



Family Handbook

2026–2027

CONTENTS

Mission and Philosophy	1
Welcome and Introduction	1
Statement of Faith	2
Enrollment and Financial Policies	5
Admissions	5
Admissions Philosophy	5
Non-Discrimination	5
Admissions Process	6
Re-Enrollment	8
Financial Policies and Tuition	9
For Parents	13
Communications	13
School-to-Home	13
Communications with Teachers	14
Parent Code of Conduct	16
Resolving Concerns	16
Safe Environment	17
Student Records and Confidentiality	18
Visitors and Campus Access	19
Share Hours	19
Student Formation	21
Code of Conduct	21
The Four Charisms	21
Norms and Culture	22
Courtesy on Campus	24
The Guild System	25
Daily Rituals	25
Virtue of the Month for 2026–2027	26
Behavior Guidelines	27
The Merit System	29
Merits	29
Discipline and Consequences	30

Demerits	30
Consequences	31
Campus and Church Decorum	35
Chapel Decorum	36
Mass at Holy Family	36
The School Day	39
Morning Drop-off and Dismissal	39
Morning Drop-Off (7:45 a.m. – 8:00 a.m.)	40
Afternoon Dismissal (3:10 p.m.)	40
Snow Day Policy	41
Daily School Routines	42
Before Arriving to School	42
Arriving at School	42
Assembly	43
Moving to and from Classes	43
During Class	43
Lunchroom Expectations	44
Playground Expectations	45
Cold Weather and Outdoor Recess	46
End of the Day & Dismissal	46
Uniform	49
Dress Uniform Gentlemen: Grades K - 6	49
Dress Uniform Ladies: Grades K - 6	50
Dress Uniform Gentlemen: Grades 7 - 12	50
Dress Uniform Ladies: Grades 7 - 12	51
PE Uniform	52
Outdoor Clothing	53
Uniform by Occasion	53
Non-Uniformed Activities	53
Sport Activities	54
School Dances	54
Spirit Days	54
Absences and Tardies	57
Absence Policy	57
Tardies	58

Academic Policies	61
Homework Policy	61
Standards for Work	62
Late and Missing Work	62
Academic Honesty	62
Course and Credit Recovery	63
Graduation Requirements	64
Credit Transfer	65
Grading Scale and Standards	67
Academic Probation	69
Extra-Curriculars	71
School Dances	71
Student Activities and Athletic Eligibility	71
Eligibility	72
Transportation and Communication	73
ASAA and ACSAA	73
Sport Uniforms	74
Field Trips and Class Movies	74
Health Policies	75
Medication and Health Forms	76
Bullying and Harassment	77
Harassment	78
Mandatory Reporting	78
Miscellany	81
Locker & Desk Search Policy	81
Computer Policy	81
Use of Technology	81
Acknowledgment and Agreement	83

MISSION AND PHILOSOPHY

WELCOME AND INTRODUCTION

Thank you for your interest in our school. We have adopted an admissions policy that invites applicants who are respectful of our faith, philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Roman Catholic education for their children.

Before enrolling in our school, please read this Family Handbook. The Family Handbook will introduce you to many of the school's religious beliefs, policies, procedures, and expectations for both parents and students.

The first several pages of the Family Handbook explain our religious mission, philosophy, and beliefs. This school unabashedly believes, teaches, practices, and promotes the Word of God as officially interpreted by the Catholic Church. Parents must acknowledge that the school operates according to these foundational statements and that their child will also be taught accordingly. Moreover, students are expected to respect and abide by the school's Statement of Faith.

We look forward to partnering with you to educate your child consistent with God's truth.

Mission

Holy Rosary Academy seeks to assist parents, the primary educators, to form students in faith, reason, and virtue through a classical education in the Roman Catholic Tradition.

Motto

Holy Rosary Academy is a place where faith and reason meet in the pursuit of excellence.

Philosophy

Founded by parents, this school exists to assist and complement the primary educators: the parents. Students learn to live a vibrant Catholic life through attendance at Mass, prayer, study, camaraderie, and apostolic work. The teachers employ the basic tools of

the Trivium, a course of study that follows the three-lane path of grammar, logic, and rhetoric. Surrounded by well-qualified and faith-filled faculty and staff, the students are prepared to pursue their vocation and continue a lifelong love of learning.

STATEMENT OF FAITH

A. Nicene Creed

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead.

I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic, and apostolic Church. I confess one Baptism for the forgiveness of sins, and I look forward to the resurrection of the dead and the life of the world to come. Amen.

B. Final Authority for Matters of Belief and Conduct.

The statement of faith does not exhaust the extent of our Catholic faith. The Magisterium of the Catholic Church speaks with final authority concerning divinely revealed truth, morality, the proper conduct of mankind, and biblical interpretation. For the sake of clarity, Sacred Scripture and Sacred Tradition are the sole and final sources of all that we believe. For the purposes of faith, doctrine, practice, policy, and discipline, the school will work with the local ordinary and ascertain that the final interpretive meaning and application is in accordance with the constant teaching of the Catholic Church. Again, to be clear, any occult, “New Age,” or other practices and forms of divination are expressly prohibited in the school and at its facilities, in accord with the constant teaching of the Catholic Church (Catechism of the Catholic Church (“CCC”) 2116, 2117).

C. Statement on Sanctity of Human Life.

In accordance with the constant teaching of the Catholic Church, we believe that all human life is sacred and created by God in His image. Human life is of inestimable

worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

D. Statement on Marriage, Gender, and Sexuality.

In accordance with the constant teaching of the Catholic Church, we believe that man and woman are created by God in His image and likeness (Gen 1:27). This means that “[m]an and woman have been created, which is to say, willed by God: on the one hand, in perfect equality as human persons; on the other, in their respective beings as man and woman. ‘Being man’ or ‘being woman’ is a reality which is good and willed by God: man and woman possess an inalienable dignity, which comes to them immediately from God their Creator. Man and woman are both with one and the same dignity ‘in the image of God.’ In their ‘being-man’ and ‘being-woman,’ they reflect the Creator’s wisdom and goodness.” (CCC 369). Therefore, one’s biological sex is established by God and cannot be changed.

As God’s image bearers, man and woman have inalienable rights and ensuing responsibilities. Man and woman should be treated with dignity and respect. They should also lead lives worthy of the dignity of their unique sex. This is done by living chastely — to which all the baptized are called (CCC 2348).

As man and woman “put on Christ”—the model for all chastity—they pledge to lead a chaste life consistent with their vocation either by consecrating themselves to God or entering the Sacrament of Marriage (CCC 2348).

“Marriage” has only one meaning: the matrimonial covenant, by which one man and one woman unite themselves in a lifelong partnership ordered toward the well-being of the spouses and the procreation and upbringing of children (Code of Canon Law 1055). By its very nature, the marriage bond “is perpetual and exclusive” (CCC 1638). God commands that the gift of marriage occur only between spouses of the opposite sex who are joined in Holy Matrimony.

In the spirit of Christ, every person deserves to be treated with compassion, love, respect, and dignity, regardless of his or her position on Church teaching. Hateful behavior is inconsistent with the Gospel of Christ and the doctrine of the Catholic Church and should always be repudiated.

ENROLLMENT AND FINANCIAL POLICIES

ADMISSIONS

Admissions Philosophy

Holy Rosary Academy assists parents, the primary educators, in forming their children in faith, reason, and virtue through a classical education in the Catholic tradition; admission therefore begins a partnership in that shared end. Because HRA forms students within a community of faith, the good of that community is central to every admissions decision. HRA welcomes all families of goodwill who desire an authentically Catholic education while remaining uncompromising in the formation it offers and the commitments it asks: a family need not be Catholic, but must be willing to support, and never undermine, the school's religious mission and the truths it teaches.

HRA admits those for whom it can genuinely provide and who can flourish within and contribute to its community. Not every family will be a good fit; a decision not to admit is no judgment of a family's worth, and every family is owed honesty, charity, and respect throughout the process.

Non-Discrimination

Holy Rosary Academy admits students of any race, color, and national and ethnic origin to all the 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, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

Families We Serve

HRA serves families in grades Pre-K through 12 seeking authentic Christian faith formation joined to a rigorous classical curriculum, eager to partner in forming students who are devout, kind, astute, intellectually curious, and service-oriented. As a condition of enrollment, parents and guardians acknowledge and agree that:

- HRA unabashedly believes, teaches, practices, and promotes the Word of God as officially interpreted by the Catholic Church, and their child will be taught accordingly;

- they have read the Statement of Faith, p. 2 and this Handbook and will support HRA in upholding them;
- they will work in harmony with HRA, modeling the norms of this Handbook and observing the Parent Code of Conduct, p. 16; and
- enrollment is a shared undertaking, not a transfer of the parents' own responsibility.

This agreement is expressed in the family's signature on the Parent/Guardian Acknowledgment, p. 83 and in the completed enrollment application. The enrollment application constitutes the family's contractual agreement with the school; this Handbook is a statement of school policy, which the school may amend at any time.

Admissions Process

All prospective families follow the same process, designed so that family and school can determine, before enrollment, whether the partnership will serve the child well.

1. *Plan a Visit*

Families are encouraged to tour the campus, meet teachers, and speak with the Principal. Schedule through the inquiry form on the school website, by calling the Front Office at (907) 276-5822, or by emailing admissions@hraak.org.

2. *Placement testing and records*

All prospective students take placement tests in mathematics and reading comprehension to identify strengths and opportunities for growth and, for students who meet HRA's standards, to determine grade level and classes. A non-refundable \$30 testing fee is due at testing. The testing fee is waived for families of veterans and military members. Families also provide an academic transcript and a recommendation from a teacher who has taught the child within the past six months, preferably at the most recent school.

3. *Meet with the Principal*

A conversation with the Principal, scheduled as needed, answers the family's questions, ensures a common understanding of HRA's mission and culture, and informs the admissions decision.

4. *Admissions Decision*

Upon receipt of the transcript, recommendation, and placement results, and following any interview, HRA will admit the student, decline admission, or offer conditional admission (see Conditional Admission, below).

5. *Application and Enrollment*

When the decision is favorable, an application link is provided. A student is fully enrolled when a complete application and the non-refundable \$300 enrollment fee per student are received by the Front Office.

Admissions Standards

In reaching a decision, HRA considers, among other factors: the student's academic readiness for HRA's classical curriculum, as shown by placement results, transcripts, and recommendations; the family's understanding of, and willingness to support, HRA's Catholic mission; HRA's capacity to serve the student well, including available space and its ability to meet any documented learning needs; and the good of the existing school community.

As a small school, HRA cannot provide every form of specialized academic, behavioral, or therapeutic support; where it determines in good faith that it cannot adequately meet a student's needs, it will say so candidly and, where possible, help the family find other resources.

Family Circumstances and Pastoral Care

Families come to HRA from many circumstances, and a family's particular circumstances are not, in themselves, a barrier to admission. HRA welcomes families of goodwill — including single-parent families and families of other faiths or none — who support its Catholic mission and are willing to have their children formed according to the teaching of the Catholic Church.

HRA teaches the Catholic faith without compromise, including the Church's teaching on the sanctity of life, on marriage as the union of one man and one woman, and on the human person as created male or female (see the Statement of Faith). Because enrolled students have a right to receive that formation clearly and without contradiction, HRA asks every family, whatever its circumstances, to refrain from public conduct or advocacy that would contradict the truths HRA teaches its students or cause confusion or scandal within the school community.

Where a family's situation raises questions about this commitment, HRA addresses the matter individually, privately, and pastorally, with charity and respect for the dignity of every person, and may ask the family to seek counsel from a parish priest or other appropriate minister. Some families — or HRA — may conclude that a formal Catholic school is not the right setting at this time; HRA will then, where it can, point the family toward other forms of Catholic formation, such as the parish or homeschooling. A decision to delay or decline enrollment serves the good of the child, the family, and the community alike; it remains open to reconsideration as circumstances change, and its aim in every case is to meet families where they are and draw them more fully into the life of Christ and His Church.

Enrollment Priorities

When applications exceed available space at a grade level, HRA may give priority in the following general order:

1. currently enrolled students in good standing who are re-enrolling;
2. siblings of currently enrolled students;
3. other Catholic families; and
4. all other qualified applicants.

Conditional Admission

HRA may offer admission or continued enrollment on a conditional or probationary basis — for example, where placement results indicate that additional academic support will be needed. The conditions and period of review will be stated in writing at the time of admission; failure to meet them may result in their extension or in the discontinuation of enrollment.

Admissions Decisions

Admissions decisions are made by the Principal, in consultation with faculty and staff as appropriate, and are communicated directly to the family. A family may request reconsideration in writing; the Principal's decision, after any reconsideration, is final.

Reservation of Rights

No handbook can anticipate every situation. HRA reserves the right to admit, to decline or delay admission, and to discontinue the enrollment of any student where, in the judgment of the Principal, doing so serves the good of the student, the family, or the school community, or is necessary to safeguard HRA's Catholic mission. HRA reserves the right to amend this Handbook at any time and has final recourse in all admissions and disciplinary matters, consistent with the teaching and direction of the Catholic Church and the local ordinary.

Re-Enrollment

Enrollment is for one academic year. Families of students in good standing are invited to re-enroll each year, through FACTS, during the announced re-enrollment period, provided all financial responsibilities to HRA have been met. HRA reserves the right to decline re-enrollment on the same grounds that govern initial admission and continued enrollment.

FINANCIAL POLICIES AND TUITION

Billing and the FACTS Portal

- Parents receive a username and password to access the FACTS Family Portal.
- Families must use the Tuition/Fees Invoice in FACTS to keep track of tuition payments and ensure all special fees are paid.

HRA offers two distinct forms of tuition assistance: need-based financial aid, and the merit- and mission-based Guardian Angel Scholarship.

Financial Aid and Reductions

- Holy Rosary Academy offers need-based financial aid to qualified students and families.
- Financial aid is awarded by semester on a first-come, first-served basis.
- Families can apply for assistance through the FACTS Grant and Aid portal.
- Families with financial concerns are encouraged to contact the Business Manager at business@hraak.org.

Guardian Angel Scholarship

Established in 2024 through the generosity of a private donor, the Guardian Angel Scholarship offers families an additional means of offsetting tuition while helping to foster a vibrant Catholic community in Anchorage.

- **Eligibility.** Scholarships are available to families of full-time students in Kindergarten through 12th grade.
- **Awards.** Awards are made on a per-family basis. Amounts may vary but are not likely to exceed \$3,000 per family. If a family's tuition obligation has already been met, the award may be applied to the following school year.
- **Applying.** Applications are submitted to the Principal on a rolling basis and must be completed in full to be considered. A scholarship committee reviews all applications confidentially and determines awards. Families approved for a scholarship will be notified no later than 30 days after a completed application is submitted.
- **Basis of award.** Applications are evaluated on the completeness of the application, the sincerity of the written response, and the family's dedication to the Catholic faith and to HRA. Scholarship assistance is awarded without regard to income, race, color, age, gender, or national origin.

- **Disbursement.** Funds are sent directly to HRA and applied to the family's FACTS account; no cash is disbursed to applicants. Students of recipient families are expected to follow HRA's academic and behavioral codes of conduct.
- **Questions.** Contact the Front Office at (907) 276-5822 or officemanager@hraak.org. This is also the contact for those interested in contributing to the Scholarship Fund.

Incidental and Extracurricular Fees

- **After-School Care:** Families will be charged for the after-school program starting at 3:30 p.m. (see After School Care, p. 41)
- **Discipline:** Parents will be charged to help cover the cost of a proctor for an in-school suspension. (see In-School Suspension, p. 32)
- **Property Damage:** Restitution for stolen or damaged school property will be charged to the parents of those responsible.
- **Sports:** Sports fees must be paid in a timely manner. Tournament fees are charged separately from regular season fees. The cost of uniforms or equipment not returned two weeks after the end of the season will be billed to families via FACTS.
- **Academics and Activities:** All fees for field trips will be billed through FACTS. Neither the teacher nor the office will collect field trip payments. For AP tests, a fee will be charged to the FACTS account in May.

Financial Holds

- Student documents, such as report cards and transcripts, are available through the Family Portal.
- Official transcripts and report cards are withheld when financial responsibilities to the school have not been met in full.
 - This withholding policy applies to all tuition and fees.
 - Parents may nevertheless inspect their child's records, and health and immunization records are always released.

Withdrawal Policy

- Parents must complete a withdrawal Form if a student is withdrawing during the school year. Parents must return textbooks and library books to the school prior to or upon withdrawal. FACTS account will be charged for textbooks not returned.
- Completing this form is required so that the family account does not incur further charges.

- Withdrawal does not by itself release a family from tuition and fees owed under the enrollment agreement. The school may, at its sole discretion, prorate or waive a remaining obligation in cases of serious need, such as a military relocation.

FOR PARENTS

COMMUNICATIONS

School-to-Home

Teachers will keep you informed of daily homework assignments, discipline issues, and school activities and events.

We use FACTS as our parent communication platform. Parents receive a username and password to access the portal. The following information is available in the Family Portal:

- Grades – parents can check their child’s grades and see any missing assignments.
- Announcements and Calendar – to help parents keep up with school events.
- Share Hour Log – send your hours to the Office for approval and keep track of your hours if you participate in the CARS reduced tuition program.
- Tuition/Fees Invoice – keep track of your tuition payments and be reassured that all your special fees have been paid.
- Behavior Logs – Demerits and Merits are emailed and posted to the Family Portal.
- Student documents (report cards and transcripts) are available. Student documents are withheld when financial responsibilities to the School have not been met in full.

We use Google Classroom in grades 7–12 for teachers to communicate with students about expectations and homework assignments. Each student receives a username and password.

- Daily Homework and Class Work are listed to help students keep track of their assignments and to help parents encourage their child(ren) to meet assignment deadlines.

We host the HRA School Website for school information and community outreach. You will find valuable information at www.hraak.org including:

- HRA School Calendar (also posted to FACTS)
- Schoolbelles uniform store link and uniform standards
- Application forms, tuition information, financial aid application

- Class supply lists, summer reading, the Family Handbook, and Safe Environment training links

We use Email to communicate the following:

- Elementary teachers email a weekly newsletter.
- Parent Service Share Hour Coordinator – announces share hour opportunities in the weekly update and occasionally via separate emails.
- Athletics Director – notices about sports, practices, meets, and matches are sent to families of students on sports teams.

We make Hard Copies to inform parents about events and anything requiring a parent signature:

- Fliers with reminders about Picture Day and other events are sent home, in addition to being emailed.
- Demerit Slips for the Lower School will go home for parents to sign and send back to the child's teacher.
- Permission Slips for activities will be sent home to be signed by the parent and returned to the child's teacher at least two days prior to the field trip or event.

We make Phone Calls to parents on a limited basis: The Office tries to limit phone calls home but may need to do so from time to time. Some examples of Front Office phone calls to parents include unannounced student absence, and a student asking for medication without an over-the-counter medicine permission on file.

- Teachers will generally call home for serious or uncharacteristic discipline matters.

Teachers in Pre-K – 2nd Grade send home Friday Folders with completed work. Students in 3rd - 12th Grade are given Assignment Planners to record the assignments given to them by their teachers.

Communications with Teachers

It is the central mission of the school to assist parents in the education of their children. Frequent and consistent communication offers parents the help they need to support their children and aids the teacher in best meeting the needs of the students.

- Elementary Teachers will send out weekly newsletters.
- Upper School teachers will post assignments on Google Classroom daily.
- All teachers will communicate to parents details about upcoming class events and field trips, as well as needs for class projects and materials.

- Teachers will also contact parents by email whenever:
 - A student has dropped to a D+ or lower in any subject.
 - A student has failed to turn in a major assignment or project on time.
 - A student has chronic issues with late or missing work.
 - There are any serious concerns relating to the discipline, health, or academics of the student.

We want to encourage student responsibility in communicating with both their teachers and parents to ensure they understand course requirements, assignments, due dates, and expectations. Parents are encouraged to assist their child as soon as they think their child might be having a difficulty in communicating with their teachers. **If a concern arises about the classroom, please follow these steps in order:**

1. First, raise the concern directly with the teacher — by the parents, or by the student if he or she is mature enough.
2. Second, if the concern is not resolved, request a conference with the teacher. If needed, a meeting of the teacher, parents, and student may be scheduled.
3. Third, if the concern remains unresolved, notify the Principal, who can give guidance and may facilitate a conference with the parents and the teacher.
4. If the concern remains unresolved after these steps, see Resolving Concerns, p. 16.
 - Parents must always contact the teacher first regarding classroom matters, including notifying them of planned absences and requesting missed work. While parents are welcome to copy the Front Office or Principal, notifying only the office often results in delayed communication.
 - The best way to contact teachers is through their school email; the school phone is only available in the Office.
 - Teachers will return emails by the end of the next school day.
 - * Teachers may not be able to read and/or respond to emails during school hours, as their focus is on the students; if a message is urgent, please contact the Office.
 - * If a teacher does not respond within two business days, please contact the Front Office to make sure the teacher's email is working properly, they are not absent, etc.
 - If you need to have a conference with a teacher, by phone or in person, please schedule a time in advance by email.

- Teachers are responsible for overseeing students during intake (7:45–8:00 a.m.) and dismissal (3:10–3:30 p.m.) and must give their full attention to the security of your children. Teachers will be available for a brief meeting after 3:30 p.m.

PARENT CODE OF CONDUCT

This Parent Code of Conduct applies to parents, guardians, caregivers, volunteers, and visitors (“parents”) both at school and at school-sponsored activities within and outside of school hours. This code establishes guidelines for the conduct of parents as models of respectable and responsible behavior in their relationships with HRA, teachers, administration, staff, students, and other parents.

HRA expects parents to work alongside our teachers, staff, and administrators to support our curriculum and discipline program. We expect parents to engage teachers and staff with charity and civility, and to model for their children the norms described in Norms and Culture, p. 22. We expect parents to respect our teachers’ private lives, only communicating with them about school matters via school communication methods – school email, the school phone, or a prearranged conference on school property.

Parents can expect that faculty and staff will communicate with parents when necessary and will respond to parents in a timely fashion. Parents can expect that the confidentiality of their students’ grades and behaviors will be respected. Parents can expect to be treated with professionalism by our faculty, staff, and board. If a problem arises between a teacher and a student, parents should first take their concerns to the teacher in question.

RESOLVING CONCERNS

Holy Rosary Academy seeks to resolve concerns as quickly, fairly, and charitably as possible, at the level closest to the matter. Most concerns are resolved through the ordinary steps described under Communication with Teachers, p. 15. Where a concern is not resolved there, or where it involves the school’s administration or staff more broadly, the following procedure applies to parents, guardians, and students.

A note on safety. A concern involving an ongoing or imminent threat to a student’s well-being should not proceed through these stages; it should be brought immediately to the Principal. Nothing in this procedure limits or delays the mandatory reporting obligations described under Mandatory Reporting, p. 78, or a family’s freedom to contact law enforcement or OCS directly.

1. **Informal resolution.** The grievance should first be discussed informally with the teacher, coach, or staff member directly involved in the matter. HRA expects that the great majority of concerns will be resolved at this stage.
2. **Head of Lower School / Dean of Formation.** If the matter is not satisfactorily resolved, it may be raised in writing with the Head of Lower School (for students in Pre-K through 6th grade) or the Dean of Formation (for students in 7th through 12th grade), who will respond within five (5) school days. The response may take the form of a letter and/or a follow-up meeting with the family and any employee(s) involved in the matter.
3. **Principal.** If the matter remains unresolved, it may be raised in writing with the Principal, who will respond within ten (10) school days. The response may take the form of a letter and/or a follow-up meeting led by the Principal. The Principal is the acting supervisor of all school employees, and most grievances will conclude at this stage.
4. **Board of Trustees.** If the matter is still not resolved satisfactorily, the grievance may be put in writing to the Chair of the Board of Trustees. Stages 1 through 3 must be completed before a matter is brought to the Board. The Chair will formally respond, by setting a meeting or taking another course of action, within thirty (30) calendar days. The Board's response may include dismissal of the grievance, direction to the administration, or a recommendation of further policy for Board consideration. The decision of the Board is final.

SAFE ENVIRONMENT

Holy Rosary Academy is committed to providing a safe environment for every child entrusted to us. All adults who serve around students through school programs — including parent volunteers, chaperones, and coaches — must complete a background check and safe environment training through the McGrath Response System before serving. This requirement applies as a rule to anyone serving students other than a visitor escorted by staff, and in every case to any volunteer serving four or more hours per week or twenty or more hours per month. Enrolled students are not subject to this requirement. Training links are provided with enrollment materials and are available from the Front Office.

All school personnel are mandated reporters under Alaska law; see Mandatory Reporting, p. 78. Families with concerns about a child's safety may always contact law enforcement or the Office of Children's Services directly, and are encouraged to bring safe environment concerns about any adult on campus to the Principal immediately.

STUDENT RECORDS AND CONFIDENTIALITY

Holy Rosary Academy maintains student records responsibly and treats them as confidential.

- **Records maintained.** Student records include enrollment and registration forms, report cards and transcripts, attendance and discipline records, health and emergency-contact forms, and standardized assessment results.
- **Parental access.** Custodial parents and guardians may review their child's records by submitting a written request to the Front Office. The school will make records available within 45 calendar days of the request.
- **Non-custodial parents.** Absent a court order to the contrary on file, both parents have equal right to inspect their child's records. Where a custody order limits a parent's access, the school follows the most recent order provided to the Office.
- **Requesting transcripts and transfers.** Requests for transcripts or for records to be sent to another school should be submitted to the Front Office at frontoffice@hraak.org. As stated under Financial Holds, p. 10, official transcripts and report cards are withheld when financial responsibilities to the School have not been met in full; parents may nevertheless inspect their child's records, and health and immunization records are released regardless of any balance owed.
- **Directory information.** The school may treat the following as directory information that can appear in school publications and communications unless a parent opts out in writing: student name, grade level, participation in activities, honors and awards.
- **Photographs and media.** A media release, permitting the school to use photographs and recordings of students in school publications and communications, is part of the enrollment paperwork; parents may opt out in writing.
- **Internal Sharing of Records.** Students' behavior records are accessible to all teachers, in order to facilitate consistency and fairness in direction of student behavior. Teachers may not disclose such information to other families or third parties except where otherwise authorized.
- **Disclosure to third parties.** Student records are not released to third parties without written parental consent, except as required for standardized testing and the College Board.
- **Retention.** Permanent records (transcripts) are retained for 60 years; other records are retained for 5 years.
- **Correcting records.** A parent who believes a record is inaccurate may submit a written request to the Principal to have it reviewed and, if warranted, corrected.

VISITORS AND CAMPUS ACCESS

Visitors must sign in at the Front Office. Volunteers must pass background checks and meet safe environment requirements. Other visitors must be escorted by school staff. Adult visitors may not use student bathrooms.

SHARE HOURS

Holy Rosary Academy strives to make a quality classical education in the Roman Catholic tradition affordable and accessible to every family. To help offset costs, all families are enrolled in the share hour program. Each HRA family is required to provide forty hours of share hours (twenty hours for single-parent households).

Share hours can be earned by attending meetings after school, participating in the school's book club, helping with Parent Service Association events, chaperoning a field trip, helping to set up for school events such as Field Day and Graduation, and in many other ways!

Parents are responsible for logging their share hours through FACTS by June 30th. (Log in to FACTS and click on Family: Family Home. There is a section called Service Hours. Click Add and enter your hours.)

Those who wish to opt out of share hours, or who do not complete their share hours by June 30th, will be billed \$20 per hour (with a maximum of \$800).

Students are cordially invited to contribute to their family's Share Hours. The school often offers students opportunities to earn Share Hours by giving campus tours during Open Houses, shoveling snow before or after school, helping with summer projects, and so forth.

STUDENT FORMATION

CODE OF CONDUCT

The Code of Conduct aims to foster virtue and the perfection of our human nature — to love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength, and to love your neighbor as yourself.

Honor Code

The faculty, staff, students, and families of Holy Rosary Academy will strive to act according to the words of the Apostle Paul:

Whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. Philippians 4:8

To live out these virtues in our daily studies, students at Holy Rosary Academy utilize a formal Latin Honor Pledge, reflecting our commitment to truth in all academic endeavors. (See Academic Honesty, p. 62.)

THE FOUR CHARISMS

A charism is a spiritual gift given not chiefly for the good of the one who receives it, but for the good of others. The school crest names four such gifts. Its shield is quartered in two heraldic colors: *sable* (black), signifying knowledge, piety, constancy, and wisdom — the virtues of depth; and *vert* (green), signifying hope, joy, and loyalty, with an old duty to defend those who cannot defend themselves — the virtues of reach. Two quadrants of each color yield four charisms, each rooted in a pair of phrases from the Honor Code that students recite every morning.



Veritas Illuminans — Light that Illuminates (sable). Learning is not a private possession but a lamp carried into the world. Our graduates think clearly and speak truthfully, making the reasonableness of the faith visible. *Whatever is true; if there is any excellence.*

Constantia — Steadfast Devotion (sable). Named for Our Lady of the Rosary, whose title was born at Lepanto, this is the gift of daily, prayerful constancy — the Rosary, the Little Office, faithful work — offered as intercession for others. *Whatever is honorable; whatever is pure.*

Spes Laeta — Joyful Hope (vert). Hope and joy are gifts only when they are spent. Fed by beauty, our graduates carry gladness to a weary world and evangelize by joy rather than argument. *Whatever is lovely; whatever is gracious.*

Amicitia Fidelis — Friendship & Fidelity (vert). Loyalty becomes covenant friendship: within the school, the guilds and the mentorship of younger students by older; beyond it, friendship extended to those who cannot befriend or defend themselves — the pre-born, the aged, the abandoned. *Whatever is just; anything worthy of praise.*

These same pairs shape the Norms that follow. In one line: Holy Rosary Academy forms Knights who illuminate the truth, who keep faith, who carry joy, and who befriend and defend those who cannot befriend or defend themselves.

NORMS AND CULTURE

At Holy Rosary Academy, our common life is shaped by a shared culture and by the norms that sustain it.

- **Culture** is the set of behaviors and attitudes our community values.
- **Norms** are the behaviors that contribute to a positive culture.

The expectations below apply to all students and are to be rigorously and consistently upheld. They are not, in the first place, a list of rules with consequences (those follow under Behavior Guidelines, p. 27 and Discipline and Consequences, p. 30), but a description of how members of this community aspire to live. Less important than what one individually does is how each person contributes to the common good of the shared space.

How We Make Good Behavior Easier

We help students choose good behavior by making our norms:

1. Obvious — we are clear and explicit in speech, and our norms are supported by what students see around them: a tidy classroom, a clean school, quiet hallways.

2. Desirable — we explain why our norms are useful and helpful, drawing on Scripture, the Catechism, and the words of the saints.
3. Habitual — we practice them so often that they become default behavior.

Our Culture: What We Value

Faith and Reverence. We value reverence before God. Student behavior in Church, the school chapel, or during liturgy is shaped by the nature of these places as sacred. (Specific practices appear under Campus and Church Decorum, p. 35.)

Truth and Scholarship. We value the pursuit of truth and a lifelong love of learning. Students take pride in their work, give their full attention to what they are learning, complete their work to the best of their ability, and treat mistakes as opportunities to grow.

Charity and Courtesy. We value charity toward every person made in the image of God. Students are polite and kind to adults and to one another in speech, manner, and behavior at all times, look for opportunities to help others, and extend warm hospitality to guests.

Order, Modesty, and Stewardship. We value order, modesty, and care for what is entrusted to us. Students take pride in their appearance and bearing, respect the property and personal space of others, and help keep the campus in good order. We aim to create a certain environment for the common good: each student's quiet, order, and care contributes to a greater space that belongs to everyone.

Our Norms: How We Live It

Just and True. Take pride in your work. Arrive at school, to class, or to any other HRA function on time. Be prepared for class, with all the materials required; pack what you need the night before. Complete all homework on time to the best of your ability. Actively participate in class. During lessons and assemblies keep good posture — straight (sitting or standing), listening posture. Answer questions with full sentences, clearly and with eye contact. Practice gratitude.

Gracious and Lovely. Be polite and kind to others, both adults and fellow students, in speech, manner, and behavior at all times. Address adults appropriately (Mr./Miss/Mrs.; thank you; excuse me; please). Greet people and ask how they are. Look for opportunities to help others. Respect the property and personal space of others. Line up outside doors and let teachers ahead.

Honorable and Pure. Take pride in your appearance; wear the complete uniform, cleanly and correctly, without holes. Maintain adequate hygiene.

Conversation Voice. Conversation Voice means subdued speech that does not disturb others.

Forms of address. Students address adults as Mr., Miss, or Mrs., and use "thank you," "excuse me," and "please" as a matter of course.

Hallways, Lockers, and Shared Spaces

The hallway norms exist for the sake of everyone's peace and work — sound carries, and the quiet of the locker area protects both the Upper School and the Lower School.

- Keep silence on the lower floor.
- Past the elevator, in the locker area, keep silence.
- In the upper hallways, away from the locker area, students may speak in Conversation Voice on the way to class; stopping in the hallway is to be avoided.
- In the classrooms during passing periods, students may speak so long as they have their things ready for class.
- Keep silence in the bathrooms, and use them expeditiously.
- Never slam lockers — there is no reason to.
- No pushing or shoving in the hallways.
- Lockers hold textbooks, binders, and the things needed during the day. Guild cubbies hold backpacks, coats, and shoes.

Courtesy on Campus

Several courtesies are part of our culture:

- Rise from your desk and greet guests with "welcome to our classroom" when they enter.
- Greet others, especially adults, outside the classroom as well.
- When approaching a door or gate on campus, open the door and step back, holding the door for adults and others to pass through before you.
- Walk on the sidewalk, not across the parking lot, and do not run. When moving as a group, keep to the right as oncoming foot traffic approaches.
- Extend warm hospitality to all campus visitors, and treat speakers and other guests with courtesy.

THE GUILD SYSTEM

Every Upper School student (7th - 12th) at Holy Rosary Academy belongs to one of four guilds, each under the patronage of a saint and guided by faculty advisors and a student prefect. The guilds form smaller communities within the school, where older students mentor younger ones and all students share responsibility for prayer, formation, and the care of the campus.

The Guilds. The two gentlemen's guilds are Montecassino (for St. Benedict) and Geneva (for St. Francis de Sales); the two ladies' guilds are Lisieux (for St. Therese) and Bingen (for St. Hildegard). Each pair of guilds is joined in a brother/sister pairing: Montecassino with Lisieux, and Geneva with Bingen, who share intentions in prayer and join together for certain activities.

Guild life through the week. Guild time follows a weekly rhythm:

- Monday and Tuesday: Two guilds pray the Little Office in the Chapel while the other two pray the Rosary in their classrooms, offering intentions for their brother or sister guild; the guilds alternate between the two days.
- Wednesday: Silent study hall. Students may circulate to other classrooms as needed to finish a test, review, labs, or thesis consultation.
- Thursday: Formation — an integrated pursuit across the grades for peer mentorship, led primarily by the guild prefect.
- Friday: Cleaning, in which the guilds care for the school together. (On Mass days there is no guild time, so most Fridays the guilds will not meet.)

Guild Points. Guilds earn points through participation in school life and events, for meritorious actions and for academic achievements.

Duties. Guilds also take turns in service to the school, including the rotating crossing-guard and dismissal duties described under Morning Drop-off and Dismissal, p. 39, and the raising of the flag (see Daily School Routines, p. 42).

DAILY RITUALS

Certain practices give shape to every day at Holy Rosary and express who we are:

- The school day begins with Morning Prayer and the recitation of the Honor Code; subsequent classes generally begin with a classroom prayer of the teacher's choice or devotion.

- After first period, a guild raises the flag while the school observes in quiet reverence; the Pledge of Allegiance follows. The flag is raised and retired with the dignity owed to it. (The full procedure appears under Daily School Routines.)
- The community gathers for Mass, the Rosary, and the Little Office through the week, and the whole school meets for Assembly on the first Monday of the month.

VIRTUE OF THE MONTH FOR 2026–2027

The behavior of all students at Holy Rosary Academy should be governed by striving for virtues, after the model of the saints. Each month at Holy Rosary has a different virtue that we focus on:

- August, the Month of the Immaculate Heart – Prudence
- September, the Month of the Holy Cross – Humility, under the Cardinal Virtue of Temperance
- October, the Month of the Rosary – Meekness, under the Cardinal Virtue of Temperance
- November, the Month of the Holy Souls – Compassion, under the Theological Virtue of Charity
- December, the Month of the Immaculate Conception – Gratitude, under the Cardinal Virtue of Justice
- January, the Month of the Holy Name – Self-control, under the Cardinal Virtue of Temperance
- February, the Month of the Holy Family – Generosity, under the Cardinal Virtue of Justice
- March, the Month of St. Joseph – Fortitude
- April, the Month of the Blessed Sacrament – Magnificence
- May, the Month of Mary – Perseverance

Why No "Pop-Culture"

We wish to preserve an educational environment free from distractions and to have the students enter into conversation with the perennial ideas inherent in a classical education. For this reason, backpacks, lunch bags, folders, locker decorations, and other accessories with pop-culture images or references are not permitted. (The specific rule and its application appear under Uniform, p. 49 and Campus and Church Decorum, p. 35.)

BEHAVIOR GUIDELINES

1. Be polite and kind to others, both adults and fellow students, in speech, manner, and behavior at all times.
2. Respect school property and the property of other students.
 - Restitution for stolen or damaged school property will be charged to the parents of those responsible for the theft or damage.
3. Be present and respectfully participate in school religious activities, such as the Mass and the Rosary.
4. Do not commit blasphemy or sacrilege against God, His Church, the Blessed Mother, or the angels and saints.
5. Never interfere with anyone's opportunity to learn or to grow in the image of God.
6. Do not keep exclusive friendships or show excessive displays of affection. This rule applies to the whole HRA campus, including the parking lots, as well as all HRA events.
7. Do not cheat or plagiarize.
8. Never use vulgar and offensive words, including racial slurs and other derogatory language.
9. Drive safely in the school parking lot (no speeding or peeling out).
10. No tattoos, ink drawings, body piercing, hair dyed other than natural colors, or inappropriate ornaments.
11. Do not leave campus without permission, or be absent unexcused from class.
12. Wear the full and complete uniform, cleanly and correctly.

The following behaviors are considered severe and may merit suspension or expulsion:

1. Vandalism of school property.
2. Use, possession, or supply of tobacco, vaping devices, controlled substances, or alcohol.
3. Possession of weapons.
4. Any intentional act that puts someone in danger of serious harm.

5. Posting any comment or picture, through social media, email, or on any public forum, that threatens, harasses, or defames HRA, or its faculty or staff.
6. Sexual abuse or assault.
7. Possession of any obscene materials.
8. Criminal offenses – on school grounds, during school events, while representing the school, or on the way to or from school.

THE MERIT SYSTEM

For the moment all discipline seems painful rather than pleasant; later it yields the peaceful fruit of righteousness to those who have been trained by it.
(Hebrews 12:11)

The merit system is designed to guide students to choose virtuous behavior. We, as a school, celebrate and reward student achievement. Acknowledging the good done by students plays a central role in communicating values to students and underpinning our positive ethos. The goal is for students to develop self-discipline with the support and guidance of the school community.

MERITS

In order to promote the pursuit of virtue, the school recognizes students who act well with merits. Teachers may give merits to students who:

- Undertake student leadership roles
- Take opportunities to be a positive influence to peers and younger students
- Complete additional work above and beyond expectations
- Excel at showing gratitude
- Give great effort in reciting poetry
- Perform exceptional acts of virtue or courtesy
- Demonstrate resilience and commitment through consistent upholding of standards
- Help other students or members of staff
- Perform any other noteworthy action that models virtuous behavior and decorum

Principal's Award. The student in lower school and the student in upper school with the highest ratio of merits to demerits over the school year will be recognized at the end-of-year Award Ceremony and receive the Principal's Award.

DISCIPLINE AND CONSEQUENCES

Disorderly inclinations then must be corrected, good tendencies encouraged and regulated from tender childhood, and above all the mind must be enlightened and the will strengthened by supernatural truth and by the means of grace. — Divini illius magistri, Pius XI

The disciplinary system at HRA is based on forming good habits. HRA's discipline program is, in partnership with the parents, meant to guide children to recognize the natural consequences of poor behavioral choices and to inspire the children to self-correct and come to live a virtuous life. Our plan aims to ground students in understanding virtues, support them in making the right decisions, and develop self-control and orderly conduct using consistent and logical consequences rather than punitive measures.

It is up to teachers to issue class-specific rules as circumstances warrant.

Demerits

Students are assigned demerits for infractions against individual classroom rules and the published rules and regulations of the school. Parents receive notices of warnings and demerits via FACTS and email. For the Lower School, demerit slips must be signed by a parent and returned to the teacher the next day.

1. **Formal Warning** – A teacher may issue a Formal Warning to a student in lieu of a demerit for a first infraction, especially for new students acclimating to HRA. In Elementary, a Yellow Demerit slip will be sent home.
2. **Disciplinary Demerit** – issued after repeated warnings or serious behavioral infractions. In Elementary, a Red Demerit slip will be sent home.
3. **Uniform Demerit** – Students are given warnings upon initial uniform violations, especially in the first quarter to allow families time to purchase and receive uniform components. In Elementary, an Orange Demerit slip will be sent home addressing the uniform violation. Repeated violations may result in a Disciplinary Demerit being issued.
 - Any time a demerit or formal warning is earned, the teacher will verbally inform the student and log the demerit or warning on FACTS.
 - Every student begins each semester with a clean slate – zero demerits.
 - Nevertheless, students may be placed on a behavior plan for a subsequent semester.

A student who demonstrates off-task behavior or commits infractions against the school's rules of conduct and procedures, despite the teacher implementing behavior strategies and providing clear instruction, will be issued a demerit.

Consequences

Teachers will use individual management and disciplinary methods in their classrooms to promote self-discipline and respect for all. When in-class correction is not sufficient, further disciplinary actions will be assigned as appropriate.

Demerits. When a student receives a demerit, the student will be assigned either a lunch reflection or, in the case of more serious or repeated infractions, an after-school detention. Parents will be notified via email and FACTS. The Dean of Formation or the Head of Lower School will also speak with parents by phone or in person when an after-school detention is assigned.

A **lunch reflection** requires a student to eat apart from the other students and to reflect on the virtue they failed to practice and how they can improve. Reflections will be fulfilled on the same day for demerits issued before lunch; demerits earned after lunch will require fulfilling a lunch reflection the next day. Demerits in Pre-K through 1st grade will be handled in the classroom.

- Upper school students will fulfill their lunch reflection in St. Francis de Sales.
- Lower School (grades 2 - 6) students will fulfill their lunch reflection in St. Augustine's.

After-School Detention. An after-school detention is served for one hour (3:30 p.m. – 4:30 p.m.) on the first available day after being assigned. Detentions will normally not be served on Tuesdays. Students in Lower Elementary (Pre-K - 2nd) will serve a half-hour detention instead. A minimum of 24 hours' notice will be provided unless same-day detention is agreed upon by the parent. School detention takes precedence over all extracurricular activities, as well as over personal or employment schedules. Requests for rescheduling a detention will be granted for serious reasons only, such as medical or dental appointments. Students serving detention wait in the Front Office until 3:30 p.m. At 4:30 p.m., the detention supervisor escorts students to the main entrance for pickup; students not picked up promptly will be taken to the After-School Program and billed accordingly (see After School Care, p. 41).

- An after-school detention will also be assigned whenever a student is late or fails to show up for their lunch reflection.
- Students who are late or fail to serve an after-school detention will serve the next two successive after-school detentions.

Saturday Detention. Saturday detention is served for three hours (9:00 a.m. – 12:00 p.m.). The Dean of Formation or Head of Lower School will contact the parents.

- Saturday Detention will be assigned after repeated after-school detentions.
- The student will wear the dress uniform during detention unless otherwise instructed. The student may be assigned chores on campus or be asked to bring schoolwork.

Restorative Meetings. When a Saturday detention is assigned, a restorative meeting will be held between the student, parents, teachers, and administration. The aim of the meeting is to restore a professional relationship between teacher and student and reduce the likelihood of repeated misbehavior.

In-School Suspension. Held during school hours with an adult proctor. In-School Suspension is assigned when a student earns another after-school detention after having served a Saturday detention. Students must complete assigned academic work and will be required to do clean-up work around the school. Students are not allowed to leave the room assigned for In-School Suspension to collect work or give work to a teacher. Parents will be charged \$100 to help cover the cost of a proctor for in-school suspension.

In-School Suspension operates on a Pass/Fail system:

- Pass – Student meets all expectations and returns to normal classes.
- Fail – Student failed to meet expectations on one or more occasions. The student will repeat In-School Suspension, or it will be escalated to an out-of-school suspension.

Out-of-School Suspension. Assigned only by the Principal for more serious or repetitive offenses.

- The Principal or designee will make reasonable effort to notify the student's parents by phone of a suspension before the student is sent home.
 - The Principal will notify the student's parents of the period of the suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Principal.
- An immediate suspension may be given for any act with serious consequences regardless of previous disciplinary consequences.
- The Principal may assign a suspension for up to five school days if:
 - There is an emergency constituting endangerment to health or safety;
 - An expulsion has been recommended;
 - A student has failed an in-school suspension; or
 - There is a need to further investigate a serious incident.

- During a suspension:
 - Work will be sent home with the student or emailed, which must be completed and brought to the reintegration meeting.
 - The student is not permitted on campus or at school events during the length of the suspension.
 - The student shall have as many school days to make up work missed (i.e., not sent home) during a suspension as the number of days he or she was suspended for.

Reintegration Meeting. The student must have a reintegration meeting with their parents/guardians and the Principal after serving an out-of-school suspension. A student may be placed on a behavior plan to help guide them in correcting their behavior.

Expulsion. Expulsion from the Academy is reserved for the most serious violations of discipline. It is assigned only by the Principal, subject to the final authority of the Board of Trustees. Expulsion may be warranted:

- If a student has already served a suspension within an academic year and persists in violating school behavior policy; or
- For very grave offenses where it may be appropriate or necessary to remove a student from the school community.

General Notes

- While the teacher is the first administrator of discipline at school, the ultimate authority at HRA lies with the Principal. If the parent has spoken or met with the teacher and would like further recourse, the Principal, Head of Lower School, or Dean of Formation will be brought into the discussion. Final disciplinary decisions are made by the Principal in conjunction with the Board of Trustees. (see Communication with Teachers, p. 15) (see Resolving Concerns, p. 16)
- Teachers may refer certain serious behaviors to the Principal.
- Because it is impossible to foresee all problems which arise, the administration reserves the right to take disciplinary action for any behavior which violates the spirit and philosophy of Holy Rosary Academy even though not specified in this Handbook.

CAMPUS AND CHURCH DECORUM

Holy Rosary Academy extends warm hospitality toward all campus visitors and expects students to treat speakers and other guests with courtesy. Students are not allowed to have friends drop by during the school day. The courtesy norms that govern greetings, holding doors, and movement on campus are described under Norms and Culture, p. 22; the rules below concern the good order of the campus.

No “Pop-Culture.” For the reasons explained under Norms and Culture, no backpacks, lunch bags, folders, locker decorations, or other accessories with pop-culture images or references are allowed.

General Considerations

- Students are to always keep the hallways clear and organized, with items properly stowed in their lockers.
- Students are to always keep their desks and lockers neat and tidy. No open food or beverage containers may be in lockers. Only water bottles that seal completely may be kept in student lockers – no Stanley or similar bottles with straws.
- No tape is to be used inside or outside of the lockers. Small magnets may be used to display appropriate photos inside the locker (such as family photos).
- Students are expected to uphold the same standards of decorum and courtesy at any extracurricular activities as they do in the classrooms and hallways of the school.
- Students who do not maintain standards of decorum at extracurricular events may be issued demerits.
- Keep silence on the lower floor and in the upper-floor locker area, and use Conversation Voice in the upper hallways outside the locker area. Line up quietly. Students are to be courteous to those working in the Front Office and the Principal’s Office, as well as in other classrooms.
- Do not slam locker doors. Any malfunctioning lockers are to be reported to the teacher for repair.
- No vulgar speech or language.
- Use bathrooms expeditiously. Students are not allowed to go to the bathrooms in groups.

- Use the toilets only as intended. There is no playing in the bathroom. Avoid using excessive toilet paper, and never place paper towels into the toilet.
- Stand quietly while waiting to exit the building. The teacher will prompt students to greet staff, faculty, or visitors who pass by. Student behavior should display appropriate physical interaction, appropriate speech, and appropriate respect for the dignity of each person.
- Be respectful and gracious on the bus.

CHAPEL DECORUM

The reverence due to sacred places is described under Norms and Culture, p. 22.

Chapel Etiquette

- Upon entering and leaving Church or Chapel, all students are asked to genuflect on their right knee when the Blessed Sacrament is reserved in the tabernacle.
- It is proper to genuflect whenever entering and any time one is crossing in front of the tabernacle when the Blessed Sacrament is present.
- When the Blessed Sacrament is not present, a profound bow to the altar is sufficient.
- Non-Catholics are expected to follow the practice of genuflection out of respect for their Catholic brothers and sisters and for the sake of uniformity, but not as an act of faith.

MASS AT HOLY FAMILY

- Restrooms are to be used before going to Mass. Students may not use the restrooms at Holy Family.
- Outerwear is worn to and from Mass and is removed in the pews. Snow pants and boots are not worn to Mass; leave them at school.
- Remember that you represent Holy Rosary; respectful and proper behavior at all times.
- If you are invited to go to Confession, line up quietly and show due reverence to the Sacrifice of the Mass going on.
- During the sign of peace, if offered, it is appropriate that each person, in a sober manner, offer the sign of peace only to those who are nearest (General Instruction of the

Roman Missal § 82). A simple head bow or handshake to the person(s) immediately next to you is appropriate.

- Students not receiving Communion may remain in their pews or go up for a blessing; be courteous in letting others in and out of the pew.
 - The proper posture from after the Agnus Dei to the end of Communion is to kneel (GIRM § 43). Students not coming up should remain kneeling, except to let others in or out of the pews.
- After the Mass, we recite the after-Mass prayers.
- Follow instructions of your teachers and drivers in departing the Church.

THE SCHOOL DAY

MORNING DROP-OFF AND DISMISSAL

General Policies

- **Safety:** Please respect the teachers' dismissal duties; their primary focus must be on the safety of our students.
- **Teacher Meetings:** If you need to speak with a teacher, please make meeting arrangements via email rather than during active drop-off or dismissal.
- **Student Responsibility:** To learn responsibility, students will not normally be allowed back into the building to retrieve forgotten items.
- **Students, with parental supervision, are welcome to play on the playground after dismissal.** To ensure safety and accountability in our new location, please adhere to the following procedures:
 - Play is exclusively limited to the fenced playground area and the adjacent paved area. For safety and liability reasons, students are strictly prohibited from entering the surrounding grounds, the creek, or crossing into the adjacent public park.
 - Parents must remain visually present with their children at all times. Because the playground is out of the sight-line of the main entrance, the school provides no supervision after dismissal; families who remain do so at their own risk.
 - Students may not re-enter the building through side or emergency doors.
 - The school reserves the right to ask families to leave or to suspend after-school playground privileges if safety boundaries or supervision requirements are not respected.
- **After-School Activities:** Students attending after-school activities or detention must wait for dismissal and proceed directly to their designated areas. Students will be released from the main entrance foyer afterwards, unless other arrangements have been made.

Lane Navigation

- **Inner Lane (Closest to Building):** Reserved for families with any students in Pre-K through 6th Grade. This ensures younger children do not have to cross traffic.

- Outer Lane (By the Median): Reserved for families whose students are all in 7th through 12th Grade.
- To maintain traffic flow, if a student is not ready for pickup when you reach the curb, you will be directed to move to a parking space.

Morning Drop-Off (7:45 a.m. – 8:00 a.m.)

School begins promptly at 8:00 a.m. We encourage parents to drop off as early as 7:45 a.m. so students have time to unload and mentally prepare for the day.

- An administrator or teacher will be in the lot and at the main entrance to greet students and assist with arrivals.
- Older students will be stationed in the parking lot and at the median to act as crossing guards, and to escort Pre-K through 1st Grade students to the main entrance. These duties will be fulfilled by three student volunteers who will rotate monthly by guild. These students will be on duty until 7:55 a.m.

Late Arrivals

When arriving after 8:00 a.m., parents should park in the parking lot. Students in lower school (Pre-K – 6th) must be escorted by a parent through the main entrance and to the Front Office. Students arriving at school after 8:00 a.m. must go to the Front Office to sign in and receive a tardy slip before being admitted to class. Pre-K - 2nd Grade students will be escorted by staff to class to minimize disruptions.

Afternoon Dismissal (3:10 p.m.)

The school day ends at 3:10 p.m. All students must be picked up by 3:25 p.m.

Staging & Pickup Protocols

- Communication: An administrator will radio for students once their vehicle reaches the loading zone. Visual confirmation of the authorized adult is required for release.
- Older students will be stationed in the parking lot and in Pre-K through 1st grade classrooms to escort Pre-K through 1st Grade students from their class. These duties will be fulfilled by seven student volunteers who will rotate monthly by guild.
- Students will only be released to authorized persons on their pickup list.
 - If alternate arrangements have been made — e.g., a student is going home with another family for a playdate — the Front Office must be notified by 2:00 p.m. The Front Office will share this information with the administrator on dismissal duty.

Authorized pickup list. Students may only be released to those persons listed as authorized pick-ups. Please contact the Front Office if you need to add anyone to the list.

Dismissal Locations

- Pre-K through 1st Grade: Students will be dismissed directly from their classrooms. An older student or staff member will lead them to their vehicle once their name is radioed.
- 2nd through 8th Grade: Students will stage in the gym by grade.
- 9th through 12th Grade: Students will stage on the second-floor overlook. Staff will be present to prompt students to watch for their rides.

Building Access & Early Pick-Up

- All exterior doors are locked during school hours. Visitors must enter through the main entrance foyer and check in with the Front Office.
- Early Pickup: If a student must leave early, parents are to notify the office via phone or email (frontoffice@hraak.org). Parents must sign the student in or out at the Front Office foyer and wait while staff retrieves the student.
- In order to prevent disruption during normal dismissal, early pickups must be made before 2:45 p.m.
- Students remaining at 3:25 p.m. will be led to the After-School Program. Families will be charged for the program after 3:30 p.m.

Snow Day Policy

- If ASD closes public schools for weather conditions, HRA will also be closed. In the event that only certain parts of town are given a “snow day,” families from those neighborhoods have the option of keeping their children home with an excused absence rather than drive treacherous roads.
- ASD determines school closures by 5:30 a.m., and HRA will notify families digitally (via text, email, the website, and social media).
- In case of a school day that does not coincide with a day of school for ASD, the administration will decide if there will be a snow day for HRA and convey this to teachers and families in a similar way.
- If a snow day is announced, the Principal will alert Office staff, who will post the closure on FACTS, the HRA website, and social media. Check social media, radio, television, or the ASD website to confirm snow day notifications.

- Sign up for ASD notifications of district closures by going to www.asdk12.org/mobileapp.
- In the event that students are dismissed early from school, students will be allowed to call their parents with teacher supervision.

DAILY SCHOOL ROUTINES

Before Arriving to School

- Make sure all homework is complete.
- Make sure you have all the materials you need to bring to school (lunch, dress shoes, assignments, etc.).
- Be in full uniform and well presented.
- Have a professional haircut that is clean and neatly combed.

Arriving at School

- School doors open at 7:45 a.m. Students arriving before then (from 7:00 a.m.) go to Before School Care in the Library.
- Greet teachers and staff.
- Turn in cell phones, tablets, smart watches, or other electronic devices upon arriving at school or for school events.
 - Upper School – to the Dean of Student Life.
 - Lower School – to your elementary teacher.
 - Devices are surrendered and stored at the owner's risk; the school is not responsible for their loss or damage.
 - Violation of this rule will result in a demerit and the loss of the item, which will be returned at the end of the day to a parent or guardian.
- Change out of coats, hats, and other outdoor clothing.
- Be in class and ready to learn by 8:00 a.m.

Flag ceremony procedure

- After first period, Guild begins with raising the flag and the Pledge of Allegiance.
- A promulgated schedule alternates between the gentlemen's guilds — Montecassino one semester, Geneva the other.

- Four students raise the flag reverently, with a student leader giving the calls ("Left face. Forward march." etc.); the team reminds itself of the procedure weekly.
- The guild watches the raising in quiet reverence until the flag bearers return from the parking lot.
- Once the flag reaches the top of the pole, the outside leader leads the students outside in the Pledge; inside, the Pledge is led over intercom by a designated student.
- At the end of the day, guild members will lower the flag with similar bearing.

Assembly

- On the first Monday of each month, the Holy Rosary Academy community meets in St. Dominic's (Gym) for a Morning Assembly promptly at 8:00 a.m.
- Enter the Assembly in an orderly way and line up in the area assigned to your class.
- Stand silently and keep proper posture.
- Late students are to enter quietly, place their coats and backpacks along the back wall of St. Dominic's, and then join their teachers and classmates.
- Show courteousness to the speaker, to students performing on stage, and to students being honored – give your full attention, no side conversations.
- At the end of the assembly, exit promptly when directed and use Conversation Voice.

Moving to and from Classes

- Students keep silence on the lower floor and in the upper-floor locker area, and use Conversation Voice in the upper hallways outside the locker area, including during passing periods.
- Students are to get water or use the restroom during break and lunch times.
- Students are to be punctual to classes.
- When arriving to class, students greet their teacher, go to their seat, and stand ready for prayer.

During Class

Just and True. Take pride in your work. Give 100% focus to what you are learning in class. Complete all activities to the best of your ability. Give proper attention to the teacher when addressing the class — sit up straight with listening posture. Answer

questions clearly, in full sentences. Seek feedback on your work, and use it to improve. Mistakes are learning opportunities — never give up.

Gracious and Lovely. Address teachers respectfully — Mr./Miss/Mrs., thank you, please, excuse me. Follow instructions the first time. Celebrate others' successes. Show gratitude to those who help you. Show good manners.

Honorable and Pure. Actively participate in class. Speak audibly and in full sentences. Take opportunities to be involved in additional activities. Use Conversation Voice in group work and discussions; work silently during independent work.

Snack Time

- Food is eaten only in designated areas, not in general common areas.
- In Upper School, snack occurs in third period, after prayer. Lower school teachers may allow a snack at an appropriate time in their class. On Mass days, when grades 3 - 6 eat lunch after Mass, those grades are guaranteed a mid-morning snack.
- Students clean up after themselves; to reinforce courtesy, students who do not may lose snack privileges briefly.
- One ready-to-eat, healthy item only — no lunch boxes, nothing requiring a microwave. No candies or desserts.

Lunchroom Expectations

- Students should bring everything they need to eat their lunch, including utensils and paper or cloth napkins, from home. The school does not provide these for regular lunches.
- Students are to enter the lunchroom walking, not running.
- Students go straight to their assigned seating areas, set down lunches, and stand ready for prayer.
- When tasked, students are to set up tables, without running and shouting.
- Students keep proper etiquette while eating, including, but not limited to:
 - Not talking with food in their mouth,
 - Sitting properly (no feet on the benches),
 - Not playing with their food,
 - Not touching or handling others' food or drink,
 - Using Conversation Voice.

- Students are to sit at the tables assigned to their grade, unless the supervising teachers allow a freer seating arrangement.
- Students are to remain seated, unless they have a teacher's permission.
- Pre-K through 2nd Grade do not have access to microwaves at lunch.
- Grades 3rd through 12th have limited access to microwaves at lunch to warm up already-prepared food. To provide ample time to eat lunch and out of courtesy to other students, lunches should not include items that take more than a minute or two in the microwave (no ramen, macaroni and cheese).
- Students may not have any energy drinks, drinks branded as alcohol substitutes, other highly caffeinated beverages, or drinks with inappropriate labeling, at lunch or during school hours.
- No chewing gum at any time at school.
- Students are dismissed by table to throw away trash and line up for recess.
- Students assigned to cleaning must help the others until the job is done.
- Students must exit the lunchroom in an orderly fashion; no running inside.

Playground Expectations

- Students are to be allowed their full 30 minutes for recess. This time is vital for their physical well-being, social development, and focus during the remainder of the school day, and should not be shortened.
- Excessive roughness in play will not be tolerated.
 - Male and female students may not roughhouse.
- Students are to stay off the fences, drainpipes, and roofs.
- Students should avoid throwing balls or athletic items toward the fences to avoid them going over; teachers may not be able to leave the field to retrieve them, and no one may climb the fences to retrieve them.
- Rocks, gravel, and sand are to remain on the ground.
- Potentially dangerous or large items should not be brought to campus for use during recess or after-school activities (including, but not limited to, bicycles, scooters, skateboards, etc.).
- During winter months, snow should remain on the ground. Students may not throw snowballs without permission of a teacher; even then, snowballs may never be thrown

at another's face. The gravel and salt can mix with the snow and can potentially cause great harm to the face and eyes.

- Students should be cautious with the slippery ice that might accumulate.
- Students must remain on the playground during recess and need permission from a teacher on recess duty to leave the area.
- Students may not play in the recess sheds; they are for storing equipment only.
- Students are to line up quickly and quietly when the teacher calls the students back from recess.

Cold Weather and Outdoor Recess

- Outdoor play is vital for student health and focus. Students are expected to go outside for recess unless the wind chill factor reaches -10°F or colder.
- Students must have appropriate winter gear (as outlined in Outdoor Clothing, p. 53), including warm headgear, insulated boots, snow pants, and gloves/mittens.
- Indoor recess may be called when the outside is excessively icy. Students who are recovering from illness, or who have a specific parental request, may be permitted to remain inside, provided supervision is available.
 - PE shoes must be worn for indoor recess.

End of the Day & Dismissal

- Be packed up and ready to go at the beginning of dismissal (3:10 p.m.).
- Make sure your planner is filled out, you have what you need for assignments, and you bring home lunch bags and leftover food.
- Collect your cell phone before leaving. Phones may not be switched on or used, except with permission and supervision to call parents or other authorized adults for pick-up.
- Leave your dress shoes / PE shoes at school, unless you need them for an off-campus event, such as Lessons and Carols.
- When dismissed, go promptly to the person picking you up.
- Students may not hang out on the playground, in the parking lot, or other outdoor areas without direct parental supervision.
- Students heading to sports or other after-school activities, or who have detention, are to wait to be dismissed to these; they are then to head directly to them.

- Students are to be in full proper uniform while they are on campus. Students may not change out of uniform until shortly before their departure from campus, with permission of a teacher. This includes accessories. Students who do not wear the uniform as required may receive a demerit (see Uniform Demerit, p. 30).

UNIFORM

The HRA uniform standards include healthy grooming habits and good hygiene. All uniform items need to be clean, unstained, and fit properly.

General

- Backpacks, lunch bags, and other accessories shall be free of images or references to “pop-culture.”
- No sunglasses, hats, or other head coverings inside, except appropriate head covering for ladies in the chapel.
- No oversize or baggy clothing.
- No tattoos, permanent or temporary, are permitted. This includes any pen or ink drawings on the skin.
- No spray deodorants, colognes, or perfumes on campus or in backpacks.
- No headphones or earbuds on campus.
- Smart watches may not be worn. If brought to school, they must be turned in with phones upon arrival (see Arriving at School, p. 42).

Sweaters: Lower school students may remove their uniform sweaters while inside the classroom if they become too warm. However, the full and complete uniform — including the sweater — must be worn at all times in the hallways, during passing periods, and at all school assemblies.

DRESS UNIFORM GENTLEMEN: GRADES K - 6

- Have a professional haircut that is clean and neatly combed.
- Solid white undershirt.
- White, button-up dress shirt with turn-down collar – no tuxedo shirts. Shirt must be worn tucked in.
- Green V-neck sweater.
- Black or khaki-color uniform slacks with no patch pockets.

- Black belt with undecorated silver or dark buckle.
- School tie.
- Black shoes that can be polished.
- Black dress socks (no low-cut or “no show” socks).
- Jewelry is limited to one item on the wrist and one religious medal or cross around the neck, worn on a fine chain, with no medal or cross to exceed 1 inch in length, width, or diameter.

DRESS UNIFORM LADIES: GRADES K - 6

- Clean and combed hair, styled to remain out of the eyes.
- Hair accessories must be tasteful and complement the uniform (black, white, forest green, navy, or maroon). No headbands worn on the forehead.
- Any undershirt or camisole worn under the blouse must be solid white.
- White blouse with peter-pan collar.
- Green cardigan sweater.
- Plaid jumper (length to crease of the knee).
- White, navy, or black cotton dress socks (to cover the ankle bone) or tights.
- Black leggings may be worn in winter months under the skirt if there is no gap between the legging and the sock.
- Crisscross tie.
- Sensible black closed-toe flat dress shoes (no ballet flats, Vans-style, or Keds-style shoes with the dress uniform).
- Jewelry limited to a watch around the wrist, one religious medal or cross around the neck, worn on a fine chain, with no medal or cross to exceed 1 inch in length, width, or diameter, and one small post earring in each earlobe.
- No make-up or nail polish.

DRESS UNIFORM GENTLEMEN: GRADES 7 - 12

- Have a professional haircut that is clean and neatly combed.
- Hair may only be dyed a natural color.

- Clean shaven. Sideburns only to the earlobe.
- Solid white undershirt.
- White, button-up dress shirt with turn-down collar – no tuxedo shirts. Shirt must be worn tucked in.
- Navy V-neck sweater vest from Schoolbelles (optional).
- Navy blazer.
- Black or khaki uniform trousers with no patch pockets.
- Black belt with undecorated silver or dark buckle.
- School tie.
- Black shoes that can be polished.
- Black dress socks (no low-cut or “no show” socks).
- No jewelry other than watches and religious items; limited to one on the wrist and one religious medal or cross around the neck, worn on a fine chain, with no medal or cross to exceed 1 inch in length, width, or diameter.

DRESS UNIFORM LADIES: GRADES 7 - 12

- Clean and combed hair, styled to remain out of the eyes. Hair may only be dyed a natural color.
- Hair accessories must be tasteful and complement the uniform (black, white, forest green, navy, or maroon). No headbands worn on the forehead.
- Any undershirt or camisole worn under the blouse must be solid white.
- White blouse with square or pin collar; only the top button may be undone.
- Navy V-neck sweater or navy cardigan from Schoolbelles.
- Plaid skirt (length to crease of the knee).
- White, navy, or black cotton knee socks or tights, or nude pantyhose (no low-cut or “no show” socks).
- Black leggings may be worn in winter months under the skirt if there is no gap between the leggings and the sock.
- Modest closed-toe black dress shoes (flats recommended, with a maximum heel of 1½-inch height and minimum 1-inch width; no Keds-style or Vans-style shoes with the dress uniform).

- One pair of short earrings on ear lobes only. Earrings may not hang more than ½ inch below the ear lobe, and loops are not to be larger than the size of a nickel.
- One simple ring on each hand is permitted.
- One simple wrist bracelet on one wrist, and one watch, are permitted.
- One visible necklace, either plain or with a small pendant. The necklace chain should be delicate, metal, and in a single strand; only simple, fine-gauged, 16- to 20-inch silver or gold chain necklaces are permitted. If a pendant is worn, it should be tasteful, appropriate, and small — religious medals and crosses are ideal — with no pendant to exceed 1 inch in length, width, or diameter.
- No ankle bracelets.
- Ladies in grades 7 – 8 may not wear make-up or nail polish.
- Ladies in grades 9 – 12 may wear a modest amount of make-up applied tastefully. Heavily lined eyes, gaudy lipstick, false eyelashes, and glittered or white-powdered faces will not be permitted.
- Ladies in grades 9 – 12 may wear clear nail polish or a French manicure. Nails should not be excessively long and should be a natural shape.

PE UNIFORM

All Grades

- Gym uniform is required on PE days and on other designated gym uniform days.
- Solid black nylon, polyester, or cotton athletic pants that are not form-fitting. (Pants may have a white stripe down the side if solid black cannot be found.)
- Official gray HRA t-shirt with logo, HRA Spirit Wear gray t-shirt, or HRA sportswear provided by the coach.
- Official HRA green quarter-zip pullover sweatshirt or HRA green Spirit Wear sweatshirt.
- White, gray, or black socks.
- A pair of indoor-only (non-marking) PE tennis shoes that should remain at school for use at indoor gym. Shoes must be a neutral color, such as black, white, navy blue, or gray (no neon, pastel, or green). No Crocs, beach, or similar shoes.
- Shoelaces may only be black, white, or gray.

OUTDOOR CLOTHING

- Athletic pants may be worn under school clothing during recess for the months of August, September, April, and May, or as weather necessitates.
- In the fall and spring, neutral tennis shoes with a dominant color of black, navy blue, white, or gray (minimal color on the soles or sides is acceptable if a solid color cannot be found). Students may not have shoes that light up or blink.
- A coat, snow pants, hat, gloves, and boots are required to play outdoors when there is snow on the ground. Students who do not have proper outdoor clothing may not participate in outdoor recess and may receive a demerit.
- Students may wear their coats from building to building, but must remove them upon entering a properly heated building.

UNIFORM BY OCCASION

- Exams: Dress uniform for Upper School.
- Field trips: An HRA uniform, dress or P.E. depending on the activity; the permission slip states which.
- Community service: Gym uniforms.
- Presentations, Declamations, Conferences, Don Rags: Dress uniforms.

NON-UNIFORMED ACTIVITIES

Students represent the school; therefore, students should dress modestly. Modesty shows respect for the human person. Students are encouraged to speak with their classroom teacher and parents about what modesty includes.

In General

- All clothing should be well-fitting. Garments should neither be too large nor too tight to move comfortably and gracefully.
- All clothing must be modest. Clothing should not have any offensive references, nor any pop-culture references.
- No bare midriffs or cut-outs. Necklines must be modest – no low-cut tops.
- Sleeveless dresses and tops should have straps at least one inch wide.

- No ripped denim, leggings worn as pants, or yoga pants.
- Shorts must be no shorter than two inches above the knee.
- Undergarments must not be visible. An undershirt should be worn under any thin white or sheer shirt or top.
- Pajama tops and bottoms are not appropriate wear.
- Modest dress will never serve as a distraction to others or impede the process of normal activity.

Sport Activities

- T-shirts are to be worn under loose-fitting team jerseys.
- When the shorts of a sports uniform or training gear are shorter than mid-length, a pair of half-length leggings with a hemline just above the knee should be worn to accommodate activities while preserving modesty.

School Dances

- Attire for dances is more formal than for school days. At times, school dances have themes that allow for students to dress in costume. Themed dress guidelines will be given prior to the dance.
- Attire for gentlemen includes dress pants (no jeans or patch pockets), a collared dress shirt, tie, dress socks, and dress shoes (no Vans, Converse, or athletic-type shoes). A sports jacket, blazer, or suit is encouraged.
- Attire for ladies includes modest skirts or dresses with hems at or below the crease of the knee when standing. Sleeveless tops or dresses must have straps at least 1 inch wide; no strapless, spaghetti-strap, or tank tops. Necklines must be modest – no low-cut tops. No mesh cut-outs, spandex, or sheer or transparent materials are allowed. Dress shoes should be worn (no Vans, Converse, or athletic-type shoes). If there is a question whether a dress is permissible, please have the dress checked by the Office or a female upper school teacher before removing the tags.
- Standards of modest dress are enforced at all school-related events, including dances. Students who are inappropriately dressed will be given the opportunity, by a faculty member, to fix their attire or be asked to leave the event.

Spirit Days

- The Elementary School teachers will determine how elementary students will participate in Spirit Days.

- Dress for Spirit Days is subject to the same standards of dress as any other non-uniformed school activity.
- Attire should reflect the theme of the event.
- Students who come to school in costume will be sent home if dress is immodest.
- To earn Guild Points, students must meaningfully match the Spirit Day theme.

ABSENCES AND TARDIES

ABSENCE POLICY

- Students are expected to attend all classes for the full class period unless there is a valid reason for an absence, a tardy, or an early departure.
- Promotion or credit may be jeopardized if a student accrues more than fifteen (15) absences in any class, planned or unplanned.
 - Since classroom instruction is of the utmost importance and cannot be wholly replaced by completing work at home, if a student accrues more than 15 planned or unplanned absences in any class, he/she will be required to meet with the Head of Lower School or Dean of Formation, and the Principal, to determine if additional coursework is necessary to obtain credit.
- Students arriving after 11:30 a.m. or leaving prior to 11:30 a.m. are marked one half-day absent.
- Students who are absent or have missed a half-day of school due to illness may not participate in school-sponsored, after-school activities that day. (see Health Policies, p. 75)

Unplanned Absences

- An unplanned absence is any unforeseeable absence (e.g., illness or family emergency).
- Parents should email the teacher(s) and call or email the Front Office ((907) 276-5822 / frontoffice@hraak.org).
 - Parents must email the teacher(s) directly regarding the absence. Informing only the Front Office is insufficient; teachers require direct notice to properly gather and prepare any requested schoolwork.
 - Students will have as many days as they were absent to submit missing daily assignments and to make up assessments unless other arrangements have been made with the Principal.
 - For major assignments, such as essays and projects, deadlines will stand for all students regardless of absences, unless otherwise determined by the teacher or administration.

Planned Absences

- A planned absence is any foreseeable absence due to a planned family activity.
- If parents choose to take students out of school for non-essential reasons (e.g., vacation), they should contact the Office and teachers at least two weeks before the planned absence.
 - Parents must email the teacher(s) directly regarding the absence. Informing only the Front Office is insufficient; teachers require direct notice to properly gather and prepare any requested schoolwork.
- Some planned absences are unavoidable (e.g., doctor's appointments, college visits). Parents of lower school students should notify teachers as soon as they are aware of the planned absence so that arrangements may be made for missing assignments.
- It is the responsibility of upper school students to notify their teachers.
- Teachers may require daily assignments or assessments to be completed and turned in before, during, or after the planned absence depending on the circumstances.
- Teachers will provide schoolwork to students in advance of a planned absence or through Google Classroom whenever reasonably possible; however, some work may not be able to be provided in advance or done outside of school. Teachers will work with the student to formulate a plan to make up any assignments.
- Planned absences for Upper School students should not be scheduled during the last week of school (final exams).
- Educational/Sports Absence: An educational or sports absence is one in which the student is excused from regular classes to participate in a school-sponsored activity. Such absences are not counted as days absent from school, but the student must make up assignments that are missed.
- Students who miss school without parental authorization will meet with the Principal and his or her parents in person. The school will determine the appropriate disciplinary actions, which may include detention, suspension, or expulsion. Multiple counts of truancy will merit expulsion.

TARDIES

- It is the responsibility of parents to see that students arrive at school on time.
- Students arriving late will be marked tardy.
- Tardy students must sign in before going to class. (see Late Arrivals, p. 40)

- If a parent knows his or her child will be tardy, please call the School Office.
- Tardies are counted school-wide and reset each semester.
- Students who are tardy to class without excuse will receive a Formal Warning on the second offense and a demerit on the third.
- If any student is marked tardy on five or more days, the Principal will meet with the student and parents in person to discuss the issue and remediation steps.

ACADEMIC POLICIES

HOMEWORK POLICY

Parental Responsibility

- Be positive and provide encouragement.
- Check completion and quality of homework.
- Homework time varies based on a student's abilities and habits. Help your child balance extracurricular involvements with school responsibilities.
- Provide a well-lighted, distraction-free study area for your child to read and write.
- Help your child budget his/her time.
- Provide a specific time for daily study.
- Turn off texting and notifications – these distract from concentration.
- Contact the teacher about any concerns regarding homework.
- Encourage your child to develop a sense of responsibility for keeping track of school materials and assignments.

Student Responsibilities

- Update Student Assignment Planner daily.
- Listen carefully and follow directions given by the teacher.
- Use study aids as provided by the teacher (e.g., handouts, links, flash cards, etc.).
- Use time efficiently. Plan ahead. Don't wait until the last minute.
- Study in a well-lighted, distraction-free area.
- Turn your phone off.
- Study at a specific time each day.
- Talk with the teacher if you have problems doing your homework.
- Be neat, well-organized, and proud of your work.

Standards for Work

- Students in 3rd grade and higher are expected to write in cursive. New students will be given to the end of the 1st quarter to familiarize themselves with cursive writing.
- Papers must include proper headings – papers without headings might not be credited!
- Students should not doodle on work to be turned in.
- Papers should not be crumpled or torn; students should utilize binders and folders for carrying work to and from home.
- Students are responsible for following instructions and expectations for an assignment, e.g., writing in complete sentences.
- Work to be turned in should be completed on loose-leaf paper, not perforated notebook paper with "confetti edges."

Late and Missing Work

General

- Students may receive demerits for missing assignments, especially if habitual.
- If a student habitually turns work in late, teachers will contact parents and discuss possible remedies.
- Work that is late due to extenuating circumstances, such as illness or a family/personal emergency, will not be penalized, but treated similarly to work from an unplanned absence.

Grades 3–12

- Teachers may accept late work. If a teacher accepts late work, it will be marked down 10% for each school day past the due date.
- Late work must be handed directly to the teacher upon submission.

ACADEMIC HONESTY

Every student is expected to maintain a high level of integrity and honesty in their school-work and in every other aspect of their scholastic life.

To signify this commitment, students may be asked to include the following pledge on their work:

Per fīdem meam obtestor in hōc opere
neque quicquam ā vērō aliēnum neque
quicquam ā jūstō remōtum atque omnia
bonae fāmae esse.

By my faith I swear that in this work nothing is foreign to truth, nor removed from what is just, and that all things are of good repute.

An honor violation is when a student hands in tests or assignments not completed wholly by that student, except when a teacher explicitly instructs students to work in groups on the assignment. Because of the grave nature of dishonesty in any form, it is strictly forbidden for a student to hand in an assignment with answers taken from another student in any case where the instructor did not expressly describe the exercise as a group assignment.

Cheating is the use of any unauthorized aid to complete schoolwork. This includes using unauthorized internet sources, copying from another student, or any other use of outside assistance prohibited by the teacher for the particular assignment. A student is also guilty of cheating if they furnish answers, allow copying of an assignment, or aid another in cheating.

Use of AI Tools. Students are prohibited from using so-called Artificial Intelligence (AI) tools to generate, rewrite, or alter their assignments (e.g. Gemini, Claude, CoPilot, ChatGPT). This includes, but is not limited to, AI tools for text generation, paraphrasing, and AI-based grammar correction (such as Grammarly). Ordinary spell-check is permitted; AI tools that generate or rewrite student work are not. Any use of prohibited AI tools will result in a zero for the assignment and a parent conference.

Plagiarism, another serious violation of academic honesty, involves copying words or ideas from another source, including the internet, for a written or oral exercise, without properly crediting and citing that source.

Holy Rosary Academy does not tolerate cheating, the use of artificial intelligence writing tools, lying, misrepresentation of sources, or plagiarism. Any student violating academic honesty will receive a zero for the assignment. Repeated incidents will result in further disciplinary action.

COURSE AND CREDIT RECOVERY

Students who have failed a course or who have had excessive absences preventing course completion may apply for remediation in order to recover credit for that course and be promoted to the next grade or class.

- Remedial coursework must be preapproved by the Principal and Head of Lower School or Dean of Formation. Approval will be based on the course's comparability with HRA's course in both content and standards.
 - Coursework must include the content and assignments, or the equivalent, of the entire term.
 - Coursework must include at least two summative proctored assessments.
- Parents may seek a private arrangement with an HRA faculty member who may choose to provide tutoring and oversee remedial work for a fee. No HRA faculty member will be required to participate in this type of extra work.
- All summer remedial work must be completed and submitted to the Head of Lower School or Dean of Formation by July 31st.
- A signed agreement will be established between the family, student, and school. The agreement will specify the remedial work to be completed, instructor, materials, and other resources, and a timeline for completing portions of the work.

GRADUATION REQUIREMENTS

The following courses are required for High School graduation at Holy Rosary Academy as of 2025–2026. Courses meeting four to five days per week earn one credit. Courses meeting one day a week receive $\frac{1}{4}$ credit; those meeting two to three times receive $\frac{1}{2}$ credit. Credits from sports or courses not listed here will be calculated based on the instructional time and may be in smaller increments than $\frac{1}{4}$.

Core HRA Classical Courses

- Theology – 4 Credits, 8 Semesters
- Composition – 4 Credits, 8 Semesters
- Thesis – 0.5 Credits, 2 Semesters (0.25 credits each for Junior and Senior)
- Seminar – 4 Credits, 8 Semesters
- Foreign Language – 2 Credits, 4 Semesters (must include at least Latin II)
 - Students who take Latin I-B or higher in 8th grade and continue with Latin II in High School with a C or better will receive high school credit for the middle school course.
 - All students are required to take two years of language in High School, regardless of advanced progress in 8th grade.

Additional Academic Courses

- Math – 4 Credits, 8 Semesters (must include Algebra II and Euclid)
 - Students who take Algebra I or higher math classes in 7th and 8th grade and earn a C or better will receive high school credit.
 - All students are required to take four years of math in High School, regardless of advanced progress in 7th or 8th grade.
- Science – 4 Credits, 8 Semesters
- CEDE (Economics) – ½ Credit, 1 Semester – Dual Enrollment (3 College Credits)
- Government – ½ Credit, 1 Semester

General Credits

- Fine or Performing Arts – 2 Credits, 4 Semesters (fulfillable by 4 semesters of HRA Drama or other approved courses)
- Performance Choir – 2 Credits, 8 Semesters
- PE – 1 Credit (may be fulfilled by PE or Sports Participation)
- Other Courses Approved by the Principal

Total: 28.5 Credits

Credit Transfer

HRA honors credits from other accredited or recognized educational institutions. Transfer credits will not be calculated in the student's grade point average (GPA) and will be noted as a transfer credit. Transfer credits will be considered with the following criteria:

- Only official transcripts from other educational institutions will be accepted.
- The Principal will evaluate courses from a college or university to determine transfer equivalency for HRA.
- Home School courses which are not on an official educational transcript must be accompanied by a detailed portfolio to the HRA administration for review and possible approval.

Transferring to HRA

Transfer students are required to take HRA Core Classical Courses which are offered in the years they are enrolled in order to earn an HRA diploma, in addition to satisfying general credit requirements. Credits will be honored according to the policy on transfer credits. In cooperation with the family, the Principal may allow transfer credits to count toward Core Classical Courses.

Sports Participation and Credit

Students participating in HRA sports, including regular attendance at practices, will receive credit towards their PE requirement; students with more than three unexcused absences from practice for a team sport will not receive credit. Students participating in sports activity outside of HRA may apply to have credits applied to HRA's graduation requirements.

AP Exam

Though HRA does not offer AP Courses, several of our courses substantially help prepare students to take an AP exam. Students who take an AP exam at HRA will have scores of three or higher included on their transcripts. Students may submit AP scores of three or higher from tests taken outside of HRA to be included on the transcript. Each AP test requires a fee, which will be charged to the FACTS account in May.

Dual Enrollment with The Catholic University of America (CEDE)

Seniors are enrolled during the first semester in the Catholic Entrepreneurship and Design Experience (CEDE), a dual-enrollment economics course offered in partnership with The Catholic University of America (CUA) and taught at HRA by an HRA faculty member trained by CUA.

The course fulfills the CEDE economics requirement listed under Graduation Requirements above, and students who dual-enroll earn three (3) college credits from CUA upon completion. The dual-enrollment fee is \$300.

- Dual Enrollment Application Deadline (two weeks after the first day of school): August 31, 2026.
- Dual Enrollment Tuition Payment (four weeks after the first day of school): September 14, 2026.

Dual enrollment is optional. All seniors take the course, and it fulfills the HRA graduation requirement whether or not a student dual-enrolls; however, only students who apply and pay the fee receive the three college credits from CUA.

Cooperation with the Parents

In determining the academic program for a student, we seek to partner with parents as the primary educators, and recognize some policies must be flexible enough to allow prudential judgments in the best interest of the persons involved. While certain requirements for graduation, essential to an HRA education, cannot admit of exceptions, in partnership with the parents, the Principal may allow some substitutions or exceptions to graduation requirements when it is in the best interest of the persons involved.

Outside Dual Enrollment and Independent Study

Students, while present at HRA campus, may only attend and work on HRA courses and activities, including Mass, with the following exceptions:

- If a student is ahead in Math (past Calculus I) and we cannot accommodate their needs, an outside or online class will be permitted. For full-time students, with prior administrative approval, the school will provide an approved course and facilitate its completion during school hours.
- When the school has already provided a study hall, students may work on Independent Study or Dual Enrollment classes during that study hall time.
- Other dual-enrollment or independent study programs may not be done at school in lieu of HRA-offered courses.

Diploma and Certificate of Achievement

In order to graduate with a Holy Rosary diploma, students must take the Core Classical Courses at HRA. They must also fulfill the other graduation requirements with HRA classes, or with approved transfer credits. Students who do not fulfill these requirements may participate in the Graduation Ceremony, and will receive a Certificate of Achievement instead.

GRADING SCALE AND STANDARDS

The school year is divided into four nine-week quarters. Students will receive official report cards at the end of each quarter. Students are evaluated on academic effort, homework consistency, assessments, and conduct.

Report cards are withheld when financial responsibilities to the School have not been met in full. This policy holds for all tuition and fees.

Deficiency Notices: Midway through each quarter, deficiency notices are emailed to parents of students who are currently not passing. These notices are intended to prompt students to make necessary changes and improve their academic standing before the end of the quarter.

Kindergarten. Students in Kindergarten will receive evaluative report cards on their progress in various skills.

Grading Scale: Grades 1–2

Grade	Percentage
Outstanding (O)	90–100%
Good (G)	80–89%
Satisfactory (S)	70–79%
Needs Improvement (N)	60–69%
Unsatisfactory (U)	<59%

Grading Scale: Upper Elementary and Upper School All students in grades 3 through 12 will be subject to the following academic grading designations:

Letter	Percentage	GPA	Letter	Percentage	GPA
A+	97–100%	4.0	C	73–76%	2.0
A	93–96%		C-	70–72%	
A-	90–92%		D+	67–69%	1.0
B+	87–89%	3.0	D	63–66%	
B	83–86%		D-	60–62%	
B-	80–82%		F	<60%	0
C+	77–79%	2.0	I	Incomplete	

Attribute Grades. In addition to the academic grades marked according to the grading scale above, elementary students also receive Attribute Grades which assess student development in terms of study skills and conduct.

Honor Roll & Academic Honors

- Summa cum laude — grade point average of 3.80 – 4.00
- Magna cum laude — grade point average of 3.60 – 3.79
- Cum laude — grade point average of 3.00 – 3.59

Academic Probation

Students on academic probation may be asked to forgo extracurricular activities until their grades improve. Parents will be notified of academic probation.

- Students with a grade of D+ or lower in any subject will be placed on academic probation.
- Probation is lifted when the student no longer has a grade of D+ or lower in any subject.
- Students with Saturday detention must fulfill that obligation before they may participate in any game or tournament.

Note: academic probation and athletic eligibility use different thresholds. A student may be athletically eligible (see Student Activities and Athletic Eligibility, p. 71) while on academic probation; the standards are intentionally distinct.

EXTRA-CURRICULARS

SCHOOL DANCES

- Guest passes may be issued to students in 9th through 12th grades for dances. If issued, only one guest is allowed per student.
- Guest pass forms must be submitted to the Dean of Student Life 48 hours before the event so that the school has time to make certain that all guests are aware of HRA rules and expectations for behavior and standards of dress.
- Students are accountable for their guest's decorum at the event and will be required to leave with their guest if the guest does not uphold HRA standards of dress and conduct.
- Music playlists must be submitted to the Dean of Student Life 72 hours before the dance for approval. Any late submissions or changes to the playlist could result in the dance coming to an immediate end.
- For details on dress, please see School Dances, p. 54

STUDENT ACTIVITIES AND ATHLETIC ELIGIBILITY

Holy Rosary Academy offers a robust Sports Program to all students grades 5–12 in the belief that “a sound mind resides in a sound body.” These programs provide opportunities for students to develop their character through leadership, self-discipline, and teamwork. Holy Rosary Academy expects all the members of its community to display good sportsmanship both on and off the field. Students are strongly encouraged to attend games and support classmates who are playing in them.

Note to Parents: Athletic success is 100% dependent upon the commitment to attend every practice, game, and event scheduled. Absences from practices, games, and events may harm the whole team. It is important for students to learn the value of self-sacrifice for the good of the team.

Eligibility

- Students are eligible to participate in the HRA sports program beginning in 5th grade. 4th grade students may join an HRA sports team at the discretion of the coach.
- Due to the importance of academics, student athletes must maintain a 2.0 GPA to play in games. Students below a 2.0 GPA continue to attend practices and games but do not play until their GPA returns to 2.0 or higher.
- Students who are suspended may not practice or play in games until the suspension is lifted. (see Discipline and Consequences, p. 30)
- Homeschool students are eligible to play sports at Holy Rosary Academy in accordance with ASAA policies. Homeschool students are subject to the same academic and behavior requirements as HRA students.

Participation

Representing HRA in sports and other extracurricular activities is a privilege as well as a responsibility. Athletes are expected to comport themselves as ladies and gentlemen in accordance with HRA policies for behavior and dress. Players and parents should understand the incredible opportunity for evangelization through good, Catholic sportsmanship.

In order to participate, student athletes must:

- Read, sign, and submit to the coach the Player Code of Conduct. Parents must also sign the form.
- Follow all ASAA and ACSAA policies and procedures.
- Arrive to practice and games prepared to learn, improve, and be an effective teammate. Players who attend practice irregularly or show little effort to learn and help the team improve may be prohibited from playing games at the discretion of the coach. Players who arrive without the proper uniform and equipment may also be prohibited from playing.
- Follow school policies regarding technology. Phone usage during team travel, and at practice and games, is limited to arranging a ride to/from sporting events as necessary.
- Pay sports fees in a timely manner. Please note that tournament fees are charged separately from regular season fees.
- Grade checks will be conducted every two weeks to ensure students meet academic standards for participation in games.

Transportation and Communication

-
- Bus transportation may be provided to practices and games when available. Parents should make arrangements with coaches if they plan to transport their own children.
- Students are not allowed to transport other students, except siblings, without express written permission from the parents of the students involved. Please notify the Front Office, Athletic Director, and head coaches.
- Communication will be primarily via the SportsYou app. It is a free app specifically geared toward communication for sports teams. Email will be a secondary means of communication when necessary.

ASAA and ACSAA

Holy Rosary Academy is a member school of ASAA, Alaska School Activities Association, for high schools (Region II), and ACSAA, Alaska Christian School Athletic Association, for middle and junior high schools. In addition to Holy Rosary Academy athletic and extracurricular policies, all players, coaches, chaperones, and parents are expected to follow ASAA and ACSAA policies.

ASAA

- All HS athletes and parents must create a Planet HS account.
- All HS athletes must complete the Concussion Awareness and Management form.
- All HS athletes must have a signed, current medical physical on file. Physicals are valid for 18 months.
- All HS athletes must have signed permission from parents to participate in ASAA events.
- All HS athletes must have completed ten practices from the official start of a given season before playing in a game. The ten-practice rule can only be waived by the Athletic Director in accordance with exceptions permitted by ASAA.

ACSAA

- All MS athletes must have a signed, current medical physical on file. Physicals are valid for 18 months.
- All MS athletes must have completed six practices from the official start of a given season before playing in a game.

Sport Uniforms

- Athletes are expected to treat any uniforms or sports-related equipment provided by HRA with care and respect, returning it in good condition at the end of the season. The cost of uniform/equipment not returned two weeks after the end of the season will be billed to families via FACTS.
- In cases where the school does not provide the complete uniform (e.g., shorts and socks), players are expected to follow the school guidelines for appropriate and modest clothing. This applies to clothing worn to all practices as well. The school P.E. uniform is acceptable to wear for practices.
- All athletes should have a pair of non-marking sport shoes to wear indoors.
- Holy Rosary athletic gear and spirit wear is supported by the school Sideline store. Please see the link on the school website to purchase your Knights' gear.

FIELD TRIPS AND CLASS MOVIES

Teachers will submit requests for field trips and class movies for approval by the administration. Parents will be notified of upcoming field trips and class movies, and permission slips will be sent home the week prior. Permission slips should be turned in to the student's teacher no later than two days before the field trip. Students who have not turned in a permission slip will not be allowed to participate.

All fees for field trips will be billed through FACTS. Neither the teacher nor the office will collect payments.

HEALTH POLICIES

For the protection of your child as well as for the safety of others, you are asked to keep your child at home if they show any signs of illness. If your child becomes ill at school, you will be notified by the Office. If the Office needs to send your child home, please make the necessary arrangements to have your child picked up within one hour of the notification.

Children should be kept home from school or will be sent home from school if they exhibit any of the following:

- A child obviously ill or with a temperature of 100 degrees Fahrenheit or higher will not be allowed to remain at school. Student must be fever-free for 24 hours without the use of fever-suppressing medications before returning to school.
- Uncontrolled cough, croup, croupy cough, and/or difficulty breathing: Student must be free of croupy cough before returning to school.
- Vomiting and/or repeated diarrhea. Student must be free of symptoms for 24 hours without suppressing medications.
- Excessive symptoms of common cold (e.g., runny nose, nasal congestion, sore throat, headache, coughing, sneezing, fatigue, body aches, low-grade fever, loss of appetite, or earaches).
- Severe headache or pain (e.g., migraine, earache, stomach cramps), especially with fever.
- Pink eye or other infection; red eyes with discharge.
- Sore throat accompanied by fever, rash, or difficulty swallowing.
- Unexplained rash and/or skin infection (e.g., boils, ringworm, impetigo, warts, etc.).
- Head Lice: Student must be free of all live lice and nits (eggs) before being allowed to return to school. Students who contract head lice will be sent home from school, and the parents of other students in that grade level will be notified.
- Any symptoms of childhood diseases (e.g., scarlet fever, German measles, mumps, chicken pox, etc.).
- When symptoms that are not typical for your child are present, please keep your child home, err on the side of caution, and monitor your child's symptoms from home.

MEDICATION AND HEALTH FORMS

Please note that the school does not have a nurse on staff.

Required Health Forms

The school keeps on file vaccination and vaccine-exemption forms, permission-to-treat forms for over-the-counter and prescription medication, and a current sports physical for student athletes.

Medication at School

- Except for emergency medication a student is authorized to carry, such as an inhaler or epinephrine auto-injector, any medication a student brings to school is held and administered at the Front Office.
- Parents sign a permission-to-treat form. Front Office staff administer only medication — over-the-counter or prescription — that parents have authorized, and parents are contacted first if there is any doubt.
- Students who carry their own emergency medication must be trained in its use, and their prescription information must be on file with the Front Office.
- Allergy information is documented in student records and shared with teachers, who are trained to recognize and respond to severe allergic reactions and to use epinephrine auto-injectors.

BULLYING AND HARASSMENT

Holy Rosary Academy is committed to a culture of charity, civility, and respect for the human person; all forms of bullying and harassment are forbidden. Bullying is the intentional, repetitive hurting of one person or group by another, where the relationship involves an imbalance of power. It may cause physical or emotional harm. Any student who has experienced bullying or harassment, or who has witnessed another student being bullied or harassed, must report the acts to the Principal, a teacher, or another school employee.

Direct Bullying

- Holy Rosary Academy prohibits any verbal or physical conduct that substantially interferes with others' academic performance or creates an intimidating, hostile, or offensive educational environment.
- All members of our school community are expected to discourage, prevent, intervene, report, and otherwise appropriately address bullying, harassing, or violent behavior.
- Any bullying, harassing, or violent behavior is an immediate cause for intervention that could include immediate suspension or expulsion.
- Acts of aggression, such as pushing, punching, kicking, or throwing objects, as well as unwanted physical contact between students, will not be tolerated. Making fun of another student, writing demeaning notes, and encouraging a fight also constitute harassment and will not be tolerated.
- Bullying also includes a pattern of deliberate isolation or exclusion of another with the intent to be hurtful.

Cyberbullying

- Cyberbullying includes, but is not limited to, harassing, intimidating, threatening, or terrorizing another person by sending inappropriate texts, emails, or instant messages, or posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites.
- Cyberbullying by students of Holy Rosary is unacceptable. When done at school or using school devices, accounts, or the school's network, it constitutes grounds for disciplinary action by the school.

- Cyberbullying directed at members of the school community, or that substantially disrupts the school environment, may also be subject to disciplinary action even when it occurs off campus or on personal devices.
- Students and their families who believe that they have been victims of cyberbullying should not erase or ask that the offending material be deleted from a system or site. They should print a copy of the material and immediately report the incident to the Principal in writing.

HARASSMENT

Holy Rosary Academy is committed to maintaining an educational environment free from harassment, including sexual harassment, of any member of the school community, whether it occurs between students or between an adult and a student.

- Definitions.
 - Harassment is unwelcome conduct directed at a person because of a protected or personal characteristic — including sex, race, color, national or ethnic origin, or disability — that is severe, pervasive, or persistent enough to interfere with a student's education or participation in school life, or to create an intimidating, hostile, or offensive environment. Harassment may be verbal, written, physical, visual, or electronic.
 - Sexual harassment is a form of harassment. It is unwelcome conduct of a sexual nature.
 - Fuller definitions and policies are available on the school website.
- Reporting. Reports may be made to the Principal, a teacher, or another school employee. (see Resolving Concerns, p. 16) Conduct that may constitute abuse of a minor is not handled through the grievance procedure; it must be reported as described under Mandatory Reporting below.
- Investigation. Reports will be taken seriously, investigated promptly, and documented.
- No retaliation. Retaliation against anyone who, in good faith, reports harassment or participates in an investigation is prohibited and will itself be subject to disciplinary action.

MANDATORY REPORTING

- All Holy Rosary Academy personnel are legally mandated reporters of child abuse and neglect under Alaska law (AS 47.17).

- **What to Report:** Any suspected or disclosed abuse or neglect of a child or vulnerable adult, and any awareness of child sexual abuse material.
- **Where to Report:** Immediately and directly to the Alaska Office of Children's Services (OCS 1-800-478-4444). Suspected sexual abuse, and any situation involving imminent danger or criminal conduct, must also be reported to law enforcement (APD nonemergency 311).
- **Individual Responsibility:** This duty is strictly personal. Staff cannot delegate, delay, or satisfy this obligation by notifying a supervisor or colleague first.
- **Scope & Cooperation:** This obligation applies regardless of where the conduct occurred. HRA cannot promise confidentiality when a report is required and cooperates fully with civil investigations.

Note for Families: Families with concerns about a child's safety are always free to contact law enforcement or OCS directly.

LOCKER & DESK SEARCH POLICY

Unannounced checks of lockers and desks are periodically conducted by appropriate staff. A notice is posted in the building that reads: “Lockers may be searched or examined.” Lockers and desks remain the property of Holy Rosary Academy, and students should have no expectation of privacy in them. The school also reserves the right to search a student’s personal effects on campus — including backpacks and electronic devices in the school’s custody — upon reasonable suspicion of a violation of school rules or of law.

COMPUTER POLICY

Every student is issued a school email address. To sign in, students use the address first-name.lastname@hraak.com. Each student receives a temporary password from their home-room teacher and must change it upon first login.

Student accounts will be deactivated July 1st for students who have graduated or left Holy Rosary. They may be reactivated up to three years later.

Use of Technology

- Students may only use school computers under the direct supervision of a teacher.
- Students are not to tamper with settings on school computers.
- Students may not work on personal computing devices (any form of electronic computer) anywhere on campus unless it is under the direct supervision of a teacher and with the permission of the Principal.
- No student may use a personal computer in study hall.
- No attempt may be made to gain unauthorized access to any technology resources, including hacking into systems, accessing others’ accounts, or distributing malware.
- Students are not to post inappropriate materials on Google Classroom.

Acknowledgment and Agreement

Parent/Guardian Acknowledgment

I have read the Family Handbook and discussed its policies with my child. I consent to and will support all governing policies of Holy Rosary Academy, including all applicable policies in the Family Handbook as it may be amended from time to time by Holy Rosary Academy.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Catholic Church and its teachings and traditions or to the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of Holy Rosary Academy.

I understand that enrollment at Holy Rosary Academy is by mutual consent, and that either the school or I may end my child's enrollment at any time. I understand that this Handbook is a statement of school policy, not a contract; it does not contractually bind Holy Rosary Academy to me, my child, or any guardian, and is subject to change without notice by decision of Holy Rosary Academy's governing body. I understand that withdrawal or dismissal does not by itself release my family from tuition and fees owed under the enrollment agreement, and that any reduction or proration of that obligation is at the sole discretion of the school. I understand that admission to the school is a privilege, not a right, and that admission for one school year does not guarantee automatic admission for future school years or continued admission throughout the school year.

By signing below, I acknowledge that I have read, understood, and agree to abide by the policies contained in the Family Handbook. My signature also reflects my agreement that my child will be taught in accordance with the Statement of Faith (see Statement of Faith, p. 2) and that I acknowledge the school operates in accordance with those religious beliefs.

Signature of Parent/Guardian

Date

Student Pledge (Grades 3–12)

I will strive to uphold the Honor Code: Whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, I will think about these things. I have read the Family Handbook and discussed its policies with my parents and teacher(s). I agree to follow the policies of Holy Rosary Academy.

Signature of Student

Date