

St. Rose Catholic School

Great Teachers. Great Education



Preschool Parent/ Student Handbook 2025-2026

**523 North West Street
Lima, Ohio 45801
(419) 223-6361
Fax: (419) 222-2032**





August 1, 2025

Dear Parents and Students,

Welcome to St. Rose Catholic School. In choosing St. Rose you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Rose for the 2025-26 school year. Please read this document carefully and sign the attached agreement. In signing this agreement you are stating that you and your student intend to abide by the policies of St. Rose during the 2025-26 school year. Keep this handbook for the duration of the school year as a reference if questions arise.

The faculty and staff of St. Rose look forward to working with you to promote spiritual development and academic excellence in the context of the teachings of the Catholic Church.

***If we want to have a good society,
we must concentrate
on the Christian education of the young.
Saint John Bosco***

God Bless,

Mrs. Donna Judy
Principal

Mission Statement

The mission of St. Rose Catholic School is to build upon a strong Catholic Tradition to form Disciples of Christ while providing high-quality education.

TABLE OF CONTENTS

HISTORY	1	
MISSION STATEMENT	1	
SCHOOL BELIEF STATEMENTS	1	
PRESCHOOL PHILOSOPHY	2	
THE COVENANT-FAMILY/SCHOOL PARTNERSHIP POLICY	2	
SOCIAL MEDIA PARTNERSHIP	3	
NON-DISCRIMINATION POLICY	3	
STAFF	4	
STATEMENT ON HANDBOOK POLICIES	5	
ADMISSION AND TUITION POLICY	6-7	
CUT-OFF DATE	8	
SCHOLARSHIPS	8	
NONPAYMENT OF TUITION		9
EARLY WITHDRAWAL OR TRANSFER	9	
GENERAL INFORMATION	9	
TRANSPORTATION		10
MASS PARTICIPATION	10	
SCHOOL/HOME COMMUNICATION/INCLEMENT WEATHER		10-12
VISITORS/VOLUNTEERS	12	
UNAUTHORIZED EQUIPMENT/ITEMS	13	
BIRTHDAYS	13	
LIBRARY	14	
TELEPHONE USE		
CAFETERIA PROCEDURE	15	
STUDENT SERVICES		16
FIELD TRIPS		16
ATTENDANCE/ABSENCES	18-20	
HEALTH POLICY	20	
MEDICATION	20-22	
MANAGEMENT OF COMMUNICABLE DISEASE		22
MEDICAL EXAMINATION FORMS/IMMUNIZATION	24	
HANDWASHING PROCEDURE	25	
SAFETY DRILLS	25	
HEALTHCHEK SERVICES	26	
STUDENT EXPECTATION	27	
BEHAVIOR MANAGEMENT AND DISCIPLINE POLICY	28	
NAPTIME	29	
UNIFORM POLICY	29	
PRESCHOOL SCHEDULE	29-30	
VOLUNTEER INFORMATION	30-31	
PARENT ROSTER	31	
PARENT PARTICIPATION POLICY	31	
DISCLAIMER	32	
POLICY STATEMENT ON GENDER RELATED MATTERS-THE DIOCESE OF TOLEDO		33-37

INTRODUCTION

St. Rose Catholic School is a pre-Kindergarten through 8th grade elementary and middle school under the Toledo Diocese Catholic Schools Office.

The curriculum stresses spiritual and academic achievement within a Christian community. St. Rose religious education program follows grade level standards set by The Toledo Diocese and are in accordance with the Catechism of the Catholic Church. Our textbook series, *Christ our Life by Loyola Press*, is on the Conformity List from the United States Council of Catholic Bishops (USCCB).

The Diocesan curriculum guidelines, consistent with the State of Ohio guidelines, are followed for teaching all secular subject areas. The curriculum content is marked by current content and innovative approaches to teaching. St. Rose strives to offer a program that utilizes multiple sources of reading material and technology.

HISTORY

In 1865, St. Rose was the first Catholic School to open its doors in Lima, Ohio. St. Rose was originally run by the *Sisters of Charity*. Each generation of faculty and staff has continued to do God's work in forming disciples of Jesus Christ. At St. Rose we pride ourselves on teaching our students to know Jesus and live like him. Jesus is the ultimate teacher, providing for us an example of how to love and accept one another.

ST. ROSE CATHOLIC SCHOOL MISSION STATEMENT

The mission of St. Rose Catholic School is to build upon a strong Catholic Tradition to form Disciples of Christ while providing high-quality education.

SCHOOL BELIEF STATEMENTS

Spirituality-We believe through modeling and living the virtues, everyone will grow to be Disciples of Christ.

Service-We strive to answer God's call through our actions.

Academic-We empower all learners to reach their goals.

Family- We work together to create a welcoming, nurturing environment that supports the dignity of all people.

PRESCHOOL PHILOSOPHY

The focus of our preschool at St. Rose Catholic School is children's Faith Formation, teaching our students to know and love God. Our preschool is an important part of our school community where we provide a faith –based education to all students. Developmentally appropriate play activities address all areas of development-cognitive, linguistic, social, emotional, physical and creativity in our preschool.

THE COVENANT-FAMILY/SCHOOL PARTNERSHIP POLICY

The Catholic Church and St. Rose recognizes parents are the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it (cf. Vatican II: Education). Parents do not relinquish their right and duty to educate, but only delegate a part of their

responsibility to the school. When teacher-ministers and parents work together, their united efforts become very effective in educating the child. This partnership is vital for success.

The St. Rose Covenant is the specific commitment of teacher-ministers, the administration, parent/guardians and student(s) to support and uphold the Mission and School Beliefs.

As a parent/guardian in the St. Rose Community **I WILL**:

- *Respectfully* provide a quiet place in the home where my child can read, learn, and complete homework
- *Respectfully* communicate with my child's teacher when needed
- *Respectfully* notify the school in advance of absences, address changes, and accurate phone numbers or emails
- Ensure with *integrity* the completion of homework, including reviewing and signing the necessary documents
- Enforce with *integrity* reasonable bedtimes to ensure adequate sleep
- *Serve* my child and do everything in my power to ensure the academic success of my child
- *Serve* my child by attending parent-teacher conferences and other mandatory meetings
- *Serve* my child by modeling Christ-like behavior
- *Excel* by ensuring that my child is at school and ready to learn before 7:55 am each school day
- *Excel* by assisting my child in problem solving by allowing my child to contact teachers regarding homework
- *Excel* by actively participating in the school community

In the event that I/we do not uphold the above expectations the following will/could occur:

- A meeting will be scheduled with school administration, parents, and students (when necessary) to respectfully discuss the issue(s) and come to a common resolution. At this time there will be a review of the above family/school partnership. If an acceptable resolution is reached, the family and school will maintain partnership. In the event that an acceptable resolution can not be reached, the family or the school may determine to end the partnership. (There will **NOT** be any impromptu meetings.)
- If there is a second occurrence, the same as above will occur. At this time the Senior Director of Education from the Diocese of Toledo will be invited to participate in the meeting in person or virtually. If an acceptable resolution is reached, the family and school will continue their partnership. If an acceptable resolution is not reached, family, school or Diocese may determine to end the partnership.
- If there is a third occurrence, the partnership will be terminated. This demonstrates that all parties believe the student will be better served at another education institution.

Proverbs 22:6 “Train up a child in the way he should go: and when he is old, he will not depart from it.”

Social Media Partnership

Engagement in online blogs such as, but not limited to, Facebook, Instagram, Snapchat, may result in separation from the school if the content of the student/family blog includes defamatory comments regarding the school, faculty, other students, other parents, or the parish.

No parent should open an online account, such as Facebook, under the name of the school or a particular grade or organization. The only official online account is the one created and maintained by the school. Anyone who chooses to create such an account may be subject to separation from the school.

NON-DISCRIMINATION POLICY

In accordance with Christian principles, St. Rose Catholic School recruits and admits students of any gender, race, color, or ethnic origin to all the rights, privileges, program and activities. In addition, the school will not discriminate on the basis of gender, race, color, or ethnic origin in administration or its educational policies, scholarships, loans, athletics, fee waivers, and extra-curricular activities. In addition, the school is not intended to be an alternative to court administrative agency ordered, or public school district initiated desegregation. St. Rose Catholic School will not discriminate on the basis of gender, race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

STATEMENT ON HANDBOOK POLICIES

Our school accepts, approves, and adopts the local school policies established in this year's edition of the diocesan Principal's Handbook, except as specifically modified or extended in the School Handbook, based on our local needs and circumstances. In most cases the principal is the final authority on decisions.

3

ADMINISTRATION AND STAFF

Fr. David Ross, Parochial Administrator

Mrs. Donna Judy, Principal

Mrs. Mary Paton, Administrative Assistant

Grade/Position

Preschool 3 year old

Preschool 3 year old

Preschool 4 year old

Staff

Mrs. Jayme Knotts

Mrs. Laurie Judy

Mrs. Kelli McPheron

Preschool 4 year old	Mrs. Danielle Mikesell
Preschool Preschool Admin Asst	Mrs. Stephanie Riepenhoff
Kindergarten	Mr. Joel Goliver
1st	Ms. Sarah Shea
2nd	Mrs. Shelby Ruth
3rd	Mrs. Mychaela Lake
4th	Ms. Laura Fox
5th	Miss Grace Wagar
7th/Social Studies/Writing	Ms. Nicole Haney
6th/Jr. High Mathematics	Mr. Eric Temple
8th/Reading/Science/Health	Mrs. Val Keller
Religion (grades K, 2, 5, 6-8)	Mrs. Erin Falke
Art	Mrs. Jacquelyn Logan
Phys. Ed./Music/Computer	Miss Lauren Averagesch
Librarian	Mrs. Lisa Davisson
Tutor	Mrs. Kathy Moore
School Guidance Counselor	Mrs. Dawn Ledyard
Dean of Students	Mrs. Stacey Johnson
School Nurse	Mrs. Jamie Sherrick
Band (LCC)	Mr. Austin Friess& Mr.Jonathan Wey
Cafeteria Manager	Mrs. Jeannie Riepenhoff
Cafeteria Cook	Mrs. Shelly Harpest
Custodian	Mr. Tim Miller
Athletic Director	
PUBLIC SCHOOL PERSONNEL:	
Speech	
Title	Ms. Stephanie Ruvoldt
Intervention Specialist	Mrs. Chris Bryan
School Psychologist	Ms. Kyra Cobb

ADMISSION AND TUITION POLICY

In order for the school to operate effectively and maintain high standards, we ask the financial assistance of the parents through tuition in addition to parish subsidy.

Enrollment Priorities

1. Currently enrolled at St. Rose Catholic School and Preschool children.
2. Siblings of currently enrolled St. Rose Catholic School and Preschool children whose families are parishioners at St. Rose parish.
3. Siblings of currently enrolled St. Rose Catholic School and Preschool children whose families are not parishioners at St. Rose parish.

4. Children from St. Rose parish families who will be enrolling for the first time in St. Rose Catholic School, whose order will be determined by the following criteria:

- a) Registration materials received by the St. Rose Catholic School Office by the published deadline.
- b) Active parishioner's date of registration in the parish and children who are currently enrolled in our Parish Religion Program.

5. Children from families who are parishioners at another Catholic Parish which does not have a school with the agreement of their pastor to pay the parish subsidy.

6. Non parishioners, based on the following:

The student participates in all classes including religion

The parents pay the tuition rate as stated in the tuition agreement

There is room in the classroom or needed academic program

The transfer to St. Rose Catholic School is not being made because of a previous record of disciplinary problems.

After the initial registration period, all registrations may be accepted on a first come - first served basis.

NON-CATHOLIC FAMILIES CHOOSING ST. ROSE AS A PRIVATE SCHOOL

St. Rose Catholic School is a Roman Catholic School. We are happy to share our religious values with all interested families. Students of other faiths will attend all scheduled religion programs and classes. Presence at religious services is mandatory. Students of other faiths are required to participate in and complete daily class assignments in religion. The school makes no attempt to dissuade a student from his or her belief. The character of St. Rose Catholic School, however, is one of the Roman Catholic educational institutions and no alteration in our school program will be made to exempt a student from participation.

Need based financial aid and parish assistance will be deducted from tuition as circumstances warrant. Tuition Assistant Applications are available in March for the next school year.

5

TUITION

Need based financial aid and parish assistance will be deducted from tuition as circumstances warrant. Tuition Assistant Applications are available in March for the next school year. The generosity of the parishioners of St. Rose Parish keeps tuition rates affordable. In return, all parents are expected to work AT LEAST a 2 hour shift during our parish festival and participate in ALL FUNDRAISERS. In addition, parents receiving tuition assistance are asked to contribute five (5) service hours for each \$100 of assistance granted in addition to the twenty hours expected of all families. (Driving and chaperoning for field trips, gardening, extra festival shifts, coaching, fundraising chairperson, etc.)

TUITION FOR 2025-2026 SCHOOL YEAR

	COST PER YEAR	COST PER WEEK
Per Child		
Full-time (7:55-3:00)	\$3900.00	\$100.00

FEES

Registration	\$25 per student
Instructional Fee	\$175
Technology Fee	\$150

The education school fee covers the cost of student record forms, workbooks, art paper and supplies, and consumable Religion books.

Before a student is officially accepted into St. Rose Catholic School the following documents must be received by our School Office:

- Official transcript of grades and standardized testing from the previous school
- Psychological testing/counseling records
- Completed and signed medical records including immunizations, vision and hearing tests
- Individualized Educational Plans
- Baptismal Certificate
- Birth Certificate
- Court-ordered custody statement (if applicable)
- Verification of active parish affiliation/stewardship.

Age Requirements:

- Incoming students must be 3 years old before August 1st and toilet trained in order to enter the three year old Preschool program. Depending on space, those turning 3 after August 1 may be enrolled.
- Incoming students must be 4 years old before August 1st in order to enter the four year old Preschool program.
- Students entering kindergarten must be 5 years of age before August 1. This means that the student will be 5 on or before July 31.
- Incoming students must be 6 years old by August 1st in order to enter the first grade.

6

CUT OFF DATE

The cut off birthdate for Preschool/Kindergarten acceptance is **July 31**.

SCHOLARSHIPS

PARISH FINANCIAL AID

At registration families may apply for financial aid through St. Rose Parish. While there are limited funds, St. Rose tries to assist parents who request assistance. This assistance is based on availability of funds and family income.

The generosity of the parishioners of St. Rose Parish keeps tuition rates affordable. In return, all parents are expected to work AT LEAST a 2 hour shift during our parish festival and participate in ALL FUNDRAISERS. In addition, parents receiving tuition assistance are asked to contribute five (5) service hours for each \$100 of assistance granted in addition to the twenty hours expected of all families. (Driving and chaperoning for field trips, gardening, extra festival shifts, coaching, fundraising chairperson, etc.)

EARLY CHILDHOOD EDUCATION GRANT

St. Rose participates in the Ohio Department of Education (ODE) Early Childhood Education Grant (ECE). This grant is for families of three and four year olds who turn four by August 1 and meet income guidelines as set by ODE and child eligibility as set by ECE. All families who want to apply must do so through the Department of Job and Family Services. Detailed information on this grant can be found at: <http://education.ohio.gov/Topics/Early-Learning/Early-Childhood-Education-Grant/Early-Childhood-Education-Grants-for-Families>.

TUITION PAYMENT PLAN

1) All families that require a payment plan for the year will be required to sign up with FACTS management or St. Rose business office and must make regular monthly payments. In addition, any family that is in arrears will be required to sign up for FACTS to bring their account up to date.

2) Tuition paid in full. A 5% discount is offered if tuition is paid in full by June 30.

3) Tuition Paid in full.

In extreme hardship cases, a confidential meeting with our finance manager may be requested.

No child will be deprived of a Catholic Education at St. Rose Catholic School if serious financial or a personal situation exists. However, it is the family's responsibility to make these exceptional circumstances known, in writing (form is in the Principal's office), to the Pastor and/or Principal as soon as possible.

7

NON-PAYMENT OF TUITION POLICY

St. Rose Catholic School reserves the right to withhold grade cards and/or records for any unpaid tuition, fees, and/or fines. It is preferred that tuition be paid in full for the entire school year, however, if this is not possible, is expected that all preschool families will make, at a minimum, weekly tuition payments. Any family who has not paid their tuition for 2 weeks, and not discussed it with the school office, will be asked not to bring their student until their account is up-to-date.

EARLY WITHDRAWAL/TRANSFERS

In the event that a parent would find it necessary for early withdrawal of their student, prepaid tuition would be prorated and refunded according to the amount of time enrolled at St. Rose Catholic School. All records will be forwarded to the new school as soon as the parent/guardian signs the release of records form and any unpaid balance of the tuition/fees, cafeteria charges and book fees have been paid.

GENERAL INFORMATION DAILY SCHEDULE

Preschool full time **7:55 AM-3:00 PM**
(verified with Time and Temperature)
Wednesday 7:55-2:00 PM

ARRIVAL AND DISMISSAL TIME

Supervisors are available at **7:40 AM. It is mandatory** that parents with students in one of the preschool classes park between the church and the school then walk their child to the door near the 1st grade room where preschool teachers will meet you. This is extremely important for the safety of the children. Please do not park in the alley way or in the front of school to drop off or pick up students.

Any student arriving after the 7:55 AM bell rings will be considered late. The school doors will be locked promptly at 7:55, if you are arriving after that time please use the N. West Street entrance. Morning announcements and prayer will begin at 7:55.

School dismisses at 3:00 PM/2:00 PM (Wednesdays). **All students are to leave the premises immediately unless detained by the teachers.** If a child needs to be dropped off prior to 7:30 AM or stay after 3:10 PM, contact the school office at (419) 223-6361 and leave a message for Mrs. Logan.

In order to maintain consistency and minimize disruptions in the classroom for all students, all preschool students must arrive at school prior to 8:30 a.m., unless there is a doctor's note for an appointment that morning. Please inform classroom teachers when this will occur.

All preschool students must be checked digitally by the parent each day using the iPad located at the drop off door.

8

TRANSPORTATION

CAR TRANSPORTATION: Parents are asked to park between the church and the school then walk their child to the door near the 1st grade room where preschool teachers will meet you. This is extremely important for the safety of the children. Please do not park in the alley way or in the front of school to drop off or pick up students.

BUS TRANSPORTATION: Preschool students that have an older sibling riding a school bus may be given permission to ride the bus. Each case is handled individually, and the final decision rests with the bus garage of the public school system the student resides in.

MASS PARTICIPATION

All students will actively participate in the liturgy. Preschool students will attend mass regularly, on Holy Days of Obligation and other days considered special days. Parents are encouraged to attend school liturgies.

Wednesday: 6-8 (8:15) Friday: K-5 (8:15)
All school mass every First Friday, Preschool-8 (8:15)

SCHOOL/HOME COMMUNICATION

School-home communication is vital. E-mail provides a means of communication between parents and teacher-ministers. However, teacher-ministers are not permitted to access email during their teaching time, so immediate response is impossible. Teacher-ministers will respond within twenty-four hours.

Parents must be respectful and considerate in their language and tone in any correspondence to the faculty and staff. Parents should also be prudent in the number and timing of their e-mails to the teacher-ministers. Communication also involves Christian charity. All conferences need to include this element if they are to reach a solution or worthwhile conclusion. It may be desirable to have the child present at any conference, especially when the matter involves the child.

St. Rose Catholic School is a community composed of people and from time to time problems, concerns, and conflicts arise in our dealings with one another. In order to promote open communication, the following procedures will be followed:

- First: If a parent has a concern or question about something involving a teacher-minister and their child, contact the teacher-minister.
 - Second: If the initial conference didn't seem to resolve the concern or question, contact the principal-minister.
 - Third: If the matter is still unresolved, then one can request a conference with the teacher-minister and the principal-minister.
 - Fourth: If a parent believes the matter is still not resolved after taking all of these steps, contact the pastor.
- Spontaneous visits or meetings with the teacher-ministers are not permitted.

9

Conferences

Parent/Teacher Conferences are formally scheduled each year. These are scheduled in the fall and the spring for parents, it is mandatory for preschool parents to attend conferences both times. Parents may also request conferences at other times by contacting the teacher-ministers by written note or email. In general, we welcome students to attend conferences when their academic or personal development is being discussed. Parents may not appear at school for a conference without a previously scheduled appointment.

Emergency Notification System-REMIND APP

If you would like to receive a text or email notification of school delays or cancellations please subscribe to the Remind App.

1. If you have a smartphone: On your iPhone or Android phone, open your web browser and go to the following link: <https://www.remind.com/join/fgdb47>. Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.
2. If you don't have a smartphone: Text the message @fgdb47 to the number 81010. If you're having trouble with 81010, try texting @fgdb47 to (763) 225-1268.

Don't have a mobile phone? Go to rmd.at/fgdb47 on a desktop computer to sign up for email notifications.

If you encounter any problems, please contact the school office.

Bus riders will receive the school policy pertaining to the school district in which they reside. If the bus is delayed due to weather and St. Rose School is on time, the bus rider(s) will NOT be considered tardy.

Bad weather may also force us to close school early. These emergency dismissals will be announced on the radio. Be sure your children know what to do and where they are expected to go should an early dismissal be necessary.

Inclement Weather

On foggy mornings or bad weather days, the decision to delay or cancel will be made among the four Catholic principals and will be based on what is best for our students according to the weather. Please listen to the following stations for announcements concerning school delays or closings. These delays or cancellations will be listed as Lima Catholic Schools.

WLIO TV-35 WIMA 1150 AM WMLX 103.3 FM

WWW.hometownstations.com

10

Emergency Procedures/Situations

During the school year there may be a situation that calls for special preparedness on the parts of families and students. These may include fire drills, tornado drills, early dismissals due to weather conditions or mechanical failures, and delays or no school situations due to weather. Be certain your child knows what to do in the event of an emergency early dismissal. In the event of an emergency that threatens the well-being of our students (tornado, fire, etc.) they will be evacuated to a safe location which may be off campus, if leaving the school building is a necessity.

The administration will communicate necessary updates and information through our alert systems. Parents are strongly encouraged to listen to the radio if a disaster would hit our school, and should refrain from driving onto the campus and creating gridlock for emergency vehicles and staff.

Cardinal Review

The Cardinal Review, a weekly newsletter, is sent to each family either in a large manilla envelope or electronically. Anyone not receiving the Cardinal Review via email who wants to should contact the school office and provide an email address. The Cardinal Review may also be found on our school website. Families who do not have email may request a printed copy to be sent home with their child. Please become accustomed to reading it weekly. Upcoming school events and information will be listed in the Cardinal Review.

Website/Facebook

The St. Rose Catholic School web site may be found at: www.srslima.org. This site includes a school calendar with information on programs, testing dates and no school day. The handbook, lunch calendar and other vital information is on this website. You can also find our school on facebook, updates and school information will be posted there as well.

VISITORS/VOLUNTEERS

All visitors and volunteers to the school, including parents, are to enter through the front door on N. West St. and report to the office first to receive a VISITOR BADGE. Notices are posted as reminders. This helps faculty and staff members to easily identify unauthorized individuals. No one is permitted to walk the halls or go directly to classrooms without permission of the principal. Visitors and Volunteers working in the school will be required to follow the face-covering policy in accordance with the staff policy.

Visitors and volunteers are not permitted to take pictures of students or the school while on the premises and then post them to private online accounts. Visitors and volunteers may only take pictures of their own students. Not all families give permission for their students' pictures to be posted online, doing so to a private account is a violation and against the law. St. Rose maintains written permission from families who allow pictures and are the only ones with authority to do so.

11

UNAUTHORIZED EQUIPMENT/ITEMS

For a variety of reasons, including safety and good order, the following items are not permitted at school: 1) toys, 2) hand held devices, iPods, iPads, DS, etc. 3) Frisbees, 4) hardballs, tennis balls, baseballs, etc., 5) skateboards, 6) weapons and/or the look alike, 7) anything the teacher/principal deems inappropriate. Anyone bringing these items to school will forfeit them to a teacher or the principal.

****Any items you do not want lost, broken or stolen, please keep at home.**

BIRTHDAY CELEBRATIONS/PARTY

Birthday treats- sending in birthday treats to school is a time-honored tradition. If you are sending in treats please send them in the morning with your student. The preference is mini cupcakes/cookies or prepackaged for our preschoolers. We have found that when regular sizes are brought in much of it goes to waste as students are unable to eat the large amount. We are unable to do parties in the classroom for students with additional food and drinks.

School parties- there are special occasions throughout the year when there will be a classroom party. There will be sign up sheets from the classroom teachers that parents will be asked if they could attend.

Invitations may be handed out at school **ONLY** in the event that **all** students in the class are invited. Invitations may not be handed out in class or in the drop off/pick up line if all are not invited. Birthday treats may be brought to the *class* for Prek-2 only. Students in grades 3-8 may bring something to share with the **entire** class during lunch if they wish. Please do not send in treats that need to be refrigerated, frozen or need forks/spoons to eat. At this time, only pre-packaged items can be brought into school for birthday treats. No delivery of balloons or flowers are permitted at this time.

Students celebrating their birthday or half birthday (for summer birthdays) may be out of uniform. All dress down day rules apply.

LOCKERS/COAT HOOKS

Each student is assigned a space in which to store their backpack and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to this area only at specified times. The school reserves the right to search lockers/cubbies at any time without probable or reasonable cause.

LIBRARY/CLASSROOM BOOKS/CHROMEBOOKS

MISCELLANEOUS FINES: Book damages - fines will be charged according to the extent of damage. Minor damage will be prorated if the item can still be used. No fine will exceed the cost of the book. Examples of damage are: writing or coloring in/on the book, torn pages/covers, loose pages, extremely soiled cover/pages, etc. Items that cannot be used or are lost will be charged the full replacement cost.

12

MISSION TUESDAY

St. Rose Catholic School will schedule Mission Tuesday's as they fit in the school calendar. When one is scheduled on the calendar students wishing to donate will be permitted to purchase a jeans day on the **Second Tuesday** of each month for \$1. Donations are made to the Holy Childhood Association, local entities, school families, etc. You can find this information on the school website calendar: www.srslima.org.

LANDLINE TELEPHONE USE

Students are permitted to use the telephone only for **extremely urgent** matters. If the parent/guardian needs to be contacted during the school day, school staff will call using the office phone. If parents need to contact the teacher during the day they may call the school office to leave a message. (419) 223-6361

CAFETERIA

St. Rose will be offering breakfast to all students. **Preschool students will be given breakfast in the classroom after arrival.** Breakfast cost is \$2.00 full price, .30 reduced or free for those who qualify.

St. Rose offers a hot lunch program. Students have the option of bringing a sack lunch and then buying milk. Students are not permitted to bring glass bottles, soft drinks

or excessive candy in their lunch. **Parents, in fairness to all other students, please do not bring in fast food (McDonalds, Burger King, Taco Bell, etc.)** Bringing in fast food undermines a healthy approach to eating and can cause problems with other students.

Parents should refrain from bringing forgotten lunches to school. This creates a disruption to the learning process as class time is lost when a student is called out of class. Any student forgetting a sack lunch, will be provided a lunch. **This must be paid back the following day.**

- The menu is sent home at the beginning of each year and is available on line. Menu is subject to change.
- Students may pay cash daily (\$3.30) or \$16.50 for five days. Reduced lunch is .40 daily. Milk costs 60¢ daily.
- Breakfast is \$2.00; reduced cost is .30
- Applications are available for free and reduced lunches, **all parents are asked to complete the paperwork. Funding for the school in other areas is affected by the completion of this application by parents.**

Students who lose or forget their lunch money may charge their lunch up to five times. After five days of non-payment, students will be given a cold snack/lunch (whatever is available).

* Only full lunches may be purchased.

* Extra items are available to students who have purchased a hot lunch. The cost of extras is .75 for the main entree and .25 - .50 for fruit or vegetable dishes.

* Extra items may not be charged.

13

For students who are allergic to milk, juice is available. The student must have a signed note from the doctor on file. Students may **not** leave school premises during the lunch period unless a **written request** from the parent is received.

SNACKS

Snacks: Parents are required to provide their students with healthy pre-packaged snacks. A 1-month supply of snacks will be kept in the classroom. A snack will be provided to students if they do not have a snack.

Parents will be provided information on nutritious snacks and meal choices. If a child does not have a snack or lunch, one will be provided for them.

STUDENT SERVICES

HEALTH: Under the direction of a school nurse, routine checks for vision and hearing defects are made periodically. The school maintains a complete health record file.

Scoliosis screening is done in grades 5 - 8.

PRESCHOOL ITINERANT TEACHERS: If it is determined that a preschool student is in need of specialized services, the district the student lives in will be contacted for an evaluation. A school psychologist, intervention specialist and/or speech therapist will evaluate the preschool student to determine their eligibility.

GUIDANCE COUNSELOR: A licensed guidance counselor is on staff full-time. Weekly guidance lessons will be based on social emotional learning. Individual and group sessions are available to students.

FIELD TRIPS

St. Rose will only schedule a field trip if the safety of staff and students can be maintained during the field trip. When we have field trips the following guidelines will apply.

The school sponsors field trips throughout the school year. All students must have written permission in order to attend these school-sponsored field trips. Parents receive advance notification of the event, and sign a permission slip provided by the teacher or the school. **PERMISSION OVER THE PHONE IS NOT ACCEPTED.** Faxed signatures are now approved as written permission. Students not attending the trip will remain at school with school assignments.

Ohio law requires that children ages four through seven who are less than 4'9" tall must ride in a federally approved booster seat. If your student requires a booster seat, this must be supplied by the parent/guardian on the day of the field trip.

Students who show continuous disregard for school rules will lose the privilege of going on field trips.

It is important for parents driving to take students directly to and from the activity. Side trips (stopping for food, gas, pop, etc.) are not authorized by permission slip and should be avoided. Parents driving on field trips must have a copy of their license,

14

insurance affidavit, Diocesan Expectation Sheet and proof of insurance on file in the school office. In addition, parents must complete the required diocesan VIRTUS online course. Parents driving their own students are held to the above underlined standards. **Additionally, parents driving are expected to help chaperone as this allows us to safely have field trips.** Parents chaperoning the field trip, please understand that no pictures of the field trip that include students other than your own are permitted to be posted on private social media sites. St. Rose maintains a list of students who are permitted to be in pictures. For the safety and wishes of all parents please refrain from doing this.

Cancellation of field trips will be made by the principal the day of the field trip.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not have the same number of field trips.

6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on a field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A blanket permission slip is signed by the parent at the beginning of each school year. It is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Parents will be informed before a field trip; stating the day, time and important information relating to the field trip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form provided.
10. A telephone call will not be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. All monies collected for the field trips are **non-refundable**.
13. Cell phones are not permitted on field trips unless otherwise directed by the teacher and/or administrator.

15

14. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.
15. All chaperones must be 25 years of age or older.

ATTENDANCE POLICY

The faculty, staff and administration of St. Rose is committed to providing a high quality education to its students. To achieve this goal students must consistently attend school. Attendance is an important part of the learning experience. Attendance and punctuality permit the child to benefit from the instructional program and to develop important habits of self-discipline and responsibility. St. Rose will work cooperatively with parents/guardians to promote excellent student attendance. School policy is based on Ohio law (<https://education.ohio.gov/Topics/Student-Supports/Attendance-Support/Ohio-Attendance-Laws-FAQs>), clear and enforceable guidelines, and positive motivation for good attendance.

The Ohio Missing Child Act was put in place in order to have a process in which missing children can be identified and located quickly. In order for this to be accomplished, there are procedures that law enforcement officials, school boards, and school administrations must have in place. In summary, The Ohio Missing Child Act reads: When the school receives **no advance notice of a child's absence**, a designated school employee will notify the student's parents, custodial parent, guardian or other person responsible for the

child of that pupil's absence from school. A reasonable effort will be made to notify parents by telephone, at home or at work. If telephone contact cannot be made, we have an obligation to contact local police. (Section 3313-205, Ohio Revised Code). When parents cannot be contacted the absence will be marked as unexcused.

ABSENCES

Please phone the school office before 7:55 AM each day your child is absent. Otherwise, the school will attempt to contact the home of the student by phone. **An explanation of each past absence shall be made in writing** by the parent or guardian to the school on the day the student returns to school following an absence. This excuse should give the reason for the absence, be dated and signed by the parent or guardian. Absences of 3 or more days will require a doctor's release.

Arrival Time:

Students may not arrive on the school campus before 7:40 a.m. Students may not leave the campus at any time during school hours unless proper written documentation is on file in the school office.

Dismissal:

Dismissal is at 3:00 p.m (2:00 p.m. on Wednesdays). Students will leave by bus, walking or car unless there is an after-school meeting or detention. When unsupervised

16

students remain on the school campus after 3:10 p.m. (2:10 p.m. on Wednesdays) they must report to the School Office. Staff will attempt to contact the parents and the student will be sent to our school Extended Day Program (see Extended Day Program section elsewhere in this Handbook) where parents will be charged any applicable fees. If a parent/guardian needs to change their child's means of transportation home it should be communicated to the school office no later than 2:30 (1:30 p.m. on Wednesdays).

Excused Absence from School

The school follows the Ohio Revised Code, Section 3321.04 for mandatory student attendance. Rule 3301-51-13 of the Administration Code recognizes the following conditions as excused absences. Students who fail to follow this code may be reported as truant and their parents may be referred to the legal system for appropriate legal action.

An explanation of each past absence shall be made in writing by the parent or guardian to the school on the day the student returns to school following an absence. This excuse should give the reason for the absence, be dated and signed by the parent or guardian.

Excused Absences Include:

Personal illness and/or medical appointments

Parents are required to keep children home if they have any of the following symptoms: a temperature of 100.0°F or higher, symptoms that could indicate contagious illness, an unexplained rash, episodes of vomiting or diarrhea in the last 24 hours, loss of taste or smell. Children must be fever-free without the use of fever reducers for 24 hours before returning to school.

Family illness

Quarantine in the family
Death of a relative
Observance of religious holidays
Emergencies as allowed by the school (calamity days, incidents which preclude use of the building, etc.)

Form (main office). Make-up work will be provided upon return. School year vacation days are considered as unexcused after the fifth vacation day when school is in session, unless excused by the principal or designee prior to the vacation days.

Unexcused Absences include oversleeping, weather, shopping trips, hunting and fishing, vacations, tardiness.

When a phone call is not received by the parent for an absence, the absence will be marked as unexcused.

Medical Appointments

Students who have a scheduled medical appointment during the school day should bring a note signed by parent/guardian no later than the morning of the appointment. Notes should be turned in to the office. Please do not send a message to the classroom

17

teacher. They are not permitted to check their messages during instructional time.

SPECIAL DISMISSAL OR ABSENCE

In the event that a student needs to be absent from school or must leave before the end of the day, the student presents a note signed by the parents stating the reason for the special absence or early dismissal. If a student is leaving the school early, **parents must come to the office to retrieve your student.** The student will then be called out of class.

HEALTH POLICY

The St. Rose clinic has been established for the purpose of teaching good preventive health habits and to administer first aid when your child is injured or becomes ill at school. The school nurse or nurse's aide is available five days a week from 8:00 am to 3:00 pm for consultation, evaluation screening, referrals and follow-up. The school clinic will assist with any health problems your child might have, as good health is a prerequisite to good scholastic achievement. Vision, hearing and scoliosis screenings are performed periodically. Parents are contacted when necessary.

In case of a serious accident or illness, first aid is given and parents are notified. If the school is unable to reach parents, instructions on the emergency form are followed. Minor injuries receive First Aid, and the student is returned to class. For minor illness the child may be permitted to rest in the nurse's room for a short period (twenty to thirty minutes), then he/she must either return to class or be sent home if there is no improvement. Parents are asked to please keep children at home if they are ill. In case of head lice the student will be sent home until the head is clean of lice and reduction of nits.

Medication

Ideally, all medication should be given at home. It is recognized that some children may need medication so they may attend school. Any student who is required to take prescribed or over-the-counter medication during regular school hours must have the required forms completed and on file in the school office. A copy of these forms are available at the Parent Meeting and may also be obtained in the school office or off the website. The school professional will refuse to administer medication when the

procedures described above have not been followed. This policy includes the use of non-aspirin (Tylenol). A student **MUST** have written order and consent. Cough drops sent to school **with a note** will be dispensed by the school nurse or other authorized

school personnel. The administration of any drug (prescribed or over-the-counter) without the order of the physician and permission of the parent or guardian could be interpreted as practicing medicine and is, therefore, prohibited by law.

Administration of Prescription and Non-Prescription Drugs

When it is necessary that the prescribed medication be given by school personnel, the following guidelines are to be followed:

1. Students are not allowed to keep prescribed or over-the-counter (OTC) medication (including cough drops and aspirin) in the classroom or to carry medication on their person. This includes transporting to and from school.
2. When prescription medications are to be given, a written request must be obtained from the physician and the parent/guardian before medication may be administered by trained school personnel. Any over-the-counter medications must have a St. Rose OTC administration form completed by the parent/guardian and returned to school to be placed in the student's health folder.
3. Medication containers must have an affixed label including the student's name, name of medication, dosage, route of administration and time of administration.
4. New request forms for both prescription and over-the-counter medications must be filled out and submitted each school year and as necessary for changes in medication orders.
5. The medication and signed permission forms may be emailed to the School Clinic or submitted directly to the school office.
6. Parents and/or Guardians are solely responsible for ensuring the accuracy of dosages or directions given to the trained school personnel regarding the administration of medications including prescription and OTC medications. In no event shall St. Rose or its employees be liable for any injury or adverse side-effect resulting from the administration of prescription and OTC medications to a student.

18

All medication will be kept locked in the school clinic. Only the school nurse, school secretary, principal-minister, or other trained school staff (with parent permission) may administer medication.

St. Rose will abide by the following rule:

Rule 3301-37-07 | Policies and procedures.

(d) Prior to administering a prescription or nonprescription medication, food supplement, or medical food, the program shall ensure that:

(i) The written instructions of a licensed physician or licensed dentist as appropriate are on file.

(ii) Each time medication, medical food, or a food supplement is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year.

(iii) Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.713 of the Revised Code.

(iv) Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children. Emergency medication may be kept in an unlocked storage place as long as it is out of reach of children.

(v) Parent permission is needed for the application of topical products and lotions and is to be applied according to the manufacturers instructions.

19

MANAGEMENT OF COMMUNICABLE DISEASE

St. Rose follows Chapter 3301-37-11 of the Administrative Code-Preschool Program Rules. This rule can be found at: https://codes.ohio.gov/assets/laws/administrative-code/authenticated/3301/0/37/3301-37-11_20210701.pdf

A copy of rule 11 can be found at the end of the preschool student handbook.

Management of Communicable Diseases

Colds, watering eyes, runny nose, cough, sore throat, headaches, vomiting, diarrhea, swollen glands, suspicious rashes and temperatures above 100 degrees may be symptoms of an initial stage of a contagious disease. Anyone suspected of a contagious disease will be excluded immediately. In order to minimize transmission of Communicable Diseases, please keep your child/children home and notify the office immediately if your child/children has any one of the following: Chicken Pox, COVID-19, Croup, Diarrheal Disease, Fifth Disease, Flu, Hand Foot and Mouth Disease, Hep A, Herpes Simplex Virus, Impetigo, Lice, Measles, Meningitis, Mumps, RSV, Scarlet Fever/Strep Throat, or Whooping Cough.

Fever Policy - If a child has a fever of 100 or above, the student may not attend school and cannot return to school until the child is fever free for 24 hours.

Strep Throat Policy - A child may not return to school following a positive strep throat culture until they have completed a full 48 hours of medication and have been fever free for 24 hours.

COVID-19 Policy - If your child has symptoms of COVID-19 or tested positive for COVID-19, they should follow isolation guidance recommended by the CDC and Ohio Department of Health. If your child was exposed to someone who has COVID-19, they should follow quarantine guidance recommended by the CDC and Ohio Department of Health. Anyone may choose to wear a mask, including a child with a disability or who is at risk for getting very sick with COVID-19.

Conjunctivitis Policy - A child must leave school and be seen by a doctor if they have a suspected case of conjunctivitis (pink-eye). A child may not return to school until they have had a complete 24 hours of treatment and there is no discharge coming from the eyes

AIDS Policy and Guidelines - Based on current evidence, casual person-to-person contact, as would occur among school children and staff, poses no risk of the transmission of AIDS or AIDS-related disorders. Each incident will be handled on an individual and confidential basis.

Students or employees who are diagnosed as having AIDS or AIDS-related disorders are entitled to an evaluation of their medical condition by no less than a pastor, principal-minister, parent/guardian and physician.

In considering either admission or retention of a student or employee the school will follow the "Ohio Department of Health Guidelines for School Admission."

Decisions shall take into account Christian concern and individual privacy and should be made in the best interest of the student/employee, school and community. (1988)

20

Seizure Management Policy

Every child with a seizure disorder will have a seizure management plan or action plan. This plan may outline how to manage the care of a child with a seizure disorder by offering instructions on care during a seizure event, including safety, supervision, and medication administration instructions.

Pregnancy Policy

In a Catholic School it should be made clear that the act involving procreation is the exclusive right of those within the state of matrimony. We do not recommend the expulsion of a girl on the grounds of pregnancy. At this time it is felt that she needs Christian acceptance and counsel.

Diabetes Policy

Every child with diabetes will have a Medical Management Plan or action plan that is developed with the child's doctor, family and school to ensure the safety of the child while at school.

Medical Treatment

At the start of each school year, parents/guardians are required to complete the Emergency Medical Authorization Form. Since this form will accompany your student on field trips and will be used in the event that the parents/guardians cannot be reached during an emergency, it is important to send updates to the school office. Please indicate the physician and hospital of your choice. A parent's/guardian's signature granting permission for emergency treatment is required. Parents/guardians may also waive permission. Students will not be allowed to go on field trips without authorization. This form is required by state law.

Injury/Incident

Accidents are reported to the School Office. Written notification will be provided to parents the day of an injury/incident. A log of incident reports will be maintained at the school. Parents are informed of all injuries which may require medical attention beyond basic first aid. In the event of a serious accident, if parents or alternate persons cannot be reached, a school official will call 911. Students will be transported to the hospital designated on the Emergency Medical Authorization form. In the event of a life-threatening injury, by law, the child must be transported to the nearest hospital until the condition is stabilized. Then, if the parent has requested a different hospital (on the Emergency Medical Authorization Form), or, in the judgment of the emergency room physician, the child's condition requires services best provided in another hospital, a transfer will be made. Reasonable attempts to contact the child's parents will be made throughout the entire process.

Many cities and emergency transport companies charge a fee for the use of their services. Parents may be billed for those services if it becomes necessary for your child

to be transported to a hospital. The school will not be responsible for any fees when a student is transported by emergency vehicle.

Students who have a medical note excusing them from any academic or physical education activity for a period longer than two weeks must also have a note stating that the activity can be resumed.

21

MEDICAL EXAMINATION FORMS /IMMUNIZATION

The school maintains a health record file for each student. All students enrolling for the first time must have proof of a recent physical examination and proper immunization, as currently required by the State Laws. This **HEALTH RECORD** may be obtained from the school office. It should be taken to your family physician for completion. It must be returned to the school by the **1st DAY OF SCHOOL** or within two weeks after transfer from a previous school, according to State Law.

IMMUNIZATION

The Ohio Department of Health has established the following minimum requirements for pupils enrolled in public and non-public schools:

FIVE or more doses of **DPT** (or **TD** vaccine or a combination of these).

FOUR or more doses of Trivalent Oral Polio Vaccine (**TOPV**).

TWO measles (**Rubella**) immunization must be given after one year of age.

TWO Rubella immunization must be given after one year or age.

TWO mumps immunization must be given after one year of age.

THREE Hepatitis B shots must be given in a series before the age of 18 months.

TWO Varicella Zoster (chicken pox) given any time before beginning school.

ONE booster Tdap (7th grade)

ONE meningococcal (7th grade)

EMERGENCY FORMS

Emergency forms are sent home to parents at the beginning of each school year. This form contains home addresses and phone numbers, parents' business addresses and phone numbers, and the names and phone numbers of neighbors or relatives who may be called in the case of an accident or emergency should the school be unable to locate the parents. **It is vital that this information be kept up-to-date and accurate.**

Parents should notify the school office in writing of any changes in this information. (e.g. change of address, phone number, business, marital status, legal papers, etc.).

In the event of an emergency the school will do the following:

1. The school will attempt to contact the parent first.
2. If we are unable to contact the parent, the emergency contact persons listed on the students' forms will be contacted.
3. If the emergency requires transportation to an emergency room, the school will call 911 and transport to the hospital the parent listed on their emergency form.
4. If the school is unable to transport the student to the parent's first choice, we will have the student transported to St. Rita's Medical Center.

HANDWASHING PROCEDURE

All preschool staff members shall wash their hands with soap and running water after assisting a child with toileting; after cleaning; after toileting; before preparing

or eating food; and when hands have been in contact with nasal or mucous secretions. Disposable towels or air hand dryers shall be available at all times.

22

SAFETY DRILLS

St. Rose Preschool will participate in safety drills as required by section 3737.73 of the Ohio Revised Code. Fire drills will be conducted monthly, tornado drills will be conducted every month, school is in session beginning in March, and an earthquake drill will be conducted in October. Additionally, safety drills that involve lockdown in the classroom and rapid dismissals will be conducted three times per year. A record of these drills is maintained in the school office with administrative assistance.

HEALTHCHECK

<https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek/healthchek>

Healthchek Services for Children Younger than Age 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- [lead screening](#); and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

For more information:

- Read the Healthchek and Pregnancy Related Services Information Sheet: [English](#) , [en Español](#) or [Somali](#)
- Read about [Frequently Asked Questions](#)

If you still have questions about Healthchek, send us a note through the [Healthchek Questions](#) form.

26

STUDENT EXPECTATIONS

In an effort to teach our students to be productive, caring citizens we incorporate the Gospel Guidelines and LIFESKILLS into our curriculum. This way of thinking and skills taught encourage our students to be responsible for their actions

Gospel Guidelines include the following:

- | | |
|-------------------------------|-------------------|
| 1. Do your personal best | 4. Be trustworthy |
| 2. No put-downs | 5. Be truthful |
| 3. Engage in active listening | |

LIFESKILLS incorporated into our curriculum include:

- | | |
|--------------------|--------------------|
| 1. Perseverance | |
| 2. Caring | 11. Curiosity |
| 3. Cooperation | 12. Sense of Humor |
| 4. Responsibility | 13. Initiative |
| 5. Pride | 14. Friendship |
| 6. Problem Solving | 15. Organization |
| 7. Flexibility | 16. Common Sense |
| 8. Integrity | 17. Effort |
| 9. Courage | |
| 10. Patience | |

By focusing our energies on these proactive tools, the students are more self-reflective and able to take responsibility for one's actions.

BEHAVIOR MANAGEMENT AND DISCIPLINE POLICY

The primary concern of the St. Rose Catholic School staff is the safety and well being of every child in our care. Classroom discipline is essential. It implies staff control at all times. In all interactions with children, the teacher will display kindness and compassion. Discipline is necessary to the development of the child and is something parents and staff should work together on. When a child's behavior is unacceptable, the teacher will:

1. Use developmentally appropriate techniques suitable to the child's age and circumstances;
2. Use developmentally appropriate separation from a situation;
3. Communicate and consult with parents in implementing a behavior management plan. A face to face meeting with the principal and teachers may be required.

The actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- (2) No discipline shall be delegated to any other child.

27

- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- (7) Techniques of discipline shall not humiliate, shame, or frighten a child.
- (8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

A child that continues to not follow directions of the teachers and misbehaves will be removed and a parent will be called. Disrespect of the teachers and staff will not be tolerated and is considered a serious offense.

NAPTIME

Students that are considered full-time will be required to have a rest period during the day. This rest period will be after lunch and a recess period, starting at approximately 11:45. All students will be provided with a cot to rest on, they may bring a small pillow and blanket to bring with them to use during their rest period only. Resting quietly is required so those students needing to sleep can do so.

UNIFORM POLICY

Preschool students are asked to wear clothing that is comfortable and easy to move in since they will be involved in many hands-on activities throughout the day. In addition, preschool students will be actively playing and using art supplies, stained clothing is a possibility. Please do not send your student in clothing you do not want to get dirty. Shorts are permitted until October 31, and may be worn again beginning April 1. We ask that the length of shorts or dress be in accordance with our K-8 policy with a length to extend to mid-thigh. We ask that students' shirts be free of logos that would be inappropriate for a Catholic School. Tennis shoes are required and should be velcro unless the student can tie their shoes on their own. No boots or flip flops are permitted as this presents a safety risk to students.

All preschool students must have a complete change of clothing at school for emergency situations. Please send in your change of clothing in a ziploc bag with your child's name clearly marked on it.

SPIRIT DAY for our K-8 students is the last Monday of every month. The schedule will be posted on the school calendar. We encourage our preschool students to participate

in this by wearing St. Rose colors (red and white). There will be other special days throughout the year, please read the weekly Cardinal Review to stay informed!

PRESCHOOL SCHEDULE

Weekly Schedule

The preschool daily schedule at St. Rose is packed with fun activities and centers for individual growth and learning, snack and lunch periods, nap/rest break, recess and special classes. Our program follows the Early Learning Standards from The Ohio Department of Education (<https://education.ohio.gov/getattachment/Topics/Early-Learning/Early-Learning-Content-Standards/Early-Learning-and-Development-Standards.pdf.aspx?lang=en-US>).

A daily schedule is posted in the classroom by the door for your review. Over the course of the week students will participate in Art, Music, Library, and Physical Education classes.

On the first Friday of each month, as well as special celebrations (All Saints Day, Ash Wednesday) preschool will attend mass with the entire school. Preschool will participate in the school's House System with their teachers. In addition to this, preschool will have special classroom visitors (OSU Extension Office of Nutrition, My Achievement Center) and may take several field trips.

Assessment

When students begin school the classroom teachers talk with parents to learn about their new student and will send home surveys to obtain more detailed information, please complete these and return to the school as soon as possible. The ASQ-3 assessment is completed on each child within 60 days, when a referral is necessary the teachers will contact the parent. Referrals could be for things such as speech or developmental delays. Parents are encouraged to discuss any concerns with the teachers as soon as possible.

In the fall and the spring every student is given the Early Learning Assessment (ELA). This helps the teachers to know where your child is ready to learn. This information, along with weekly assessments of students, is used to individualize students' learning.

VOLUNTEER INFORMATION

Volunteers play a major role in the operation of St. Rose School. Volunteers serve in various capacities, working alongside the faculty and staff, for the benefit of our children.

Any volunteer working directly with students must complete the Diocesan required VIRTUS online course.

Volunteers set an example for our students as they model service and share their gifts and talents with us. We request help in one or more of the following areas:

Cafeteria	School Office	Library
Health Clinic	Playground	
Computers		
Coaching	Fundraising	
Positive Addiction - Activities	Room Mothers & Fathers	
School Council	Field Trip Drivers/Supervision	
Home & School Association	Scout Leaders	

All parents are expected to volunteer a minimum of **20 hours** per school year. Parents receiving tuition assistance are asked to contribute five (5) service hours for each \$100 of assistance granted in addition to the twenty hours expected of all families. (Driving and chaperoning for field trips, gardening, extra festival shifts, coaching, fundraising chairperson, etc.)

Home and School Association

The Home and School Association is a parent and school group that works together to help fundraise for the school, coordinate family events, coordinate volunteers for events just to name a few. All parents are members of this group and are welcome to join our monthly meeting. It's a great way to get involved and meet parents at St. Rose.

School Advisory Council

This is an advisory group with members from various grade level groups in our school. The principal is responsible for forming the group each year. This group brings to the principal ideas and suggestions for school improvement, actively participates in Open House welcoming new families to our school community as well as any questions or concerns from the school community. If you are interested in joining this group contact the principal.

Volunteers

Any parent interested in volunteering in the school under any capacity must complete the Toledo Diocese online VIRTUS Child Protection Course. This course includes a \$25 background check (valid for 5 years) that St. Rose will pay for each volunteer. We believe that volunteers are vital to our school so this is offered as an incentive to complete the course. The course can be completed online at home, or at the school (call for an appointment). This takes approximately 1 hour to complete.

30

PARENT ROSTER

St. Rose Catholic School Preschool Program will maintain a parent roster. A form will be provided at registration to complete indicating whether you wish to be included on the roster. A copy of the roster will be provided upon request.

PARENT PARTICIPATION POLICY

St. Rose Catholic School welcomes all parents to visit their children at any time; we have an open door policy. If you want to have lunch with your student, please either send in a note with your student or call the office before 10:30 to be added to the lunch count.

Birthday's- birthdays are a wonderful time in a child's life, and parents want to make them special. At St. Rose there are a few guidelines if you are having a party and wish to invite classroom friends. Please hand out invitations at school only if the entire class is invited, if there are only a few classmates invited, which is your choice, invitations are required to be given outside of school time and property.

DRUG/ALCOHOL/TOBACCO POLICY

St. Rose students shall not knowingly possess, use, purchase, offer for sale, give to another or be under the influence of any illegal or unauthorized drugs, harmful intoxicants, or alcoholic beverages within school buildings, on school grounds or during participation in school sponsored activities.

The penalty for violating this policy is an immediate three-day suspension, during which time the student must be evaluated and begin counseling with a certified drug and alcohol counselor or other licensed or certified mental health professional. The student must continue until the counselor or agency releases him/her. If the parents do not seek counseling for their child, he/she will be expelled.

WEAPONS/ BODILY THREAT POLICY

In cases of a student bringing to school a gun, knife, or any other object of weaponry or look-alikes, the principal will contact the local authorities and the student's parents and the student will be suspended/expelled. St. Rose Catholic School adopts a "zero tolerance" policy in line with the Diocese of Toledo, Ohio, policy on weapons, firearms and destructive devices set in place on January 17, 2017.

The weapon will be turned over to the authorities for examination and determined if it is, indeed, a weapon. The principal will work in concert with the local authorities to allow building and student access for possible investigative interviews. The investigation will be turned over to the local authorities and not be handled by the principal.

A student making threats, vocally or in passing, will be removed immediately from the school setting and expelled. Proper authorities will be notified.

ZERO TOLERANCE POLICY ON GANG RELATED ACTIVITY

Membership in gangs is not consistent with the expectations of a student who attends a Catholic school. A gang is an association of three (3) or more persons with one of its purposes the commission of a crime. Gangs and gang related activities

31

disturb and interfere with the learning process and other school activities by arousing fear, alarm, anger, violence, etc., by creating an intimidating, threatening or distracting school environment. The safety and welfare of the students, staff and visitors are impacted. Existing policies prohibit students from engaging in conduct or speech, which is disruptive, intimidating, or threatening. Any student suspected of gang membership through verbal or non-verbal speech (gestures, hand signals, handshakes, etc.), graffiti

(symbols and signs), dress, hair style, etc. will be subject to the appropriate disciplinary action: up to and including suspension and/or expulsion.

SEARCH & SEIZURE POLICY

For the safety and protection of all students within their care and custody, certified staff members have the privilege to search for weapons, other dangerous or illegal objects, or stolen property if they have a reasonable suspicion that such are in the possession of a pupil. Lockers, desks, coats, books as well as anything brought onto the school premises by a student are subject to search.

DISCLAIMER

No handbook can account for every potential situation. There may be times when decisions need to be made that are not outlined in the handbook. The Director, Principal and Pastor are the final say in all matters involving the preschool.

Policy Statement on Gender-Related Matters

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created¹, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the

principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:

- i. What is the specific request of the adult, student and/or parent(s)/guardian?
 - ii. Is the request in keeping with the teachings of the Catholic Church?
 - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
 4. Maintain names in records according to the person's biological sex.
 5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
 6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
 7. Consult the Office of Marriage and Family Life with extenuating circumstances.

¹ Pope Francis, *Amoris Laetitia* 56.

Catechesis Regarding Human Dignity and Gender-Related Matters

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are¹. Further, the Church is obligated to hand on to every generation all that she has received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times.

The witness of Sacred Scripture is clear: God created human beings male and female (Genesis 1:27). From the dawn of creation as depicted in the Book of Genesis to the closing pages of the Apocalypse, Scripture presents the human race as consisting of only two (2) sexes. Both sexes, male and female, are created in the image of God and are equal in dignity and destiny (Genesis 2:21-24). God created Adam and Eve out of love and for love. One's gender is therefore determined by one's biological sex.

The entirety of divinely inspired Scripture affirms the male and female forms of human nature as *reality*. They are not mere cultural phenomena or subjective constructs. Although wounded by the entrance of sin into human experience and its far-reaching effects on our bodily nature, man and woman continue to image God in both their uniqueness and complementarity. Scripture is clear on the necessity of respecting

God's order and commands for human beings to experience the fullness of life he intends.

As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth². Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

Pope Saint John Paul II affirmed in his teaching known as the *Theology of the Body* that in our given biological complementarity, *as distinctly male and female*, God clearly intended us to live in loving communion with him and with each other. Through mutual self-giving and interdependence, he invites us to share in his own act of creation, as well as his own eternal happiness and joy. Therefore, our God-given maleness and femaleness clearly make visible our calling to love and co-create with God in bringing new life into the world. This is what Pope Saint John Paul II called the "sacramentality of the body." Our bodies are "icons" that reveal the deepest essence of who we are in the moral, spiritual, emotional, and physical dimensions of life.

¹ *Gaudium et Spes* 27.

² Pope Francis, *Amoris Laetitia* 285.

Catholic teachings envision biological sex as neither a politically defined nor socially constructed reality.

It is an objective reality, a cornerstone of our createdness, and an invitation to enter joyfully and generously into what we believe to be the central mystery of the Christian faith, namely, that God is himself an eternal exchange of love emanating from the love shared between the Father, Son and Holy Spirit³.

34

The Catholic Church recognizes that there is much confusion regarding human sexuality and gender in today's society. Knowing that this confusion touches the lives of many people very personally, the Catholic Church is committed to walking with each individual on the path towards a more integral understanding of their human dignity and their unique vocation in the Creator's plan for salvation history.

³ *Catechism of the Catholic Church* 221.

APPENDIX

Pastoral Care Guidelines

Recalling that each moment when a person or persons come to the Church—regardless of reason— is an opportunity to provide pastoral care and to evangelize, an opportunity to

introduce (or reintroduce) them to Jesus Christ, who is the way, the truth, and the life, the following general guidelines have been developed as a means to help us assist others with their needs and concerns.

These guidelines are general insofar as it can apply to many different people and scenarios. Because of this generality, it would be impractical to provide a specific answer for each and every pastoral possibility or variation. The guideline includes suggestions and reminders on how to approach a situation when presented by a person who is actively engaging or pursuing a lifestyle contrary to Catholic teaching. Examples of this include, but are not limited to: those engaging in a sexual relationship that is not in harmony with the teachings of the Church (same sex relationships; marriages that cannot be recognized by the Church; non-marital heterosexual relationships, such as premarital and extramarital cohabitation; and those persons desiring to be identified in a manner inconsistent with their biological sex).

1. Welcome and thank the individual(s) for expressing an interest in the Church and her apostolates.
2. Ascertain what the person(s) is(are) seeking:
 - i. Reception of a sacrament
 - ii. Use or rental of parish or school property
 - iii. Admission to school, religious education program, or parish/institution-related activity.
 - iv. Involvement in parish ministry
3. Ask for other pertinent details regarding what it is the person(s) is(are) asking, for example:
 - i. Are you a member of the parish; do you have children in the school?
 - ii. Where is the wedding being held? What are the names of the parties to be married?
 - iii. Who is celebrating the anniversary? Are they Catholic; were they married in the Church?
 - iv. Who are the parents/guardians of the child?
 - v. What charity or for what purpose are you raising funds?
4. If something in the answer given or conversation suggests the person(s) is(are) not pursuing a lifestyle that is in accord with Church teaching, the matter should be referred to the pastor or pastoral leader.
5. The pastor or pastoral leader should meet with the person(s), listen to the person(s)'s story, and discover where the person(s) is(are) spiritually at the moment. With all pastoral charity, inquire if the person(s) is(are) living in a manner consistent with the teachings of the Church. Then, invite the person(s) into a deeper life in Christ. This moment becomes the opportunity to ask how the Church can possibly help. Perhaps this would include assistance with the convalidation or sanctity of a marriage or inviting them to celebrate their wedding in the Church (or even to be prepared and celebrate the marriage with a

dispensation from the canonical form of marriage). Perhaps this would include (re)introducing the person(s) to the Courage apostolate. In all situations, this is an opportunity to present, in a clear and pastoral fashion, the teachings of the Church (see Catechesis on Human Dignity and Gender-Related Matters), to evangelize, and to encourage all persons we encounter.

6. The catechetical exhibit then logically leads to sharing the policy statement of the diocese. Perhaps, from the pastoral discussion, the pastor or pastoral leader may determine that the Church is able to assist in and perhaps fulfill the person(s) request of the Church. If the Church is not able to assist, she has provided the opportunity for the person(s) to meet a caring person from the Church who has taken an interest in the person(s), has helped the person(s) to understand Catholic teaching, and has invited the person(s) into a deeper relationship with Jesus Christ, to share in his truth and in the life of the Church.

7. At the end of the encounter, the person(s) should be both invited into the life and truth of Christ and his Church, and thanked for their understanding.

8. If the pastor, pastoral leader or school administrator requires assistance or guidance beyond what is provided in this document, please contact the Office of Marriage and Family Life in the Diocese of Toledo.

Ohio Administrative Code

Rule 3301-37-11 Management of communicable disease.

Effective: July 1, 2021

(A) A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule 3301-37-07 of the Administrative Code.

(B) The following precautions shall be taken for children suspected of having a communicable disease:

(1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

(2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

- (a) Diarrhea (three or more abnormally loose stools within a twenty-four-hour period);**
- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;**
- (c) Difficult or rapid breathing;**
- (d) Yellowish skin or eyes;**
- (e) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;**
- (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;**
- (g) Untreated infected skin patch(es);**
- (h) Unusually dark urine and/or grey or white stool;**
- (i) Stiff neck with an elevated temperature;**
- (j) Evidence of untreated lice, scabies, or other parasitic infestation;**
- (k) Sore throat or difficulty swallowing; or**
- (l) Vomiting more than one time or when accompanied by any other sign or symptom of illness.**

(3) A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:

- (a) Unusual spots or rashes; or**
- (b) Elevated temperature.;**

(4) Programs shall follow the Ohio department of health's posted "communicable disease chart" for appropriate management of suspected illnesses.

(5) A child isolated due to suspected communicable disease shall be:

- (a) Cared for in a room or portion of a room not being used in the preschool program;**
- (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;**
- (c) Made comfortable and provided with a cot/mat or crib for infants. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other**

body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;

(d) Observed carefully for worsening condition; and

(e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

(C) Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum

(1) The program's means of training all preschool staff in signs and symptoms of illness and in hand- washing and disinfection procedures;

(2) Procedures for isolating and discharging an ill child and policy for readmitting such child;

(3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and

(4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule.

(5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.