



ROSARY

High School

2011 - 2012

Handbook & Calendar

Rosary High School

Handbook & Calendar

2011-2012

Administration

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

Ms. Michelle Salerno
Assistant Principal, ext. 18

Mrs. Sandra Smith
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
7:55 am - 2:45 pm
(During academic year)

Web Site

www.rosaryhs.com

This Handbook & Calendar is the property of:

Name: _____

Address: _____

City/Zip: _____

Grade: _____

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Handbook Committee:

(Handbook revised and amended July 2011)

Faculty Members: Mrs. Cheryl Miller, Mrs. Karen Ramella, Ms. Michelle Salerno, Mr. James Sanders

Student Members: Student Council Executive Board & Class Officers

School Testing Code #: 140-182

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 that pertain to only one or two of your daughter's classes, please contact the teacher/s.
- If circumstances relate to more than one or two of her classes, please contact your daughter's guidance counselor to set up a meeting with all of your daughter's teachers.
- 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 Burke and/or Ms. Salerno.

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.

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 Administration.

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

STUDENT ACTIVITIES CHART

* By Invitation

| Name of Club | Club's Purpose | Club Moderator |
|-------------------------|---|--|
| 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. Krzeminski |
| Bridge Club | To learn to play bridge | Mrs. Goliak |
| Business Club | To recognize academic achievement in business education | Mrs. Kramer |
| Chess Club | To learn to play chess | Sr. Bernadette Marie |
| Cooking Club | To promote culinary arts | Mrs. Krzeminski |
| Dance Team | Perform at Rosary/Marmion athletic events | Ms. Martinez |
| Debate Club | To develop skills in research and debate | Mr. Sanders |
| Drama Club | Pursue acting and stage production skills | Mr. Jesse |
| Ensemble | Further refine the vocal and musicianship skills learned in Glee Club | Mr. Jesse |
| Film Club | To develop an appreciation for award-winning films | Mr. Sanders |
| French Club | Promote cultural awareness and an appreciation for diversity | Mrs. Volpe |
| Go-Green | To provide awareness of environmental issues | Mrs. Lammers |
| Human Rights Club | Human Rights Organizations working for the release of prisoners of conscience | Sr. Bernadette Marie |
| 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 |
| Las Hermanitas | To enjoy Latino culture | Ms. Salerno |
| Latin Club | Cultural knowledge of ancient Rome and fellowship among Latin students | Ms. Rogers |
| Lifesavers (pro-life) | Support all issues involving pro-life philosophy | Mrs. Winkle |
| Math Team | Yearly competition with area and state schools | Mrs. Cange, Mr. Gibbons, Mr. Steder, Mrs. Stubing, Mrs. Nagis |
| Mu Alpha Theta* | Nationally recognized math club which gathers interested students together | Mrs. Cange |
| National Honor Society* | To recognize and encourage academic achievement, develop characteristics for citizenship including scholarship, character, service and leadership | Mrs. Gordon |
| Poetry Club | To foster an appreciation of poetry | Mrs. Branom |
| S.A.F.E./Reach | To promote awareness of drug/alcohol issues | Mrs. Smith |
| School Musical | To produce a full-scale musical production | Mr. Jesse |
| Senior Retreat Team* | To provide leadership for all grade-level retreats | Mrs. Iwanski |
| Spanish Club | To enhance and expand one's knowledge of Hispanic culture; be of service to the Hispanic community | Mrs. Rebenstorf |
| Student Council | To express the students' point of view on issues that effect the school | Mrs. Letourneau |
| Student Preachers* | Supports the Dominican values of prayer, study, community, and service to the student body; participates in the national summer conference for Dominican high schoolers | Mr. & Mrs. Iwanski |
| USA Leaders | To actively participate in the government of Aurora under the direction of Mayor Thomas Weisner | Sr. Patricia |
| W.Y.S.E.* | To participate in academic contests | Mrs. Cange |
| Yearbook (Exodus) | To create the Rosary yearbook | Ms. Etheredge |

STAFF DIRECTORY & VOICE MAILBOX NUMBERS

Administration:

- # 17 Sr. Patricia Burke, O.P. - *Principal*
- # 18 Ms. Michelle Salerno - *Assistant Principal*
- # 50 Mrs. Sandra Smith - *Dean of Women*

Staff:

- # 45 Sr. Colette Barker, O.P. - *Executive Assistant*
- # 15 Mr. Kevin Carew - *Business Manager*
- # 11 Sr. Catherine Mary Currie, O.P. - *Administrative Asst.*
- # 26 Mrs. Judy Driscoll - *Administrative Assistant*
- # 24 Mrs. Ann Edwards - *Cafeteria Assistant, Maintenance Assistant*
- # 27 Mr. Timothy Harrison - *Technology Assistant*
- # 27 Mr. Gary Horneman - *Director of Technology*
- # 25 Ms. Mary Lou Kunold - *Athletic Director*
- # 26 Sr. Bernadette Marie McGuire, O.P. - *Librarian*
- # 10 Mrs. Cheryl Miller - *School Secretary/Nurse*
- # 15 Mrs. Lisa Mosquera - *Asst. Business Manager*
- # 24 Mrs. Bonnie Reder - *Cafeteria Manager/Chef*
- # 21 Mrs. Robin Schatz - *Athletic Administrative Asst.*
- # 16 Mrs. Terry Sprott - *Attendance Clerk/Office Asst.*
- N/A Mr. Scott Wade - *Maintenance Supervisor*

Business Department:

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

Counseling & Advising:

- # 29 Mrs. Edie Branom - *Counselor*
- # 28 Mrs. Lisa Sustersic - *Counselor*
- # 20 Mrs. Ann Winkle - *Counselor*

English Department:

- Chairperson: Mrs. Shay
- # 78 Ms. Kristine Kane - *Junior English, Speech*
 - # 89 Mrs. Cathleen Letourneau - *Soph. English*
 - # 94 Mrs. Laura Ruddy - *Freshman English, Creative Writing*
 - # 61 Mrs. Kerry Shay - *Senior English*

Fine Arts Department:

- Chairperson: Mr. Jesse
- # 70 Mrs. Deanna Ahasic - *Creative Arts*
 - # 32 Mr. Tom Jesse - *Music, Orchestra*
 - N/A Mr. Bill Rush - *Music Lessons*
 - #96 Ms. Ann Mary Wagner - *Music/Accompanist*

Foreign Language Department:

- Chairperson: Mrs. Rebenstorf
- # 85 Mrs. Julie Jeppesen - *Spanish*
 - # 95 Mrs. Rose Rebenstorf - *Spanish*
 - # 99 Ms. Emily Rogers - *Latin*
 - # 81 Mrs. Catherine Volpe - *French*

Institutional Advancement Team:

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

Integrated Studies:

- # 80 Mrs. Colleen Evert - *Women's Studies*
- # 18 Ms. Michelle Salerno - *Women's Studies*
- # 98 Mr. James Sanders - *Women's Studies*
- # 61 Mrs. Kerry Shay - *Women's Studies*

Mathematics Department:

- Chairperson: Mrs. Cange
- # 73 Mrs. Bev Cange - *Pre-Calculus, College Algebra, Calculus w/Analytical Geometry, Plane Trigonometry*
 - # 82 Mr. Joseph Gibbons - *Algebra 2, Algebra 2H*
 - # 92 Mrs. Cynthia Nagis - *Geometry H*
 - # 91 Mr. Kevin Steder - *Algebra 1, Algebra 1H*
 - # 62 Mrs. Roberta Stubing - *Algebra 1, Geometry*

Physical Education/Health Department:

- Chairperson: Mrs. Baleskie
- # 22 Mrs. Kim Baleskie - *P.E., Health*

Science Department:

- Chairperson: Mrs. Soni
- # 93 Mrs. Lisa Lammers - *Biology 1H, Biology 2 & 2H*
 - # 72 Mr. Paul Madsen - *Physics, Physical Science*
 - # 90 Ms. Ellen Sass - *Biology 1, Chemistry*
 - # 76 Mrs. Falguni Soni - *Chemistry*

Social Science Department:

- Chairperson: Mrs. Evert
- # 75 Mr. Ed Cange - *World History (1st Q)*
 - # 80 Mrs. Colleen Evert - *Current Events*
 - # 82 Mr. Joseph Gibbons - *Economics*
 - # 60 Mrs. Bonnie Goliak - *U.S. History*
 - # 97 Ms. Denise Iffland - *American Government, Psychology, Sociology*
 - # 74 Mrs. Stephanie Krzeminski - *World History*
 - # 18 Ms. Michelle Salerno - *College Psychology*

Theology Department:

- Chairperson: Mr. Sanders
- # 79 Ms. Faith Etheredge - *Jr./Sr. Theology*
 - # 83 Mrs. Deborah Gordon - *So./Sr. Theology*
 - # 84 Mr. Paul Iwanski - *Fr. Theology, Great Catholic Writings Honors*
 - # 30 Mrs. Sandra Iwanski - *Campus Minister*
 - # 98 Mr. James Sanders - *So./Jr. Theology*

To email any member of Rosary's Faculty/Staff, please visit:
http://rosaryhs.com/pages/aboutus_staff.asp

AUXILIARY OFFICERS

Advisory Team

Sr. Patricia Burke, O.P.
Mrs. Sandy Iwanski
Ms. Mary Lou Kunold
Ms. Michelle Salerno
Mrs. Sandra Smith

Review Board

Mrs. Edie Branom
Sr. Patricia Burke, O.P.
Ms. Faith Etheredge
Mr. Paul Iwanski
Mrs. Cynthia Nagis
Mr. James Sanders
Mrs. Sandra Smith

Appeal Board

Mrs. Colleen Evert
Sr. Bernadette Marie McGuire, O.P.
Ms. Michelle Salerno
Mrs. Sandra Smith
Mrs. Lisa Sustersic

Parents' Auxiliary Board

Valerie LaBerge, *President*
Mary Kay Crantz, *Vice-President*
Jill Zolfo, *Secretary*
Karen Garza, *Treasurer*

Sports Boosters Officers

Ron Knebel, *President*
Greg Popovich, *Co-Vice-President*
Ken Sandy, *Co-Vice-President*
Sue Choice, *Secretary*
Kim Launer, *Special Events*

Fine Arts Boosters Officers

Tom & Rose Jassoy, *Co-Presidents*
Denise Olek, *Vice President*
Cathy Madlinger, *Secretary*
Rick Hanna, *Treasurer*

Alumnae Association Officers

Debbie Olson ('70), *Director*
Melissa Reinbold ('94), *Secretary*
Ann Edwards ('70), *Treasurer*
Sr. Catherine Mary ('70), *Faculty Contact*
Mrs. Colleen Evert, *Faculty Contact*

STUDENT GOVERNMENT

Student Council Officers

Elizabeth Wall, *President*
Micah Goyao, *Vice-President*
Hannah Poitras, *Secretary*
Taylor Gibson, *Treasurer*
Alexandra Joyce, *Alternate*
Mrs. Cathleen Letourneau, *Moderator*

Senior Class Officers

Katlyn Hinterlong, *President*
Sherry Prichodko, *Vice-President*
Emmy Popovich, *Secretary*
Natalie Bruce, *Treasurer*
Mrs. Kerry Shay, *Moderator*

Junior Class Officers

Mary Wentworth, *President*
Nicole Filardi, *Vice-President*
Erin Bowe, *Secretary*
Molly Piech, *Treasurer*
Hannah Baum, *Prom Chair*
Mr. James Sanders, *Moderator*
Sr. Catherine Mary, *Prom Moderator*

Sophomore Class Officers

Taylor Vandenberg, *President*
Becky Fritz, *Vice-President*
Hannah Salinas, *Secretary*
Nelson Jenig, *Treasurer*
Mrs. Lisa Sustersic, *Moderator*

Freshman Class

Mrs. Julie Jeppesen, *Moderator*
Officers to be elected in October 2011.

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. With 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 High School Placement Test (HSPT). 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, Catholic students will have priority. Students of other faiths will be admitted on a first come, first serve basis. Transfer students from other high schools are considered for admission only 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 for-

mer school record and reason for transfer are consistent with Rosary's mission and goals. When a student is accepted, her 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 success.

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.

ROSARY HIGH SCHOOL & MARMION ACADEMY

Our Brother-Sister School Relationship: The bonds that unite the communities of Rosary High School and Marmion Academy are based on shared values, mutual support and related Missions.

While recognizing and celebrating the uniqueness of each community, Marmion Academy and Rosary High School are united in their commitment to building educational communities founded on the Gospel of Jesus Christ, the doctrinal and moral truths of the Roman Catholic faith and the timeless traditions of the Benedictine and Dominican charisms. Further, Marmion and Rosary are committed to providing the finest in college preparatory education in the single gender model.

As Brother and Sister Schools, we will continually seek ways to build and strengthen the bonds that unite the students, faculties, administrations and families of Marmion and Rosary by cooperating with and supporting the spiritual, academic, social and athletic activities of each community.

ACADEMIC LETTERS

Students earning a 4.0 term grade point average for two consecutive semesters will be awarded a Rosary High School academic letter. Academic letters will be awarded each fall and spring. Once a student has earned an academic letter, she will be awarded pins for subsequent success according to the same criterion.

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 Review Board. Each case is treated on an individual basis. Factors considered include the student's abilities, effort, and attitude as well as teacher recommendations. Students who complete a semester with a credit deficit will automatically be placed on academic probation. 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.

ATTENDANCE GUIDELINES & ABSENCE POLICIES

The school office opens at 7:00 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 3:30 p.m. The bell rings at 7:50 a.m.; the last bell at 2:45 p.m. Once a student has entered the building in the morning, she may not leave the building without permission from the office.

Attendance is essential to 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. In the event that a student must be taken out of school for an appointment, a written note must be presented to the Attendance Office prior to 1st period. The importance of attendance is reflected in the following guidelines:

A. Attendance Guidelines

1. A student should not have more than 7 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 four (4). 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 7 days during a semester in a given subject, she will receive a failing grade for the quarter in which the 8th 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. Please note that although extended medical absences are excused, and students will be given the opportunity to make up work, it is impossible to make up class discussion that is lost. In some cases this may impact a student's grade.
3. Excused absences are governed by the following regulations:
 - a. The parent or guardian should **phone the Attendance Office (896-0831 ext. 16) before 8:00 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 will result in disciplinary action. 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 attendance office 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 attendance 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 absences when necessary.
 - c. For an absence to be medically excused, a note from the physician is required immediately upon the student's return for school.
4. Unexcused absences are absences that fall outside of the parameters listed in #3. If a student's absence is unexcused, she forfeits the right to make up all missed work including tests.
5. If a student fails to produce a note as described in 3b, she will receive a warning for the first day. The second day a note is outstanding, the student will receive a detention and the absence will be considered unexcused.
6. 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.
7. **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** (see pg. 11) from the Dean which must be presented to all her teachers and returned to the Dean at least one week prior to the requested absence. The student assumes full responsibility for the classwork missed. There is no guarantee that the student's grade will not slip during these absences due to class discussion and lectures missed.
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 a half day to participate in extracurricular activities and on Friday for weekend activities. Guidelines for student athletes may be found in the Athletic Handbook.
10. 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 resulting from a prolonged illness, surgery or therapeutic treatment. The Assistant Principal and school nurse must be notified when parents first learn of the possibility of an 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 homebound tutoring in order to be awarded credit for the course(s). A student will be readmitted upon receipt of a physician's release or 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.

C. Schedules Involving Long-Term Absences

After consultation with the school nurse during a long term absence, it may be determined that it is in the student's best interest to return to school on a modified schedule. The school nurse, in consultation with a parent/guardian and a school administrator will make modifications, as appropriate, to the student's schedule. While on this modified schedule, the focus is to be on the well-being of the student, both med-

ically and academically. **Therefore all extra-curricular activities (i.e. athletics, cheerleading, clubs, fine arts, etc.) will be suspended for the length of the modified schedule.** (new '09) The modified schedule and its terms will be put in writing and signed by the student, parent/guardian, school nurse, and an administrator.

BACKPACKS/BOOK BAGS/TOTE BAGS

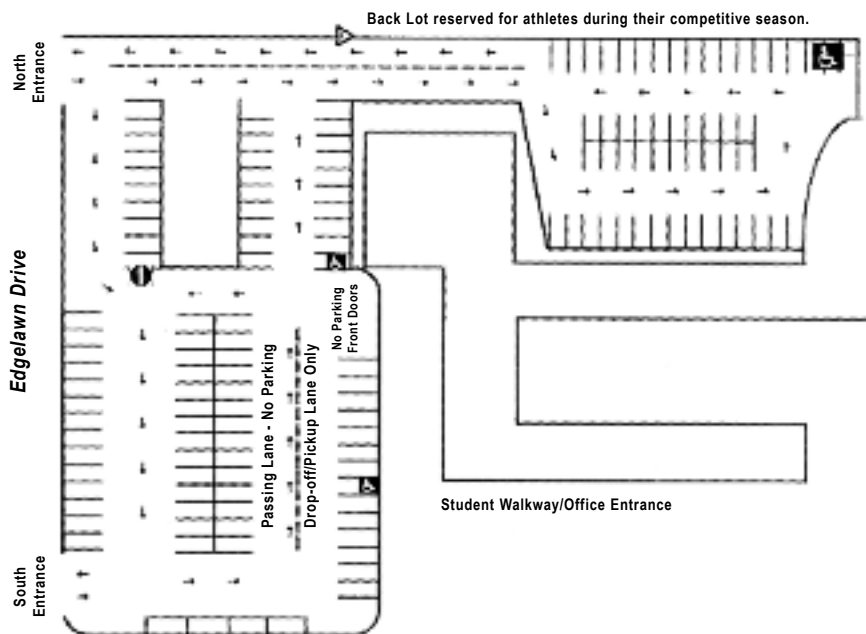
Students are not permitted to carry backpacks, book bags, or tote bags during the school day. Backpacks, book bags and totes may only be used on entering and leaving school. Backpacks, book bags and totes are to be stored in student lockers during the day. (**Hint: If you are carrying a book or notebook in it, it is a tote - not a purse - and should be left in your locker.**)

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. The right lane closest to the school is for dropping off and picking up students. The left lane is for through traffic only. When dropping off a student **please pull up as far as the main entrance**, have the 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 counterclockwise 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 travelling 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 recipients are Catherine of Siena Scholars. The requirements are as follows:

Class of 2012 and 2013:

- A four-year course of study has been taken in at least two of the following subject areas: fine arts, foreign language, mathematics, and science.
- A minimum cumulative GPA of 3.80, and a minimum of 12 Honors courses over a four-year period.
- A strong attendance record. Specifically, 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 fail to submit service hours on or before deadlines will not be eligible for this honor.**

Class of 2014 and 2015:

- A four-year course of study has been taken in at least three of the following subject areas: fine arts, foreign language, mathematics, and science.
- A minimum cumulative GPA of 4.0, and a minimum of 15 Honors courses over a four-year period.
- A strong attendance record. Specifically, 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 fail to submit service hours on or before deadlines will not be eligible for this honor.**

Candidates for the Catherine of Siena Scholar Award will be confirmed at the completion of third quarter of their senior year.

CHARITABLE GIVING

Rosary High School is committed to serving those in need. We recognize, however, that it is impossible to honor every request. The following activities are in place for the 2010 - 2011 school year:

| | | |
|-------------------------------|---------------------------------|-----------------|
| Sept./Oct.: Walkathon | Nov./Dec.: Holiday Hopes | Feb.: Available |
| Mar./April: Lenten Almsgiving | May: Postal Workers' Food Drive | |

Friday Jeans Days are designated for Rosary clubs and activities. The principal will honor other requests on a first come, first serve basis.

COUNSELING & ADVISING

Guidance Services may be defined as those services that 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.

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.

COURSE CHANGES

Students requesting to add, drop or change courses after the schedule is printed and given to students in August are required to obtain and complete a schedule change form, and submit it to the assistant principal. All changes requested for second semester must be submitted prior to Christmas break. A \$50 computer rescheduling fee must accompany the request. Except for a serious reason, students may not drop a course after the second full week of each semester. However, if this is done after the mid-quarter point of the 1st or 3rd quarter, the student will receive a WF, "Withdrawn Failing," or a WP, "Withdrawn Passing," on her permanent record. Neither designation will affect a student's GPA. A student may not, under any circumstances, drop a class after the midpoint of 2nd and 4th quarter. At any time, courses cannot be dropped if the student's schedule will not allow either another class or a 2nd study hall to be added.

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 that was failed, not the entire course. Credits lost during an academic year must be made up before the opening of the following academic year. 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 taking 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 (Sophomores, Juniors, and Seniors)

- 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 dresses.
- 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 (all students)

- 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, and/or appropriate legal action will be taken.
 - The Rosary student will be required to appear before the Review Board.
 - If the student is a guest, his/her school administrator will be contacted. The Rosary student responsible for this guest will lose the privilege of bringing guests to dances/soc-hops for the length of one semester.
 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.
 7. Glow sticks and other drug culture paraphernalia are not allowed.
 8. Prom will be open to Rosary juniors and seniors only. Freshmen (including guests) do not attend date dances. 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 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.



ROSARY HIGH SCHOOL ABSENTEE GUIDELINE FORM

(To be completed and returned to the Dean of Women
at least one week prior to requested absence.)

Absence from school is always detrimental to the academic progress of a student. Class discussions and lectures cannot be repeated and make-up tests are often difficult to schedule. **EVERY EFFORT SHOULD BE MADE TO SCHEDULE VACATIONS AND DENTAL/MEDICAL APPOINTMENTS TO COINCIDE WITH NON-SCHOOL DAYS AND EARLY DISMISSAL DAYS.**

1. **ROSARY DISCOURAGES VACATIONS OUTSIDE OF SCHOOL-SCHEDULED HOLIDAY TIMES.** A student who is going to be taken out of school, against this advice, must notify the Dean's Office, in writing, at least **two(2) weeks in advance**. The Dean's Office will give the student an Absentee Guideline Form. This form must be completed and signed by her parent or guardian. Once this is done, the student must present the completed form to each of her teachers and obtain their signatures. This form, complete with all signatures, must be returned to the Dean's Office at least **one week in advance** of the proposed absence.
2. The student assumes full responsibility for all work that is missed. There is no guarantee that the student's grade will not be negatively affected due to this absence. Class discussions and lectures will be missed and cannot be made up.
3. A student who misses seven (7) classes in any given subject within one semester will receive a failing grade for the quarter in which the 8th absence falls, jeopardizing her grade for the semester. Parents will be notified after the 4th absence and may be asked to meet with the Dean of Women. **Medically documented excuses (absences for which we receive a written physician's note immediately upon the student's return to school, which includes dates and reason for treatment), family emergencies, and absences initiated by the school do not count toward the allotted 7 absences.**

(Please complete reverse side)

NAME OF STUDENT: _____

DATES TO BE ABSENT: _____

PURPOSE OF ABSENCE:

I have read the policies regarding absences outlined on the reverse side of this form. I understand and accept all responsibilities in this matter as outlined previously.

Parent/Guardian Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Faculty Signatures:

Period 1: _____ Period 5: _____

Period 2: _____ Period 6: _____

Period 3: _____ Period 7: _____

Period 4: _____ Period 8: _____

Faculty comments and concerns:

Dean's Signature: _____ **Date:** _____

*The Dean's signature indicates that the form has been received,
NOT that the absence is sanctioned.*

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. Disciplinary action will reflect the mission, philosophy, and goals of Rosary High School. Unlawful conduct both on and off campus clearly violates the mission, philosophy, and goals.

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, as well as 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 illegal, detrimental to the physical, mental, or spiritual well being of the student body, or me 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 **as well as refrain from being in the presence of minors doing the same.** I understand that any violation of this agreement will result in suspension, enrollment in a clinical intervention program and disciplinary probation and/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 Review 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 property (cheating) 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, on school buses, or publicly while in uniform. 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.

Disciplinary Action

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. **However, it is understood that the principal 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:** 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 via the student message board. Failure to report to the detention room within five minutes of the scheduled time will merit a Saturday detention. Detentions roll over at the semester. Four (4) Friday detentions, for behavioral issues, merit a Saturday detention. These behavioral issues include, but are not limited to, the following violations: *uniform/dress code violations, tardiness, eating or drinking outside the cafeteria, boisterous behavior, gum chewing, and all other minor infractions.* Four Friday detentions given for academic reasons will result in a referral to the Academic Dean.
- **Saturday Detention:** Saturday detentions are two hours. Notice of time and place to serve the Saturday detention will be given at least twenty-four (24) hours in advance via the student message board. Saturday detentions carry over from first semester to second semester. A third Saturday detention will result

in disciplinary probation. Saturday detention includes but is not limited to the following violations: rudeness in word or action to a staff member or another student, vulgar language, first offense of cheating, and all major infractions. The Dean of Women, in consultation with the faculty member 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 \$20.

- **Suspension:** Suspension from school is the result of a major violation of school rules or an act of flagrant insubordination. The following are suspension guidelines:
 - Each major violation will be handled by the principal in consultation with the Review Board.
 - The student's parents must meet with the Principal, Dean of Women, and the Review Board to show cause for a student's reinstatement.
 - The student receives no credit for the daily work missed during the suspension, but must make up weekly, quarterly, and semester tests.
 - The student is not permitted to participate in or attend any school-sponsored activities, including athletic events during the suspension.
 - A student under suspension relinquishes all leadership positions. 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. Violations that would warrant disciplinary probation include but are not limited to: breaking criminal law, alcohol / drug incidents, truancy, or any offense that, in the sole judgment of the principal, compromises the spirit or example that a Rosary student should exhibit. 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:
 - If requested, complete drug / alcohol testing, evaluation, and/or mental health counseling
 - Perform fifty (50) hours of community service
 - Forfeit leadership roles, participation in academic contests, athletic teams, and school activities (including dances) at both Rosary High School and Marmion Academy. Rosary High School and Marmion Academy have a reciprocal agreement in place.
 - Serve four (4) Saturday detentionsThe probationary period is at least the length of 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 an invitation to return until the Review Board assesses her record of conduct.

- **Expulsion:** The Review 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 Review Board and/or members of the administrative team. The principal reserves the right to immediately expel any student whose egregious behavior puts the student herself or other members of the Rosary community in danger. Students who are expelled are forbidden to attend Rosary functions both on and off campus.

Review Board

The Review Board advises the principal in matters of serious offenses in violation of the Rosary Code of Conduct. In the event that a student has committed a serious offense, the student and her parent/s are invited to attend a Disciplinary Hearing. After the Dean of Women has presented the precipitating information to the Review Board, the student and her parent/s will be given an opportunity to respond. There will be an opportunity for the Review Board to ask questions. The Review Board will then meet privately to render a decision. The student and her parent/s will be notified of the Board's decision within 24 hours. Recommendations of the Review Board are subject to appeal in accordance with the appeal procedure.

Appeal Procedure

The student and her parent/s may appeal the Review Board's decision. Any appeal must be presented in writing to the Dean of Women within two (2) school days of the disciplinary hearing. An appeal will not be granted unless at least one of the following criteria is met:

- New evidence and/or relevant extenuating circumstances not presented at the initial hearing

- Proof of lying or incorrect evidence at the Disciplinary Hearing
- Consequences rendered by the Review Board are not consistent with previously established standards

Simple disagreement with the Review Board's original decision will not be acceptable grounds for an appeal. A meeting of the Appeals Board will take place within three school days of the appeal request. The Appeals Board will meet to review the written appeal request as well as information from the Disciplinary Hearing presented by the Dean of Women. The response from the Appeals Board will be sent in writing to the parent/s within twenty-four (24) hours of the Appeals Board meeting. No telephone calls will be made or accepted. It is to be understood that the acceptance of an appeal does not bind the Appeals Board to alter the original decision of the Review Board and that the final decision remains that of the principal.

Behaviors subject to DISCIPLINARY ACTION include, but are not limited to, the following:

Academic Integrity

Students are expected to demonstrate honesty and integrity. Academic dishonesty encompasses both cheating and plagiarism. Cheating can be defined as obtaining or aiding another student in receiving credit for work that is not her own. 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 are some examples of cheating:

- Claiming credit for work not the product of one's own effort including, but not limited to: notes, homework, presentations, papers, quizzes, and tests
- Providing access to materials or information so that credit may be dishonestly claimed by others
- Copying material during a quiz or test
- Allowing another student to copy from one's own quiz or test
- Using unauthorized notes or devices (programmable calculators, mp3 players, computers, etc.) during a quiz or test
- Obtaining a copy of a test or quiz
- Receiving or giving information about a test or quiz (i.e. asking or telling another student what questions will appear on a quiz or test)
- Copying / sharing answers on homework assignments without the expressed permission of the instructor
- Obtaining professional help such as an expert, author, or purchased service without the expressed permission of the instructor
- Unlawfully copying computer software or data created by others

Plagiarism can be defined as claiming another's published or unpublished thoughts, ideas, or writings as one's own. This can be word-for-word use, re-wording or rearranging words, or paraphrasing passages without acknowledging the author. The following are some examples of plagiarism:

- Submitting a paper or assignment for credit that was written by someone else
- Submitting a paper or assignment for credit that was purchased
- Failing to use quotation marks followed by citation to give credit to another author
- Failing to footnote another author as applicable
- Failing to cite research materials on a "works cited" page or bibliography
- "Cutting and pasting" or incorporating material from internet sources without crediting the source
- Failing to reference an author when quoting him/her in an oral report
- Presenting another person's ideas or creative work as one's own
- Failing to cite ideas copied or paraphrased from study aids or literary criticisms

Any behavior, which can be defined as cheating or plagiarism represents a violation of mutual trust and respect essential to education at Rosary High School. Students who cheat or plagiarize will be subject to the following penalties the first time an incident of academic dishonesty occurs:

- The teacher will discuss the incident with the student.
- The student will receive a zero for the submitted work.
- The teacher will contact the student's parent or guardian to apprise them of the situation.
- The teacher will complete an incident report and forward it to the Dean of Women and the student's counselor.
- The Dean of Women will meet with the student and issue a Saturday detention.
- The Dean of Women will keep a record of the incident.

A second occurrence of academic dishonesty within the same class:

- The teacher will discuss the incident with the student.
- The teacher will complete an incident report and forward it to the Dean of Women and the student's counselor.
- The dean and guidance counselor will meet with the student and her parent/guardian.
- The student will receive a failing grade for the quarter in the class where the incident took place.
- The student will be placed on disciplinary probation.
- The Dean of Women will keep a record of the incident.

A second occurrence of academic dishonesty, not in the same class, but within a student's career at Rosary will result in the following:

- The teacher will discuss the incident with the student.
- The teacher will complete an incident report and forward it to the Dean of Women and the student's counselor.
- The dean and guidance counselor will meet with the student and her parent/guardian.
- The student will not receive credit for the submitted work.
- The student will be placed on disciplinary probation.
- The Dean of Women will keep a record of the incident.

A third incident of academic dishonesty within a student's career at Rosary will require the student to appear before the Review Board and could result in expulsion.

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 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 that 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.

These procedures will be followed for filing and investigating a harassment claim:

1. The 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 main-

- tained as much as possible.
3. The investigation may include a meeting with the alleged harasser and the person bringing the allegations. Parents of the students involved may 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 Review 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 report the incident to the appropriate authorities.

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 during 4th and 5th periods.** Use of the restroom during the 4th and 5th hours is restricted to the student's lunch period. Leaving campus for lunch is considered truancy. Guidelines for cafeteria behavior include:

1. Absolutely, under no circumstances, is food or liquid (including bottled water that is not authorized, see "Health Services") allowed outside the cafeteria before, during, or after school. **Having food in classrooms or other areas outside of the cafeteria could place our students with food allergies at serious risk.**
2. According to Illinois State Health Department regulations, all food / treats brought into the cafeteria, with the intent to share with others, must be commercially wrapped.
3. Vending machines may be used before and after school only.
4. Students are expected to keep the cafeteria free of litter and in proper condition for other students' use.
5. At the end of the lunch period, each student is responsible to see that the table is cleaned and the chairs are properly placed.
6. 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.
7. All drinks must be in their original containers or in clear plastic containers or cups; glass bottles are not allowed.
8. Fast food deliveries are not allowed during school hours.
9. Cafeteria tables used after school must be cleared of debris and wiped off.
10. 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 as a courtesy to teachers and students. Students who choose not to extend this courtesy will be issued detentions.**

With regard to food, drink, and/or gum in the building:

1. The possession and/or use of personal water bottles or enclosed drinking cups is not permitted in the school.
2. Students who are found eating or drinking outside of the cafeteria will be issued a Friday detention.
3. 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.

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, 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 chat rooms, 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 or religiously 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 in a context that 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.
- Trespassing in others' folders, work, or files
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Posting anonymous messages.
- Accessing, submitting, posting, publishing, displaying, or creating defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially or religiously offensive, harassing or illegal material.
- Using the network while access privileges are suspended or revoked.
- Altering existing program settings in any way.
- Damaging technology hardware or software.

- 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.
- 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 information 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.).

Electronic Devices (cell phones, laptops ,iPods of any sort, ipads, Kindles or E readers of any type,mp3 players, digital cameras, etc.)

- 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.iPods and mp3 players are not allowed in classrooms.
- 3.Cameras are never to be used in locker rooms or bathrooms.
- 4.A laptop computer may be used in a classroom or the library solely for notetaking only as indicated by a student's IEP or 504 plan.
- 5.Computer headphones may only be used with adult supervision.

Failure to abide by this policy will result in disciplinary action.

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.

Hall Passes

A student may not be in the halls during class time without a pass. If a student is unable to present a valid hall pass when requested, she will receive a detention.

Lockers (located in the academic wings and the locker rooms)

Each student is responsible for the locker assigned to her. Lockers are not to be shared. All 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 WILL NOT BE HELD LIABLE FOR THE LOSS OF PROPERTY DUE TO PERSONAL NEGLIGENCE. DO NOT TAPE ANYTHING TO THE LOCKERS.** Magnets are the only acceptable method of posting materials to lockers. Defacing lockers or posting inappropriate material to any locker will result in disciplinary action. Lockers are the property of the school and, as such, administrators and designated personnel have access to them at all times.

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 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.

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. Appropriate disciplinary action will be assessed.

Smoking

Possession or use of tobacco is prohibited on the school premises (including Advent Christian property) and at all school functions. Smoking publicly while in a Rosary uniform is prohibited. Violation of this policy results in a Saturday detention. Any subsequent violation will require the student to appear before the Disciplinary Board.

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.
- appearing in photos posted on the internet where the student is in possession of or in the presence of alcohol.
- **Parents who violate the law by serving or supplying alcohol or other illegal substances to Rosary students will be asked to withdraw their daughter(s) from Rosary High School.**

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. Parental or student 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 expulsion. 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 class 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 8:10 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

Students must turn their cell phones off and place them in their lockers at the beginning of the school day. Cell phone use is permitted before and after school and at after school sponsored activities anywhere on campus, with the exception of bathrooms and locker rooms. Violations of these policies will result in disciplinary action. The cell phone will be confiscated, the student's parents/guardian will be contacted, a Friday detention will be issued and a fine of \$50 will be assessed. Text messaging that is inappropriate or offensive will be subject to disciplinary action as well as inappropriate picture or video messaging. During school hours if a student needs to use a phone to contact a parent/guardian she may come to the office to use the school phone.

Truancy

Truancy is any absence without the knowledge and/or consent of the student's parent/guardian. It includes missing classes or leaving the campus without permission. If a student is truant, she will be placed on disciplinary probation. She does not receive credit for the academic work that she has missed. The parents must meet with the Dean of Women and/or 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.

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, at 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.

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. Violation of the dress code will result in a Friday detention.

- **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.

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/Stockings: Only WHITE knee socks or WHITE tights are permitted.

Shoes: Solid BLACK leather shoes with a hard rubber sole are to be worn at all times. Shoes and sandals may not be backless. Boots, athletic shoes, tennis shoes, canvas shoes, moccasins, and slippers are not permitted.

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

Hair: Hairstyle and care are a reflection of the uniform. No extreme haircuts, styles or unnatural colors are acceptable. Hats and headscarves 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 that 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. Tattoos and body writing are not permitted, this includes writing on hands. Excessive make-up is not permitted.

- **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/Sweats Days: Jeans or sweats with appropriate tops are the only acceptable clothing allowed on Jeans/Sweats Days. Jeans/sweats may be full length or Capri length. They must be in good condition. They must be clean and without holes or rips. No shorts are permitted. Sleeveless tops may be worn. They may not have deep armholes or low necklines. The top must be long enough that it can 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 may be worn. Long or mid-calf skirts may have slits only to the knees. Tops and dresses may not be strapless - no low necklines. Underwear must not be visible.

Club/Event T-shirt Days: T-shirts representing a club or event may be worn on special occasions with the pre-approval of administration. The t-shirt is to be worn with the uniform skirt and must not be covered by a sweater, sweatshirt, or jacket. Long-sleeved shirts may be worn underneath the club/activity t-shirt.

DRIVER EDUCATION

(Driver Education is not a required course and yields no academic credit.)

Driver Education is offered through West Aurora High School during the school year. The students are chosen according to their birthdates. An informational letter is sent to the parents when a student is eligible to take this course. The parent is responsible for contacting the school office if they wish to register their daughter for this course. Driver Education is a semester course. Rosary students must be at West Aurora at 6:50 a.m. and a bus will transport the students to Rosary after the class. 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.

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 are subject to all school regulations and the Standard of Conduct.

EMERGENCY SCHOOL CLOSINGS

In inclement weather, Rosary will implement our School Reach program (an automated phone calling system) to notify parents/guardians of a cancellation or a late start schedule (1st period begins at 9:00 am; dismissal at 2:45 p.m.). Students are also encouraged to check Rosary's website for weather-related announcements.

EXAMS

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.

Semester exam schedules are posted the week prior to exams. During exams, all students must enter the school through the main foyer doors. Each exam is one hour and fifteen minutes long. All students must be out of the building by 1:00 p.m. on exam days.

A Jeans Day dress code will be in effect during exam week. Students who fail to comply with dress code regulations will not be admitted to their exams.

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.

At the beginning of each season, the Athletic Director supplies the names of the students on the teams to the faculty. Members of athletic teams are required to maintain a "C" average in each subject during the season in which they participate. 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. 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. (For 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 end of 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 visiting the school's website at www.rosaryhs.com.

B. Student Leaders: In any one school year, a student may serve in only one of the following positions:

- Student Council Executive Board President or Vice President
- Class President or Vice President
- National Honor Society President or Vice President
- Prom Chairperson
- Senior Retreat Team member
- Yearbook Editor / Co-Editor

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. (If a student's grade falls below a "C", she will have 2 weeks to bring her grade up.)
- May not be on disciplinary probation.
- Participate in the leadership training when required.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

Federal law protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when she reaches the age of 18. The entire policy can be accessed online by typing FERPA into your web search engine.

FINANCIAL AID POLICY

Financial aid is available through the Educational Ministry Fund of the Springfield Dominican Sisters, the Adopt-a-Student Fund in the Annual Appeal and the generosity of benefactors. Financial aid is administered by the FACTS Management Company. Grants are determined by Rosary's Administration and the Business Office Manager.

The guidelines for financial aid are:

1. The online application (www.factstuitionaid.com) must be completed by the first Friday in February. However, if your financial situation changes, you may contact the principal anytime during the year.
2. Applications must be filed every year.
3. All children in the family should be included in the application, not just the students attending Rosary.
4. All support documentation must be complete or the application will not be reviewed. Those documents include the most recent tax returns and W-2 forms.
5. Unless there are extraordinary circumstances, financial aid will not be awarded to those whose combined incomes or liquid assets exceed \$100,000.
6. If you are facing extraordinary financial circumstances, please write a letter to the principal describing the situation. The letter will be confidential.
7. Families who receive financial aid are strongly encouraged to participate in the High Endeavors Program.
8. Students who receive financial aid from Rosary are not eligible for educational travel.

Finances should not deter a family from choosing Rosary for their daughter. Please be assured that we will work with families who are in need.

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..

I INCOMPLETE: When a student has out-standing work within a quarter due to serious illness, hospitalization, or other extenuating circumstances known to administration, she will receive an "I" until the work is completed. All work must be completed within 2 weeks or the student will be given "0" credit for the missing work and the quarter grade will be tabulated.

| GRADE | % | REGULAR | HONORS | AP | WCC* | % |
|-------|------------|---------|--------|------|------|------------|
| A+ | 98-100 | 4.5 | 5.0 | 5.5 | | |
| A | 95-97 | 4.00 | 4.50 | 5.00 | 5.00 | 90-100 |
| A- | 93-94 | 3.75 | 4.25 | 4.75 | | |
| B+ | 90-92 | 3.50 | 4.00 | 4.50 | | |
| B | 87-89 | 3.00 | 3.50 | 4.00 | 4.00 | 80-89 |
| B- | 85-86 | 2.75 | 3.25 | 3.75 | | |
| C+ | 82-84 | 2.50 | 3.00 | 3.50 | | |
| C | 78-81 | 2.00 | 2.50 | 3.00 | 3.00 | 70-79 |
| C- | 76-77 | 1.75 | 2.25 | 2.75 | | |
| D+ | 74-75 | 1.50 | 2.00 | 2.50 | | |
| D | 70-73 | 1.00 | 1.50 | 2.00 | 2.00 | 60-69 |
| D- | See text | 0.75 | 1.25 | 1.75 | | |
| F | 69 & below | 0.00 | 0.00 | 0.00 | | 59 & below |

* 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.

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 by October 15th will be excluded from school.

B. Administering Medication in School

Only those medications, which are absolutely necessary to maintain the child in school, and must be given during school hours, will be administered. The school nurse or administrative school employee shall be responsible for the administration of medication during the school day. Other school personnel may volunteer to administer medication if they have been instructed by the school nurse or administrative employee.

Parents must follow these guidelines for ALL medications (including over-the-counter medication):

- The Rosary High School Medication Authorization Form requesting that medication be given during school hours must be filled out and signed by a physician and signed by a parent/guardian.
- If a child has medical needs that require that they carry their medication, the physician must indicate (and initial) that on the Medical Form.
- Parents must provide the medication. No stock medication is available. Over-the-counter medications must be brought in the original container. **Medication sent to school in baggies, envelopes, school**

lunches, etc. will not be administered. Prescribed medication must be brought to school by the parent in a container labeled by the pharmacy with following clearly stated:

- Student's Name
- Physician's Name
- Name of Medication
- Dosage to be given
- Time to be administered

**** When having a prescription filled, please ask the pharmacist to give you a second properly labeled bottle for the school. ****

- d. All Medication Authorization Forms need to be filled out annually. All unused medication, including over-the-counter medication must be picked up by the parent at the end of the school year, or it will be discarded. **No medications will be kept for the following school year.**
- e. The parents or guardian of the child must inform the school nurse of any changes in the child's health status or change in medication.

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 that 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 and 1:45 pm – 2:45 pm 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.

H. Illness

Please keep your student home if she has a temperature, continuous cough requiring cough drops, or other symptoms that would contribute to the spread of illness.

HIGH ENDEAVORS

Our High Endeavors Program is designed to benefit both students and staff. Student benefits come in tuition credits and scholarships. Staff benefits are in the area of professional development.

By using gift cards from High Endeavors, many families routinely save \$500 to \$1000 yearly on tuition. The cards cover many basic necessities: food, gas and clothing. You have nothing to lose and a great deal to gain. Please consult the school website (www.rosaryhs.com) for more information or call Mrs. Miller in the school office.

The High Endeavor scholarships are awarded to juniors and seniors who qualify for financial aid, have a good

service record and whose parents participate in the program.

All families are strongly encouraged to participate in this program which is a blessing to our entire school community.

HONOR ROLL

First Honors: 3.75 GPA and above **Second Honors:** 3.25-3.74 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 wear the Rosary Lanyard and ID Card while in the school building. The ID card is needed for the school library and the public library, public transportation, etc. Failure to wear the official lanyard and a current ID will result in being sent to the office to obtain a temporary ID for the cost of \$5. Lost IDs and lanyards may be replaced in the office for the cost of \$10. If a student withdraws from Rosary during the school year, she must turn in her ID and lanyard to the Dean of Women.

LIBRARY

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

1. **Quiet** is observed at all times 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.

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

3 or more days absent: 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.

MEDIA RELEASE POLICY

Rosary High School wishes to recognize our students through various media outlets such as television, radio, print, and Rosary's website. 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 will grant their permission to have this information published by checking the line marked "permission granted" on the Media Release Form (see pg. 31). By signing this form, your permission will be effective for one year. Parents who DO NOT WANT their daughter's name or photograph published to recognize her achievements or to promote the school must check the line marked "permission denied" on the Media Release Form. By signing this form, permission will be denied for one year.

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. **In the event that a student is called to the office, she is expected to report immediately. If multiple requests must be made, the office may issue a detention.**

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** - 3.5 GPA by the end of the 5th 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. **Students who regularly (more than one time) fail to submit service hours on or before deadlines will not be eligible for NHS membership.**
- **Leadership** -
 - Demonstrates initiative in the classroom including:
 - Shares knowledge with the class
 - Is self-motivated
 - Asks relevant questions
 - Upholds school ideals and inspires positive attitudes in the classroom or extracurricular activities including:
 - Inclusive of others in class/activities
 - Treats others with respect
 - Displays a positive work ethic
 - Demonstrates concern for others
 - Demonstrates reliability in the classroom or extracurricular activities including:
 - Arrives prepared for class/activity
 - Is punctual with assignments and projects
 - Fulfills commitments
 - Makes efficient use of time
- **Character** - A brief character form will be submitted by all the candidates' 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.

PERSONAL PROPERTY

Please do not carry large amounts of money in your purse. Leave valuable belongings at home. Purses should be carried with you or **LOCKED** in your locker at all times. **The school will not be held liable for loss of property due to personal negligence.**

READMITTANCE PROCEDURES

During the second semester, each student will receive either a letter of acceptance or withdrawal for the next school term or a letter that 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 Review Board on her behalf, they may request a hearing appointment from the Principal.

REPORT CARDS

Report cards are issued QUARTERLY. All assignments and tests must be completed within two weeks following the end of the term if the student has received an "incomplete" grade. Failure to do so merits an F. Parents are encouraged to check Edline on a weekly basis to keep abreast of their daughter's progress.

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. **All students and staff members must wear the Rosary lanyard/I.D. at all times in the building.**

SELLING OF ITEMS (non-Rosary)

Written requests for the selling of items and/or raffle tickets for causes outside of Rosary High School should 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 and on Rosary's website (www.rosaryhs.com).

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 (more than one time) 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 semester will be ineligible to take semester exams.

STUDENT ACTIVITIES

Students are invited and encouraged to participate in extracurricular activities. Rosary High School offers a variety of clubs and organizations (**see detailed chart on page 2**).

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. (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 to 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 seats 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 teacher's desk until ten (10) minutes after the second bell has rung unless reporting for a test.
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. Sleeping is not permitted.
5. 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.
6. Any student needing to take a test during study hall will have that test proctored by the study hall supervisor.
 7. Group passes are not issued. Each student must have her own pass. Only two passes may be issued at one time.
 8. 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 a first period class do not have to come to school until they are scheduled for class. Seniors not scheduled for an eighth period class 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.

TELEPHONE USE

The office phones may be used by the students with permission. 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. 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. Juniors 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 transcript requests 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.

TUITION POLICY

Families can pay tuition in one of three ways:

- One annual payment – full tuition due by August 1st (no discount for paying in full).
- Semi-annual payments – 50% due August 1st and 50% due January 15th
- Monthly payments – 10 payments due August-May

Beginning with the 2011-2012 school year, all new Rosary students are required to pay tuition via the FACTS tuition program. Payments must come directly out of a checking or savings account (ACH). Current one-time processing fees (paid to FACTS) are as follows:

- Pay in full - \$10
- Pay in two installments - \$15
- Pay in ten installments - \$38

There is an additional 2.5% fee if you elect to pay the school or FACTS with a credit card.

Returning students will still be given the option to make regular tuition payments at school. This option will remain available until graduation. However, use of the FACTS program is strongly encouraged. Beginning with the 2014-2015 school year, all Rosary students will be required to use the FACTS program.

A \$30 late fee will be charged once a payment is ten days late. An account will be considered delinquent if two consecutive monthly payments have been missed or if a full or semi-annual payment is overdue. Parents with delinquent accounts are required to meet with the Business Manager to discuss how future payments will be made.

Seniors who have not paid their tuition in full by May 1st will not participate in the Candle/Rose or Graduation ceremonies.

Tuition payments must be current in order to return the following semester. Tuition must be paid in full in order to return the following school year. Official transcripts will not be issued until all financial obligations have been met.

TUTORING

Students who are struggling to achieve success in any class are encouraged to take advantage of their teachers' posted office hours. Students who have attended office hours, but continue to receive lower than a "C" average, may be eligible for tutoring. Tutor request forms may be obtained outside of the Assistant Principal's office. Completed forms are to be returned to the Assistant Principal. Tutoring requests must be made prior to the last two weeks of each semester. National Honor Society members serve as tutors. Therefore, there are a limited number of tutors available.

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.