



Our Lady of the Rosary Catholic School

"Where we grow in faith and knowledge with Jesus as our model."

2237 Waldron Road . Corpus Christi, TX 78418 . (361) 939-9847 . Fax (361) 937-0890

Dear Parents/Guardians and Students,

We have prepared this Handbook as your guide to our school facilities as well as a point of reference for information regarding the student programs and activities. In addition, the official policies and procedures relating to the responsibilities shared by the students, parents, and school personnel are included.

Our Lady of the Rosary Catholic School is committed to teaching and modeling the Gospel values and to encouraging students to live their lives as a reflection of Christ. We strive to make your child's educational experience both meaningful and productive. To accomplish this, every family is informed of the school policies and procedures. This handbook serves as the primary reference source for questions about the operation of Our Lady of the Rosary Catholic School.

Please review this handbook thoroughly together with your child and keep it accessible. It serves as a contract between Our Lady of the Rosary Catholic School and the parents and students.

It is a challenge to provide an environment that meets the goals of Catholic education and to enable every child to develop his or her potentials. Our aim at Our Lady of the Rosary Catholic School is to meet this challenge. With the unselfish and unceasing help of our Parent-Teacher Organization and all the parents of students at this school we will be able to attain it. "United, we stand. Divided, we fall."

Best wishes for a happy and successful school year. With every good wish for everything good, I remain yours prayerfully and gratefully in Jesus, the Divine Teacher.

Sister Esperanza Seguban, O.P.
Sister Esperanza Seguban, O.P.
Principal

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ABOUT OUR SCHOOL

Our Lady of the Rosary Catholic School was formerly Our Lady of the Rosary Learning Center. The construction of this center was made possible through the grant from the John G. and Maria Stella Kenedy Memorial Foundation.

Its mission was to take care of children so that their mothers could work. It was blessed and dedicated by the most Reverend Bishop Rene H. Gracida on June 7, 1991. This is located on the grounds of St. Paul the Apostle Church, and is administered and operated by the Religious Missionaries of St. Dominic, commonly known as Dominican Sisters.

During the dedication Bishop Gracida said the center will be "a source of joy, security and learning for countless young in the decades to come." He continued to say that this new ministry to the young and their families will be significant contribution to St. Paul's and the surrounding community as a whole.

As an educational ministry of the Religious Missionaries of St. Dominic in the Parish of St. Paul the Apostle, in the Diocese of Corpus Christi, Our Lady of the Rosary Catholic School serves to impart and promote Catholic faith to the future generations.

In his dedicatory remarks, Bishop Gracida said that the center should not be merely a "depository for children, but rather a place where the children as well as the teachers could grow in grace, wisdom and love of the Lord." Inspired by this remark the Sisters of Our Lady of the Rosary Catholic School endeavored to make this school a place of imparting the Gospel message, building community, providing prayer and worship and creating a faith-filled classrooms where students are not just classmates but a family.

At this juncture, Our Lady of the Rosary Learning Center was renamed Our Lady of the Rosary Catholic School which became the 19th Catholic School in the diocese of Corpus Christi and is the diocese's 15th elementary campus. The proclamation took place on March 12, 2009 in Flour Bluff, Corpus Christi.

Our Lady of the Rosary Catholic School is a joyful learning environment for children. The Sisters strive for a continuous growth in our faith and expression in our Catholic identity. The Sisters emphasized that Jesus loves the little children and He wants us to love one another. We make children understand and make choices that will strengthen the roots of their faith as little children.

MISSION STATEMENT

Our Lady of the Rosary Catholic School strives to form the minds, hearts, and souls of the students in the likeness of Christ. It integrates both faith and knowledge by providing a nurturing and stimulating environment that enables each child to perform at the highest level of his/her capacity as a unique child of God.

VISION

Our Lady of the Rosary Catholic School's vision is to become the preferred educational partner for St. Paul the Apostle Parish and regional families with children from 18 months through 7 years of age. We will provide the highest educational and social standards while developing the moral and spiritual character only a Catholic Education can provide.

PHILOSOPHY

Our Lady of the Rosary Catholic School Faculty believes that the spiritual, moral, intellectual, social, emotional, and physical life of young children develop best in a setting in which teachers, the environment and the programs offer a positive Christ-centered atmosphere.

GOALS AND OBJECTIVES

1. To model the teachings of Jesus Christ and the teachings of the Catholic Church.
2. To provide an atmosphere that encourages spiritual, moral, intellectual, social, physical, and emotional growth and development of a child as a whole.
3. To offer a well-developed age appropriate program that helps contribute to the developmental needs of the child in a caring environment that is Christ centered.
4. To instill values that will lead the child to practice the virtues of Christian living.
5. To build a Christian community and promote a universal family.
6. To make the classroom a faith-filled classroom.

ADMISSION/WITHDRAWAL

Our Lady of the Rosary Catholic School accepts children of all nationalities, religion, languages, and ethnic backgrounds. Enrollment is complete when the following documents are submitted to the office of the Principal and a class is assigned to the child.

REQUIREMENTS FOR ADMISSION

1. Student Enrollment Form
2. Emergency and Information Card
3. Birth Certificate
4. Baptismal Record
5. Social Security Card
6. Updated Immunization Record
7. Family Payment Agreement Plan
8. Handbook Acknowledgement Form

Registration begins in May through June. Children are enrolled on a first come, first served basis due to limited enrollment at every age level. Returning students will receive priority. Parents are responsible for notifying the office of plans to withdraw a child and the date of withdrawal. Fees are to be paid through the last week of attendance.

TUITION AND PAYMENT

Non-refundable Registration Fee:

\$200.00 per child (due at the time of enrollment)
\$50.00 Parent Membership Fee

After school fee: K3-2nd Grade **\$40.00 per month for OLRCS students**
\$140.00 per month for non-OLRCS students

A tuition discount is available for families with 2 or more children enrolled.

Payment Option for 11 months enrollment (August-June)

<u>Tuition per Week</u>	<u>Tuition per 2-week (bi-monthly)</u>	<u>Tuition per Month</u>
K-2--\$125.00	\$250.00	\$500.00

Payment Option for 10 months (August-May) (7:50 A.M. - 3:00 P.M. Instructional Time)

K-3—Kinder \$110.00	\$220.00	\$440.00
1 st —2 nd Grade \$105.00	\$210.00	\$420.00

Weekly tuition payment is due one week in advance or Monday of each week.
Bi-monthly tuition payment is due on the first and third Monday of each month.
Monthly tuition payment is due on the first Monday of each month.

A **\$25.00** late fee will be assessed for delinquent payments.

A **\$25.00** fee will be assessed for any returned checks. In the circumstance of delinquent tuition accounts, there will be no testing or participation in the End of School year activities to include field trips. Additionally, students with delinquent accounts will not participate in the Graduation ceremony.

Tuition is based upon annual enrollment; as such, in the case of parent holidays or school closings, tuition fees will continue to be paid as scheduled. Parents are held responsible for fulfilling the Family Payment Agreement Plan as outlined on page 21 of this handbook. We reserve the right to drop any child from enrollment when the parent is delinquent with tuition payments or fails to make payment arrangements with the Sister-in-Charge.

NOTE: Children are expected to arrive and depart at the agreed upon time. If your child is picked up late, you will be charged a fee of \$1.00 per minute. Instructional days end at 3:00 P.M. A late fee will be assessed after 3:05 P.M. Extended care closes at 5:30 P.M. A late fee will be assessed after 5:35 P.M.

\$220.00—Fund-raising obligation per family

Families are required to meet a fund-raising obligation of \$220.00 by the end of the school year.

ATTENDANCE

Our Lady of the Rosary Catholic School addresses compulsory attendance. The school places responsibility for student attendance upon the parents of the students. **This policy is to be strictly followed in our school by all students whether they are from WorkForce or those who attend by choice. Regular attendance at school is a major factor determining academic success. It is the responsibility of the parents to ensure children attend regularly and on time, as well as to participate in activities and discussions.**

TARDINESS

Our Lady of the Rosary Catholic School opens for student drop-off beginning at 7:00 A.M. Instruction begins at 7:50 A.M. Students will be considered tardy after 8:10 A.M. **Three tardies will be considered an absence for the student.**

ABSENCES

Parents should call the school office each day the child is absent from school. Please call the office before classes begin with the **name of the child, homeroom teacher, and reason for absence.** It is the parents' responsibility to ensure that any lessons missed during absence are completed. Failure to obtain make-up work is not an excuse for not completing the work that has been missed.

Upon returning to school, the student must submit a written excuse within 3 days signed by a parent stating the reason for the absence. If the excuse is not presented within 3 days, the absence will be notated as **Unexcused**.

EARLY DISMISSAL

Sometimes it becomes necessary that a child be taken out of school early because of dental or medical appointments. If a child is to be dismissed early for any reason, it is the parent/guardian's responsibility to do the following:

1. Send a **written note** to the teacher and the office indicating the reason for early dismissal.
2. The time the child is to be dismissed.
3. The person who will be picking up the child.
 - The person who will pick up the child **MUST** report to the office and sign the child out!

***** Please don't call the school office with such information unless it is an emergency appointment.**

EMERGENCY AND INFORMATION CARD

At the beginning of each school year, parents are required to complete the **Student Emergency Card**. It is imperative that the school be able to reach you in the event of an illness or emergency situation. It is also important to list the names of others who can be contacted in case you are unavailable. Please keep the card updated by notifying the office.

HEALTH POLICIES

Each child must be healthy in order to participate in Our Lady of the Rosary Catholic School's curricular program. Each child's health and well-being is important to us; therefore, the following health standards will be strictly enforced by our school and should be observed by all parents.

- A. Parents are required to submit and maintain a current record of the child's immunization and TB tests as well as a physical examination signed by a physician stating the child has been examined within the year and is in good health.
- B. No child who arrives noticeably ill, with a rash, or with a fever of 100.4 degrees will be admitted for that day. Parents will be notified if a child becomes ill during the day. The child will remain in the sick room under adult supervision until a parent arrives to take the child home. Our Lady of the Rosary Catholic School does not have the facilities or staff available for long supervision of an ill child; therefore, parents are expected to have the child picked up within 30 minutes.

- C. Our staff does not administer any medication without the written instructions and written consent from the child's parents. The medication authorization form must be filled in and left at front desk. Prescription medication must be in original container. The container must bear the child's name, the name of the medication, a date, and the physician's name.
- D. All medication should be left at the front desk with your child's name on the medicine's label and it should be in the Ziploc bag. Please send a medicine spoon or cup for the exact dosage.

Note: No medicine will be administered to a child more than once a day while at school. Parents are reminded and encouraged to give The first dosage of the medication at home before coming to school.

- E. Children are encouraged and helped to keep themselves clean. A two year-old child is expected to have had initial toilet training at home. Children are supervised during the bathroom routine and washing of hands. They receive age-appropriate training in personal hygiene to include proper hand washing, methods and time for washing hands, proper toileting procedure and proper teeth and hair care.
- F. Health screening for visual and hearing required by the Texas Health Department for 4-5 year old will be given before the end of the first semester. Check with the teacher /staff upon arrival

MEALS

Breakfast, lunch and afternoon snack are served daily. Your child's meals are carefully planned to provide at least two-thirds of his/her nutritional needs. The menus are posted at the front lobby bulletin board and copies are available at the front desk. In keeping with the children's cultural development, the school will include ethnic food in the menus, which will be served at lunch at least once a month. Please do not allow your child to bring any food or drinks since all meal needs will be supplied. If your child is in special diet, please notify the Sister in-charge. The school must have a written approval from the physician or a registered dietician for special therapeutic diets.

REST/ NAP TIME

Students from K2 – K4 are required to rest after lunch. Even if your child does not sleep he/she will lie quietly and rest during this period. A cot is provided for each child. It is requested that your child bring a small pillow and a blanket for nap time. Label your child's coverlet and pillow with permanent ink. Children's bedding items are taken home every Friday to wash.

SAFETY POLICIES

The parents must accompany the child into the building and pick him/her up inside each day. No child is to go out to a car alone. Make sure the staff is aware of the departure of your child. Parents are required to stop at the front desk to sign in the daily time attendance sheet. Parents are also required to complete a Health Check with the teacher / staff upon arrival.

TOYS AND VIDEOS

We discourage children from bringing toys and videotapes unless the teacher has notified you of a special "show and tell" day. Toy guns or any "war toys" that depict violence are strictly prohibited in school.

CLOTHES AND SHOES

Parents are requested to dress their children in clothes that are durable and easily managed by the children. Children are required to wear sneakers or other rubber-soled shoes for their safety in the playground. Children are not allowed to wear boots and open-toed sandals for safe and active play. An extra change of clothing is needed in case of accidents. Your child's clothing and personal belongings should be marked properly and clearly. Please dress your child for the weather and send a light jacket or sweater for chilly mornings.

COMPLAINT PROCEDURES

Any problem or complaint should be first resolved between the teacher/staff and parent. If no reasonable solution is reached, then the Principal is involved. The Principal is designated to investigate, mediate and/or help resolve the conflict.

EMERGENCY PROCEDURES

Fire and bad weather emergency procedures will be held in accordance with the Corpus Christi Fire Department regulations and as required by Child Care Licensing. These drills are worked out with the staff to ensure safe and orderly evacuation and precautionary procedures.

PARENT /TEACHER CONFERENCE

Parents are urged to feel free to call for teacher conference. Parent or teacher can make the appointment at the joint meetings or conferences to discuss plans for the children's programs, special activities and projects. A conference is recommended at least once a month and may be formal or informal.

COMMUNICATIONS

Parents are informed of the school activities through letters from the principal. Any questions concerning the program or the staff may be directed to the school's administration office. Parents are encouraged to communicate with the teacher/staff any concerns about their child's well being: physical, mental, social or emotional growth and development. Parents are likewise encouraged to discuss concerns about policies and other relevant issues concerning their child with the principal after appointment is made.

VISITORS

Parents are encouraged to visit the school during the morning session to visit the facilities and observe the program. It is important that parents schedule their visit at least two weeks prior to their child's entrance into a full day's routine. This method allows a period of adjustment for the child, other children and staff. Visitors are requested to register at the front desk before they are allowed to proceed to any classroom.

ROOM MOTHERS/FATHERS

Parents are encouraged to volunteer as room mothers/fathers to help their child's teacher in their seasonal activities. The room mothers/fathers in every age level coordinate with other parents to organize any classroom events or similar learning experiences. Parent volunteers are welcomed and recognized during the first Parent Meeting in the fall.

BIRTHDAY CELEBRATIONS

Birthday parties are a special time for children. We allow your child to celebrate this event. Please notify your child's teacher and the Principal of your plans in advance. Invitations to an outside party may be given out in the classroom if every child is invited. Parties are scheduled in the afternoon snack time.

CHILD PROTECTION

In accordance with diocesan policy all Catholic schools and church personnel are trained in Child Abuse Protection. All teachers, personnel and parents as well are required to receive education on Environment Health Management and Safety. To ensure the child's protection:

1. Contact

a. Office for child and youth protection

Address: 620 Lipan St. Corpus Christi, Texas 78401

Phone: (361) 882-6191

b. Texas Department of Family and Protective Service

Address: 5155 Flynn Pkway Suite 451

Corpus Christi, Texas

Phone: (361) 878-3451

Website: www.txchildcaresearch.org.

c. Child Abuse Hotline—1-800-252-5400

2. Minimum Standards/recent copy of Licensing inspection report is available upon request in the Office of the Director.

DRESS CODE

Our Lady of the Rosary Catholic School wants to develop in our students a strong sense of Catholic identity. A school dress code complements the teaching of order and discipline, provide for less distracting environment and builds community. Uniforms promote a sense of belonging and unity among the school's student body. Students are expected to be **neat, well-groomed, and dressed properly for school as the special place that it is**. It is the responsibility of the parents that their child wears the appropriate uniform. Hence it is important for parents to read carefully "**The Regulation on Uniform Code**" so that their children will be dressed in the complete and correct uniform. By so doing, misunderstandings between teachers and parents can be avoided. **Jewelry is not part of the School Uniform. Hair is at all times to be well-groomed and out of the student's line of vision.**

Good grooming is conducive to good learning. Clothing should be appropriate for school to promote positive attitude to learning. **Proper school attire and good grooming are conducive to students' educational and social development.** Our school takes pride in our students' appearance. **White blouse and blue jumper, black leather shoes, and white socks are required on all Mass Days.**

REGULATION ON UNIFORM CODE

GIRLS

Monday, Tuesday, Friday

White blouse
Blue jumper
Mary Jane, black leather shoes
White socks

P.E. UNIFORMS

(All children)

Wednesday & Thursday

K2—Red OLRCS Shirt, blue shorts
K3—Purple OLRCS Shirt, blue shorts
K4—Blue OLRCS Shirt, blue shorts
K5—Green OLRCS Shirt, blue shorts
1st & 2nd Grade—Yellow OLRCS Shirt, blue shorts

BOYS

Monday, Tuesday, Friday

White polo shirt
Blue pants—short
Black leather shoes
White socks

WINTER UNIFORMS

(All children)

Wednesday & Thursday

Navy Sweat Shirt
Navy Sweat Pants

SCHOOL' CHARISM

Contemplari Et contemplate Aliis tradere. Contemplate and communicate to others the fruits of your contemplation. In the Dominican Order contemplation is not like the monastic contemplation which is only for one's personal perfection. The Dominican contemplation fructifies in the apostolic action. The "charity of truth" is the love of God who is the first truth and love of neighbor to whom the truth is communicated. It is talking to God in contemplation and talking about God in the announcement of the evangelical message.

FRAMING THE DAY IN PRAYER

Prayer is to the soul what rain is to the soil. Fertilize the soil, it will remain barren unless fed by frequent rains. As our body cannot live without nourishment, so our soul cannot be spiritually kept alive without prayer.

Beliefs in Jesus are expressed and strengthened by daily communal prayer. Students are instructed and guided to develop skills and a love for the church's daily worship. Prayer includes a prayer service each morning : Morning Prayer, the Lord's Prayer, the Hail Mary, Prayers before and after meals and the Angel of God. The teachers pray with the children the Angelus at 12:00 P.M. These pattern of daily prayer will help the children to stay close with Christ each day. What they practice everyday, they'll for eternity.

To avoid the "lip -service" prayer, from the very start children are taught how to pray well. Teacher's initiative and resourcefulness are very important. Take for instance the teacher could light a candle and invite the children to focus their attention on the flame and mentally repeat, "Jesus, you are my light," or have the children create their own spontaneous prayer. "God loves me, and I love God," or pray the Jesus' Prayer. Invite the children to close their eyes and take a deep breath. As they inhale, mentally say "Je" and as they exhale, "sus". With each breath repeat the name Jesus.

Inculcate in the mind of the children that before prayer they should concentrate in whose presence they are approaching and to whom they are about to speak. This is guiding them to pray fervently, devotedly and with dignity.

To enrich children's prayer life, hymns about a saint on his/her feast day is sung. Some hymns about the liturgical season as well as the Rosary and Station of the Cross are also taught

INTEGRATING THE GOSPEL VALUES, THE BEATITUDES AND THE CATHOLIC SOCIAL TEACHINGS IN THE DAILY SUBJECTS

A. GOSPEL VALUES

The Gospel values are imparted to the students in order to realize their full Christian potentials. The teachers teach their students the Gospel values of love,

faith, hope, courage, community service, reconciliation, truth and mercy. Gospel values are also taught in songs. There are Gospel songs filled with religious experience, leaving us full of inspiration, appreciation and love.

B. THE BEATITUDES

The teachers inculcate in the minds of the children the significance of the Beatitudes. They guide, point and teach the values of our Lord. If followed they can bring a believer into a state of peace and happiness that leads to eternal happiness with God.

C. CATHOLIC SOCIAL TEACHINGS

In the Catholic school, the subject of Social Studies provides many opportunities for teachers to help students understand, appreciate, and learn how to live Christian social values. There are some key themes that are at the heart of our Catholic social tradition. These are what teachers teach in Social Studies. Children learn the dignity of the human person. They learn that human life is sacred and that the dignity of the human person is the foundation of moral vision for society.

Call to family, community and Participation is an important teaching of the Church. The person is not only sacred but social. The organization of society in economics and politics, in law and policy directly affects human dignity and the capacity of individuals to grow in a community. Marriage and family are the central social institutions that must be supported and strengthened, not undermined.

SCHOOL WIDE LEARNING EXPECTATIONS

By the time our students leave, they will be

True believers of Christ's teachings by:

- using Christ as their model to live their faith
- continuing to grow in and learn their faith
- participating actively in liturgical and prayer experience, traditions and celebrations of the Church
- participating in service projects and activities

Globally aware citizen

- who respect for God, self, others, property and environment, accept responsibility for their actions and the consequences of their choice.
- who develop community through cooperation and positive interaction.
- who function in society as trustworthy, thinking Christians who follow the principles of political and social equality for all

- who are individuals with knowledge of other cultures and respect for cultural diversity

A person with strong character

- * is kind and shows love
- * tries to do what is right without reminders
- * tells the truth
- * knows how to care of oneself because God made him/her
- * is a good sport

An active Christian with Catholic Vision who:

- loves and trusts God and tries to follow Jesus daily
- tries to help others
- is learning to respect holy persons, places, things and events
- prays and takes part in liturgies
- is learning what Jesus Christ teaches and how to be a good member of the Church

OUR CATHOLIC IDENTITY

Our Catholic identity is not measured in the number of Catholic students enrolled in our school. It is rather measured in our conviction. We believe that Catholic identity is a mind set as well as series of events. It is faith and good deeds working hand in hand. Above all, it is transforming hearts as well as educating minds. Our teachers strive to make faith tangible in our school by giving it fervent expression in prayer, acts of charity, concern for justice and respect for God’s creation.

Every morning the children have their usual assembly in the cafeteria where they pray the Morning Prayer, Pledge to the Bible, sing the National Anthem, Pledge of Allegiance to the nation and sing the Alma Mater Song. On the feast of our Blessed Mother Mary the children sing Marian songs as they offer flowers to her image

Every Friday, except first Friday of the month, the teachers and students assist in the 8:00 O’clock Mass. Every First Friday of the month our students and their parents also assist in the Eucharistic celebration. The Second Grade students read the Epistle and the Responsorial Psalm. But our Catholic identity goes Beyond these activities. It includes

- how we welcome anyone who comes to our campus
- building a faith community among our students and among our faculty
- instilling mercy core values such a

dignity	integrity
respect	spiritual growth and development
hospitality	appreciation
compassion	service

PROMOTING JESUS CHRIST AND THE CHRISTIAN LIFE IN ALL THE SUBJECTS

Catholic teachers as directed by the Church must promote Jesus Christ and the Christian life in all subject areas. All should endeavor to make the subjects Catholic. To use the words of Pope Leo XIII: “It is necessary not only that religious instruction be given to the young at certain fixed times, but also that every other subject taught be permeated with Christian piety. If this be wanting, if this sacred atmosphere does not pervade and warm the hearts of masters and scholars alike, little good can be expected from any kind of learning, and considerable harm will often be the consequence.”

MATHEMATICS --- No subject can be divorced from God because God is Truth, indeed the Creator of truth. Therefore God is the Creator of Math. Instill this frequently in the mind of the children. Help them to realize the importance of honest and accurate Math in the Christian life .

READING Read a book about a saint at the student’s reading level. The story of the saint could promote Catholic values. Find out how the children understand the story by asking either **objective, interpretive or application questions**. These latter questions are to help the children to think about the application of the ideas, such as a particular virtue of a saint, and how they might apply the virtue in their day to day life.

PHONICS..... Teaching phonics along with Catholic culture and a thorough pictures to teach letters and sounds such as a priest saying Mass for **M**, a picture of a nun for **N**, a picture of a Pope for **P** sound, and Jesus standing next to a lake with the apostles in a boat for a **J** sound.

ENGLISH..... **English** should teach our children an appreciation for the Catholic faith, and the practice of the faith as well as for high standards in grammar and composition.
In Grammar on the lesson on **contraction**. The teacher asks. **Haven’t** you read St. Therese? **Aren’t** you a child of Mary?
On verb endings: St. John of Ark was **winning** the battle.
On adverbs: St. Paul **sincerely** repented of his sins.

SPELLING In teaching spelling read selections which promotes Catholic values. For example while children learn to spell words with the sound of short “o” they read a paragraph about St. Bernadette. To learn how to spell words with a letter “e” they read sentences

such as " Jesus is really present in the Holy Eucharist."

VOCABULARY The Bible stories, Lives of the Saints, Sacramentals and Catholic culture are best sources for vocabulary. Example: Give a vocabulary sentence to the children." God created Heaven and earth." "St. Elizabeth was very generous to the poor."

HANDWRITING ... The teacher can choose religious pictures and paintings which the children can write about the saints or the Bible. For letter "A" the children can practice by writing a sentence. Adam ate the apple. For letter "D" – David, the shepherd boy killed Goliath.

HISTORY ————— History is one of the most important subjects for our children. Our children need to learn from the past in order to make the necessary changes in the future, to bring Christ back to the center of life, in our nation and in the world.

In the first grade , for example American history for young Catholics the children learn about Christopher Columbus, the First Thanksgiving, Blessed Katherie Tekakwita, Blessed Rose Philippine Duchene, Mother Cabrini, Junifero Serra and other saints who influenced American History. In second grade the children learn about the Patron saints of countries around the world and how they influence the culture of these countries. Saint Thomas the Apostle, St. Denis of France, St. Nicholas, St Stephen, St. Patrick, St. Boniface and many others.

SCIENCE In Grade One for example we teach the children about the heart and blood. We can tell the children about the Eucharistic miracle of Lanciano. The blood is real blood. The flesh is real flesh. The flesh is muscular tissue from the heart. The blood is type AB. There is no explanation as to how flesh could be kept without decaying for 1200 years. What we know by faith, science has also found.

Another example is the butterfly multi-colored wings. It is amazing how God make the patterns on butterflies wings, so colorful and so varied.

The compass is another example of God's goodness. Without a Compass the sailors in the past could never have found their way through the ocean.

MUSIC Music is very important in the children's life. It is a means of learning the Christian message as well as giving the children the opportunity to express Catholic beliefs in song. We need to teach our children about these spiritual treasures.

ART The children often learn arts and crafts projects. For the feast of the Sacred Heart, the children learn to make a stuffed red-velvet heart, starting with construction paper and a pattern. They are encouraged to place their heart on the family altar.

Even simple drawings of plants, of trees and flowers remind us of the goodness and generosity of God. Our liturgical year is very rich in the celebration of saints and religious events that there are almost unlimited possibilities in the area of creative art projects.

PHYSICAL EDUCATION -- When we say that sports could be "Catholic" for sure people will laugh at us. Some of the Popes, especially Pope John Paul II, who in his youth was very athletic have written often about sports and how such activities can be spiritual lessons for us. The Popes have compared the self discipline in sports with the self discipline required in the spiritual life. In fact St. Paul compared the spiritual life to running a race.

So when the teacher teaches lessons for specific individual exercises she should relate these to spiritual life following the direction of St. Paul and the Popes.

After exercise tell the children that these exercises will help them stand straight the way God wants them to stand. Also exercise will help them strengthen their stomach muscles which God has given them.

Instill in the minds of the children that even while having fun, they should not forget to thank Jesus for giving them good health so they can exercise.

This kind of teaching will help children to appreciate their health and to realize that God expects them to take care of their bodies, the temples of the Holy Spirit.

SERVICE EXPECTATION

Inasmuch as our students are too small to render us service, hence we tap other persons as well as the teachers to offer their helping hands. The school has different helpers. Our receptionist receives and entertains guests generously and kindly. The Health coordinator is always at the beck and call of those who need her help. She is at the same time a teacher's aide in Pre K2. A lady comes every Tuesday to read stories to the children who enjoy her reading prowess. She reads to one class every time she comes. Two teachers' aide are working diligently with the teachers.

Our teacher services promotes a harmonious relationship between teacher and students. They endeavor to make students not only classmates in the classroom but one family. They strive to create an atmosphere of love, care and concern. They create classroom environments that foster and sustain the intellectual curiosity children bring to learning. Year after year our endeavor is for teachers to cultivate students' imagination and initiative while guiding them in productive ways throughout their grade school days. Furthermore, we expect them to address each student's areas of strength and challenge them with expertise and compassion. Above all, we expect our teachers to teach the Catholic doctrine not so much in words but most of all in deeds.

The school highly appreciates the active participation by parent volunteers which is considered and integral part of the child's scholastic and social development. There are many ways which parent volunteers may participate, such as room parents, playground helpers, lunch servers and "visible guardians angels. We always cherish the wholehearted and unselfish dedication of parent volunteers and we always value their support.

VOLUNTEERS

"You always receive more than what you give." Most people who volunteer do so because they feel they have something to offer some talent to share with an individual, a school or a community. They aren't looking for anything in return beyond a simple **thank you and the satisfaction of knowing they have helped someone.**

Volunteering is something people do with their own free will. Most of what we do really is not "voluntary." We have to go to work or we won't have a check to pay our bills. We have to cook dinner so we could feed our hunger, etc. Volunteering is one of the most "free will" activities anyone can imagine. It is really our choice to be a volunteer.

Volunteering rewards people so richly. Talk to someone who has volunteered, and he or she will have at least one memorable moment to relate—an unexpected smile from her shyest pupil, the school principal's thanks for a successful fundraising from the PTO, the memorable story shared by a lonely person that they visited in the nursing home. Experiences such as these enrich the volunteer's life in such a way that it will never be the same.

PARENT INVOLVEMENT

The Parent-Teacher Organization (PTO) of Our Lady of the Rosary Catholic School meets at least once a month. Nominations and election of officers are held during Parent Orientation in the fall. The PTO officers are volunteers who work in collaboration with the principal in matters that affect the general welfare of the school. The PTO organizes social gatherings for families and spearheads yearly fundraising for the school's needs through the active leadership of room fathers/mothers of each class.

Parents, the Principal, Sisters, and Staff are expected to establish a good and harmonious relationship to help the children grow intellectually, morally, and spiritually. To attain this, parents, teachers, and staff are invited to attend the monthly meetings held by the PTO at 6:30 P.M. on the day decided by the PTO body. Your presence is needed and appreciated. Let us try to work hand in hand for the good of the children. The mind is not a vessel to be filled but a fire to be kindled.

DISCIPLINE

Discipline cannot be separated from learning. Little learning, or none at all, takes place without discipline. By discipline we mean training of the will. Before we can hope to teach the minds of our children academic subjects or even faith, we need to train our children and ourselves to do the will of God. The training of the will to do good is more important than the training of the mind to know. It is useless for the mind to know if the will chooses to act in an evil fashion. Training of the will is given priority over the academic training.

Before we can expect our children's obedience in relation to schoolwork assignments we need to teach our children obedience first to God's Commandments and second to ourselves as representatives of God. If we want to be a true disciple of Christ, we need the discipline necessary to follow His Commandments. The ultimate goal of discipline is to help the individual child to act always in accordance with the will of God and thus become holy as God calls us to be.

The staff and personnel of Our Lady of the Rosary Catholic School are instructed in the appropriate ways to discipline children through positive guidance and personal redirection. Punishments of a physical nature are never allowed in this school. Parents are expected to work closely with the staff to reinforce the child's positive behavior while in this school. We reserve the right to drop from our care any child whose behavior is unreasonable; this includes children who consistently bite other children.

ACCEPTABLE WAYS OF DISCIPLINING CHILDREN

The policies of Our Lady of the Rosary Catholic School allow the staff and children to work harmoniously together to respond to acceptable and appropriate behavior. The staff/personnel are encourage to discipline with love, guided by reason and reason guided by faith and to use positive techniques to mold or change behavior. Some of these techniques include:

1. Developing rules with children that are stated at the children's developmental level and discussing these rules to the children on the very first day of school: Teach and do.
2. Start each day by referring to these rules until these are understood and remembered.
3. Clarifying the consequences of disobeying rules before disobedience occurs.
4. Having age-appropriate expectation of children. We do not expect children to obey complex rules
5. Allowing children time to practice obeying new rules before giving them consequence for disobeying
6. Correcting some kind of inappropriate behavior.
7. Reinforcing desirable behavior through encouragement and good example.
8. Giving time-out for other kinds of inappropriate behavior. A time-out is another way of Telling a child that his/her behavior is not acceptable. A time-out takes the child away from Friends and activity for a short time, giving him/her a chance to calm down or to start over

ROLE OF PARENTS IN THE DISCIPLINE PROCESS

"Since parents have given life to their children, they are bound by a grave obligation to educate their children, and so must be regarded as the primary and principal educators. Their role in education is of such importance that where it is missing, its place can scarcely be supplied. For it is the parents' task to create the kind of family atmosphere, inspired by love, and by devotion toward God and men, that is favorable to the complete personal and social education of their children." (Declaration on Christian Education of the Second Vatican Council, October 1965).

The Bible has a great deal to say to parents regarding the education and the discipline of children. God spoke to Moses about how the Commandments are to be taught to children by parents. This theme continues throughout the Old and New Testaments. Some of the statements from the book of proverbs upon which parents should reflect are the following:

"Instruct thy son , and he shall refresh thee, and shall give delight to thy soul."

"The rod and reproof give wisdom, but a child that is left to his own will bringeth his mother to shame."

"Train up a child in the way that he should go, and when he is old he will not depart from it."

"He that spareth the rod hateth his son; but he that loveth him correct him betime."

GENERAL POLICIES

1. We encourage that a child must be potty trained before entering the two-year old program. A follow-up training is needed at home for those who still need supervision.
2. Notify the Office if you have a change of address and telephone number.
3. Update the names of people to whom we may release your child. We require them to show their identification before a child is released
4. For safety reasons children must not wear any jewelry.
5. Girls must not use eye-brow and nail polish.
6. Children must wear the right uniform prescribed by the Uniform Code.
7. Parents are expected to arrive and depart at the agreed time.
8. Parents are encouraged to call the principal's office if they need to schedule a conference.
9. Parents may be called to pick up a child when and if a child is not ready to stay for a day in school due to physical discomfort or behavioral condition that particular day.
10. Parents/guardians, teachers, staff and students are required to read the contents of this Handbook in order to know the policies and procedures of Our Lady of the Rosary Catholic School.

➤ **PLEASE READ, SIGN, AND RETURN THIS PAGE TO THE OFFICE**

PARENT'S ACKNOWLEDGEMENT FORM

I/We have read and understand the **Parent Handbook of Our Lady of the Rosary Catholic School.**

Parent's Name (please print)

Parent's Signature

Child's Name (please print)

Date

FAMILY PAYMENT AGREEMENT PLAN

Please PRINT

Parent's Last Name

Parent's First Name

Parent's Last Name

Parent's First Name

Child's Name (please print)

Date

Please fill in the following information with check marks.

My/Our child will attend **Our Lady of the Rosary Catholic School:**

ATTENDANCE

___ Full Time **OR** ___ Part Time

___ August – May (10 MONTHS) or ___ August – June (11 MONTHS)

I/We agree to follow this **FAMILY PAYMENT SCHEDULE:**

___ Weekly ___ Bi monthly ___ Monthly ___ Yearly

Parent's Signature

Parent's Signature

Date

- **Family discount is available for 2 or more children.**

