and part-time employees may take up to one week with pay upon the death of an immediate family member (parent, spouse, spouse's parent, sibling or child) and three days for a grandparent or grandchild. One day will be provided with pay in the event of the death of a member of other extended family or non-relative member of the employee's immediate household. Additional time may be taken as personal time off, unpaid leave or vacation, with the appropriate supervisory approval.

JURY DUTY

The Diocese of Orange pays for 5 days of jury duty. If called to serve for jury duty, you are encouraged to perform this service. Bring your summons to school and attach it to the time off request form you must fill out. When you return bring back a copy of your jury service form stating the days you served.

ACCIDENTS

Accidents or unusual illnesses occurring at school, whether with a student or an employee, must be reported immediately to the Main Office. It is each employee's duty to report any incident, injury, or unsafe condition. All work related accidents and injuries must be reported to the employee's supervisor, no matter how minor the injury might appear. The incident must be reported within 24 hours to the Workers' Compensation Carrier, using the specific forms available from the Assistant to the Head of School. If an employee is hospitalized the diocesan Director of Risk Management must be notified.

BULLETIN BOARDS AND SIGNS

Faculty bulletin boards are located in the Main Office and in the upstairs Faculty/Staff lounge. Important and current information will be posted on the bulletin board near the mailboxes. Students may use the bulletin boards in classrooms with the permission of the classroom teacher. Students may decorate the class display cases with the permission of the class moderator. All signs must be cleared with the Activities Office and may **NEVER** be posted on painted walls or doors. **Only blue painter's tape is allowed to be used on walls.**

CHARACTER

Teachers and all other staff members are to conduct themselves with regard to public conventions and morals, and not do or commit any act that will tend to degrade themselves in society or bring them into public hatred, contempt, scorn, or ridicule, or that will tend to shock, insult, or offend the community or ridicule public morals or decency, or tend to embarrass the school or the Diocese of Orange.

No material detrimental to a teacher's record or derogatory to a teacher's conduct, service, character or personality shall be placed in a teacher's personnel file unless the teacher has had a copy given to him or her. Teachers have the right to rebut such material in writing.

COMMUNICATIONS

Teachers should check their phone and email messages on a daily basis. Parent calls or emails should be addressed as soon as possible (**within 24 hours**). Messages left on a Friday or on a holiday should be returned on the next school day.

In an effort to standardize or "brand" the Rosary Academy image and to effectively and consistently communicate a given message, materials to be distributed to parents and/or community members, for instance - all flyers, website announcements, constant contact, phone messages, and publications sent to the parents or community at large need to be approved by the Administration and/or the Marketing Department. In this way, messages can be efficiently calendared and channeled to the intended parties without becoming redundant or overwhelming to parents and the greater community.

DEPARTMENT CHAIRS

Each department has a Department Chair. The Department Chair is selected through an application process by the Administration. The main function of a Department Chair is to assist teachers within the department and to ensure the quality of the curriculum being taught. The responsibilities of the Department Chairs include, but are not limited to: setting the agenda for Department Meetings, reviewing the continuum of curriculum throughout the Department courses, conducting formal and informal observations of department teachers and offering feedback, working with department teachers to address student and parent concerns, meeting regularly with the AHOS and the Assistant Principal of Academics, and being accountable for the Department budget at Rosary Academy.

DRESS CODE (*In Service of the Body of Christ Diocesan Handbook for Lay Personnel*)

Personal Appearance

No policy can address every issue or item of clothing. The goal of this policy is to project a professional and competent appearance.

Grooming and Dress Standards

In a desire to present a professional image, we expect all employees to observe good habits of grooming and personal hygiene. All employees are to dress in a manner that projects a professional and modest image that is consistent with the responsibilities of their positions and with regard for their employment with the Catholic Church.

Clothing not appropriate in a business setting include jeans, athletic clothing, shorts, beach sandals, flip flops, T-shirts, immodest attire (including plunging necklines and bare midriffs) baseball hats and similar items of casual attire.

- ***Dress Code for Faculty and Staff***

Clothes that maintain a professional and appropriate appearance and clothes that are neat, clean, and in good repair.

Female - Acceptable Attire

- Dresses (length at the knee or no more than 3" above the knee)
- Suits/Pants Suits
- Skirts (length at the knee or no more than 3" above the knee)
- Dress Slacks
- Blazers
- Blouses, Sweaters (No spaghetti straps. All straps must be 3" wide)
- Dress shoes (No flip flops, mules/slides, sneakers or tennis shoes) – **all shoes must have a back strap**

Male - Acceptable Attire

- Suit Coats (optional)
- Sport Coats (optional)
- Sweaters, Vests (optional)
- Dress Shirts (Collared shirts, no crew neck or t-shirts) and Ties
- Dress Slacks
- Dress Shoes/Boat Shoes worn with socks

Friday Spirit Wear: A Rosary Academy polo may be worn with professional attire on Fridays, except when there is a Mass or special event.

Theme Days/Jeans Days: When the students have approved theme days or jeans days, faculty and staff are encouraged to participate.

EARTHQUAKE DRILL / EMERGENCY

Rosary Academy faculty, staff, and students have regular fire and earthquake drills to familiarize themselves with emergency procedures. Evacuation maps are posted in each classroom. A faculty/staff emergency committee works on a regular basis to keep the Rosary Academy community knowledgeable, prepared, and trained for emergency situations. Faculty and staff members will be assigned to a particular committee to assist in the evacuation and emergency procedure in case of a disaster.

Each parent is required to complete and sign an emergency release form stating those persons who have permission to take a student from campus after a major earthquake and/or emergency. No student will be released on her own, even though she drives and/or may be 18 years of age. The school has stored emergency first aid supplies as well as food and water. The faculty/staff should be prepared to stay on campus to help and care for students up to 72 hours after a major disaster. School personnel will be dismissed from the school premises and duties based on personal need and at the discretion of the Administration.

ACTIVE SHOOTER/RUN, HIDE, FIGHT

HOW TO PREPARE FOR AND RESPOND DURING AND AFTER AN ACTIVE SHOOTER INCIDENT

Recent national tragedies remind us that the risk is real: an active shooter incident can happen in any place at any time. The best ways to make sure you and your loved ones stay safe are to prepare ahead of time and be ready. Taking a few steps now and mentally rehearsing what to do can help you react quickly when every second counts.



TAKE AN ACTIVE ROLE IN YOUR OWN SAFETY

NOW PREPARE

- Sign up for active shooter training
- If you see something suspicious, say something
- Know community response plans
- Identify the exits and good places to hide
- Learn and practice first aid skills and use of tourniquets

DURING SURVIVE

- Run
- Hide
- Fight



You may need to use more than one option.

AFTER BE SAFE

- Help law enforcement
- Seek out medical help
- Help others survive
- Seek help to cope with psychological trauma



NOW PREPARE

- Sign up for active shooter training.
- If you see suspicious activity, let an authority know right away.
- Many places like houses of worship, workplaces, and schools have plans in place to help you respond safely. Ask about these plans and get familiar with them. If you participate in an active shooter drill, talk to your family about what you learn and how to apply it to other locations.
- When you visit a building like a shopping mall or health care facility, take time to identify two nearby exits. Get in the habit of doing this.
- Map out places to hide. Solid doors with locks, rooms without windows, and heavy furniture like large filing cabinets and desks make good hiding places.
- Sign up for first aid and tourniquet training.



DURING SURVIVE

- **RUN.** Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. Call 911 when you are safe. Describe each shooter, their locations, and weapons.
- **HIDE.** If you can't get away safely, find a place to hide. Get out of the shooter's view and stay very quiet. Silence your electronic devices and make sure they won't vibrate. Lock and block doors, close blinds, and turn off the lights. Don't hide in groups—spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with police silently—like through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you the all clear.
- **FIGHT.** Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the shooter. Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.



AFTER BE SAFE

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Follow law enforcement instructions and evacuate in the direction they come from.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

HELPING THE WOUNDED

Take care of yourself first, and then you may be able to help the wounded before first responders arrive:

- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid—apply direct pressure to wounds and use tourniquets if you have been trained to do so. Turn wounded people onto their sides if they are unconscious and keep them warm.

Additional Resources

VIDEO

Run. Hide. Fight. Surviving an Active Shooter Event
www.youtube.com/watch?v=5VcSwejU2D0

ONLINE COURSE

Active Shooter: What You Can Do <https://training.fema.gov/is/courseoverview.aspx?code=IS-907>

GUIDE FOR HOUSES OF WORSHIP

www.dhs.gov/sites/default/files/publications/Developing_EOPs_for_Houses_of_Worship_FINAL.PDF

GUIDE FOR K-12 SCHOOLS

www.fema.gov/media-library-data/20130726-1922-25045-3850/rem_s_k_12_guide.pdf

WEBSITES

www.dhs.gov/active-shooter-preparedness
www.fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-incidents
www.fema.gov/faith-resources
www.redcross.org/ux/take-a-class

GRIEVANCE

At all times members of the faculty and staff should treat one another with respect, charity, and justice. A faculty or staff member who is in conflict with another should, whenever possible, confront the person directly and attempt to resolve the problem. If this is not possible, the faculty member should consult with the appropriate Department Chair Director or Supervisor. After this, if necessary, he or she should speak to the Head of School or the Principal/AHOS to resolve the conflict. If necessary, a representative from the diocesan office of Human Resources can be made available.

HIRING/TERMINATION

The hiring of personnel is the responsibility of the Head of School. Employment at the Diocese is “at will.” This means any employee may end his/her employment with the Diocese/School at any time with or without notice and with or without cause and the Diocese/School may do the same.

It is hoped that every employee will find the employment relationship satisfying and rewarding; however, there are times when the employment relationship comes to an end. During all times employees’ and employer’s rights and confidentiality will be maintained – the dignity of the persons involved will be held in high esteem. It is the desire of the school and the Diocese, when termination occurs, to make the transition process as smooth as possible for both the employee and the Diocese.

LEARNING AND ENRICHMENT CENTER (LEC)

Regular hours during the school year: Monday - Friday 7:00 am - 5:00 pm

***Any changes to hours will be posted in the LEC, included in daily announcements and/or the eNews.
The LEC may be closed during finals, AP exams, or other special events.***

The LEC is a place where students are welcome to read, research, do homework, and work on assignments or school projects. Students are expected to be respectful of others by speaking quietly so that other students are able to read or study without disruption.

Students may reserve collaboration rooms before school, during lunch, or after school. Reservations must be made 24 hours in advance and are taken on a first-come, first-served basis. Reservations must include the date, time, amount of time needed, and purpose for which you wish to reserve the room.

Occasionally a student will make up an exam in the LEC. All make-up exams must be scheduled ahead of time. Students are expected to have their devices charged daily for class. Fixed charging stations in the LEC are available to students.

Our library does not collect fines for late materials. If students have not returned library materials by their due date, overdue notices will be issued. If, after three notices, students have not responded, a detention will be given. Lost library books or damaged materials will be charged to the student for the current replacement cost of the item, plus a \$5.00 processing fee per item. Other resources included in the LEC are the Online Library Catalog and Subscription Databases, both available through Moodle, laptop support is provided by the IT Helpdesk, and student support services are provided by the Center for Learning (C4L) staff.

Rules of respect:

- Courteous behavior and language are expected at all times.
- Respect for the space: feet belong on the floor and students should sit on the furniture.
- No laying on the furniture or the ground.
- The “No cellphones at lunch” rule also applies when in the LEC and collaboration rooms.
- Cellphones will be taken to the Dean of Students. Repeated warnings will result in a detention.
- No food or drink is allowed in the LEC at any time; bottled water is the exception.
- No chargers will be loaned out to students by the LEC or the IT Helpdesk.
- Students are strongly encouraged to do all their printing and copying at home.
- All students must enter or exit from the front door. The back door is used only for an “emergency exit.”

LUNCH DUTY ASSIGNMENTS

Teachers on Lunch duty assignments are expected to carry the same responsibilities of punctuality, supervision, and direction of students as they do classroom assignments. Therefore, attendance is expected unless prior arrangement is made and approved. While serving lunch duty, staff members are expected to complete duties assigned by the Dean of Students, encouraging positive student interaction and actively cooperating in lunch area cleanliness. Lunch duty assignment places teachers in the role of partnership with the Dean of Students for that period in fostering values of respect for persons and property among our students.

MAINTENANCE AND REPAIRS

For repairs and maintenance needs, write a request and/or explanation on a pink Work Repair Request Form and give to the Facilities Manager. Forms are available in the Faculty Rooms and in the Office by the mailboxes. The requests will then be given to the maintenance team for attention.

MANDATED REPORTER

All Rosary Academy personnel are mandated reporters. If there is a reasonable suspicion that a student has been abused or neglected, it is the employee's duty to report this suspicion to the proper agency. A reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse." (*Penal Code Section 1166a*). Determining whether or not the suspected abuse actually occurred is not the responsibility of the Educator, but that of the Child Protective Agency.

Any Teacher or other School Employee who suspects or has reason to believe that a student:

- Has a physical injury or injuries inflicted other than by accidental means by any person;
- Has been sexually molested;
- Is suffering from neglect; i.e., deprivation of necessary food, care, clothing, shelter or medical attention; or from infliction of physical and/or mental suffering.

If you suspect any of these things you are mandated to report the fact to the Child Protective Agency immediately or as soon as practically possible by telephone and to prepare and send a Department of Justice form (SS8572) within 36 hours of receiving the information concerning the incident. It is the responsibility of the County Agency and not the school employee to prove that the student has been abused or neglected, or to determine whether the student is in need of protection.

Report of suspected abuse or neglect may be made by a school employee without incurring any civil or criminal liability (*Penal Code Section 11172*). If you have questions regarding the need to file a report, contact the Child Protective Services for consultation. (*24 Hour Child Abuse Reporting Hotline: (714-938-0505)*), or ask a School Leader.

The Head of School and/or the Principal/AHOS are to be advised of your suspicion so you can be supported in following the correct procedure. The Head of School or the AHOS will not prevent you from making the call, nor will the Head of School or the AHOS make the call for you, but rather assist you in following the procedure. It is imperative that your suspicions remain confidential to maintain the dignity of the student and her family.

MASS, ASSEMBLIES AND RALLIES

All Faculty must be present at mass, assemblies and rallies to supervise students. Students should not be in a classroom during these events for any reason. For teachers and staff cell phones use during school events, especially at Mass is highly discouraged.

MEETINGS

All Faculty and Staff must be present for all designated meetings. This is our opportunity to join our thoughts and prayers in support of one another. It is expected that all members of the Rosary Academy Faculty and Staff will consider this time sacred. Each meeting facilitator will be respectful of your time. As a professional courtesy, we ask all teachers and staff members to stay until the meeting is dismissed, unless arrangements were made in advance with the facilitator.

PARKING ASSIGNMENTS

All faculty and staff will be assigned a designated parking area. Please do not park in any other area other than where you are assigned. On Tuesdays, those assigned to Acacia Ave will need to park in the back parking lot in faculty or student parking.

PRAYER

Showing students the traditions of our faith and modeling this behavior is vitally important to their faith growth as a child of God. With the exception of the first block of the day each class should begin with a brief prayer.

PUBLIC RELATIONS

All faculty and staff should keep in mind their vital role in the public relations of Rosary Academy. The success of the school is affected by their performance in the classroom as well as their positive interaction with students, parents, and the public.

STUDENT-TEACHER RELATIONS

Teachers should manifest a personal interest in their students and should make every effort to know their names and to respond to their individual needs. However, *students should never be permitted to call the teacher by first name only*. The same applies to coaches, moderators and other adults. In all dealings with students of any age, faculty and staff must remember their role and responsibility as an adult with a child and maintain a proper professional relationship. All school personnel must follow the guidelines given in the Diocesan Safe Environment training.

Teachers should exercise fairness in their treatment of students, not favoring those whom they personally like. The teacher, in dealing with the students, must maintain a professional loyalty to the Administration, to the other faculty members, and to the policies of the school. The teacher should not side with the students, either directly or through implication, when there is a question of opposition to school policies.

STANDARDS FOR ALL SCHOOL WORKERS REGARDING INTERACTION WITH YOUTH

School workers must be aware of their own and others' vulnerability to appearance or perception of impropriety when working alone with youth. At all times, School workers should, therefore, use a team approach to managing youth activities. At least two adults (preferably a team of several adults) will organize and supervise youth activities.

Except in an emergency or urgent circumstances involving the youth's safety, School workers shall never be alone with a youth during any school activity or setting. For example, adults should avoid situations that put them in a position of being alone with a minor in a rectory, parish building, school, or other closed room (except as required for the Sacrament of Reconciliation).

School workers will observe careful boundaries concerning any type of physical contact with youth. Beyond a simple handshake or a friendly, brief hug, any physical contact should only take place in public circumstances, and prudent discretion and respect should be applied by School workers in order to avoid any appearance of impropriety.

Clergy and religious shall never permit a youth to stay overnight in their private accommodations or residence nor shall clergy or religious ever be permitted to share a room overnight with a youth. An exception can be made in the case of immediate family members of the clergy or religious, provided that a parent or adult guardian of the youth also stays overnight and that separate accommodations are provided for the youth and his or her parent or adult guardian.

School workers will not provide shared, private, overnight accommodations for individual youths, including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.

School workers will use a team approach to managing emergency situations. A team of adults will consult with each other about the best approach to take in emergency situations.

School workers are prohibited from taking youth home or to another location unless another adult is present in the vehicle or the parent/guardian of the youth has given express prior permission. School workers likewise shall not permit other adults to take a youth home or to another location unless at least two adults will be present in the vehicle or the parent/guardian of the youth has given express prior permission.

School workers shall not give gifts to a specific youth under their care or supervision unless a gift is given to all other youth under their care, and even in such situations, any such gifts shall be modest, inexpensive tokens of friendship or appreciation. This provision shall not be construed from precluding clergy and religious from giving gifts to youth who are members of their immediate families, such as nieces and nephews.

School workers will familiarize themselves with, and understand the contents of, the child abuse regulations and reporting requirements for the State of California, and will comply with those mandates. School workers shall also complete, in a timely manner, any safe environment and/or youth protection training required of them.

School workers shall take all necessary action to ensure that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illegal drugs. School workers shall take all necessary action to ensure that youth under their

care or supervision do not have access to illegal drugs or alcohol. School workers may never serve or supply alcohol to youth or adults under the age of 21. Persons under 21 may, of course, partake of both species of the Eucharist, including the Precious Blood, according to the norms of canon law.

PARENT-TEACHER RELATIONSHIPS

Parents are the primary educators of their children. As a rule, they appreciate a teacher's preventive approach to problems through prompt, interested contact. Teachers are expected to promptly respond to parent phone calls and emails. The dates and content of these calls should be carefully documented.

When the parents request a meeting with the teacher, cooperation and courtesy can be shown by graciousness in setting the time of the meeting and in readiness to listen to the concerns. A teacher should bring any relevant data including the gradebook and sample work. During these meetings, the teacher should loyally uphold the reputation of the Head of School, other faculty members, and the school.

The teacher can gain insight into the student by studying the parents--their outlooks, attitudes, reactions, views on their youngsters, etc. The teacher should keep in mind that the parents are concerned about the welfare of their children, and that a real interest on the part of the teacher should be manifested. It is the responsibility of the teacher to try in a mature way to aid in finding workable solutions for the situation under discussion. Teachers should seek out positive interactions with students and inform parents of good things going on in the student's school life. Pre-conferences with the student's advisor and/or counselor may facilitate this outcome.

AVOIDING THE APPEARANCE OF IMPROPRIETY

1. Do not stay alone in a room with a student unless there is a window permitting others to see in or the door is open. **Drapes should be opened** while teaching a class. Even when showing a video, one of the drapes should be open to allow one to see in the classroom.
2. Do not allow students to become overly friendly or familiar with you. Students should never call teachers by their first names.
3. Do not engage in private correspondence with students/parents. If you receive personal communication not related to school activities, keep a copy of the communication and do not respond unless you have received permission from a supervisor.
4. Do not visit students in their homes unless parents are present.
5. Do not invite students to your home.
6. Do not transport students in your vehicle.
7. Do not take the role of surrogate parent with a student.
8. Do not criticize a student's parents to the student.
9. Do not give students your home phone number or cell phone number without the permission and knowledge of the Administration.
10. Do not communicate with students from your home email address or on social networks.
11. Do not hire students to work in your home or business.

INTERNET USE POLICY

Internet access is available to the faculty through faculty laptops. Computer and Internet access is subject to the following policy:

All use of school computers, email, and the Internet must be in support of education and research consistent with the mission of Rosary Academy. All users are expected to act in a professional, responsible, ethical, moral, and legal manner. A user cannot expect privacy rights in the educational environment. The school reserves all rights to review, prohibit, and regulate use.

Prohibited activities include:

- Using the network for non-educational activities without school consent.
- Using the network for commercial advertising or financial gain.
- Using the network to access a file that contains inappropriate material, including materials deemed to be pornographic or obscene.
- Sending or receiving messages that are racist, offensive, inflammatory, sexist, or which contain pornography or obscenities. This also applies to any anti-Catholic messaging or rhetoric.
- Knowingly planting a computer virus on any school computer.
- Any use of the network to facilitate illegal activity.
- Invading the privacy of others.
- Wasteful use of limited resources.

SOCIAL MEDIA GUIDELINES FOR FACULTY & STAFF

Adapted from: <http://socialmediaguidelines.pbworks.com/w/page/17050878/Faculty%20and%20Staff%20Guidelines>

Blogs, Wikis, Podcasts, Digital Images & Video

Personal Responsibility

- Employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- **Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.**
- When posting to your blog be sure you say that the information is representative of your views and opinions and not necessarily the views and opinions of the Diocese of Orange.
- Remember that blogs, wikis and podcasts are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- **The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as diocesan employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at a Catholic school.**
- **When contributing online do not post confidential student information.**

Disclaimers

- Employees must include disclaimers within their personal blogs that the views are their own and do not reflect on their employer. For example, "The postings on this site are my own and don't necessarily represent the positions, strategies, opinions, or policies of X school or the Diocese of Orange."
- This standard disclaimer does not by itself exempt employees from a special responsibility when blogging.
- Classroom blogs do not require a disclaimer, but teachers are to moderate content contributed by students.

Copyright and Fair Use

- Respect copyright and fair use guidelines. See [U.S. Copyright Office - Fair Use](#).
- A hyperlink to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. When using a hyperlink, be sure that the content is appropriate and adheres to the acceptable use policy of your school.
- It is recommended that blogs be licensed under a [Creative Commons Attribution 3.0 United States License](#).

Profiles and Identity

- Remember your association and responsibility with the Diocese of Orange in online social environments. Ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students. How you represent yourself online should be comparable to how you represent yourself in person.
- No last names, school names, addresses or phone numbers should appear on blogs or wikis.
- Be cautious how you setup your profile, bio, avatar, etc.
- When uploading digital pictures or avatars that represent yourself make sure you select a school appropriate image. Adhere to Employee handout book guidelines as well as your AUP. Also remember not to utilize protected images. Images should be available under Creative Commons or your own.

Personal Use of Social Media such as Facebook, LinkedIn, Twitter, or all such medias

- Employees are personally responsible for all comments/information they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- Employees should not “friend” students or accept a student’s friend request. All communication with students should take place through school-approved venues. Employees should not ordinarily “friend” the parents of students in the school, as communication with parents should also use school-approved venues.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face, and be in accordance with the highest professional standards.
- By posting your comments, having online conversations, etc. on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings what you ‘say’ online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a ‘private conversation’ may still end up being shared into a more public domain, even with privacy settings on maximum.
- Comments related to the school should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Recognize that comments made to you by others may appear to all of your friends. Be judicious in “friending” others that they will also not post inappropriate material or comments.
- Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned. Photographs of students should not be posted.
- Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.

- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that token an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on the wall - is it really correct to put it online?
- Microblogging (Twitter etc.) Comments made using such media are not protected by privacy settings. Employees should be aware of the public and widespread nature of such media and again refrain from any comment that could be deemed unprofessional. Parents, students, and other school employees have access to all Twitter posts.

Social Bookmarking

- Be aware that others can view the sites that you bookmark.
- Be aware of words used to *tag* or describe the bookmark.
- Be aware of URL shortening services. Verify the landing site to which they point before submitting a link as a bookmark. It would be best to utilize the original URL if not constrained by the number of characters as in microblogs -- i.e. Twitter.
- Attempt to link directly to a page or resource if possible as you do not control what appears on landing pages in the future.

ONLINE PRESENCE

You are **personally responsible** for the content you create/publish online, via social media or any other form of user-generated media.

Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.

What you post may affect your future. Many employers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters).

Similar to comments made in person, Rosary Academy will not tolerate disrespectful comments and behavior online, including:

- Derogatory language / remarks towards Rosary Academy as an institution, Rosary Academy students, and employees, that are written in a disrespectful or obscene manner
- Derogatory language or remarks that may harm or are disrespectful to representatives of other schools, including students, and any employee. Derogatory language or remarks that may harm or are disrespectful to representatives of the Media
- Photos or statements depicting violence, hazing, harassment, full or partial nudity; inappropriate gestures; vandalism, stalking, underage drinking, selling, possessing, or using controlled substances; or any other inappropriate or criminally illegal behaviors
- Making a threat of physical or emotional injury to another person

Please remember that the internet never forgets. This means everything you publish will be visible to the world indefinitely. Common sense is a huge factor here. If you are about to create/publish something that makes you even the slightest bit uncomfortable and it is related to Rosary Academy, refrain from posting.

Be sensitive about linking to content. Redirecting to another site may imply an endorsement of its content. Be sure all content associated with you is consistent with Rosary Academy's beliefs and professional standards, as explained in the Parent-Student Handbook.

Protect the institutional voice. Posts on social media sites should protect Rosary Academy's institutional voice by remaining mature in tone.

Respect your audience. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the eyes of Rosary Academy and our faith. You should also show proper consideration for others' privacy and refrain from topics that may be considered objectionable, controversial or inflammatory.

Responding to negative posts about Rosary Academy. You may come across negative or disparaging posts about ROSARY ACADEMY, students, and/or employees. Avoid the temptation to respond yourself. If you feel it is necessary, pass the posts along to the Dean's office.

Be mindful that you are representing Rosary Academy. As a Rosary Academy employee it is important that your posts convey the same positive, charism that Rosary Academy instills in all of its students and employees. Be respectful of all individuals, races, religions and cultures; how you conduct yourself in the online social media space not only reflects on you – it is a direct reflection on Rosary Academy.

For your own safety, please keep the following recommendations in mind as you participate in social media websites; Set your security settings so that only those you choose see your profile. You should not post your e-mail, home address, local address, telephone number, age, or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.

When in doubt, do not post. Employees are personally responsible for their words and actions. As students, you must ensure that your posts are appropriate. Exercise sound judgment and common sense, and if there is any doubt, DO NOT POST IT.

TEACHERS PRESENCE ON THE INTERNET

Teachers who participate in online communities, social networks, and web blogs must always keep in mind that the Internet is public space. Since students and parents can access these sites, teachers must not post materials or statements that are in conflict with their professional position as a teacher at Rosary Academy. All of the statements regarding personal character cited earlier in this section refer to Internet presence as well. Ask yourself, “If my Head of School or anyone asked to see this communication, would I be embarrassed by what I have written?” If in doubt, don’t send the correspondence.

Teachers should electronically communicate with students and parents only via the school email system Monday through Friday. Remember, emails can be misinterpreted. Before sending an email, ask yourself if someone reading it might “read something into it” that you didn’t intend or if your message might be misinterpreted. Communicate in person whenever possible. Under no circumstances should a teacher post on a student’s web blog or communicate with a student via an Instant Messaging program.

NETIQUETTE

- **Identify yourself:**
 - Begin messages with a salutation and end them with your name.
 - Use a signature (a footer with your identifying information) at the end of a message
- **Include a subject line.** Give a descriptive phrase in the subject line of the message header that tells the topic of the message (not just "Hi, there!") Do NOT include a student’s name in the subject line.
- **Greeting.** Use the prefix Mr., Ms. or Mrs. when emailing a parent or guardian.
- **Be concise.** Keep messages concise—about one screen, as a rule of thumb.
- **Acknowledge and return messages promptly.** (within 24 hours)
- **Responding.** Do not REPLY ALL unless absolutely necessary.
- **Respect others' privacy.** Do not quote or forward personal email without the original author's permission.
- **Copy with caution.** Don't copy everyone you know on each message.
- **No spam (a.k.a. junk mail).** Don't contribute to worthless information on the Internet by sending or responding to mass postings of chain letters, rumors, etc.
- **Avoid sarcasm or humor.** People who don't know you may misinterpret its meaning.
- **Use appropriate language:**
 - Avoid coarse, rough, or rude language.
 - Observe good grammar and spelling.

OBSERVATIONS AND PERFORMANCE EVALUATIONS

Formal and informal teacher observations take place during the course of the year. The Administration, the Department Chairperson and the Mentor Teacher/Instructional Coach will randomly visit classes throughout the year. These brief informal observations will be followed up with brief written or oral comments. An Administrator or colleague may be invited at any time if a class is having an especially interesting lesson or activity.

The Principal/AHOS and Assistant Principal of Academics & Instruction serve as the evaluators of the faculty. Department Chairs and the Instructional Coach/Mentor Teacher serve as observers to guide and improve instructions. After completion of the formal observation, an individual conference is held, and the performance appraisal is signed by both teacher and evaluator. A written response to the appraisal may be submitted. The Head of School or the Principal/AHOS may be asked by the teacher to be a part of the post-observation conference.

The appropriate supervisor conducts an annual job performance evaluation of support staff. These evaluations are intended to give each employee quality feedback on the work they perform for Rosary Academy. The Head of School may be asked by the evaluator or the employee to be a part of these evaluations.

REMUNERATION AND COMPENSATION

The Diocesan salary scale is used to determine salary. Social security and insurance (medical, dental, vision, and disability) are provided for all full-time staff members.

SMOKING

Rosary Academy is a non-smoking campus. Smoking is not allowed on school property or at school-related functions.

SUPERVISION

All teachers and staff members are responsible for the care and well-being of Rosary Academy students. Students must never be left unsupervised on the Rosary Academy campus. Students who are not picked up in a timely manner after an event must wait with a teacher/staff member while parents are called and stay with the students until parents arrive. Unusually late cases should be reported to the Dean of Students.

Sign-ups for various chaperone duties will be sent out by the Assistant Principal of Student Services. Sign-ups are completed by seniority. If you are unable to attend an assigned event, you are responsible to find appropriate coverage.

DESIGNATED ASSIGNMENTS

Teachers and staff are responsible for the supervision of students on the campus, during activities, and at events. Duties are volunteered for or assigned per one's position. Assigned responsibilities include moderators of clubs and classes, Directors of Activities, Campus Ministry, Athletics, Journalism, and *Crossings*, office duties, Career Center, and Counseling. **Teachers and designated staff are also assigned to supervise events, testing days, retreat, Red and Gold weekend practice and performance, and one dance or special event.**

RED AND GOLD ASSIGNMENTS

Each teacher is required to supervise Red and Gold flex periods and one of either a Saturday practice or a Red and Gold performance. Teachers need to be on time and vigilant in their supervision. Team trainers must be notified immediately in the event of a student injury. An injury report must be submitted to the Activities Office.

Due to the issue of liability, supervisory assignments are a serious responsibility and must be upheld. Those who are found negligent of these duties may be subject to disciplinary action.

TELEPHONE

Two telephones are available in the upstairs faculty lounge. School phones are intended for school-related business. Please use your personal cell phone for all unrelated calls. Personal calls should be made during breaks or prep periods. **Your cell phone may not be used during class time.** If you are expecting an emergency call, please inform an Administrator, Supervisor or your Department Chair so they can help facilitate your needs.

TUTORING/PRIVATE COACHING

Exempt and non-exempt school employees may not provide tutoring/private coaching services for individual students or small groups of students enrolled at their employment site unless such services are provided within a program that is school-approved and school-administered according to specific guidelines. As noted *In Service of the Body of Christ, Employee Handbook for Lay Personnel* (#222.1 and #222.2), exempt and non-exempt employees may not have any outside employment that presents an actual or perceived conflict of interest. Therefore, under no circumstances shall any faculty/staff member:

1. Receive compensation for tutorial/coaching assistance offered to student currently enrolled in their own classroom or school program.
2. Establish off-campus tutorial/coaching appointments with any student, except in the case of student infirmity, without prior approval of the Administration.
3. Receive direct compensation from a student or family.
4. Act as an independent contractor for tutorial/coaching services without prior approval of the Administration.
5. Provide tutoring/coaching at the instructor's residence or the student's home.

Violation of these directives may incur disciplinary action or termination. If you have specific questions, please consult with the Administration.

POLICY AGAINST HARASSMENT

The Diocese of Orange is committed to providing a work environment that is free of harassment. With that in mind, a policy prohibiting unlawful harassment including sexual harassment is strictly enforced. Verbal, physical and visual harassment of any kind, including sexual harassment and bullying, will not be tolerated.

In any employee believes he/she has been harassed or is the subject of harassment by a co-worker, manager, supervisor, or agent of the Diocese, he/she should immediately report the facts of the incident and the name of the individual involved so an investigation and appropriate action may be undertaken. This report may be made to the immediate supervisor, the Pastor, Head of School, or the Director of Human Resources at RCBO. Complaints concerning a member of the clergy should be directed to the Vicar General of the Diocese at RCBO.

Any staff member having reason to suspect, or a supervisor who receives a report of sexual harassment is to immediately contact the Pastor, Head of School, Director of Human Resources, or the Vicar General at RCBO.

Retaliation against any employee for making a valid complaint is strictly prohibited.

In dealing with Harassment/Bullying/Inappropriate Behavior, please refer to Appendix C of this handbook.

"What makes the Catholic school distinctive is its attempt to generate a community climate in the school that is permeated by the Gospel spirit of freedom and love...where personality development goes hand in hand with the development of the 'new creature' that each one has become through baptism. It tries to relate all of human culture to the goodness of salvation so that the light of faith will illumine everything that the students will gradually come to learn about work, life, and about the human person."

Declaration on Christian Education, #8

CLASSROOM GENERAL POLICIES

The Diocesan Administrative Handbook contains the complete guide to student and instructional program policies in Section 4000 and 6000. The policies outlined here are specific to Rosary Academy.

ACADEMICS

PHILOSOPHY

The primary purpose of the Rosary Academy curriculum and instruction is to prepare students for academic success and to be ready for college and career while fostering ethical and moral growth through the integration of Gospel values across disciplines. This goal is achieved through a balanced liberal arts curriculum, individualized programs of study, rigorous courses, and a competent and dedicated faculty who embrace the principles included in the United States Conference of Catholic Bishops' letter "To Teach as Jesus Did." The academic program is designed for students to master Rosary Academy academic skills and to foster inquiry, creativity, true scholarship, a love of God, and life-long learning.

OFFICE HOURS

Office Hours is intended to give students the opportunity to get additional help from their teachers during the school day, increase teacher/student communication, and to minimize student stress. Students will have flex period on certain days that are marked in the calendar to visit any teacher with whom they have questions, need extra help, or just need a quiet place to study. During Office Hours, all students must be in a classroom with a teacher or supervisor.

If a student has a D or an F in any class, she may receive an email from that teacher requiring her presence at the next Office Hours. If a student receives multiple emails requiring her presence, she must communicate with those teachers and make proper arrangements, which includes attending at least one. A teacher can assign a detention for a student who does not make the necessary arrangements.

The language of communication and instruction at Rosary Academy is totally in English with the exception of World Language classes which are taught in the target language.

CURRICULUM

Rosary Academy is a college preparatory school with over 150 academic courses available. Students are accepted based on the expectation that they are capable of meeting the academic rigors of the curriculum. While at Rosary, students must maintain a cumulative academic Grade Point Average (GPA) of 2.0 or better.

The curriculum at Rosary has been developed by the Academic Council under the direction of the Principal/AHOS and the Assistant Principal of Academics. The curriculum is multi-layered offering academic classes as well as Advanced Placement and Honors classes for those who qualify. A Rosary Support Program is offered throughout all four years of the academic curriculum for students with mild learning differences. Rosary hires only faculty who are highly knowledgeable in their subject matter and who have appropriate credentials or degrees to teach our students the highly academic curriculum offered.

GRADUATION REQUIREMENTS

In order to graduate from Rosary Academy, a student must successfully complete a minimum of 27 credits of course work. Included within credits completed satisfactorily are the following

GRADUATION POLICY

In order to receive a diploma from Rosary Academy, a student must:

- Have successfully completed a minimum of 24 credits of coursework.
- Have no un-remediated grades of "F" on her transcript.
- Have a cumulative academic GPA of 2.0 or better.
- Be in good standing with the Attendance and Dean's Office.
- Have no outstanding financial obligations with the Business Office.
- Have completed all class service and retreat obligations.

A senior who has the misfortune of receiving a grade of "F" on her transcript will not receive a diploma from Rosary Academy until the "F" has been remediated. In order for this student to participate in graduation exercises she must:

- Have a cumulative academic GPA of 2.0 or better.
- Not have more than 2 "F" grades on her transcript.

- Be in good standing with the Attendance and Dean's Office.
- Have no outstanding financial obligations with the Business Office.

All incomplete work must be turned in by the 85% posting date in order for this work to be calculated into final grades. Any senior who is enrolled in a non-Rosary Academy online class needed to meet graduation requirements must have all work and the final exam completed by May 1st with the official transcript received by the counselor no later than May 10th. Any student who has a "School Hold" on her diploma will not receive the diploma until the hold is removed. Students who have a "School Hold" on their diploma because of incomplete graduation requirements must have those deficiencies completed by August 31st of the graduation year. If applicable, a transcript from the community college or university must be submitted to Rosary for the completed work. The date of graduation on the transcript will reflect the year the graduation requirements have been met if not done by August 31st of their graduation year. All religion courses must be made up at Rosary Academy's summer school.

28 CREDIT LIMIT

Rosary uses a maximum number of 28 academic credits to determine GPA. Academic credits beyond 28 taken during summer or at a community college may be placed on the Rosary transcript, but the credit will be zeroed out so the 28 number is not exceeded. Note: Universities may recalculate a student's GPA to include any course given zero credit. Academic credits earned in classes taken during the regular school day, periods 1-7, will always be counted on the transcript with no exceptions.

GRADING SCALE

The school grading scale is:

A+ 99-100%	C 72-77%
A 92-98%	C- 70-71%
A- 90-91%	D+ 68-69%
B+ 88-89%	D 62-67%
B 82-87%	D- 60-61%
B- 80-81%	F 59% and below
C+ 78-79%	

GRADES AND ATTENDANCE

Regular attendance in class is directly related to strong academic performance. Students who miss class for any reason may find their grades affected by these absences. Every teacher has an absence policy for their individual class, in addition to the school policy listed below. Parents and students should be sure to familiarize themselves with their teachers' policies regarding absence from class.

GRADES AND GPA

Honors classes, AP (Advanced Placement) courses receive an extra grade point. The scale is as follows (pluses and minuses within each letter grade do not change the scale):

Honors Scale	Academic Scale
A - 5	A - 4
B - 4	B - 3
C - 3	C - 2
D - 1	D - 1
F - 0	F - 0

The semester exam constitutes 15% of the semester grade.

"I" (Incomplete) is used only in very rare cases when a student has missed work/test due to an excused absence at the end of the grading period. If the Incomplete grade is not made up within 2 weeks from the date grades were due, the grade will turn to an "F".

All 8th and Zero period classes that receive a letter grade and may be used for athletic eligibility but may not be calculated into the Academic GPA unless there is a non-academic class for substitution.

HONOR ROLL

Rosary Academy acknowledges both 1st honors and 2nd honors based on weighted academic Semester Grades.

1st Honors is identified by 4.0 and above, and 2nd honors is identified by 3.5 – 3.99 GPA

LATIN HONORS

In recognition of distinguished academic achievement and high standards of academic integrity, Rosary Academy awards graduation honors to students based on the students weighted academic grade point average (GPA) over seven semesters.

Rosary Academy will honor graduating seniors by the following distinctions based on their weighted academic GPA upon the completion of their coursework over seven semesters out to 4 decimal places.

4.5000 or higher = Summa Cum Laude – “with the highest distinction”

4.3000 – 4.4999 = Magna Cum Laude – “with great distinction”

4.1000 – 4.2999 = Cum Laude – “with distinction”

Eligibility for Latin Honors designation is based only on courses taken at Rosary Academy. Latin Honors designations are placed on student transcripts.

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian award is bestowed upon the senior who has earned the highest weighted academic GPA over seven semesters and has shown commitment to the school’s mission and charism. In order to be considered for Valedictorian the student must have attended Rosary for at least six of the seven semesters. The decision is usually made in the early spring by the Head of School and the Principal/AHOS.

The Salutatorian award is bestowed upon the senior who has earned the second highest weighted academic GPA over seven semesters and has shown commitment to the school’s mission and charism. In order to be considered for Salutatorian the student must have attended Rosary for at least six of the seven semesters. The decision is usually made in the early spring by the Head of School and the Principal/AHOS.

Rosary Academy is a non-ranking school. It is not the policy of Rosary Academy to rank students or provide a decile placement. In the very rare case that a College, University, or Scholarship Program should require a decile placement, that report will be sent directly to the requesting agency. Rosary Academy does not give this information to parents or students.

COURSES AND SCHEDULING

Each student is required to take a course load of seven classes per semester. Counselors, with the assistance of the Principal/AHOS and the Assistant Principal of Academics, will closely monitor a student’s choice of courses to avoid the student becoming overloaded in her academic curriculum. A detailed explanation of the courses that are offered can be found in the Course Catalog which is published each year in February and posted on the school website. Registration for courses for the following year takes place during the third marking period. Students work with their counselor to prepare their next year’s schedule, to review graduation requirements, and to take proper courses for admission to the colleges or universities of their choice.

Incoming freshmen receive course selection forms and a hard copy of the Course Catalog at the mandatory Incoming Freshman Scheduling Night in the spring. At this meeting individual Department Chairs and administration speak about scheduling options.

PLACEMENT IN CLASSES

ALL STUDENTS

After students have selected courses, they are assigned to classes by the computer. Selection of specific teachers is not permitted. Students not initially qualified for Honors classes can earn placement into certain Honors classes by individual department testing or by earning A's both semesters in the academic level class and teacher and counselor recommendation. Students are permitted to change elective classes only within the first two weeks of each semester. Students are permitted to change other classes only if it is determined by the classroom teacher and administration that they are misplaced. Generally, this means they were initially placed in the wrong class or additional information has come to light which affects success. The final decision is made by the Principal/AHOS and the Assistant Principal of Academics in consultation with the Counselor, Department Chair, and teacher. Should a class change be needed due to misplacement, the grade the student has earned to that date will be carried to the new class.

GRADE NINE

Students are assigned courses required for graduation based on their Entrance Exam scores, courses taken in middle school, and standardized tests administered in middle school in 7th and 8th grade.

GRADES TEN - TWELVE

Returning students select courses based on teacher recommendation and approval during the registration process in the spring. Each department has guidelines for the placement of students in advanced courses which can be found in the Course Catalog published annually.

STUDENT ASSESSMENT

Rosary Academy uses various standardized tests to place students in appropriate classes and to validate student learning. Therefore, attendance and participation on such tests is of utmost importance. Parents should make sure their students are not absent on these testing days.

CHANGING CLASSES

Rosary Academy does not have an open add/drop period. The only acceptable changes to a student's schedule will be those made within the first two weeks of each semester and only for elective courses. The only other acceptable changes to a student's schedule will be those initiated by the teacher, counselor or administrator. Please note that Rosary Academy will not accommodate student-initiated course changes for convenience, such as teacher preference or time of year. Students not doing homework or classwork is not sufficient reason to change a class. Student's meet with a counselor during the Course Request process. The course requests are finalized before the end of the prior school year. If a student feels ill-prepared for a class, the student should first discuss the issues with the teacher.

No changes will be made to schedules after the first two weeks of a semester, the exception to this would be an error made by the school for an incorrect placement in a subject. Should a class change be needed due to misplacement, the grade the student has earned to that date will be carried to the new class. Please note also, that seniors are not permitted to change classes at the beginning of 2nd semester. In some cases, seniors have already been accepted to college and wish to lighten their load. Rosary does not permit this as an option.

REQUESTS FOR TEACHER CHANGES

All students are assigned to teachers and periods by the computer. The computer balances all class sizes and assigns teachers to students in a random manner. To maintain proper class balance and fairness to all, requests for schedule changes will not be made to accommodate a teacher of their choice.

WITHDRAWAL FROM A COURSE AFTER THE SEMESTER HAS BEGUN

It is important to note that dropping a class can only occur under very unusual circumstances with the approval of the Principal/AHOS and the Assistant Principal of Academics. If a student drops a course prior to the first four weeks of any semester, there will not be a W on her report card. These drops would only be approved if the student is misplaced not because the student does not like the class or teacher. However, if a student drops a course after the first four weeks of any semester, a W will appear on the student's report card. In both cases there will be a straight transfer of grades even when dropping levels, i.e. AP/Honors to academic.

HOMEWORK FOR STUDENT ABSENCES

Homework can be found on the individual teachers' online class site (Moodle page) and/or within the teachers OneNote Class Notebook when students are absent.

ABSENCES AND MAKE UP POLICY

Absences fall into 2 categories: Excused (Unanticipated and Anticipated) and Unexcused. Unanticipated excused absences are due to illness, accident, family issues, etc. In a case of excused absences, students are required to meet with their teachers before or after school on the day of their return to discuss missed work and due dates. Failure to make up assignments, tests, quizzes as scheduled will result in no credit.

Guidelines regarding makeup work for unanticipated excused absences are as follows:

- If students are absent when something is assigned, they will have one day to complete the assigned work for each day missed.
- If students are absent the day of a quiz or test, they must make it up within one week of their return.
- Scheduling of make-up tests is strictly at the teacher's convenience. Tests are generally expected to be made up either before or after school.
- Make up quizzes and tests are subject to alternate quizzes or tests based on teacher's discretion.
- If students are absent on a day of an oral presentation, individual or group, the student will be offered an alternate assignment or due date.
- Students may be required to miss an extra-curricular event or practice to make up an assignment.
- Anticipated absences are absences due to an athletic event, performance, school trip, college visits or vacation.

In the case of an anticipated absence, students are required to turn in all assignments on the originally scheduled due date. The student has the option of turning the assignment in early or sending it in that day with a classmate, parent, etc.

For anticipated absences where the assignment cannot be completed and turned in on the originally scheduled due date, students are required to meet with their teacher at least 2 days before the anticipated absence to discuss work and instruction expected to be missed and establish a due date.

Please note, if a student is absent, it is the student's responsibility to find out what assignments have been given and when they are due. The student is responsible for reaching out to the teacher to determine what they missed, and checking Moodle or their OneNote Class Notebook to see what was missed.

MISSING SEMESTER/FINAL EXAMS

All requests to take exams early must go through the Academic Office. Teachers may not reschedule final exams without this approval. Students must provide documentation supporting the reason for the early request and get approval from the Principal/AHOS and the Assistant Principal of Academics.

No second semester exam may be taken after the last day of teacher attendance. Students that must miss exams due to illness must contact the Academic Office immediately to see if it is possible to make up exams before teachers leave for the summer.

Please note: Semester and Final exams will not be rescheduled to accommodate vacations plans, appointments, etc. Please check the school calendar before booking your vacation plans. All seniors **MUST** take their semester exams. If a senior student is ill and must miss taking one or more of their exams, a doctor's note must be provided if the exam cannot be taken. Failure to provide this will result in the student receiving an "F" grade for their semester exam.

WITHDRAWAL DUE TO EXCESSIVE ABSENCES

Regular attendance at school is essential for academic success at Rosary. A student's grade will be affected by excessive absences since it becomes extremely difficult to make up missed assignments while continuing to move forward with new work. When it becomes necessary for a student to miss a segment of school beyond two weeks or absences have become excessive due to medical or psychological reasons, the school may ask the student to withdraw from Rosary for the remainder of that semester and enroll in another accredited school while they are recuperating. Should the student wish to return to Rosary a transcript from the accredited school must be sent to the Registrar at the end of that semester or year. A meeting must be scheduled with the Academic Office and the student's counselor before the student is permitted to reenroll through the Admissions Office.

CLASSROOM POLICIES

All teachers distribute and post classroom policies at the beginning of each school year or semester. Parents and students should read these classroom policies very carefully before signing them. Students will be held responsible for the content of

these classroom policies and regulations throughout the school year. Contact the teacher with questions on individual classroom policies. Note: School policy preempts classroom policy.

GROUP WORK POLICY

All teachers who assign group work must follow the school policy on group work which requires that both an individual and a group grade be given. The weight for each grade is determined by the teacher. Always consult the teacher's classroom policies for more detailed information.

ACADEMIC INTEGRITY

All students are expected to strive for and demonstrate academic honesty and integrity at all times. The grade a student earns, reflects the student's true ability and effort. Academic dishonesty of any kind is contrary to the school's philosophy and Christian values.

Academic dishonesty will result in both academic and disciplinary consequences. Students who use academic dishonesty may be placed on an Academic Integrity Contract which will lay out specific consequences and plans moving forward; the contract will be signed by the student, parent, Dean of Students, and the Principal/AHOS. Forms of academic dishonesty include, but are not limited to:

- Cheating: Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work not one's own. This includes using notes, aids, electronic devices and/or help of other students in ways other than those permitted.
- Plagiarism: The use of another's words or ideas without proper citation
- Facilitating Dishonesty: Knowingly allowing one's work to be copied by another or doing another's work
- Unapproved Collaboration: Working together without the instructor's knowledge or permission
- Academic Misconduct: Tampering with grades, tests, or any other class materials; stealing any item from an instructor to facilitate cheating

Students in AP courses face more serious consequences for academic dishonesty than other courses. The guidelines of her contract and loss of privileges may exceed that of a non AP course Academic Integrity contract, all of which is decided by the School Counselor, Dean of Students, and Administration.

Consequences for Academic Dishonesty

- All assignments, quizzes, tests, papers, or devices will be taken from the student at the time of the violation and given to the Dean of Students.
- It is up to the teacher to either send the student to the Dean of Students at that time, or have the Dean of Students call her in.
- A grade of "F" or zero will be given, without the opportunity for make-up.
- Parents will be notified by the teacher via email or phone.
- A conference may be conducted with student and the Dean of Students to discuss the situation and possible consequences. (If the student will be placed on an Academic Integrity Contract, the Dean of Students will contact the parents).
- Repeated violations or a single serious violation may lead to more serious disciplinary actions such as probation, suspension, or expulsion.
- Violations of academic integrity, even in the fourth quarter, may seriously compromise a senior's grades and any honors, academic or otherwise, which she may have earned, including college scholarships.

OBSERVING CLASSROOMS

Occasionally, the Academic Office receives requests from parents to observe a teacher's classroom. These requests to observe a particular teacher's class cannot be approved. We strongly encourage parents to contact the teacher first when there are concerns about a class. Please review the Rosary Academy Communication with the School Policy in the Parent Student Handbook for any questions about the proper chain of communication.

AERIES PROGRAM

Students and parents who wish to monitor academic progress on a regular basis can access Aeries, the official school grading program which allows parents and students to review assignments and test scores online 24 hours a day from any computer. In addition, it allows parents and students to review the official school records for discipline, attendance, and grades at set grading periods. All teachers are required to use Aeries and to update it at least once a week. Aeries access instructions are emailed to new Rosary Academy students/parents at the beginning of the school year. If you need to reset your password,

use the "Forgot Password?" option on the site login screen. For additional assistance, please email aeriesportal@rosaryacademy.org.

QUESTIONS ABOUT GRADES

Students and parents who have questions about any grade on a test, quiz or project and wish to have a review with the teacher, must bring that to the attention of the teacher within a reasonable time (two weeks).

REPORT CARDS

Parents and students are encouraged to review grades on Aeries (the school's online grading program) regularly to keep track of students' academic progress throughout grading periods. Please note we no longer mail report cards.

Grades are available for viewing on Aeries. The Academics office will distribute those dates each year.

REQUEST FOR REVIEW OF A SEMESTER EXAM GRADE

At the end of the second semester, there are occasional requests from parents and students to review the semester exam. Since the 85% of the semester grade is posted the Friday before the beginning of semester exams, any questions relating to this portion of the grade must be taken care of before teachers leave in June. Parents or students wishing to review the second semester exam may request a SEMESTER EXAM REVIEW FORM from the Academic Office. Forms must be completed and turned in no later than June 30th. The purpose of this semester exam grade review is twofold. One, to provide an opportunity for the semester exam to be reviewed, and two, to see if possibly a mistake in the grading of the exam has occurred. It is not the purpose of this review to dispute answers on the test or otherwise try to persuade the teacher to change the grade. If a student has a question about a grade during the first semester, the student (or parent) should contact the teacher directly. If the teacher is no longer on campus, the Department Chair for the subject may be contacted. All requests for first semester grade reviews must be made prior to January 15.

POSTING OF THE 85% 1ST SEMESTER AND 2ND SEMESTER GRADE

The Friday before first and second semester exams begin teachers post the 85% grade for each student. The reason for this is to allow students or parents to be aware of where they stand grade wise and know how well they must perform on the exam to earn the grade they want. It also allows the student an opportunity to be sure the 85% clearly reflects all completed work, test, and quizzes. If a parent or student has any questions regarding the 85% grade, it must be addressed before the semester exam is taken.

REPEATING A COURSE

Any semester grade of "F" must be remediated in summer school. Students are not permitted to retake a class during the school year for which they earned a grade of "F". A semester grade of "D" earned in the second semester of a first or second year Math or World Language class should also be remediated in summer school.

Students who wish to earn a diploma from Rosary Academy (this does not apply to transfer students) may not take more than 2 credits (2 years of classes) from another outside accredited educational institution unless there is an extenuating circumstance which has been previously approved by the Principal/AHOS. Online classes are permitted on a limited basis only. An Off Campus Course Request form must be submitted to the Principal/AHOS by your counselor for approval.

SUMMER SCHOOL

Rosary Academy offers a summer school program for remediation and enrichment. In order to receive academic credits for summer school, students must take courses through Rosary Academy. Summer School courses taken at a school other than Rosary Academy must have approval. Summer School courses taken at Rosary Academy will replace a "D" or "F" on the student's transcript. Summer School courses taken at a school other than Rosary Academy will be averaged with the student's grade on her transcript at Rosary Academy. Summer School at Rosary Academy is co-educational and is open to students attending Rosary Academy and other Catholic high schools. At times, public school students may also attend summer school.

Any student who receives an "F" grade at the semester in any subject must remediate that "F" in summer school. In addition, a student receiving a "D" grade in the second semester of any Math or World Language course for which a second or third year is required must attend summer school at Rosary to remediate the grade and to prepare for the following year. Students whose academic GPA is below a 2.0 must attend summer school to remediate D's even if they have no "F's", so that they may improve their academic GPA to meet graduation requirements. Students may only remediate grades of D+ or lower. It is the student's responsibility to select and take the appropriate classes that are eligible for remediation.

Summer School courses must be completed in a shorter amount of time. Therefore, it is very important that you are in attendance for every face-to-face meeting. There are no “Excused Absences” for Summer School. Our Summer school courses are very intensive. Approximately 1 week of material is covered each day during summer school. Moodle and/or OneNote serve as your classroom when you are not attending class at Rosary. Please note that you will need to spend approximately 4 hours each day, if not more, on the course material to keep up. Fortunately, you can spend that 4 hours in the afternoon or evening, but those students that plan and schedule their time perform best in Rosary Academy Summer School Courses.

STUDENTS STUDYING ABROAD

Any student who leaves Rosary Academy to study abroad must have a transcript from an accredited school if they wish to return to Rosary. Students and parents must sign an agreement regarding this at the time of withdrawal should they wish to return.

ACADEMIC PROBATION

Rosary is a college preparatory high school. Students are accepted based on the expectation that they are capable of meeting the academic rigors of the curriculum. Therefore, students must maintain a cumulative, as well as semester, academic Grade Point Average (GPA) of 2.0 or better. Students are placed on academic probation after the first semester that they perform below 2.0. A second semester of academic work below 2.0 can be reason for dismissal. Freshman students may be asked to withdraw from Rosary if they have both semesters of academic work below 2.0 or if the second semester or cumulative academic GPA falls below 1.50. Having a GPA that low so early in the high school program makes meeting graduation requirements almost impossible.

ACADEMIC WITHDRAWAL

When a student has not met the academic requirements of Rosary, the Principal/AHOS may ask the student to withdraw. Final transcripts are provided to the school/program designated by the parent/guardian at the time of withdrawal. No future academic grades for work completed at another institution or educational program will be posted or added to the Rosary Academy transcript of grades issued at the time of withdrawal. Rosary is under no obligation to continue to facilitate the continuance of the student’s education at Rosary or by any agent or representative of Rosary.

VOLUNTARILY WITHDRAWING FROM SCHOOL

If, for any reason, a student is withdrawing to attend another school, the parent must contact the Registrar to sign a withdrawal form within two weeks of the last day of student’s attendance at Rosary Academy. If the withdrawal occurs other than at the end of an official grading period withdrawal grades will be obtained by the Registrar from the teachers and forwarded to the new school. Withdrawal grades will be posted on the official transcript.

YEAR-END REVIEW PROCESS

At the close of first semester and at the end of summer school, the Principal/AHOS examines the files of any student(s) for whom there is some academic concern and determines an appropriate course of action.

ACADEMICS AND PARTICIPATION IN ATHLETICS

Students must have a 2.0 total GPA (which includes non-academic classes) in the most recent grading period to be eligible for participation in athletics or specified activities. The grades from the most recent grading period will be used to determine eligibility. In some cases, activities require a higher GPA for participation. These athletic/activities eligibility GPA’s include all courses taken for credit.

If a student athlete falls below a 2.0 total GPA at any official grading period (i.e. 1st mark, 1st semester, 3rd mark, 2nd semester), he/she may not represent Rosary in athletic competition. Should an athlete fall below a 2.0 total GPA, a request for a one-time Waiver for Eligibility to participate in athletic competition may be made by the coach. Students or parents who wish to receive a Waiver for Eligibility should present their individual case to the student’s coach for the particular sport in which the student is participating. The coach in turn will petition the Principal/AHOS for approval. The request for a waiver must come directly from the student’s coach. The Principal/AHOS will not consider the request for a waiver that comes directly from a student or parent. A Waiver for Eligibility is given only ONE TIME during the student’s high school years. The Monday after grades are submitted, students become either eligible or ineligible. A waiver is generally reserved for varsity athletes. Freshmen are generally not given this option. A Waiver for Eligibility is effective for one grading period only. The waiver may be revoked if a student’s GPA falls below a 2.0, the student receives an F in any course, or academic progress is not seen during the time of the waiver.

PHYSICAL EDUCATION POLICY

All students at Rosary Academy are required to complete one year (1 credit) of Physical Education in order to graduate. This requirement can be met in the following ways:

REGULAR P.E. CLASSES

Completion of 1 year (1 credit) in a Physical Education class at Rosary Academy, either during the regular seven period day, (first priority given to seniors), or during summer school (space permitting and first priority given to seniors). Summer school classes will count as .5 credits per semester or summer session. Students may take summer school P.E. both sessions if space is available and can earn a total of 1 credit for both sessions.

Students may earn .5 P.E. credits per semester by being on a sports, cheer or dance team or as a Student Athletic Trainer/Manager. Space is limited in this semester long course, and students must be recommended by the school's athletic trainer before signing up.

ROSARY-SANCTIONED SPORTS

Participation in a Rosary-Sanctioned Sport offered at Rosary Academy. Only those Rosary- sanctioned sports that are offered on our campus will be approved for credit. This includes the following sports: Basketball, Lacrosse, Cheerleading, Cross Country, Dance, Golf, Soccer, Softball, Swimming, Tennis, Track and Field, Volleyball, and Water Polo.

Two years of continuous participation in a seasonal or semester sport will satisfy the full 1 credit requirement for graduation. Rosary-sanctioned seasonal Rosary sports include: Basketball, Lacrosse, Cheerleading, Cross Country, Dance, Golf, Soccer, Softball, Swimming, Tennis, Track and Field, Volleyball, and Water Polo.

A maximum of 1 credit per year may be earned through participation in the Rosary-sanctioned sport. If a student is dropped or withdraws from the sport before meeting the 1-year commitment (stated above), she must earn the additional credits needed to total 1 prior to graduation. These additional credits may not be earned off campus; the remaining P.E. credits needed for graduation must be earned on the Rosary Academy campus.

Students participating in two sports for any one semester are eligible to receive credit for just one of the two sports only.

THE ADVANCED PLACEMENT PROGRAM

The College Board's Advanced Placement Program (AP) enables students to pursue college-level studies while still in high school. Based on their performance on rigorous AP Examinations given in May, students can earn credit or advanced placement for college. In addition, the AP Program offers students these benefits:

Allows high school students to take courses that are challenging, rigorous and in-depth – exactly the kinds of courses they will face once in college. Prepares students to succeed in college. Allows students to take more advanced courses in disciplines where they have received a firm grounding from AP.

Rosary Academy only offers AP exams for courses that are taught at the high school. Per the College Board, schools are under no obligation to offer such exams. Students may take AP exams at other high schools, but it is incumbent upon the students to ensure that when signing up for these exams that they are not in conflict with the regularly scheduled AP exams at Rosary Academy.

Rosary demonstrates its commitment to academic excellence by offering a variety of Advanced Placement courses taught by teachers who are well trained in their area. Qualified students who are willing to accept the challenge of a curriculum that serves as a national standard for college-level achievement should consider these courses.

It is highly recommended that all Rosary Academy AP students take the AP exam upon the completion of the AP course taken at Rosary.

ROSARY SUPPORT PROGRAM (RSP)

Program for Students with a Documented Learning Difference

Recognizing that some students have mild learning differences Rosary Academy established the Rosary Support Program (RSP). RSP is a comprehensive program designed to assist and respond to the needs of students who learn differently. This program is interventional as well as supportive and an additional fee is required for participation in this program. Please contact RSP for detailed information at (714) 879-6302 ext. 136.

RSP MISSION

Taking into account individual student learning differences and needs, RSP facilitates student engagement, success and independence within a college preparatory curriculum through responsive and comprehensive academic support services. RSP is supported by the Center for Learning (C4L) staff.

ELIGIBILITY

Services and classes available through RSP will be extended only to students formally accepted and currently enrolled in RSP. An application must be completed with documentation of the student's learning differences attached.

Documentation consists of a written report of assessment either by RSP or by a qualified and licensed individual, should be three years current and specifically demonstrates the presence of a learning or attention issue. This evaluation is the cornerstone to an effective plan of supportive education for the students as well as the operation of a focused, successful program.

PROGRAMS AND SERVICES

RSP in conjunction with the C4L staff provide student support in the Collaborative Classroom of the Learning and Enrichment Center. The C4L team is comprised of a coordinator, learning specialists, and psychologists. Recognizing that teens have varied learning styles due to differences in background knowledge, information processing, focus, and processing speed, C4L is part of the Rosary Support Program team that aims to empower every student to realize her potential.

Instructional support in all disciplines is offered in the center. Additionally, school psychologists offer behavioral interventions to enhance the student's academic experience and ensure that intervening factors do not undermine students' ongoing success.

Rosary Academy's RSP and C4L staff offer expertise in a variety of areas: assessment, diagnostics, remediation, progress monitoring, teacher education, and curriculum development. In addition, the RSP and C4L staff provide support for appropriate classroom accommodations and modifications for students (i.e. extended time for tests), offers Learning Labs to target students' executive function skills and academic needs, and helps to secure College Board accommodations for qualifying students.

Academic Assistance* includes (but not limited to):

- Office Hours support and Learning Lab periods
- Assistance with written and reading assignments
- Individual subject tutoring
- Use of computer, scribe services
- Self-advocacy programs

Testing Accommodations* include (but not limited to):

- Distraction-free environment/use of testing center
- Extended time testing/special format testing
- Test reader services (for students who qualify)

** Academic Assistance and Accommodations are based on the individual needs of each student.*

Other Functions in the School Community

RSP and C4L are responsible for administering and overseeing the extended time finals, extended time SATs, ACTs, and AP tests as well as maintaining records of documentation for all Rosary Academy students qualified for special services due to learning or attention issues whether or not they are formally enrolled in RSP. RSP and C4L staff are available to make recommendations relating to special needs and special services for all Rosary Academy students.

The RSP and C4L staff utilize evidence-based approaches that have stood up to the scrutiny of research. Interventions are typically referred to as “educational therapy,” as opposed to “tutoring”. RSP and C4L implement evidence-based interventions that are intended to address the underlying weakness that may be impeding the student from learning at their true potential. Tutoring, on the other hand, is conceptualized as a form of learning or curriculum assistance. Students will often need both forms of intervention: the root cause of the learning difference is addressed (a long term solution) through educational therapy, while the student is supported in meeting the day-to-day demands of school (a short term solution) through tutoring.

Assessment Guidelines

Assessment takes place outside of the school and is performed by a public school (at no cost), or by a private clinician, with the family being responsible for the cost of the private assessment. This type of psychoeducational or neuropsychological assessment serves a valuable function in identifying a student’s learning profile, including her strengths and weaknesses. The psychoeducational or neuropsychological assessment provides valuable information used to help a student.

Evaluations must be performed by a licensed educational psychologist, psychologist, psychiatrist or developmental pediatrician.

The battery administered must include at least the following instruments:*

- Wechsler Intelligence Scale for Children (WISC-IV) or the Wechsler Adult Intelligence Scale (WAIS-IV)
- Wechsler Individual Achievement Test (WIAT-II) and/or the Woodcock-Johnson Revised
- Achievement Test (WJ-III)
- Conners Continuous Performance Test (CPT)
- Stroop Color and Word Test (Stroop)
- Wisconsin Card Sorting Test (WCST)

**Some supplemental testing may be needed.*

Documentation should provide a thorough evaluation that would assess attentional capacities within the testing environment, and home and school. Documentation should also include a referral for medical review, if appropriate. The assessment must be in writing, report the Standardized scores achieved for each of the tests, state the qualifying diagnosis and the data that supports the clinicians' diagnosis.

Students with Documented Learning Issues Who Are Not Enrolled in RSP

A limited set of services is available to students who have documented learning or attention issues. These include special accommodations on semester finals and on PSATs, SATs, APs, and ACTs.

Students not enrolled in RSP can receive extended time on semester finals for a nominal fee per student during Final Exam Periods only; there may be additional fees for other special accommodations, e.g., reader or scribe services. Please contact our RSP office at (714) 879-6302 ext. 136 or via email rspinfo@rosaryacademy.org for further information.

Documentation as outlined above must be submitted to the Rosary Support Program to avail of these services if the student does not enroll in RSP. It is the responsibility of the student to advise her counselor and teachers of the need for special accommodations.

Please contact RSP for detailed information at (714) 879-6302 ext. 136 or via email at rspinfo@rosaryacademy.org.

AUTHORIZATION FOR GUEST SPEAKERS

Authorization for guest speakers is obtained by completing the Guest Speaker Form and submitting it to the Department Chair and then to the Assistant Head of School and/or the Assistant Principal of Academics & Instruction. This must be submitted at least one week in advance.

CLASSROOM NOISE LEVEL

All teachers should be mindful of the noise level in their classroom when playing a video, doing a class activity or an activity outside; so that they do not disrupt other classrooms. If you are planning to do an activity that may cause disruption throughout the school day, please let the community know ahead of time.

CHANNELS OF COMMUNICATION

Calls or emails from parents need to be **returned within 24 hours unless it is a weekend or school holiday**. The Administration or Counselors cannot deal with parents in place of the teacher. Should conflicts arise with a parent, refer the matter to the Department Chair first, then the Counselor and then to the Administration. Keep Department Chairs, the Administration, and Counselors apprised of your communications with parents and students. Teachers need to inform students and parents of course expectations, requirements, and grading procedures. These expectations should be posted clearly on Moodle.

Each teacher, moderator, or coach at Rosary Academy is primarily responsible for enforcing policies in her/his classroom and/or activity. These policies reflect the philosophy of Rosary Academy, and infractions of discipline are dealt with in a manner that encourages the students to respect themselves and others and to change behaviors that interfere with learning in the classrooms or other learning experiences and situations. Although each teacher, moderator, or coach has her/his own manner of dealing with student academic and discipline problems, it is Rosary's policy that the integrity of all individuals be preserved. In serious matters, confidentiality is a primary consideration.

When a student, parent, teacher, moderator, or coach regards a situation as troublesome, the following steps need to be followed in order to insure good communication.

1. Try to solve the problem together. The student needs to approach the teacher, moderator, or coach and ask to speak with her/him at break, lunch, or after school. Likewise, the teacher, moderator, or coach may request the student to come in for a discussion. Whenever speaking with a student individually, keep door(s) and drapes open. All meetings must be documented and shared with Department Chairs.
2. If the problem persists, a parent phone call or email is appropriate. At this time a meeting might be requested. If appropriate, invite Department Chair or Dean of Students to attend the meeting.
3. The student, parent, teacher, moderator, or coach may ask for the support of the Counselor/Assistant Principal of Activities/Athletic Director if steps #1 and #2 above do not resolve the issue.
4. If the problem is serious and/or repetitive, an Administrator will be involved in meeting with the student, teacher, moderator, coach, and parents. If necessary, a contract will be drawn up between the Dean of Students and the student defining the corrective actions taken, if any, and the required standards of achievement and/or behavior necessary for the student to remain at Rosary Academy. Specific follow-up will be outlined at that time.
5. **The Administration reserves the right to interpret all policies, procedures, rules, and regulations. All decisions rendered are final.**

DISCIPLINE

Courteous behavior and language are expected at all times. Behavior which keeps students from learning or prevents the teacher from teaching is not acceptable and will not be tolerated. In keeping with the philosophy of discipline at Rosary Academy, all attempts are made to resolve problems through communication. However, in certain situations more structured consequences are needed. The following methods of discipline are used when warranted.

Disciplinary procedures:

1. The teacher speaks to the student privately concerning minor behavioral infractions. The teacher may choose to allow the student to apologize and change her behavior, call the parents, and/or give the student a detention.
2. If the student does not change her behavior and/or repeats the offense, the teacher must call the parent after speaking with the student. At this time a copy of the documentation must be given to the Dean of Students.
3. If, after speaking with the student and the parent, the student does not change her behavior, repeats the offense yet again, and/or commits an act of blatant disrespect or classroom disruption, the teacher must send the student to the Dean of Students office. The teacher must notify the Dean of Students office via the classroom phone that a student is being sent to see Dean of Students.

Detention

Rosary's regulations are not ends in themselves, but they underlie basic values of self-discipline and cooperation which are a part of every student's education. Detention is a corrective, not punitive, consequence of violating school rules and it is meant to help the student acquire the habits of personal accountability and self-discipline required in adult life.

If you would like to give a student a detention, please email the Dean of Students with full detail of the incident.

NURSING/HEALTH AND WELLNESS: STUDENTS

Health Services are provided for students by a registered nurse. This includes first aid, health counseling and health programs. The emphasis of the program is to promote physical and mental wellness and personal responsibility. The health room is open daily during school hours. To avoid missing any class work, students are encouraged to visit the health room during their morning passing break, lunch break, or academic period for non-emergency needs.

Medication

Students are not allowed to carry or store medicine of any kind. Tylenol, Advil, Tums, Claritin, Sinus Decongestants, and Midol can only be given to students who have the consent of their parents on their online registration forms. All medication (over-the-counter and prescription) must be stored and taken in the Nurse's Office. If medication is to be administered at school, all of the following conditions must be met:

- The *Diocese Parent/Guardian and Physician Request for Medication Administration* form specifying the reason for the medication, the name, dosage, time, route, side effect; and specific instructions for emergency treatment must be on file at school. This form must be completed and signed by the student's parent/guardian for the administration of all medications. Prescription medication requires that the form be completed and signed by the student's parent **and** the licensed authorized physician/dentist. This form can be found on the website www.rosaryacademy.org. On the toolbar click STUDENT LIFE, and then click NURSE'S OFFICE, or click PARENT at the bottom of the home page, then FORMS AND LINKS.
- Medication must be delivered to the school by the parent/guardian or other responsible adult.
- Medication must be in your student's original, pharmacy-labeled container or a sealed over-the-counter container.
- All liquid medication must be accompanied by an appropriate measuring device.
- Any tablets requiring partial doses (1/2 or 1/4) must be sent to school already cut.
- A separate form is required for each medication.

Medication Taken at Home

Students taking prescription medications at home for ADD/ADHD, depression or other mental health diagnosis are advised to report these medications on their admissions health history form or directly to the Nurse's Office. Some medications may cause a positive test result during random drug testing.

Chronic Medical Conditions

Students diagnosed with chronic medical conditions that affect their school day or may require medical attention while at school, should have a parent/guardian contact the Nurse's Office. Students with **asthma or life threatening allergies** may

carry an inhaler and/or EpiPen. A *Diocese Parent/Guardian and Physician Request for Medication Administration Form* must be submitted. In case of an emergency, keeping an extra inhaler or EpiPen in the Nurse's Office is highly recommended.

Students with **diabetes** are required to submit an ***Individual Diabetes Plan*** signed by their physician before attending school. During school hours, diabetic students will test blood glucose levels, administer insulin and/or other diabetic medication as specified in the student's *Individual Diabetes Plan*. If the student feels their blood glucose level may be high/low, or if symptoms of high/low blood glucose are observed, the student is to report to the Nurse's Office. The goal of the Nurse's Office is to encourage independence while providing the education and services needed to maintain blood glucose levels within the student's target range, and to respond to levels outside of this range.

Student Health and Medication for Overnight Field Trips/Retreats

Please consider only sending medication that is absolutely necessary for your student. Our field trip/retreat leaders are responsible for all medication administration and this can become a very time consuming task.

If your student requires any medication other than Tylenol, Advil, Tums, Claritin, Sinus Decongestants, or Midol while on a field trip, a *Diocese Medication Administration Form* must be provided. Please be advised that all medications will be administered by field trip/retreat leaders. It is important to provide clear instructions with the time the medication is to be given. Make sure your student knows that it is their responsibility to go to the leader for medication administration.

Medication must be delivered to the Nurse's Office by the parent/guardian (or other responsible adult) one day prior to the trip/retreat. The Nurse's Office will record and deliver all student medication to the field trip leader the day of the trip/retreat. Students with a *Diocese Medication Administration Form* and medication stored in the Rosary Nurse's Office can notify the Nurse's Office 48 hours prior to departure for delivery to the trip leader. It's the parent's responsibility to confirm that there is enough medication for the length of stay.

Please alert the field trip/retreat leader and the Nurse's Office to all **life threatening allergies or chronic medical conditions** as soon as possible, prior to the field trip/retreat. Students with asthma or life threatening allergies may carry an inhaler or EpiPen. A *Diocese Medication Administration Form* should be on file in the Nurse's Office.

If your student keeps an extra inhaler or EpiPen in the Nurse's Office and you want him/her to have it on field trip/retreat, notify the Nurse's Office 48 hours prior to departure. It is highly recommended that your student bring a back-up inhaler/EpiPen. All medication administration forms on file in the Nurse's Office will be copied and sent with the leader.

Illness

Students should feel well enough to participate in all classroom activities when coming to school. If she is suffering from an active illness, they are advised to stay home in order to protect other students and staff from possible disease transmission. If your student develops a fever or is sent home from school with a temperature of 100° or higher, she must be free of fever for 24 hours without the use of fever-reducing medicine before returning to school. Students should remain at home until their illness has resolved, even if examinations will be missed as a result of illness. Do not come to school simply to complete an examination with the intention of leaving early due to illness.

If a student is absent for three consecutive days, a physician's note indicating that the student has been seen and is safe to return to school may be requested. This will allow the student to take the absences as excused and more importantly, reassure the school community that we are making every effort to minimize the transmission of treatable contagious diseases.

Early Dismissal Due to Illness

If a student is too ill to remain in school, **she must go to the Nurses office and the nurse will notify the student's parents. Students are not allowed to make arrangements to go home on their own.** If the parent is unavailable, the persons designated on the student's emergency card will be called. Once the nurse has called and obtained permission from the parents or emergency contact for the student to go home, a call slip will be issued. Leaving campus without a call slip will be considered truancy. Students are not allowed to use ride sharing services such as Uber/Lyft.

NURSING/HEALTH AND WELLNESS: STAFF

Health Services are provided for staff by a registered nurse. This includes first aid, health counseling and health programs. The emphasis of the program is to promote physical and mental wellness and personal responsibility. The Nurse's Office is open daily during school hours.

Emergency Contacts

Emergency Contacts are relatives/friends/neighbors whom you have authorized to be notified (in case of illness, injury or disaster) if you become ill or are injured. It is important that all emergency contacts be kept current for your protection.

Absence:

If it is necessary for a staff member to leave due to illness, they are to contact the administration, supervisor, and/or the sub coordinator immediately. A PAF will need to be submitted upon return.

Reporting Injuries

All accident insurance claims are processed through Amanda Hurtado but still reported to the Health Room.

COVID-19 INFORMATION

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. The symptoms can range from mild (or no symptoms) to severe illness. The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with virus and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.

Signs & Symptoms

Symptoms may appear 2-14 days after exposure to the virus, according to the CDC. People have had a wide range of symptoms, ranging from mild to severe.

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Nausea and vomiting

What happens if someone becomes ill during the school day?

If a student becomes ill during the school day, the student should report to the Health Room. Individuals with symptoms of COVID-19 will be sent home and should see their doctor to determine if testing is needed. If tested, they will remain home until results are received.

Testing

- School personnel will not be required to be tested for the coronavirus. Faculty and staff are encouraged to see their medical practitioner should they have any health concerns.

What if someone has close contact with an individual confirmed of having COVID-19?

If you have had direct contact (less than 6 feet apart for 15 minutes or more) with any person who has tested positive for COVID-19 you should:

- Not leave your house or have guests over for 14 days.
- Try to self-isolate within your home so that you don't infect other members of your household.
- Monitor yourself for symptoms such as a fever, cough and shortness of breath.
- If you develop any symptoms, call your healthcare provider for further instruction.
- Contact school personnel at covid19@rosaryacademy.org
- Employees should contact school administration

What happens if someone is confirmed positive for COVID-19?

The individual confirmed positive for COVID -19 should:

- Remain home
- Contact their health care provider
- Contact the school administration
- Employees should contact school administration

- The Orange County Department of Public Health will provide guidance for school community notification
- Work area/classroom to be sanitized and disinfected.

Face Coverings

At Rosary Academy, we too are called by our charism to serve the dear neighbor without distinction. Therefore, we are called to wear face coverings to respect the health and safety of others. Demonstrating respect for ourselves and others is central to what it means to be a Royal. Face coverings **MUST** be worn indoors at all times. The face masks must be appropriate for school. Face covering guidelines:

1. The mask must be a solid color or those sold in the Royal Retail shop.
2. Rosary logos **ONLY**.
3. There is to be no writing or slogans other than Rosary or Servite.

HEALTH & WELLNESS COMMITTEE

To best cope with the ever-changing world of COVID-19, Rosary Academy has established a health committee. The committee will guide Rosary administration and staff as new health protocols are established. The team will also help ensure the health and well-being of students, teachers, and staff members. Review of health protocols for a return to work and school will develop in the Health & Wellness committee. It is hoped this committee will not only see Rosary Academy through the pandemic, but will serve as an essential force for positive health and vitality of the Rosary community.

EMOTIONAL SUPPORT AND RESILIENCY

Keeping our students physically healthy is a priority, but the emotional and spiritual health is equally important. Our community has experienced high levels of stress and disruption. Therefore, we have enhanced our Wellness services for students.

Students will be encouraged to talk with Faculty and utilize our counseling services for support services. Wellness & resiliency resources will be shared with students on various platforms. Campus Ministry will be available to all students for pastoral support. Director of Social & Emotional Learning will be available to provide individual support in a variety of areas. The Director of Social Emotional Learning supports Rosary Academy's vision and is committed to supporting and challenging all learners by providing authentic social emotional coaching and support to teachers and students. The purpose of the Director of Social Emotional Learning is to collaborate with educators, students, families, and administrators to maximize student outcomes through a partnership approach.

The Director of Social Emotional Learning is an individual who has specialized content and instructional knowledge, strategies and expertise in research-based practices and innovative programs and strategies to specifically meet the social emotional and behavioral needs of students from both a proactive and reactive position. The Director of Social Emotional Learning has expertise particularly in the areas of social emotional learning, behavior, communication, curriculum and content, assessment, and instruction.

POLICY AGAINST HARRASSMENT/BULLYING

The Diocese of Orange and Rosary Academy confirm the dignity of each person. It is our policy to provide an educational environment in which everyone is treated with respect. It is up to the students, Administration, teachers, parents, staff, or volunteer's responsibility to conduct himself/herself in a manner which contributes to a positive school environment. Therefore, any form of harassment/bullying whether sexual, verbal, written, physical, visual, or environmental is strictly forbidden. Any person who violates this policy will be subject to disciplinary action up to and including termination or expulsion. Teachers/staff members are required and expected to address any form of harassment, bullying, or inappropriate behavior as soon as they witness it.

Definition of harassment/Bullying

Harassment/bullying occurs when an individual is subjected to treatment in a school environment, which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, gender or religious beliefs.

Confidentiality

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will be discussed only when necessary for the investigation and/or resolution of the matter.

Retaliation

The Diocese forbids retaliation against anyone who reports harassment or who participates in the investigation of such a report. (Further details on this policy are located in the Diocesan Administrative Handbook.)

BULLYING/ ADDRESSING INAPPROPRIATE BEHAVIOR

Definition:

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A student who is being bullied has a hard time defending him or herself.

Bullying can take many forms, such as hitting or punching (physical bullying); teasing or name-calling (verbal bullying); intimidation using gestures or social exclusion (emotional bullying); and sending insulting messages by e-mail, texting or social media (cyber-bullying).

Best Practices in Bullying Prevention and Intervention:

This information was taken and adapted from the resources available from the United States Department of Health and Human Resources. Other materials and information are available online at: www.stopbullyingnow.hrsa.gov

1. Focus on the social environment of the school.
 - Create an environment that welcomes and is inclusive.
 - Establish rules and policies that address the dignity of the person.
 - Demand that students engage in the social graces of good manners.
 - Create a system of communication that allows the Administration and teachers to be approachable to the concerns of parents and students.
 - Instruct students in the art of social and friendship skills.
2. Assess bullying at your school.
 - Evaluate the annual ACRE results that address the social climate of the school. Take note of areas of strength as well as areas of concern. Disaggregate this information and create an action plan to address the areas of concern while building on areas of strength.
 - Create a site survey to identify what type of bullying takes place, where, when, and to whom bullying happens on your campus.
3. Garner staff and parent support for bullying prevention.
 - Establish buy-in from parents by addressing the national problem of bullying at a parent meeting – before any events occur. Review the school and diocesan policies addressing bullying/harassment.

- Provide staff in-services to address the information found through the surveys and on effective ways to address bullying/harassment issues throughout the curriculum.
4. Form a group to coordinate the school's bullying prevention activities.
 - Parent Groups or Student Councils could sponsor contest, assemblies, or family events that promote healthy relationships, justice issues, and human dignity – just as they sponsor activities for Red Ribbon Week, or the Right to Life Campaign.
 5. Train your staff in bullying prevention.
 - Provide in-service and information on bullying and bullying prevention at monthly staff meetings. Include all members of the school staff – do not limit involvement to the teaching staff. It will take the entire school community to combat this national social dilemma.
 - All staff members must be trained and empowered to immediately identify and intervene in a bullying/harassment altercation among students.
 6. Establish and enforce school rules and policies related to bullying.
 - Although school policies usually establish behavioral codes that would include bullying/harassment types of behavior, these rules do not explicitly address bullying and the expectations for student behavior when an incident occurs. Policies, rules, consequences, and means of reporting an incident need to be clearly addressed in the Parent/Student Handbook and Faculty/Staff Handbook.
 - Students should also be aware that they are expected to try to assist others who are being bullied.
 7. Increase adult supervision in hot spots where bullying occurs.
 - Adults on supervision must be vigilant of student interactions. Inappropriate, unkind, teasing/joking, and exclusive behaviors must be immediately addressed.
 - Student concerns regarding an incident must be appropriately investigated rather than dismissed as “tattling” or “just teasing.”
 8. Intervene consistently and appropriately in bullying situations.
 - All staff members must be trained to deal on the spot with a bullying/harassment situation.
 - A designated staff member should be assigned to hold separate follow-up meetings with those being bullied and those doing the bullying.
 - Parents of both parties should be notified and involved whenever possible.
 9. Focus some class time on bullying prevention.
 - In addition to the prescribed Religion and supplemental curriculums that address justice, human dignity, and a preference for the marginalized, teachers should include appropriate peer relationship issues throughout the curriculum and in teachable moments.
 - As is age-appropriate, teachers could engage students in forum discussions that could resolve hypothetical or current situations concerning bullying/harassment issues.
 10. Continue these efforts over time.
 - There is no “end date” for efforts in the area of bullying/harassment. This is an on-going process that needs to be monitored on a yearly basis.

Procedure for Investigation of Alleged Bullying:

The following are guidelines to investigate and immediately intervene in a bullying situation. **Under no circumstances should the bullied and the student who did the bullying be forced to meet to resolve the issue.** Such meetings can cause much further harm and forced apologies do not help. If further investigation is needed in serious or repeated cases, it is best to inform the complainant of the “next steps” you will be taking to resolve the situation. Teachers and staff members are encouraged to see the assistance of the Counseling Team and the Administration in addressing these situations.

When you personally see or hear bullying:

- Immediately stop the bullying – stand between the student or students who are bullied and those who were bullied, preferably blocking eye contact between them. Don't send any students away – especially bystanders. Don't immediately ask about or discuss the reason for the bullying or try to sort out the facts.
- Refer to the bullying behavior and to the relevant school rules against bullying.
- Support the bullied student in a way that allows her to regain self-control, or "save face," and to feel supported and safe from retaliation.
- Include bystanders in the conversation and give them guidance about how they might appropriately intervene or get help next time.
- If appropriate, impose immediate consequences for students who bully others.
- Do not require the students to meet and "work things out."

General Investigation Guidelines upon Receiving a Student's Complaint without Personally Witnessing the Incident:

- Take the report seriously.
- Be sensitive and set the tone.
- Gather facts.
- See if the matter can be immediately resolved by redirecting students to an appropriate behavior.
- Impose consequences according to the school policy.

Guidelines for More Serious or Repeated Cases

- Determine who should do the investigation and follow the interviewing format below.
- Create a general investigation plan – where (select appropriate, non-threatening locations for interviews), when, and who will be interviewed.
- Conduct a thorough investigation immediately (at least within 24 hours of knowledge of the incident).
- Exercise confidentiality to an extent consistent with legal and diocesan requirements.
- Document the results.
- Notify parents of all parties involved – realizing that confidentiality is paramount.
- Notify the Pastor/Pastoral Coordinator immediately regarding the incident.
- Consult with the Office of Catholic Schools regarding the incident.
- Be prepared to bring law enforcement officials, if necessary.

Interviewing the Complainant

- Predetermine initial questions (who, what, when, where, to whom, witnesses).
- It may be helpful, if appropriate, to have the complainant write what happened in detail.
- Be non-judgmental - do not ask leading questions.
- Clarify context of events.
- Seek effect on complainant (psychological, emotional, financial, etc.).
- Seek information about others subjected to same or similar treatment.
- Probe timing of complaint.
- Find out what the complainant would consider a viable resolution.
- Explain that there will be no retaliation for lodging the complaint.
- Provide copies of appropriate diocesan policies.
- As appropriate, ask the complainant to prepare a formal, written complaint documenting what happened in the incident.

Interviewing the Alleged Harasser/Bully

- Explain purpose of interview and outline accusations. Be objective - do not ask leading questions.
- It may be helpful to have the alleged party write down their side of the incident before conducting the interview.
- Observe reaction.
- Expect denial and probe further.
- Identify relationship between complainant and alleged bully.
- Provide copies of appropriate diocesan policies.
- Emphasize rules about relating with the complainant and remind the alleged harasser that no retaliation will be tolerated.
- Interview alleged harasser even if complainant's allegations appear true or are corroborated.
- Take immediate disciplinary action as warranted.

Interviewing Witnesses/Bystanders

- Ask witnesses to write down their account of the incident
- Use open ended questions to get information
- Do not provide information from other sources
- Explain confidentiality of interview
- Do not reveal biases

Resolving the Complaint

- Balance the facts known
- Be prepared to respond even if you cannot determine exactly what occurred.
- After consultation with the Superintendent of Schools, inform complainant and alleged harasser of results of investigation.
- Keep parents informed of how the situation was resolved and how they can assist in monitoring the situation.
- Take steps to resolve matter. Do not be afraid to make referrals for the complainant or the alleged bully to receive counseling or appropriate treatment.
- Create final report and send copies to appropriate authorities (Superintendent, diocesan attorney, if necessary) after consultation with the Department of Catholic Schools.

MANDATORY LEARNING EXPERIENCES (EXTRA CURRICULAR/CO-CURRICULAR EVENTS)

Rosary Academy provides an environment in which students can become integrated, holistic women who think critically, communicate effectively, and embody their religious faith. Therefore, it is necessary to incorporate special learning experiences into the curriculum throughout the year. These experiences include but are not limited to: class retreats, Red & Gold, Rosary Day, Career Day, and study trips as well as on-campus assemblies, flexes, and rallies.

These unique learning experiences are specifically designed to enhance the students' education. They are planned for mandatory school days and students will receive credit in the appropriate subject; therefore, attendance is required. Unfortunately, these learning experiences cannot be duplicated. If a student is unable to attend school on one of these days, she will be given an assignment which exposes her to the spirit of the experience. This assignment will be returned to the teacher.

Study trips are valuable learning experiences and privileges afforded to students; they are not a student's right. A student will not be allowed to participate in a study trip unless the proper school forms have been signed by a parent/guardian and submitted to the school. Verbal authorization by phone will NOT be accepted in lieu of the proper form. If a parent's authorization is submitted by FAX, it must be on the proper school form. A parent may refuse to allow her/his daughter to participate in a school-sponsored study trip; however, attendance at school is still required even if the student is not attending the study trip, and an assignment will be given.

SEMESTER EXAMS

A special examination schedule is held the last three days of each semester. These exams count for 15% of the semester course grade. No course is exempt from a full-length semester final unless this has been cleared in advance with the Administration. Students' 85% grades must be posted and updated the Friday prior to the start of semester exams.

STUDENT ILLNESS

When a student becomes ill during class, the teacher needs to send the student to the health room. Prescription medicine may not be carried on a student's person. The student must obtain a Medication Permission form from the school website and return it to the nurses' office with parent signature and medication. **Aspirin, Tylenol, or any other medicine is not dispensed to any student by any teacher, staff member, coach, staff, or Administration. Students must visit the health room to receive medications unless specifically directed by a physician (in extenuating circumstances).**

STUDENT TARDINESS

When a student is late to school, including her zero period, she must obtain a tardy slip from the main office. A student who is tardy for the remaining periods of the day is to be marked accordingly in Aeries. If the student has missed less than half of the first class, no need for parent verification. If the student has missed more than half of the first class or multiple classes in the day, a parent will need to verify the tardy by calling the attendance line or sending the student with a note.

Every student is allowed five tardies per semester without consequence, including being late to class in the middle of the school day. Students have plenty of time in between classes to get to each class on time. Once a student reaches six tardies, she will receive a consequence that is listed below. If there is a tardy pattern and a student is consistently late to school or to the same class, there can be a meeting with the Dean of Students and the teacher to discuss any problems and consequences can vary.

STUDY TRIP POLICY

A study trip can be a very valuable learning experience if properly researched and organized.

Due to the fact that study trips directly affect students and teachers remaining at school, the following guidelines need to be followed.

1. Teachers need to be considerate and sensitive to the conflicts that can arise over study trips: the loss of a teaching day because a large portion of the class is gone and the extra burden of having to re-teach materials missed by students on a school event/study trip.
2. It is necessary to fill out a green Trip/Activity/Event Request form **3 weeks prior** to the event and submit it to the Principal or Head of School for approval.
3. Upon trip approval, the Faculty Support Specialist will generate a specific parent permission slip. A copy of each signed slip must be filed with the Faculty Support Specialist.
4. A parent permission slip is **required** for each student. The teacher must photocopy the permission slips and give the alphabetized copies to the Faculty Support Specialist a minimum of **three days** prior to the event.

Other important study trip protocol to be considered includes the following:

1. Research the trip thoroughly to make sure it will be a valuable learning experience.
2. Consider another type of activity, such as having a guest speaker in class.
3. If at all possible, an afternoon trip should be arranged on a day when the class period falls after lunch.
4. Students need to attend the entire activity; if students leave early, it is considered truancy.
5. Evaluation should be shared with other members of the department as well as the Department Chair.

SUBBING

Teachers who wish to volunteer to sub during their prep period will be paid \$25.00 per period. Teachers should execute all sub plans given to the best of their ability and communicate with the classroom teacher regarding any issues.

RESPONSE TO THREATS OF VIOLENCE

Rosary Academy relies on our employees to keep our school safe for everyone. Rosary Academy will take seriously all threats to inflict harm to self and others, including practical jokes or offhand comments. Our school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well-being of students, staff or others and any weapon possession. Rosary Academy has an obligation to keep our school safe and will take any of the above seriously.

Anyone who becomes aware of a threatening situation should immediately report it to an Administrator.

FACILITIES USE

Assembly Hall

For use of the Assembly Hall please email Al Lares and fill out the Assembly Hall set-up form that is in the main office near the mailboxes, fill it out completely and place it in the Maintenance mailbox.

Classroom Care

Teachers should take pride in the presentation of their classroom. Drapes should always be open while students are present.

The custodian will take care of floors, empty wastebaskets, clean erasers and chalk trays, and wash windows. It is the teacher's responsibility to:

- dust
- clean boards (do **not** use water or cleansers)
- empty pencil sharpener
- close windows and lock doors after school
- **lock doors at break, lunch, or whenever the classroom is not in use**
- use the lock block on doors while class is in session
- **see that student desks are kept clean from markings and gum**

When the air conditioner or heater is on, all doors and windows must be closed.

Problems with heating and classroom repairs should be communicated to the Facilities Manager by filling out a pink Work/Repair Request Form. Please do not stop the custodian or maintenance supervisor and ask him to do work on the spot. Pink Work/Repair Request Forms are available in the Faculty Rooms and in the Office. In an emergency situation, use the classroom phone to contact the Main Office.

Other Facilities

To use any facility on campus one must first complete a facilities request form. Completion of the request does not guarantee the space is available. Be sure to follow up with the Director of Facilities.

COPY MACHINE

Copy Machines are for school use only: no personal use.

FOOD SALES

The Activities Office must approve arrangements for sales by clubs or classes. These events need to be calendared in advance so that our food service can be notified for the purposes of supporting the sale and avoiding waste.

FOOD SERVICES

Rosary Academy has partnered with Bevaris Alliance to provide healthy and affordable options for lunch and nutrition breaks. Faculty will be able to use the food service and be provided a staff discounted rate on some items.

FUNDRAISERS

All fundraising ideas and efforts need to be coordinated and proposed through the Department Chair first. The Department Chair will then take the proposal to the Advancement Department so that the idea can be coordinated without interfering with other events. When planning a fundraising event consider the impact on the other groups on campus, and other calendared events to avoid overlap and competition. Allow yourself enough time for the planning and approval stages of the process.

LUNCH

Students may eat in the patio area upstairs, on the lawn, and/or quad area. Students meeting in a classroom at lunch **must have a teacher present**. Each lunch must always be actively supervised by a faculty, staff, or administrator. If it is a person's duty day, they **MUST** be present the entire lunch period.

HALL PASS

All students **MUST** have a Red or Gold hall pass when out of class for any reason. Students will sign out and in when using a hall pass. Students are not permitted to make phone calls during class time. A note from office personnel or a counselor is considered a pass to class.

PUBLICITY

In an effort to standardize or “brand” the Rosary Academy image and to effectively and consistently communicate a given message, materials to be distributed to parents and/or community members, for instance - all flyers, website announcements, constant contact, phone messages and publications sent to the parents or community at large need to be approved by the Head of School, Principal/AHOS, or the Director of Marketing & Communications. In this way, messages can be efficiently calendared and channeled to the intended parties without becoming redundant or overwhelming to parents and the greater community.

The Assistant Principal of Student Services must approve all signs before they can be posted. **Blue painters tape is to be used on painted surfaces including doors and railings. Strapping tape or duct tape may never be used to hang signs. Use only clear cellophane tape on windows.**

SAFETY

The school or a teacher may be held responsible in cases of injury to students on the premises or during school functions if teacher negligence can be proven.

Therefore,

1. **Students must be supervised at all times.** In order to prepare the students to handle an unavoidable teacher emergency, specific directions need to be given at the beginning of the school year.
2. Teachers of laboratory classes must warn students of possible hazards in dealing with materials which can be injurious to them and provide necessary safety precautions.
3. If any accident should occur, the teacher in charge needs to inform the office immediately and fill out an accident report.
4. Teachers need to know location of the fire extinguishers and the emergency exits from the classrooms.

SECURITY

Rosary Academy retains the services of a security service throughout the school day. All unauthorized visitors or those without a Visitor Badge need to be immediately directed to the Main Office.

Doors need to be locked during break, lunch, or whenever the classroom is not in use. **DO NOT GIVE KEYS TO STUDENTS!** At the end of the day, close drapes and lock both doors.

USE OF SCHOOL VEHICLES

Priority for use of the school vans will be given to groups whose travel would otherwise involve expense to the school. Faculty and staff members are not allowed to transport students in personal vehicles but may transport students using the school vans. **School personnel must complete diocesan driving training and demonstrate proof of insurance before one is allowed to drive a school vehicle.**

The school vans are not for personal use.

THE JOB DESCRIPTIONS OF ALL FACULTY & STAFF INCLUDES A COMMENT REGARDING COMPLETION OF DUTIES AS ASSIGNED.



ROSARY ACADEMY

Acknowledgement Receipt Faculty and Staff Handbook 2021 - 2022

The undersigned acknowledges receipt of the Rosary Academy 2021-2022 Faculty & Staff Handbook, revised July, 2021. I have read and agree to abide by the terms of this policy. I understand that if I have questions regarding any of these policies, now or in the future, I should refer my questions to my supervisor or the Rosary Academy Administration.

Print Employee Name: _____

Employee signature:

Date: ____ / ____ /20 ____

Please sign and return to Amanda Hurtado by August 17, 2021