

ROSARY

Rosary High School Handbook & Calendar 2006-2007



Handbook Committee

Faculty Members:

Ms. Faith Etheredge, Mrs. Sandy Iwanski, Ms. Michelle Salerno, and Mrs. Lisa Sustersic

Student Members:

Martha Hudon, Nora Leavy, Jordan Meinholz, Nadia Simek, and Kaitlyn Yelton

(Handbook revised and amended July 2006)

School Testing Code #: 140-182

Rosary High School

Handbook & Calendar

2006-2007

Administration

Sr. Patricia Burke, O.P.
Principal, ext. 17

Dr. Kathleen Jack
Assistant Principal, ext. 18

Ms. Michelle Salerno
Dean of Women, ext. 50

Address

901 N. Edgelawn Drive
Aurora, IL 60506

Telephone Numbers

Office: 630-896-0831
Attendance: 630-896-0831 ext. 16
Sports Hotline: 630-896-0831 ext. 4

Fax Numbers

Office: 630-896-8372
Sports: 630-896-0486

School Hours

Monday - Friday
8:00 am - 2:45 pm
(During academic year)

Web Site

www.rosaryhs.com

This Handbook & Calendar is the property of:

Name: _____

Address: _____

City/Zip: _____

Grade: _____

A LETTER TO OUR PARENTS

Dear Parents,

Your daughter's growth and development at Rosary High School are dependent upon a mutually respectful relationship between home and school, and upon your daughter's cooperation with the expectations outlined in this handbook. It is our belief that Rosary High School's policies promote the formation of a caring, faith filled educational community in which the learning environment and its participants are valued, protected and challenged. We assume that if you have registered your daughter, you are committed to upholding these policies.

When questions or problems arise, the most effective solutions result from consulting directly with the appropriate person(s) as soon as possible. Anonymous communications hinder any true resolution. The following information is offered to guide your course of action.

- For situations which pertain to only one of your daughter's classes, please contact the teacher.
- If circumstances relate to more than one of her classes, please contact your daughter's guidance counselor.
- Concerns about attendance and/or discipline should be brought to the Dean of Women.
- Financial questions should be brought to the Business Manager.
- Questions about extracurricular activities should be addressed by the moderator of the activity.
- Situations pertaining to a particular sport should be addressed by the athletic director and the appropriate coach.

If your expressed concerns have not been satisfactorily resolved, then please contact Sr. Patricia and/or Dr. Jack.

When the two most important influences in your daughter's life - home and school - form a strong partnership, all parties will benefit.

May this academic year be one of much success!

- The Rosary High School Administration and Faculty

TO THE STUDENTS OF ROSARY HIGH SCHOOL

This handbook has been prepared by a committee of faculty members and students. To be successful and responsible students, you must be familiar with the contents of this handbook. It was carefully planned to acquaint you with Rosary High School, its philosophy and goals, its policies and regulations, its services and extracurricular activities. It is our hope that by being aware of what is expected, you will make the most of the educational opportunities offered at Rosary High School. It is your spirit, your interest and your willingness to participate that will continue to make Rosary a rewarding and meaningful experience for those who attend.

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DISCLAIMER:

Not every possible circumstance or activity can be addressed in this handbook because of the individual nature of many situations. Activities that are not specifically addressed in this handbook are subject to the review and decision of the Principal and the Advisory Team.

Rosary High School reserves the right to change, alter, and/or amend all procedures, policies, and regulations contained within this handbook at any time, within the discretion of the Administration, whenever such changes are deemed necessary.

CODE OF CONDUCT

I have read and understand the Student Handbook and the following Student Code of Conduct. As a member of the Rosary Student Body, I agree to abide by both. I understand that the rules and regulations contained herein will be enforced.

1. I will be a positive and contributing member of the student body. I will make every effort to maintain a good rapport with other students, and the staff and administration of Rosary. I will show respect and courtesy to all staff members, chaperones, and students.
2. I am expected to conduct myself appropriately and follow the philosophy of the school at all times, even when off-campus. I understand that any activity which is detrimental to the physical, mental, or spiritual well-being of me or the student body, or which is detrimental to the integrity or reputation of the school will be subject to disciplinary action.
3. I will refrain from the possession and/or consumption of alcoholic beverages, illegal drugs, look-alike drugs, etc. both on and off campus. I understand that any violation of this agreement will result in suspension, enrollment in a clinical intervention program, disciplinary probation, or expulsion. I also understand the penalty will include being stripped of every office, every privilege, and any participation in opportunities I now have as a Rosary student (including, but not limited to, attendance at soc hops, dances, and prom) for the school year. In addition, I understand that all team and club contracts and constitutions, as well as school activity by-laws will be enforced according to the Handbook regulations. If I violate these rules, I understand that my case will be brought before the Disciplinary Board, who will decide my future at Rosary. Such an offense will forfeit the right to participate in the Honors Night/Graduation ceremonies as a senior.
4. I will not steal. I understand that the theft of personal, school, or intellectual (cheating) property is subject to disciplinary action. I will be expected to make restitution, as deemed necessary. I understand the penalties for academic dishonesty as stated in the Handbook.
5. I will not smoke on school property, at school functions, or on school buses. I understand that violation of this will result in disciplinary action.
6. I understand that soc hops and school dances are for the enjoyment of the student body. I understand that my guest and his/her behavior are my responsibility, and whatever he/she does, I will be held accountable. If either of us does not conform to the Rosary Handbook regulations, my privileges to attend such events will be taken away. Parents of students and guests will be notified immediately of any violations.

Having read the policies and regulations stated in the Student Handbook, I agree to sign the Rosary High School Code of Conduct Form on the Personal Information Sheet.

STAFF DIRECTORY & VOICE MAILBOX NUMBERS

Administration/Staff:

- # 17 Sr. Patricia Burke, O.P. - Principal
- # 18 Dr. Kathleen Jack - Assistant Principal
- # 50 Ms. Michelle Salerno - Dean of Women

- # 88 Sr. Colette Barker, O.P. - Executive Assistant
- # 29 Ms. Edie Branom - Guidance Counselor
- # 15 Mr. John Carew - Asst. Business Manger
- # 15 Mr. Kevin Carew - Business Manager
- # 11 Sr. Catherine Mary Currie - Administrative Assistant
- N/A Mrs. Judy Driscoll - Administrative Assistant
- # 77 Mrs. Ann Edwards - Cafeteria Assistant, Maintenance Assistant
- # 27 Mr. Gary Horneman - Technology Coordinator
- # 25 Ms. Mary Lou Kunold - Athletic Director
- N/A Mr. Wilson Lanclos - Maintenance Supervisor
- # 26 Sr. Bernadette Marie McGuire - Librarian
- # 10 Mrs. Cheryl Miller - School Secretary/Nurse
- # 24 Mrs. Bonnie Reder - Cafeteria Manager/Chef
- # 16 Mrs. Terry Sprott - Office Assistant
- # 28 Mrs. Lisa Sustersic - Guidance Counselor

Business Department:

- Chairperson: Mrs. Kramer
- # 87 Mrs. Geri Kramer - Business/Consumer Ed

English Department:

- Chairperson: Mrs. Dick
- # 94 Ms. Amanda Cornell - Freshmen English
 - # 75 Mrs. Janet Dick - English/Creative Writing
 - # 78 Mrs. Bev Erickson - English/Speech
 - # 89 Mrs. Cathleen Letourneau - Soph. English
 - # 61 Mrs. Kerry Shay - Junior English

Fine Arts Department:

- Chairperson: Ms. McCarthy
- # 70 Mrs. Deanna Ahasic - Creative Arts
 - # 31 Ms. Mary Beth McCarthy - Music/Orchestra
 - # 96 Mr. Bill Rush - Music Lessons
 - # 32 Mrs. Amy Steenson - Music/Glee Club

Foreign Language Department:

- Chairperson: Mrs. Rebenstorf
- # 85 Mrs. Julie Jeppesen - Spanish
 - # 95 Mrs. Rose Rebenstorf - Spanish
 - # 81 Mrs. Wendy Soucy - French
 - # 99 Mrs. Kathy Spencer - Latin

Mathematics Department:

- Chairperson: Mrs. Cange
- # 73 Mrs. Bev Cange - Mathematics
 - # 82 Mr. Joseph Gibbons - Mathematics
 - # 86 Mrs. Joanna Kosik - Mathematics
 - # 92 Mrs. Cynthia Nagis - Mathematics
 - # 91 Mr. Kevin Steder - Mathematics

Physical Education/Health:

- # 22 TBA - P.E. / Health

Science Department:

- Chairperson: Sr. Patricia Burke, O.P.
- # 72 Mr. Roy Fleet - Physics
 - # 90 Dr. Lori Kuwik - Biology
 - # 93 Mr. Stephen Ode - Biology
 - # 76 Mrs. Falguni Soni - Chemistry

Social Science Department:

- Chairperson: Mr. Walker
- # 74 Mrs. Sara Broderick - Social Studies
 - # 75 Mrs. Janet Dick - Sociology
 - # 80 Mrs. Colleen Evert - Social Studies
 - # 97 Mrs. Kate Reuland - Psychology/Humanities
 - # 60 Mr. Scott Walker - Social Studies

Theology Department:

- Chairperson: Mrs. Iwanski
- # 79 Ms. Faith Etheredge - Theology
 - # 83 Mrs. Deborah Gordon - Theology
 - # 84 Mr. Paul Iwanski - Theology
 - # 30 Mrs. Sandra Iwanski - Campus Minister
 - # 98 Mr. James Sanders - Theology

Institutional Advancement Team:

- # 34 Sr. Francene Harbauer, O.P. - Director of Advancement
- # 19 Mrs. Debbie Olson - Director of Alumnae
- # 12 Mrs. Karen Ramella - Director of Pre-Admissions
- # 33 Mrs. Terri Rios - Director of Communications
- # 13 Mrs. Diann Witte - Director of Development

AUXILIARY OFFICERS

Board of Trustees

Mrs. Beth O'Connor, *Chairperson*
Mr. Ed Evert, *Vice-Chairperson*
Sister Patricia Burke, O.P., *Executive Officer*
Dr. Kathleen Jack, *Executive Officer*
Mr. John Carew, *Finance Officer*
Sr. M. Francene Harbauer, O.P., *Dir. of Advancement*

Advisory Team

Sr. Patricia Burke, O.P.
Sr. Francene Harbauer, O.P.
Mrs. Sandy Iwanski
Dr. Kathleen Jack
Ms. Mary Lou Kunold
Ms. Michelle Salerno

Disciplinary Board

Mrs. Edie Branom
Sr. Patricia Burke, O.P.
Mrs. Colleen Evert
Dr. Kathleen Jack
Mrs. Cynthia Nagis
Ms. Michelle Salerno
Mrs. Lisa Sustersic

Parents' Auxiliary Board

Dorothy Leone, *Co-President*
Jeanne Clark, *Co-President*
Ruth Wenzel, *Co-Vice-President*
Sue Goodman, *Co-Vice-President*
Linda Higgs, *Treasurer*
Ursula Maley, *Secretary*

Sports Boosters Officers

Bob Becker, *President*
Phil Van Bogaert, *Vice-President*
Pat Zborowski, *Secretary*
Ken Stead, *Treasurer*
Janice Westrom, *Superbowl and Publicity*

Fine Arts Boosters Officers

Pat Doctor, *President*
Eileen Petesch, *Vice President*
Dory Oros, *Secretary*
Sue Schoeder, *Co-Treasurer*
Mary Spoden, *Co-Treasurer*

Alumnae Association Officers

Debbie Olson ('70), *Director*
Peggy Harms ('95), *Secretary*
Ann Edwards ('70), *Treasurer*
Sr. Patricia Burke, *Faculty Contact*
Mrs. Colleen Evert, *Faculty Contact*

STUDENT GOVERNMENT

Student Council Officers

Jordan Meinholz, *President*
Kaitlin Saballus, *Vice-President*
Nicole Raucci, *Secretary*
To Be Determined, *Treasurer*
Mr. Joseph Gibbons, *Moderator*

Senior Class Officers

Andrea Runge, *President*
Emma Fair, *Vice-President*
Colleen Hurley, *Secretary*
Kelly Ann McGowan, *Treasurer*
Martha Hudon, *Alternate*
Mrs. Janet Dick, *Moderator*

Junior Class Officers

Olivia O'Connor, *President*
Kathryn Breisch, *Vice-President*
Ellie Hillstrom, *Secretary*
Kylie Schalz, *Treasurer*
Carly Oros, *Prom Chair*
Mrs. Rose Rebenstorf, *Moderator*
Mrs. Kathy Spencer, *Prom Moderator*

Sophomore Class Officers

Molly Orłowski, *President*
Kimberley Boyd, *Vice-President*
Jessica White, *Secretary*
Colleen Dwyer, *Treasurer*
Jennifer Clark, *Alternate*
Mrs. Cathleen Letourneau, *Moderator*

Freshman Class

Mrs. Joanna Kosik, *Moderator*

MISSION STATEMENT

Rosary High School is a Catholic college preparatory school for young women sponsored by the Dominican Sisters of Springfield, Illinois. Rooted in the gospel values of Jesus Christ, Rosary High School is committed to the mission of educating and developing Christian leaders in the Dominican tradition:

- Encouraging faith development
- Seeking truth
- Striving for academic excellence and lifelong learning
- Developing individual gifts
- Valuing Christian service
- Fostering responsible members for society

PHILOSOPHY OF ROSARY HIGH SCHOOL

Rosary High School is dedicated to the education and leadership development of young Christian women. As a Dominican foundation, it promotes the search for and the dissemination of truth. It is committed to the teachings of the Catholic Church.

Rosary High school supports the primacy of parents in the education of their children. Academic excellence experienced in a caring community is the criteria for Rosary's standard of educational development.

Rosary High School upholds the God-given dignity of each person and the right to social justice for all people. Rosary acknowledges the personal responsibility of the young woman to exert leadership and service for the good of the church and society.

GOALS OF ROSARY HIGH SCHOOL

- To give witness to Christ by our lives, as well as by our teaching.
- To stimulate the exercise of intelligence and creativity in a college preparatory program.
- To develop leadership skills which will enable students to share their time and talents with the larger community.
- To strengthen the sense of personal identity through the development of individual gifts.
- To establish programs and activities which further the accomplishment of student goals.
- To foster an atmosphere in which the Christian message, worship and service may be experienced.

ROSARY HIGH SCHOOL NON-DISCRIMINATION POLICY

Rosary High School admits students of any race, color, creed, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origins in the administration of its educational policies, scholarships, athletics and other school administered programs. Rosary High School does not discriminate on the basis of race, sex or ethnic background in its employment of qualified faculty and staff. Rosary High School also complies with the American Disabilities Act effective July 1992.

ROSARY HIGH SCHOOL ADMISSION POLICY

Rosary High School is dedicated to serving the spiritual and educational needs of young Catholic women who demonstrate a commitment to Rosary's mission, goals, and religious values, and who will best benefit from its college preparatory academic program. Rosary High School admits a broad cross section of students with varying academic, leadership, athletic and artistic abilities. Rosary seeks a student body which will benefit from and contribute to academic excellence within a community of faith.

Before admission to Rosary High School, all potential freshmen take the STS placement exam. This standard indicator and the information gathered from parents, teachers, and grade school transcripts are used to plan the student's academic program. If the information gathered indicates that Rosary does not have the educational program which best serves the needs of the student, the student will not be accepted.

Should space or the need to maintain a quality educational program restrict the enrollment of Rosary High School, students will be admitted on a priority basis.

Transfer students from other high schools are considered for admission at the beginning of each semester unless the family is moving in from outside the area. A screening process is used to ensure that the student's former school record and reason for transfer are consistent with Rosary's mission and goals. When a student is accepted, the high school transcripts are used to plan the student's academic program at Rosary High School.

Once students are accepted as part of the Rosary community, they are expected to maintain a commitment to the mission, goals, and religious values of Rosary High School through support of the policies outlined in the student handbook and appropriate academic achievement.

Since Rosary High school supports the primacy of parents in the education of their children and works in partnership with parents for this purpose, Rosary does not serve independent students. A student must reside with her parents or legal guardians. Therefore, married students may not enroll or continue at Rosary High School.

ACADEMIC INTEGRITY

Students are expected to demonstrate honesty and integrity. Each student is expected to do her own work. This includes but is not limited to test taking, homework, class assignments and the original creation of essays, compositions, term papers and scientific research. All work submitted by a student should be a true reflection of her own ability and effort. The following actions would be considered cheating:

- Claiming credit for work not the product of one's own effort
- Providing access to materials or information so that credit may be dishonestly claimed by others
- Sharing work with or assisting a student is obtaining another's work

Any behavior which can be defined as cheating represents a violation of mutual trust and respect essential to education at Rosary High School. Students who cheat can expect to be confronted by their teacher and and be subject to the following penalties:

- All instances of academic dishonesty are reported to the dean who then confers with the student and notifies the parent(s) and counselor.
- The instance is recorded in the student's record.
- The student receives a zero for any work submitted, including homework, term papers, reports, quizzes and tests.

A second occurrence of academic dishonesty within the student's career at Rosary will result in a loss of credit for the quarter.

- The dean and guidance counselor will meet with the student.
- The dean and/or administrator will meet with the parent(s).

Any subsequent occurrence will require the student to appear before the Disciplinary Board and could result in expulsion.

ACADEMIC PROBATION

A student whose cumulative grade point average falls below 1.50 at the end of any semester will be placed on academic probation for one semester and reviewed by the Disciplinary Board. Each case is treated on an individual basis. Factors considered include the student's abilities, effort, and attitude as well as teacher recommendations. If after one semester's probation, the situation is not rectified she may be asked to withdraw from Rosary.

ADDRESS CHANGES

When a family has a change of residence or phone number, the office should be notified immediately. The office must be in a position at all times to contact the parent/guardian in case of an emergency. This should be kept current even in the case of short vacations.

ANTI-HARASSMENT POLICY

Respect for all individuals is a primary component of our community of faith. Rosary is committed to providing a learning environment that is free from harassment in any form. Rosary will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical or learning disability, or sex. Harassment can occur at any time, on or off the campus. It includes, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement

Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, or gestures

Electronic Harassment: Derogatory or hostile comments sent by the internet (chat rooms, instant messaging, emails) or by cell phones (text messaging); dissemination of private communications in the same manner

Sexual Harassment: Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such contact is made explicitly or implicitly as a term or condition of a student's academic status or progress
2. Submission to or rejection of such conduct by a student issued as a basis of academic decisions affecting the individual
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

It is the student's responsibility to:

1. Conduct herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Immediately inform anyone harassing her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to Administration;
5. If informed that she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

The following procedures must be followed for filing and investigating a harassment claim:

1. That student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. The student must report the harassment to Administration.
2. After reporting alleged harassment, the student may be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the alleged harasser and the person bringing the allegations. Parents of the students involved will be included in the meeting. If applicable, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Disciplinary Board, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and may include all disciplinary actions up to and including immediate termination/expulsion.
5. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

ATTENDANCE GUIDELINES & ABSENCE POLICIES

The school office opens at 7:30 a.m. Messages informing the school of a student's absence may be left earlier on voice mail at 896-0831, ext. #16. The school cannot assume liability for unsupervised students who are in the building before 7:30 a.m. or after 4:00 p.m. The first bell rings at 7:50 a.m.; the last bell at 2:45 p.m.

Attendance is essential to the student's academic success. Class discussions and lectures cannot be repeated and make-up tests are very difficult to schedule. Frequent absences may result in a lower grade. EVERY EFFORT SHOULD BE MADE TO SCHEDULE VACATIONS AND DENTAL/DOCTOR APPOINTMENTS TO COINCIDE WITH NON-SCHOOL DAYS, HALF DAYS AND BREAKS. The importance of attendance is reflected in the following guidelines.

A. Attendance Guidelines

1. A student should not have more than 10 excused absences in a semester. (Excused absences include family time, college visits, participation in non-school related athletic or other extracurricular activities, undocumented illness.) Parents will be notified by the Dean when a student's absences reach seven (7). Medically documented excuses, family emergencies, and absences related to school sponsored activities do not count in the 10 absences.
2. If a student misses more than 10 days during a semester in a given subject, she will receive a failing grade for the quarter in which the 11th absence falls and will jeopardize her credit for the semester. Exceptions may be made if the student has an extended illness and documentation from the physician is submitted to the Dean upon the student's return to school. Any other exceptions must be for serious reasons and have the approval of administration.
3. Excused absences are governed by the following regulations:
 - a. The parent or guardian should phone the Attendance Office (896-0831 ext. 16) before 9:00 a.m. on EACH day of the student's absence even when the illness continues for more than one day. Falsifying this report is a serious infraction and can result in suspension.
Not following this procedure could result in the student being considered truant.
 - b. By the 4th period of the day the student returns to school, the student must present a note to the Dean signed by either parent or guardian, stating the student's name, the date and the specific reason for absence. If a student should forget a note on the day of the return, the student is still to check in at the Dean's Office. This is recorded as an unexcused absence and the student is granted 24 hours to present a note to change this to an excused absence. The school is legally responsible for attendance records and, therefore, must verify absence when necessary.
 - c. For an absence to be medically excused, a note from the physician is required.
4. If a student fails to produce a note as described in 3b, she will receive a warning for the first day, a detention the second day, and a Saturday detention the third day.
5. If a student must be absent from school for reasons other than illness, permission must be requested in writing from the Dean's office beforehand. Neglecting to get prior permission will result in an unexcused absence which means the student forfeits the right to make up missed work including tests.
6. ROSARY DISCOURAGES TAKING STUDENTS OUT OF SCHOOL FOR VACATION OR NON-ROSARY ACTIVITIES. Students may not be absent during semester exams. A student who is taken out of school, against this advice, must notify the Dean's Office in writing two weeks in advance of the absence. The student will receive an Absentee Guideline Form from the Dean which must be presented to all her teachers one week in advance. The student assumes full responsibility for the class work missed. There is no guarantee that the student's grade will not slip during these absences due to class discussion and lectures missed. The teachers are not obligated to make up tests/quizzes or to spend extra time preparing assignments. A teacher has the right to reduce or deny credit for work missed.
7. The teacher is under no obligation to provide extra assistance or to schedule make-up work or exams for non-emergency absences.
8. Absences due to a school sponsored activity, such as field trips and school retreats, are excluded from the ten day limit for absences. (Students may be denied participation in activities if they have failed to meet academic, attendance, or behavioral requirements.)
9. A student must attend the full day to participate in sports or extracurricular activities and on Friday for weekend activities or games.
10. A request for an early dismissal must be accompanied by a note from a parent or guardian with the full name, date and reason for request explained.
11. Students in the nurse's room will be recorded as absent from class.

B. Long Term Absence Policy

Long term absence is defined as an absence of ten or more consecutive school days resulting from a prolonged illness, surgery or therapeutic treatment. The Assistant Principal must be notified when parents first learn of possibility of extended absence. The student must plan her academic program in consultation with the Assistant Principal. She may be required to enroll in her local public school and receive home bound tutoring in order to be awarded credit for the course(s). A student will be readmitted upon receipt of discharge papers including a discharge plan if applicable. Upon her return to school a conference with administration may also be required. A long term absence may also affect the student's athletic eligibility.

BACKPACKS

Students are not permitted to use backpacks during the school day. Backpacks and totes may only be used on entering and leaving school. Backpacks and totes must fit in the locker.

CAFETERIA/FOODS

All students remain on campus for lunch. Since classes are in continuous session, students are required to move to and from the cafeteria in a quiet and orderly manner, maintaining silence in the academic wings. Use of the restroom during the 4th hour is restricted to the student's lunch period. Leaving campus for lunch is considered truancy. Guidelines for cafeteria behavior include:

1. No food or liquid (including bottled water) is allowed outside the cafeteria before, during, or after school.
2. Vending machines may be used before and after school only.
3. Students are expected to keep the area free of litter and in proper condition for other students' use.
4. At the end of the lunch period, each student is responsible to see that the table is cleaned and the chairs are properly placed.
5. Students should be courteous in the lunch line. Do not crowd, loiter, or cut in front of others in line. Do not handle food prior to choosing it, as this is a health code issue.
6. All drinks must be in their original containers or in clear plastic containers or cups; glass bottles are not allowed.
7. Fast-food deliveries are not allowed during school hours.
8. Cafeteria tables used after school must be cleared of debris and wiped off.
9. Students are not permitted to sit with their feet on the furniture.

Students are to exit the cafeteria immediately after the bell sounds. If students leave the cafeteria before the bell, they are to go to the foyer. Students are not to proceed past the double doors at the beginning of each wing, until the bell has rung for the exchange. Since classes are in progress during the lunch period, students will be silent in the academic wings.

With regard to food in the building:

1. The possession and/or use of personal water bottles or enclosed drinking cups is not permitted in the school.
2. Chewing gum is not allowed anywhere in the school. A violation of this policy will result in a Friday detention and a \$5 fine to be paid within 24 hours.

CARS

Students need to register their cars in the main office at the beginning of the year. After the beginning of the year, any student who starts to drive to school also must register her car. Only in-season athletes who have been issued a permit may park in the back lot which is the parking area closest to the gym.

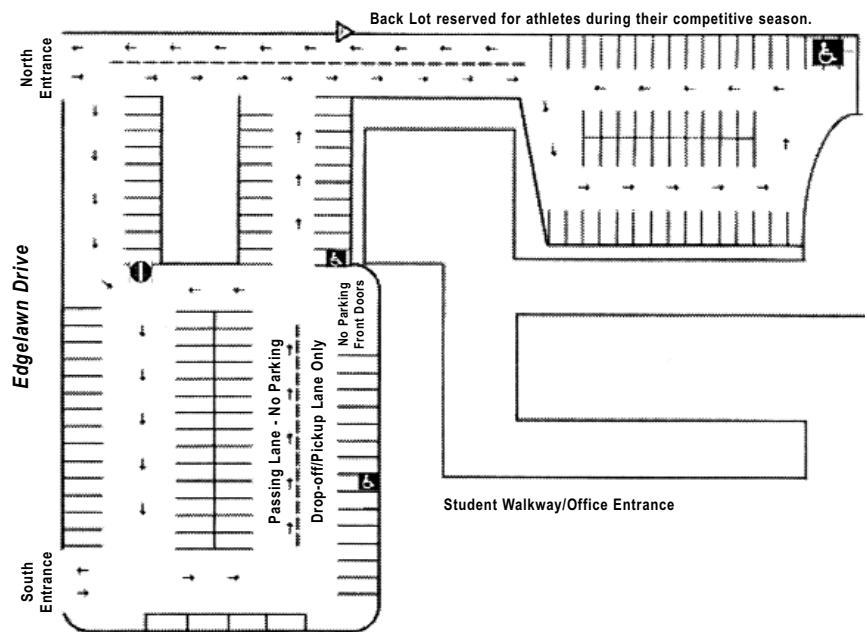
Students are not to park their cars in the front row of the main parking lot adjacent to the sidewalk. The front row is entirely reserved for teachers, visitors and guests. Space must be left for the loading of the school bus. Cars are never to be parked in front of sidewalk entrances. Students who park their cars in reserved or handicapped spaces will be given a detention after one warning. Students must ask for permission to go to their cars during school hours.

The flow of traffic in the Rosary parking lot should travel in a counterclockwise direction (see diagram next page)

The right lane closest to the school is for dropping-off and picking-up. The left lane is for through traffic only. When dropping off a student please pull up as far as the main entrance, have student exit the car at the first point where you are stopped and then immediately and cautiously proceed into the passing lane. Cars arriving from the north should enter the parking lot through the north entrance and from the south, use the south entrance and continue into the traffic flow following the counter clockwise pattern. No sitting or loitering in the cars is permitted once students are on the grounds.

A student who causes damage to another car in the parking lot must report the damage to the school office and to the owner of the car. Failure to do so will result in disciplinary action. Careless, reckless or hazardous driving is not permitted on school grounds or in going to and from activities and will be subject to disciplinary measures.

The parking lot speed limit is 5 m.p.h. Cars leaving the athletic lot will yield to oncoming traffic.



CATHERINE OF SIENA SCHOLARS

Rosary's highest academic award is to be designated a Catherine of Siena Scholar. The requirements for all students are as follows:

- A four-year course of study has been taken in at least two of the following subject areas: fine arts, foreign language, mathematics, or science.
- A strong attendance record; that is, a scholar may not have more than the maximum number of absences for any reason- excluding documented illness. (The Administration reserves the right to make exceptions for extraordinary circumstances.)
- A strong service record. Students who habitually fail to submit service hours on or before the deadline will not be eligible for this honor.

Specific class requirements are as follows:

- Classes of 2007 & 2008: A minimum cumulative GPA of 3.75, and a minimum of 10 Honors courses (exclusive of Algebra 1 Honors and English 1 Honors).
- Classes of 2009 & 2010: A minimum cumulative GPA of 3.80, and a minimum of 12 Honors courses over a four-year period.

Candidates for the Catherine of Siena Scholar Award will be confirmed at the end of the third quarter.

COMPUTER USE

To support students' efforts to achieve skill in the use of technology and to provide resources for their educational development, Rosary High School makes computers available in the library, the business lab, the mini-lab, the physics lab, and in all classrooms. These computers may not be used for any purpose other than an educational one without the permission of the supervisor. Internet access is available on all computers in the building. Regulations have been established to insure responsible and ethical use of technology. All students and their parents must read, sign and agree to the Acceptable Use Policy.

Acceptable Use Policy for Network and Internet Access

Failure of a user to follow the terms of the Acceptable Use Policy for Network and Internet Access may result in loss of privileges, disciplinary action and/or appropriate legal action.

School Mission

Use of the Internet shall be consistent with Rosary High School's mission as a Catholic college preparatory school rooted in the gospel values of Jesus Christ and committed to educating young Christian leaders in the Dominican tradition. The examples given in this document are consistent with the mission of Rosary High School.

Terms and Conditions of the Policy

Access to the Internet at Rosary High School is for purposes of education or research. If or when users inadvertently access inappropriate sites, they are expected to exit immediately and report the incident to a supervisor.

Privileges

Use of the network and Internet at school is a privilege, not an entitlement. Inappropriate use may result in the suspension or cancellation of privileges. The principal in consultation with the Technology Coordinator and the Advisory Team will make all decisions regarding the suspension or cancellation of privileges.

Unacceptable Use

The following list of unacceptable uses is not comprehensive. Users are expected to make sound judgments about acceptable use.

- Accessing free or personal e-mail accounts such as, but not limited to, Hotmail and Yahoo.
- Accessing chatrooms, and/or engaging in instant messaging.
- Accessing blog sites such as, but not limited to Myspace and Zanga.
- Participating in blog sites on or off campus that are defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal.
- Participating in blog sites on or off campus, that in any way identifies the user as a Rosary High School student or compromises the mission of Rosary High School.
- Use of the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state regulations.
- Unauthorized downloading of software whether copyrighted or not.
- Use of the network for private or commercial advertising or gain.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Posting anonymous messages.
- Accessing, submitting, posting, publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material.
- Using the network while access privileges are suspended or revoked.
- Altering existing program settings in any way.

Network Etiquette

Users are expected to honor generally accepted rules of network etiquette including, but not limited to the following:

- Users do not reveal the addresses or telephone numbers of others.
- Users do not use the network in ways that make use by others difficult.
- Users consider all information via the network to be the private property of others.

(...continued)

Network Etiquette

Users are expected to honor generally accepted rules of network etiquette including, but not limited to the following:

- Users do not reveal the addresses or telephone numbers of others.
- Users do not use the network in ways that make use by others difficult.

Personal Safety

Users are expected to have a healthy respect for the dangers of the network and Internet and should follow the safety guidelines listed here.

- Users must never post personal contact about themselves or others.
- Users should always talk with someone in authority at school when inappropriate messages or images appear.
- Users should “pay attention” and report anything that makes them feel uncomfortable to a supervisor.
- Users should, in a spirit of Christian charity, disclose to a school administrator any serious violation that they may come to know that may involve one or more classmates.

Security

Network security is a high priority. Users identifying a problem must report it immediately to the supervising teacher. Demonstrating the problem to other users is a violation of security and will be dealt with as such. Logging-on to any program without clearance, is a serious violation of security. Any user identified as a security risk may be denied access to the network.

Vandalism/Harassment

Engaging in vandalism and/or harassment is a serious violation and will result in disciplinary action and appropriate legal action. Vandalism is any malicious attempt to harm or destroy data of another user, the Internet or any other network. This includes but is not limited to uploading or creating computer viruses knowingly. Harassment is the persistent interference into another's work including, but not limited to, accessing another's files or sending unwanted e-mail.

Any violation of the Acceptable Use Policy will result in disciplinary consequences which may include but not be limited to loss of access privileges. Legal authorities may be contacted if there is any suspicion of illegal activity (threats or harassment, etc.).

COURSE CHANGES

Students requesting to add, drop or change courses after the schedule is printed and given to students in July are required to supply parental approval, a serious reason for the change, and a \$50.00 computer rescheduling fee to the office. Except for a serious reason, students may not drop a course after the second full week of each semester. In exceptional circumstances a student may be given permission to drop a course. However, if this is done after the second full week of the semester the student will receive a WF, “Withdrawn Failing,” or a WP, “Withdrawn Passing,” on her permanent record. “Withdrawn Failing” will be treated as an F for the computation of the GPA. “Withdrawn Passing” will have no effect on one's GPA.

CREDITS

A student is given a half credit for each semester that is passed in a full year course. She must repeat that part of the course which was failed, not the entire course. Credits lost during an academic year should be made up before the opening of the next school term. Promotion to the next grade level is determined by credits earned and requirements met. Credits are accepted from other accredited schools if permission is obtained in advance to take the course. Grades received in summer school courses are not used in determining the cumulative GPA. Correspondence courses are permitted only where special circumstances warrant them.

Foreign Language/Math Credits: Because success in these subject areas is contingent upon mastery of first semester work, any student who has failed a course in these areas for the first semester will be dropped from said course. Students will be responsible for making up the entire course in summer school. In the Math Department, if a student fails the second semester of Algebra 1, Geometry, or Algebra 2, she must make arrangements to repeat the semester in summer school.

CURRICULUM GUIDE

The Curriculum Guide contains course descriptions, graduation requirements, and suggested programs of study. It is available on-line at www.rosaryhs.com.

DANCES

Dances are intended for the enjoyment of Rosary students and their guests. All students will be held accountable for the following policies:

1. Students are always expected to dress modestly and appropriately for the specific occasion. Judgments on the acceptability of a dress should be handled before the dance, by the moderators of the dance. The moderator's decision will be final. If a student's apparel does not meet these guidelines, she will be refused admission without refund.

A. Date Dances

- Formal dress should be in modest taste for a girl attending Rosary.
- Preference is given to dresses with sleeves and straps, as opposed to strapless ones.
- If the dress is strapless, the bodice should be straight cut.
- The back of the dress must have fabric above the waist line and may not be cut lower than 3" below the middle of a student's back. For questions, see directives given by the dance moderator(s).
- The skirt length is expected to be in accordance with modesty.
- A straight-cut dress should not be skintight or have high slits.
- See-through or bare midriff styles are not allowed.

B. Soc-Hops, Halloween Dance, and Spring Fling

- Jeans, slacks, and walking shorts (6-8" inseam), or skirts that are at least knee length.
- Shirts with sleeves- no inappropriate logos or slogans. Shirts must be able to be tucked in; again, no bare midriffs.

Guests should be informed prior to the dances about acceptable attire!

2. For Soc-Hops, students from Rosary, Marmion, and Aurora Central Catholic are admitted upon showing a current school ID. Rosary students who do not have an ID will be responsible for acquiring a temporary ID before the dance. There is a \$5 charge for a temporary ID. For all dances and soc-hops, a student must submit a completed Guest Form prior to the dance.
3. Students are responsible for the conduct of their guest (who must be at least a high school freshman). Guests must also present a student ID. A Rosary student may admit ONE GUEST. At soc-hops, a sign-in sheet will be signed at the door by the Rosary student for her guest.
4. Continuation of Soc-Hops and other dances will be determined by students' behavior at the previous one. When there is agreement by the chaperones and/or the police officers on duty that any student or guest has been involved in any type of inappropriate behavior (including, but not limited to- inappropriate dancing, disrespect to any chaperone or faculty member, possession or use of any illegal or impairing substance before, during, or after the activity), this procedure will be followed:
 - The person(s) will be detained.
 - The student's parent or guardian will be called.
 - The student will be sent home with the parent or guardian, or appropriate legal action will be taken.
 - The Rosary student will be required to appear before the Disciplinary Board.
 - If the student is a guest, his/her school administrator will be contacted.
5. Soc-hops are scheduled from 7:30 p.m. until 10:00 p.m. There is no admittance after 8:30 p.m. unless a written parental request has been submitted to the Dean of Women prior to the dance. Students may not leave before 9:30 p.m. without a written parental request to do so. Once students leave, they may not return to the school campus.
6. Hats, coats or jackets, purses, and cell phones must be checked. Glow sticks are not allowed.
7. Prom will be open to Rosary juniors and seniors only. Freshmen (including guests) do not attend date dances, except for Spring Fling. Specific guidelines for Prom will be given to students and parents by the Prom Moderator.

DECORUM

Quiet and decorum is the standard in the school building at all times, especially while classes and clubs are still in session. Even though students may talk during the class breaks, there should be no shouting or excessive noise. Students are to act as mature young women at all times.

DISCIPLINARY BOARD

The Disciplinary Board advises the principal in matters of serious offenses in violation of the Rosary Code of Conduct. Parents and students are invited to attend hearing. Recommendations of the Disciplinary Board are subject to Appeal according to the Appeal Process,

Appeal Board: The Appeal Board is independent of the Disciplinary Board and is made up of the liaison from the Springfield Dominican Corporate Board, the chairperson of the Lay Board of Trustees, and one former administrator of Rosary High School. The decision of the Appeal Board is final.

DISCIPLINE

The purpose of disciplinary action is to call the student to accountability for infractions of the rules stated in the Student Handbook and for violations to the Student Code of Conduct. Such action must reflect the mission, philosophy, and goals of Rosary High School.

Disciplinary action, when warranted, shall be fair, firm, and consistent in order to encourage change in student behavior. As a rule, disciplinary action will be progressive in nature (a student's first violation will usually merit a lighter penalty than subsequent violations). However, it is understood that the principal with the advice of the Disciplinary Board may exercise her right to exceed any step due to the seriousness of the offense or a repeated pattern of less serious offenses.

Following are the types of disciplinary action that may be taken:

Friday Detention: This detention includes the following violations: uniform/ dress code violations, tardiness, eating or drinking outside the cafeteria, boisterous behavior, gum chewing, and all minor infractions. Friday detentions are forty-five (45) minutes in length, and are served on a weekly basis. Notice of time and place will be given at least twenty-four (24) hours in advance. Failure to report to the detention room within ten minutes of the scheduled time will merit a Saturday detention. Three (3) Friday detentions merit a Saturday detention.

Saturday Detention: This detention includes the following violations: rudeness in word or action to a staff member or another student, vulgar language, cheating, stealing, truancy, and all major infractions. Saturday detentions are served on Saturday for two hours. A third Saturday detention will result in placement on disciplinary probation.

The Dean of Women, in consultation with the person reporting the offense, will determine if the violation requires a Saturday detention. Parents will be notified when a student receives a Saturday detention. The supervision fee for all Saturday detentions is \$10.

Suspension: Suspension from school is the result of a major violation of school rules or an act of insubordination. The following are suspension guidelines:

- Each major violation will be handled by the principal in consultation with the Disciplinary Board.
- The student's parents must meet with the Principal, Dean of Women, and the Disciplinary Board to show cause for a student's being reinstated.
- The student receives no credit for the daily work missed during the suspension, but must makeup weekly, quarterly, and semester tests.
- The student is not permitted to participate in or attend any school sponsored activities during the suspension.
- A student under suspension relinquishes all class offices. Memberships in school organizations will be reviewed according to the by-laws of each organization.

Disciplinary Probation: A student may be placed on disciplinary probation for a significant violation of school policy or for repeated offenses against school policies. When a student is placed on disciplinary probation, her parent will be required to meet with the Dean of Women. Students on disciplinary probation must:

- Have six (6) mandated sessions of counseling
- Perform fifty (50) hours of community service
- Forfeit leadership roles, participation in academic contests and school activities
- Serve four (4) Saturday detentions

The period of probation is at least one semester.

The behavior of students on disciplinary probation will be monitored and evaluated by school personnel. A student on probation must demonstrate sufficient improvement to be removed from probationary status.

Failure to comply with the conditions of probation or involvement in a major violation of school policy while on disciplinary probation will result in dismissal. A student who is on disciplinary probation during the second semester of the school year will not receive a letter of invitation until the Disciplinary Board reviews her record of conduct.

Expulsion: The Disciplinary Board may recommend expelling a student due to egregious disciplinary violations. Such action is taken only after the student and her parents have appeared before the Disciplinary Board.

Appeal Process: Parents and students have recourse to the Appeal Board by requesting a hearing. The request should be in writing to the principal who will make the necessary arrangements.

DRESS CODE

A student's attire reflects not only her personal image, but also the image of Rosary High School. To maintain a high standard and reflect a positive image, all students must adhere to the uniform/ out-of-uniform policies outlined below. Students are to be in compliance with the uniform code when arriving at school.

A. Uniform Code

Uniforms consist of a skirt, an oxford blouse, and sweater from the school's uniform company. They may also wear the optional turtleneck. The Classes of 2007 and 2009 may wear the optional summer uniform during the months of September and May. The summer uniform consists of the summer skirt and a short-sleeve oxford from the uniform company.

No alteration or variation in the uniform is acceptable. All clothing worn to Rosary is to be in good condition (i.e.: no holes or frayed material, and properly hemmed). Violations will result in a Friday detention. The following list describes the appropriate uniform attire:

Skirts: Uniform skirts must reach the middle of the knee. Skirts are not to be rolled at the waist. They must be kept in good repair (cleaned, ironed, and hemmed properly). Shorts worn under the skirt must not be visible.

Blouses: The uniform blouse consists of a white, monogrammed oxford. Blouses may be unbuttoned only at the neck and must be tucked in so that the waistband of the skirt is visible. Cuffs are to be buttoned or folded back neatly. White turtlenecks (no decorative trim other than the Royals emblem) may be worn under the uniform oxford blouse and/or under the uniform sweater. Only plain, white t-shirts with sleeves no longer than the uniform blouse sleeve may be worn under the uniform blouse.

Sweaters: Blue or green class sweater with Rosary monogram may be worn properly at any time during the year at the option of the student. Class sweatshirts may not be substituted for the sweater. Sweaters are not to be worn tied or draped to the body.

Socks: Matching socks (knee socks, crew socks, or socks with a visible cuff above the ankle) must be worn at all times with the uniform. Acceptable solid colors for the Frosh/Soph uniform are white, black, dark green, or blue. Acceptable colors for the Junior/Senior uniform are navy blue, light blue, white, or black. Students may wear hose or dress tights in the above colors. No patterned or striped socks are permitted. Logos are acceptable.

Shoes: Leather or leather-like shoes are to be worn at all times. Shoes and sandals may not be backless. Boots, athletic shoes, tennis shoes, canvas, or look-alike sport shoes are not permitted.

Coats: Coats, jackets, and other outerwear must remain in the student's locker during the school day.

Hair: Hair style and care are a reflection of the uniform. No extreme haircuts, styles or unnatural colors are acceptable. Hats and head scarves may never be worn in the building during the school day.

Accessories: Jewelry may be worn in moderation. Jewelry should not be a distraction or a safety hazard. Dog chains or collars, bike chains, studded or spiked jewelry is not consistent with the school uniform and, therefore, may not be worn. Visible body piercing, other than earrings worn in the ears, is not permitted. Tongue piercings are prohibited. Jewelry which is not allowed, if worn, must be removed.

Gym: Rosary uniform gym shorts, gym shoes and white socks are worn in gym class.

Grooming: Good grooming and hygiene are expected at all times. Body writing is not permitted. Excessive make-up is not permitted.

B. Out-of-Uniform Code

Out-of-uniform days require that students follow all regulations concerning accessories, shoes and stockings, hats and outerwear. A student in violation of the dress code will be issued a detention.

Jeans Days: Jeans with appropriate tops or Rosary spirit wear are the only acceptable clothing allowed on Jeans Days. Sleeveless shirts may be worn given that there are no deep arm holes or low necklines. Tank tops are not permitted. The shirt must be long enough that it could be tucked in. Bare midriff and see through styles are not allowed. Socks must be worn. Gym shoes are permitted. Backless shoes, flip-flops, shower shoes, athletic sandals, and house/bedroom slippers are not permitted.

Dress-Up Days: Dresses/ skirts which cover the knee or dress slacks (no khakis) may be worn. Long or mid-calf skirts may have slits only to the knees. Shirts must have sleeves- no low necklines. Underwear must not be visible.

DRIVER EDUCATION

Driver Education is offered through West Aurora High School during the school year. The students are chosen according to their birth dates. Rosary will contact the parents when a student is eligible to take this course. Driver Education is a semester course. Students must be at West Aurora at 6:50 a.m. and a bus will transport the students to Rosary. Students also have the option of applying for the course through the high school district of their residence or purchasing the course from a commercial school.

EDUCATIONAL TRAVEL

Before a student may sign up for any educational travel opportunity, her name must be submitted to the Administration for approval and all tuition payments must be and remain current. A student who receives financial aid from Rosary or who is the recipient of a need based scholarship is not eligible to participate in educational travel. All scholarships are need based except for the Sr. Mary Joseph Alumnae Scholarship and the National Honor Society Scholarships.

Each teacher/sponsor may set her requirements for participation which may include an evaluation of the applicant's prior conduct. Any student on disciplinary probation or with a history of discipline or attendance problems will be excluded from educational travel. All students participating in educational travel are representing Rosary High School and subject to all school regulations and the Standard of Conduct.

ELECTRONIC DEVICES

1. Use of electronic equipment during school or at school sponsored activities is restricted (see "Telephones" for cell phone usage). The school assumes no responsibility for loss or theft of electronic equipment.
2. A laptop computer may be used in a classroom or the library for academic purposes only; otherwise, it is to be stored in the student's locker.
3. Computer headphones may only be used with adult supervision.

EMERGENCY SCHOOL CLOSINGS

In inclement weather students are asked to check the web site at www.rosaryhs.com or listen to the radio/television for announcements of school closings. Announcements are made early in the morning. Ordinarily, radio stations will be contacted by 6:00 a.m. On occasions when there is severe weather, Rosary may follow a

late start schedule. On such days, 1st period will begin at 9:00 am; dismissal at 2:45 p.m. Listen for the broadcast of school closings on the following radio stations:

WSPY (Plano) - 107.1 FM/1480 AM

WKKD (Aurora) - 1580 AM

WAUR (Sandwich) - 930 AM

EXAMS/EXEMPTIONS

The semester exam grade counts one-fifth and each quarter grade counts two-fifths of each semester grade. Semester grades are recorded on the students' permanent academic record. In order to better prepare our college bound students for comprehensive exams required in college, all students are required to take all examinations. An exception is made for seniors in the second semester as described below.

Seniors may be considered for exemption from second semester exams based on the following guidelines:

1. All exemptions from final exams for seniors are at the discretion of the teacher.
2. A senior is eligible to be considered for exemption from final exams if she:
 - Has at least a grade of "C" in the subject and/or is working up to her ability according to the judgment of the teacher.
 - Has no more than ten absences during her senior year, excluding school sponsored activities and documented medical excuses. (Five absences allowed for a semester class.)
 - Consistently observes the RHS Standard of Conduct and all other school policies.

EXTRACURRICULAR ELIGIBILITY

A. Athletics, Cheerleading, and Pom Squad: Members of athletic teams are controlled by the rules of the IHSA and the SCC. In order to participate in after school practices and games, the student must attend school all day. Each athlete is required to pay a \$50.00 sports fee for each season in which she participates. A student who participates in three sports seasons in a single year is exempt from paying the third sports fee.

Members of athletic teams are required to maintain a "C" average in each subject during the season in which they participate. At the beginning of each season, the Athletic Director supplies the names of the students on the teams to the faculty. Students are warned by a failure notice and are suspended from the team if they have not brought the grade to an acceptable level at the end of the two week period. An average below "C" may be acceptable in individual cases when a teacher feels the student is performing according to her ability.

At the beginning of each season, athletic grade cards are issued weekly to the athletes to confirm their grades. Failure to turn in the card signed by all the teachers by 3:00 p.m. on the designated day will result in the student being suspended from competition. All students will be evaluated weekly throughout the season. Only those who fail to maintain a satisfactory average will remain on the card system after the first four weeks.

Physical examinations are required each year for all athletes. Sports The Oswego Medical group comes to Rosary in the month of May and gives a sports physical to all interested students for a very nominal fee. (At a family rate, all the student's brothers and sisters needing a physical may arrange for appointments.) Call the school for dates and times.

All sports fees must be paid before uniforms are issued. All uniforms must be returned, washed and clean, within five days following the season. Failure to do so will result in a detention. If the uniform has not been returned after a detention has been served, the student will be charged for the replacement cost of the uniform.

Rosary High School's daily athletic activities may be checked by dialing the school's voice mail extension #4 or checking the website at www.rosaryhs.com.

B. Student Council Executive Board, Class Officers, Club Officers, Senior Retreat Team: A student may serve in a leadership capacity as a President, Vice-President, Editor, or Co-Editor of only one club. This also applies to the Prom Chairwoman.

The following criteria must be met in order to qualify as a candidate for election to any student office or for selection to the Senior Retreat team. These same criteria must be maintained in order to continue serving in

any school office or Senior Retreat Team:

- Show respect for school policies and rules.
- Exhibit good character, leadership, and dependability based on faculty evaluation.
- Have a quarterly "C" average in every class, and maintain this throughout the year.
- Not have been or currently be on disciplinary probation.
- Participate in the leadership training when required.

GANGS

Rosary High School will not tolerate gang or cult activity. Visible signs of gang or cult affiliation or representation, and/or gang graffiti or symbols on textbooks, notebooks, or clothing, will result in suspension or expulsion, and contact with the Aurora Police Department.

GRADING SYSTEM DESCRIPTION

Achievement marks are given in letters corresponding to the percents listed. Grades are determined on the basis of all work for a particular class period - daily work, assignments, class participation, quiz and test scores. Allowance is made for the teacher's professional discretion. Advanced Placement courses are weighted. College courses are graded according to the college grading scale. These grades have no plus or minus attached.

A EXCELLENT - The student accomplishes all objectives set forth, actively seeks to contribute to a positive classroom experience and reaches mastery in the subject area that is judged superior.

B ABOVE AVERAGE - Student achievement of objectives set forth is above the norm, has sought to become involved in a real way in the educational experience and exerts a positive influence in the classroom.

C AVERAGE - Student achieves basic objectives set forth by the teacher, cooperates with the techniques and experiences employed by the teacher, attitude is open and acceptable.

D BELOW AVERAGE - Student falls short in a significant way in meeting the stated class objectives and fails to reach class achievement; a personal interview with the teacher is needed.

D- PASSING - Generally, for students who try but are not capable of doing better. Occasionally, may be applied according to adjusted grading scale.

F FAILED - Student does not meet minimal mastery level.

GRADE	PERCENT		REGULAR	HONORS	AP & WCC*
A	95-100		4	4.5	5
A-	93-94		3.75	4.25	4.75
B+	90-92		3.5	4	4.5
B	87-89		3	3.5	4
B-	85-86		2.75	3.25	3.75
C+	82-84		2.5	3	3.5
C	78-81		2	2.5	3
C-	76-77		1.75	2.25	2.75
D+	74-75		1.5	2	2.5
D	70-73		1	1.5	2
D-	See above		0.75	1.25	1.75
F	69 & below		0	0	0

* Waubensee Community College

GRADUATION POLICY

The Candle/Rose Award night and graduation ceremonies are privileges accorded graduating seniors who have fulfilled all required credits as listed in the current curriculum guide, who have not committed a serious violation of school policy during their senior year and who have completed all financial arrangements with the school.

GUIDANCE

Guidance Services may be defined as those services which are designed to help the student adjust to school and to life. They include academic guidance, personal counseling, and college and career advisement. Guidance personnel meet with each student to assist with her academic and personal development. Students are invited to come to guidance whenever they need help with a specific concern. Support groups are available for students experiencing particular personal or family difficulties. Participation in the support group is arranged with the counselors.

Freshmen and Sophomores begin career exploration in class workshops. Early in the junior year each student is given more extensive college and career guidance. Seniors accomplish their college application process with the assistance of the guidance office.

HALL PASSES

A student may not be in the halls during class time without a pass.

HEALTH SERVICES

A. Physical Exam/ Immunizations

By Illinois law all students entering ninth grade are required to present proof of a recent physical exam and a complete history of immunizations. Students not in compliance are to be excluded from attendance.

B. Administering Medications

The purpose of administering medication in school is to help each student maintain an optimal state of health. School personnel are not allowed by law to give aspirin, cough medicines, or other medication not prescribed by a licensed physician.

1. A physician's order for administration of medication in school must be filled out completely. The form can be obtained in the school office.
2. All medication brought to the school must be in its original container appropriately labeled by the pharmacy or physician. All medication will be kept in the school office.

The parent/guardian will be responsible for signing a medication authorization form and for removing from the school any unused medication that was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, it will be discarded in the presence of a witness. Students may use cough drops or lozenges in class only with the written permission of the parent/guardian.

C. Exceptions for Medical Reasons

Water bottles, gym shoes, rolling book bags or any other variation to the uniform/school policy requires a physician's order and approval from the office.

D. Communicable Diseases

It is the responsibility of Rosary High School to meet Illinois State requirements and regulations with regard to the control of communicable diseases. A communicable disease shall be any illness or condition which is defined as such by the State of Illinois. Rosary High school shall define the procedures to be followed for the control of communicable diseases in the school. These regulations are designed to provide effective precautions against transmission of disease in the school setting. They apply to students and staff and address immunization, exposure to blood or other body fluids, viral and bacterial disease, sanitation and exclusion procedures.

E. Nurse's Room

If a student becomes ill during a school day, she must report to the nurse or school personnel in the office. No student will be permitted in the nurse's room from 8:00 am - 9:00 am unless it is an emergency. Students in the nurse's room will be considered absent from that class period. A student may not go home unless her parent/guardian has been contacted by the office.

F. Pregnancy Policy

If a student should become pregnant, the parents are required to contact the principal. The administration and counseling department will use their discretionary authority to determine the most appropriate action for a particular student. Ordinarily, she would be allowed to remain in school. This is dependent on the parents'/guardians' expressed request, the student's health and her willingness to conform to the school's written expectations. This practice is not to be interpreted as acceptance of sexual activity outside of marriage but rather as support for the life of the unborn child and for the educational well being of the student. The student will be expected to conduct herself in such a way as not to draw undue attention to her pregnancy.

G. Confidentiality

The identity of an individual with HIV/AIDS and all health records and other pertinent files shall be kept confidential in accordance with the law.

HONOR ROLL

First Honors: 3.6 GPA and above; Second Honors: 3.00-3.59 GPA

In addition to the required averages, a student must carry a grade of "C" or better in every subject to qualify for the honor roll. Any student on disciplinary probation will be excluded from the honor roll during the time of her probation.

IDENTIFICATION CARDS

Each student is required to carry her Rosary ID at school and at school functions (i.e. dance, athletic events, etc.). The ID is needed for the school library and the public library, public transportation, etc. Failure to produce a current ID when requested will warrant a detention. Lost ID's may be replaced in the office; there is a \$10.00 charge. If a student withdraws from Rosary during the school year, she must surrender her ID card to an administrator.

LIBRARY

In order to maximize utilization of the library, students must observe the following rules:

1. Quiet is observed so that each student may study or do research without distraction.
2. All books and materials must be checked out and returned at the proper time. Fines/detentions are levied for overdue books.
3. Grades may be held and detentions issued until all books are returned and all fines paid.
4. Students are responsible for knowing and observing library regulations. Failure to do so may result in students being denied use of the library.

LOCKERS

Each student is responsible for the locker assigned to her. Lockers are not to be shared. Lockers are to be kept locked at all times for security purposes. Failure to do so will result in locker contents being placed in the Lost & Found. The school may not be held liable for the loss of property due to personal negligence. Anything taped to the lockers must be taped on the number plaque only. Streamers can extend only two tiles away from the locker. Lockers are the property of the school and, as such, administrators and designated personnel have access to them at all times.

LOST & FOUND

Each student will be responsible for her belongings. Found items will be placed in the school Lost & Found, located in the Main Office, and can be retrieved for the fine of \$1.00.

MAKING UP WORK FOR EXCUSED ABSENCES

Work missed during an excused absence must be made up. It is the student's responsibility to contact her

teachers regarding this work. Allotted time for makeup is as follows:

1 or 2 days: Work must be made up within 2 days after returning to school.

3 or more days: A student must make arrangements individually with each teacher. Work not made up during the agreed on schedule will result in a failing grade for the work missed.

Individual teachers may establish their own guidelines for make-up work.

MEDIA RELEASE POLICY

Rosary High School wishes to recognize our students through various media outlets such as television, radio, print, and the Internet. This publicity not only highlights individual and group achievements but also increases Rosary's visibility in the broader community.

Rosary High School will publish the names and photographs of students involved in an important activity or achievement in one or more of the following media.

- Broadcast media such as television, video, or radio
- Print media such as newspapers, magazines, parish bulletins
- Rosary High School promotional and recruitment materials
- Rosary High School website
- Press releases to the various media outlets

Parents who DO NOT WANT their daughter's name or photograph published to recognize her achievements or to promote the school must submit their request in writing to school administration at any time during the school year. This request must identify the time period for which the parent/guardian may not want such information published. Any students for whom the school has not received such a written statement may have their names and/or photographs released as outlined above.

MESSAGES

Every effort is made not to interrupt the educational process. Parents are asked to keep message requests to a minimum. Messages are placed on the student message board. It is the student's responsibility to check the board for messages.

NATIONAL HONOR SOCIETY

NHS candidates are evaluated in four areas - Service, Leadership, Scholarship, and Character. They are expected to meet all of the following requirements:

- **Scholarship** - Class of 2007: 3.2 GPA by the end of the 5th or 6th semester; Classes of 2008, 2009, 2010: 3.5 GPA by the end of the 5th or 6th semester
- **Service** - show a pattern of continuous service over high school career in any of the areas of School, Church, or Community. Juniors must have a minimum of 50 hours by the December service hour due date. Only hours documented on the candidate's school service record will be counted.
- **Leadership** - active, positive continuous membership (not necessarily an officer) in at least two activities in school, church, or community. Continuous membership would usually mean participation for two or more years in an activity. (Work counts as an activity, as do unusually heavy home responsibilities as determined by your Guidance Counselor.) Candidates will submit an activity list to the Selection Committee. A form will then be sent to the indicated moderators asking them to affirm that the candidate is an active, positive influence in the organization. In addition, candidates' leadership qualifications will be evaluated by their teachers based on the following criteria:
 - Demonstrates initiative in the classroom and promotes school activities
 - Influences peers to uphold school ideals
 - Exemplifies and inspires positive attitudes in the classroom, sports, and extracurricular activities
 - Is resourceful in problem solving, applying principles, and making suggestions
 - Works effectively and efficiently, without prodding

- Demonstrates reliability and dependability
 - Is an innovator in the classroom, at work, and in school or community activities
 - Successfully holds school offices or positions of responsibility in sports, church, and/or community
- **Character** - A brief character form will be submitted by all the candidate's current teachers and moderators. In addition, the candidate will provide one out of school (non-related) character recommendation form. Satisfactory recommendations must be obtained.

Failure to return the required information by the date(s) specified will prevent a candidate from continuing in the membership process.

PROPERTY: CARE, USE AND PROTECTION

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school.

Deliberate destruction or defacement of school property is cause for disciplinary action. Students are encouraged to take pride in their school and, as a matter of justice, are expected to leave it in good condition for the students who follow them. Vandals will be responsible for all repairs to and replacement of property.

Stealing from the school or another student will not be tolerated. A student guilty of stealing will be subject to disciplinary action.

PUBLIC TRANSPORTATION

All Rosary High School students who ride any form of public transportation are expected to act in a manner that shows consideration for the driver/conductor and for the safety of the other passengers. Those students who are reported for smoking, vulgar or obscene language, making excessive noise, showing disrespect, or vandalizing property may be denied transportation service and will be subject to disciplinary action, according to Rosary policies.

READMITTANCE PROCEDURES

During the second semester, all students will receive either a letter of acceptance or withdrawal for the next school term or a letter which places her on probation with specific procedures to be followed during the third and fourth quarter of school. At the end of the school year the student and her parents will be notified as to her satisfactory fulfillment of the probationary requirements. At that time she may apply for acceptance or request a transfer. If the student is denied acceptance and her parents would like to appeal to the Disciplinary Board on her behalf, they may request a hearing appointment from the Principal.

REMOVAL FROM CLASS

A student may be sent out of class for disciplinary reasons. The teacher will contact the office and the student will be escorted by the Dean of Women.

REPORT CARDS

Report cards are issued QUARTERLY. All assignments and tests must be completed within two weeks following the end of the term. Failure to do so merits an F. Parents are notified by mail at mid-quarter if a student is below average in any course or because a teacher wants to communicate a current grade.

SECURITY

In order to achieve a safe and secure environment, all visitors need to be directed to the Main Office. Students should not open any doors to admit visitors. If a student encounters an individual without a visitor's pass, she should immediately report the person to a faculty member.

SELLING OF ITEMS (NON-ROSARY)

Written requests for the selling of items and/or raffle tickets for causes outside of Rosary High School will be submitted to the Administration for consideration. Requests should be made two weeks prior.

SERVICE HOURS

Reflecting the mission of Rosary High School, students are expected to give witness to our Christian values. Outside their families, students will provide service for not-for-profit organizations in schools, churches, and the larger community. A list of approved not-for-profit agencies is maintained by Campus Ministry and is available in Theology classes.

Ten (10) service hours are to be completed in each school year. At least five (5) hours are to be submitted by the first semester due date listed in the calendar and the yearly total of at least ten hours must be submitted by the April due date. Students who miss the service deadlines will be required to complete an additional two (2) hours in each semester hours are late. Students who regularly fail to submit service hours on or before deadlines will not be eligible for NHS membership, service awards, and/or the Catherine of Siena Scholar Award. Students who have not completed the service requirement in either semesters will be ineligible to take semester exams.

SMOKING

Possession or use of tobacco is prohibited on the school premises (including Advent Christian property) and all school functions. Violation of this policy results in a one day suspension. Any subsequent violation will require the student to appear before the Disciplinary Board.

STUDENT ACTIVITIES

Students are invited and encouraged to participate in extracurricular activities. Rosary High School offers a variety of clubs and organizations:

Name of Club	Club's Purpose	Club Moderator
Amnesty International	Human Rights Organizations working for the release of prisoners of conscience	Sr. Bernadette Marie
Art Club	Explore one's interest in art	Mrs. Ahasic
Bible Club	To understand scripture and its connection to contemporary life	Mr. Sanders
Book Club	To read and review books	Mrs. Dick
Bridge Club	To learn to play bridge	Mrs. Hipp
Chess Club	To learn to play chess	Sr. Bernadette Marie
Debate Club	To develop skills in research and debate	Mr. Sanders
Drama Club	Pursue acting and stage production skills	Mrs. Erickson
Ensemble	Further refine the vocal and musicianship skills learned in Glee Club	Mrs. Steenson
Film Club	To develop an appreciation for award winning films	Mr. Sanders
Footloose	To have fun dancing	Mrs. Letourneau
French Club	Promote cultural awareness and an appreciation for diversity	Mrs. Soucy
Interact	Offer assistance to the children, the elderly and the poor in need	Mrs. Witte
* Kairos Retreat Teams	To provide leadership for one Kairos retreat	Mrs. Iwanski
K.A.U.S.E.	Awareness of environmental issues and what role one can take to help	Mr. Ode
Las Hermanitas	To enjoy Latino culture	Dr. Jack, Sr. Patricia
Latin Club	Cultural knowledge of ancient Rome and fellowship among Latin students	Mrs. Spencer
Lifesavers (pro-life)	Support all issues involving pro-life philosophy	TBA
Math Team	Yearly competition with area and state schools	Mrs. Cange, Mrs. Nagis, Mr. Gibbons, Mrs. Kosik
* Mu Alpha Theta	Nationally recognized math club which gathers interested students together	Mrs. Cange
* National Honor Society	Recognize and encourage academic achievement, develop characteristics for citizenship including scholarship, character, service and leadership	Mrs. Gordon, Mrs. Broderick
Newspaper (Veritas)	To disseminate information to students	Ms. Cornell
Pom Squad	Perform at Rosary/Marmion athletic events	Ms. Martinez

continued ...

Name of Club	Club's Purpose	Club Moderator
S.A.F.E.	Promote awareness of drug/alcohol issues	Mrs. Kramer
School Musical	Produce a full scale musical production	Ms. Ahasic, Mr. Jesse, Ms. McCarthy
* Senior Retreat Team	To provide leadership for all grade-level retreats	Mrs. Iwanski
Spanish Club	Enhance and expand one's knowledge of Hispanic culture; be of service to the Hispanic community	Senora Rebenstorf
Student Council	Expressing student point of view on issues that effect the school	Mr. Gibbons
* W.Y.S.E.	To participate in academic contests	Mrs. Cange
Yearbook (Exodus)	To create the Rosary yearbook	Ms. Etheredge

* By invitation

STUDENT COUNCIL

The Student Council is composed of an Executive Board chosen from the junior/senior classes, all class presidents, vice-presidents, club presidents and homeroom representatives. The Council is moderated by one or more faculty members. The function of the Council is one of service to the school and the student body and one of aid to its members in the development of leadership and responsibility. All students are invited to attend the open meetings of the General Assembly held on alternate Tuesdays. (See Extracurricular Eligibility.)

STUDENT INSURANCE

Students engaged in athletics are required to carry insurance, and insurance for all students is strongly encouraged. The school assumes no responsibility or liability for accidents or for filing claims. All claims are processed by the insured.

STUDENT VISITOR POLICY

Students may occasionally bring guests to visit their classes. Advance notice must be given at the office and a visitor pass must be obtained. This pass must be signed by each teacher whose class will be visited.

STUDY HALL PROCEDURES

The following regulations for Study Halls will be enforced:

1. All students must be in their places when the bell rings. If a student is not, she is counted as tardy and will receive a Friday detention.
2. No student may approach the supervisor's desk until ten (10) minutes after the second bell has rung. No teacher is to give permission for a student to leave during the first ten minutes of the period.
3. Study hall silence must be respected. Studying together is not permitted. Tutoring is arranged through the Assistant Principal's office and she is responsible for notifying the study hall supervisor of such.
4. To use the library during study hall, the student must sign up the day before. Any misuse of library privilege will result in loss of use. Students who have signed up for the library are to report directly to the library at the start of the period, and remain there for the entire period.
5. Any student needing to take a test during study hall will have that test proctored by the study hall supervisor.
6. Group passes are not issued. Each student must have her own pass. Only two passes may be issued at one time.
7. Students must have a note from a teacher if they want to see that teacher during study hall.

Senior Study Hall Procedures: Seniors not scheduled for the first period do not have to come to school until they are scheduled for class. Seniors not scheduled for seventh period may request early dismissal. In these cases, seniors must have a signed parental permission slip on file before a late arrival or early dismissal will be permitted.

SUBSTANCE USE/ABUSE

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school related functions. Included within the prohibition are the following:

- use, possession, manufacture, distribution, dispensation or sale of drugs (including designer or look alike drugs), drug paraphernalia or alcohol on school premises or at school related activities.
- storing in a locker, desk, automobile or other repository on school premises or in connection with any school related activity on or off campus any drugs, drug paraphernalia, or alcohol.

The school reserves the right to search any personal property when there is suspicion of a violation of this policy. Suspicion of such violation will be based upon the observation of the student's behavior, on information received regarding the above listed prohibitions, and/ or on any other indications which give rise to suspicion of a violation. Violations of this policy will result in disciplinary action up to and including expulsion from the school. A student's failure to cooperate in testing or to participate in an approved substance education program when those are required by the school will also result in disciplinary action as stated above. Any expenses incurred will be the responsibility of the student and her parents. All regulations governing suspensions will apply.

When substance use by a student outside of school-related activities is brought to the attention of school administration, the student's parents will be notified and appropriate disciplinary action will be taken as the circumstances require.

POLICE WILL BE NOTIFIED IN ALL INCIDENTS THAT WARRANT SUCH AN ACTION AS DETERMINED BY THE SCHOOL.

TARDIES

First Period Tardy: All 1st period tardies (except medical) will be unexcused. Each student is to be in her place when the second bell rings for each class period. A student who is late for the first period is to report to the Attendance Office for an admittance slip. Students arriving after 8:15 am will be considered absent from first period. All tardies are counted and a detention will be issued on the third tardy and on all subsequent tardies. If tardiness becomes chronic, the Dean will confer with the parents.

Tardies to Other Periods: A detention is issued by a teacher if the student is late for class. A student detained by a teacher should ask that teacher for an admit slip to her next class. A student who is absent for over half of the period is counted as absent.

TELEPHONE USE

A student must turn off her cell phone and put it in her locker during the school day. Students may use their cell phones before and after school and after school-sponsored activities. Cell phones are to be used only in the gym lobby or the school foyer. Violation of these policies will result in a detention, confiscation of the cell phone, and a \$50 fine. Only a parent or guardian will be able to retrieve the cell phone from the Dean of Women. Text messaging that is inappropriate or offensive will be subject to disciplinary action. The same will be true for inappropriate picture or video usage of a cell phone.

The office phones are not used by the students. The pay phones in the main lobby or the athletic area are for the students' use before and after school and at lunch time. No one is excused from class or study hall to use the phone. For emergency situations during the school day, a pass for phone use will be issued in the office. Courtesy requires that no student monopolizes the telephone when others are waiting to use it; calls should be limited to 2-3 minutes. Abuse of the phone can result in privileges being revoked.

TESTING PROGRAM

The testing program schedule for different classes is intended to help the students identify their interests, capabilities and limitations. Special preparation for college testing is available on computer and through request from the guidance office.

- **Freshman Testing Program:** Results from the High School Placement exams furnish helpful information to the student and to the school in planning the freshmen schedules.

- **Sophomore Testing Program:** All sophomores take the PLAN test.
- **Junior Testing Program:** In the fall of the year, all juniors take the Preliminary Scholastic Achievement Test/ National Merit Scholarship Qualifying Test. In the spring, they will take a practice ACT at Rosary. They should also take the ACT and/or SAT for college admission. Rosary High School is not a center for ACT or SAT testing.
- **Senior Testing Program:** Appropriate college entrance/achievement tests are taken.

TRANSCRIPTS

Transcripts of credits, which include freshmen year through the final semester of senior year, are sent directly to the institutions to which the student is seeking admission. A student is responsible for her own application through guidance and for securing her own references. Transcripts are mailed only when all school accounts have been fully settled including the return of library and state books. Health records are mailed upon request. There is no charge for the first transcript. Each additional transcript will cost \$5.00; the fee is due with each application. Transcripts and applications will not be sent unless the fee is attached. Transcript requests should be made no later than one month prior to the applications deadlines in order to ensure receipt.

TRUANCY

Truancy is any absence without the knowledge of the student's parent/guardian. It includes missing classes or leaving the campus without permission. If a student is truant, she will serve a Saturday detention. She does not receive credit for the academic work that she has missed. The parents must meet with the Dean of Women and Administration before the student is allowed to seek readmittance. The student will be placed on disciplinary probation. If readmittance is allowed, the parents must re-register the student and the student will be charged a \$50 readmittance fee. A second truancy will result in expulsion.

TUITION POLICY

All tuition is to be paid in advance according to the payment plan that is selected: annually, semesterly, or monthly (through the FACTS program). Report cards are released when these due dates are met. Students are not permitted to take second semester exams if tuition payments are not complete.

WEAPONS

It is prohibited for a student to possess a weapon on school premises, or at any time in connection with school-related activities. Included within the prohibition is the possession, sale, distribution, manufacture, receipt, seeking of the sale or trade of, or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may reasonably be considered a weapon. Violations of this policy will result in disciplinary action up to and including expulsion from Rosary.

WORK PERMITS

Work permits are issued in the office to students under age 16 upon presentation of a birth certificate and verification of employment. Verification forms are available in the school office.