

**St. Rose Catholic School**  
**Great Teachers. Great Education**



**Preschool**  
**Parent/ Student Handbook**  
**2023-2024**

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



August 1, 2023

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 2022-23 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 2022-23 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.

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## **INTRODUCTION**

St. Rose Catholic School is a pre-Kindergarten through 8<sup>th</sup> 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, physical and creativity in our preschool.

## **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:**

- Provide a quiet place in the home where my child can read, learn, and complete homework
- Communicate with my child's teacher when needed
- Notify the school in advance of absences, address changes, and accurate phone numbers or emails
- Ensure the completion of homework, including reviewing and signing the necessary documents
- Enforce reasonable bedtimes to ensure adequate sleep
- Do everything in my power to ensure the academic success of my child
- Attend parent-teacher conferences and other mandatory meetings
- Modeling Christ-like behavior
- Ensure that my child is at school and ready to learn before 7:55am each school day
- Assist my child in problem solving by allowing my child to contact teachers regarding homework
- Actively participate in the school community

*By failing to keep these commitments, your child could eventually lose his/her seat at St. Rose Catholic School.*

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

## **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.

## **ADMINISTRATION AND STAFF**

Fr. David Ross, Parochial Administrator

Mrs. Donna Judy, Principal

Mrs. Mary Paton, Administrative Assistant

### **Grade/Position**

### **Staff**

Preschool 3 year old	Mrs. Stephanie Riepenhoff
Preschool 3 year old	Ms. Arlisa Hall
Preschool 3 year old	Mrs. Jayme Knotts
Preschool 4 year old	Mrs. Kelli McPheron
Preschool 4 year old	Mrs. Laurie Judy
Kindergarten	Mrs. Jayden Picker
Tutor (Religion K, 1, 3)	Ms. Laura Fox
1st	Miss Jessica Legge
Tutor	Mrs. Kathy Moore
2nd	Mrs. Stacey Johnson
3rd	Mrs. Megan Kenny
4th	Ms. Dawn Mooney
5th	Ms. Mychaela Johnson
7th/Social Studies/Science/Health	Ms. Nicole Haney
6th/Jr. High Mathematics	Mr. Eric Temple
Jr. High Religion	Mrs. Erin Falke
8th/Lang. Arts/Reading	Mrs. Val Keller
Art/Latchkey AM	Mrs. Jacquelyn Logan
Phys. Ed./Music/Computer	Miss Lauren Averagesch
Librarian	Mrs. Lisa Davisson
School Guidance Counselor	Mrs. Dawn Ledyard
School Nurse	Mrs. Jamie Sherrick
Band (LCC)	Mr. Austin Friess
Cafeteria Manager	Mrs. Jeannie Riepenhoff
Cafeteria Cook	Mrs. Susan Link/Mrs. Shelly Harpest
Custodian	Mr. Tim Miller
Athletic Director	Mr. Mark Link

### **PUBLIC SCHOOL PERSONNEL:**

Speech

Title	Ms. Stephanie Ruvoldt
Intervention Specialist Bryan	Mrs. Mattie Minor/Mrs. Chris
School Psychologist	Mr. Easton Rudasill

## **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.



**ADMISSIONS  
&  
TUITION**

## **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.

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.)

All new students will be given a trial period of 45 days (1st quarter) in which to prove himself/herself both socially and academically. If, during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Rose Catholic School. The recommendation and decision of the school is final. St. Rose Catholic School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. St. Rose Catholic School cannot accommodate students who have extraordinary learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from St. Rose Catholic School. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Rose Catholic School is made by the school, the student's tuition due would be prorated.

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 by August 1st and toilet trained in order to enter the three year old Preschool program.
- Incoming students must be 4 years old by August 1st in order to enter the four year old Preschool program.
- Students entering kindergarten must be 5 years of age by 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.

TUITION FOR 2023-2024 SCHOOL YEAR

	COST PER YEAR	COST PER WEEK
Per Child		
Full-time (7:55-3:00)	\$3120.00	\$80.00

FEES

Registration	\$35 single student/\$50 family
Educational Fee	\$150
Technology Fee	\$125

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

**CUT OFF DATE**

The cut off birthdate for Preschool acceptance is **July 31** for four-year old children. For the three year old classroom, the child must be potty trained and at least 2 ½ years old prior to attending. Priorities in regards to acceptance, goes first to parish families. Second priorities go to families who plan to attend St. Rose School for K-8.

**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.

**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 four year olds who turn four by August 1 and meet income guidelines as set by ODE and child eligibility as set by ECE. 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>.

**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.

### **FACTS TUITION MANAGEMENT**

Families who wish to pay their tuition online with an automatic account withdraw monthly are encouraged to sign up for FACTS. This can be completed through the link on our website:

1. [srslima.org](http://srslima.org)
2. Top right corner is a link labeled FACTS, click this link.
3. Follow the instructions from FACTS online to set up account.
4. Call the school office when this is complete so tuition information can be entered and monthly payments calculated.

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.

### **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**

**GENERAL INFORMATION**

## DAILY SCHEDULE

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

### ARRIVAL AND DISMISSAL TIME

Preschool parents are asked to walk their student into the building and sign them in at the preschool room. All car riders must park in the lot behind the church and come in the south glass door entrance. 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 (Thursdays). **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 St. Rose Children's Center for before/after school care at (419) 223-6361 and leave a message for Mrs. Logan.

### 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.

### 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 alikes, 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.**

### TELEPHONE USE

**Cell phones** are permitted only if the parent/guardian sends a note giving permission. The phone will remain in a book bag inside the student's locker, be turned off, and may not be accessed until off the school premises or with permission of school personnel. Lost or stolen phones are NOT the responsibility of St. Rose Catholic School.

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

### **INCLEMENT WEATHER**

On foggy mornings or bad weather days, listen to the following stations for announcements concerning school delays or closings. These delays or cancellations will be listed as Lima Catholic Schools.

WIMT	102.1 FM	WZRZ	107.5 FM
WLIO	TV-35	WBUK	106.3 FM
WIMA	1150 AM	WLWD	93.9 FM
WMLX	103.3 FM	<a href="http://WWW.hometownstations.com">WWW.hometownstations.com</a>	

### **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](http://rmd.at/fgdb47) on a desktop computer to sign up for email.

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

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.

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.



## **LIBRARY**

**LIBRARY FINES:** Five cents (\$0.05) a day, per book/magazine will be charged when library materials are returned late. Fines are NOT charged on holidays, weekends, weather days, or child-sick days. However, fines begin the day the student returns to school. If a student has library material overdue, that student is not eligible for library privileges until the material is returned and the fine is paid.

**MISCELLANEOUS FINES:** Book or magazine damage-fines will be charged according to the extent of damage. 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.

**LOST LIBRARY MATERIAL:** Students will be charged the current market value of the book plus a \$1.00 processing fee. If the book is found and returned to the library, the amount paid will be refunded minus the processing fee.

## **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)

## **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 student. Not all families give permission for their students' picture 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 one with authority to do so.

School-home communication is vital. The school's weekly newsletter (usually Thursday), the weekly church bulletin and local newspapers are all sources of information. Preschool student folders and Family envelopes are used for school to home communication as well as our website **srslima.org**. You may also stay connected at our new Facebook page titled St. Rose Catholic School.

St. Rose teachers will do their best to communicate with parents regarding classroom events as well as behavior through Class DoJo. We understand that there may be times when a parent has a concern that they would like to address. If a parent wishes to file a complaint, they must first discuss the concern with the classroom teachers. If the problem is unable to be resolved, parents may complete a written request for a meeting with the principal.

**Conferences:** At any time during the school year, parents may request a conference with classroom teachers. Furthermore, the teachers may request conferences with the parents.

Formal conferences take place two times per school year; in November and April. Student progress will be shared with the parents at this time. Report cards will be sent home quarterly. The school may request an initial conference before school begins to get to know the student and family.

Parents are asked to check the students' backpack and folder daily for notices and homework that needs returned the following day.

**POLICIES  
&  
PROCEDURES**

**ATTENDANCE POLICY**

The primary responsibility for a student's attendance rests with his/her parent or guardian. Parents or guardians must notify school personnel when their child is absent by phone or written note. 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)

### **ABSENCES**

Please phone the school office before 7:55 AM each time your child is absent. An explanation of each 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.

**Excused Absences:** Personal illness, funerals, medical and dental appointments.

**Unexcused Absences:** Oversleeping, weather, shopping trips, vacations, and tardiness.

**Tardiness** is a serious problem. Any student who enters after 7:55 AM is considered tardy. When the student enters late, he/she disrupts the class as well as the learning process. Please make every effort to be on-time on a daily basis.

**An excused tardy** will be given if the student has a doctor/dentist appointment or in the event of a family emergency. Otherwise the tardy is unexcused.

### **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.

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!

### **CAFETERIA PROCEDURE**

Starting this year St. Rose will be offering breakfast to students starting at **7:35**. Students may arrive and enter through the cafeteria door, go through the food line then eat in the cafeteria. At 7:55 students will eat breakfast outside their classrooms so attendance can be counted. Breakfast cost is \$1.85 full price, .30 reduced or free for those who qualify.

In addition, St. Rose Catholic School offers a hot lunch program. Students have the option of bringing a sack lunch and buying milk. If students are bringing a sack lunch, please do not use glass containers to store food. Be mindful of students' lunches. Students need to be independent and be able to open lunch items on their own.

Students are not permitted to bring pop for their lunch. **Parents, in an effort to promote healthy eating, please do not bring in fast food. No glass containers please.**

-The lunch menu is sent home each month and can also be found on the school webpage. The menu is subject to change.

-Students may pay cash daily (\$2.90) or \$14.50 for five days. Milk costs .60.

Applications are available to free and reduced lunches. Parents are encouraged to complete and return their application as soon as school begins. Students who lose or forget their lunch money may charge their lunch. **This must get paid back the**

**following day.** 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
- extra items may not be charged
- for students allergic to milk, juice is available, the student must have a signed note from the doctor on file
- students may not leave the school premises during the lunch period unless with the parent
- parents are invited to eat lunch with their children, please notify the school by 10:30 if you plan to eat with us. This policy will change depending on COVID pandemic regulations required by the Ohio Department of Education and the Ohio Department of Health.

### **SNACKS**

**Snacks:** Parents are requested to provide their student with 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.

### **VOLUNTEER INFORMATION**

Volunteers play a major role in the operation of St. Rose Catholic School. Volunteers serve in various capacities, working alongside the faculty and staff for the benefit of our children. Volunteers set an example for our students as the 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	Room Mothers/Fathers	Scout Leaders
Positive Addiction Activities	Field Trip Drives/Supervision	<b>Parish Festival</b>
School Council	<b>Fundraising</b>	Gardening
Home & School Association		

The highlighted areas are required of all parents. All parents are expected to volunteer a minimum of **20 hours** per school year. In addition, families receiving tuition assistance from St. Rose are asked to contribute five (5) service hours for every \$100 received in assistance.

### **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.

### **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.

**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 which event they would like to attend and assist with the party as well as contribute food to the party. We are unable to have multiple members of the family and additional siblings attend the party.

### **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.

### **FIELD TRIPS**

The school sponsors field trips throughout the school year. 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.

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. All grades do not always have the same number of field trips.
5. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
6. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission over the phone cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip. Faxed signatures do not take the place of an original signature.
7. 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 be marked absent for the day.
8. Students who are participating in the field trip must ride to and from the field trip with their class.
9. All monies collected for the field trip are **non-refundable**.
10. Cell phones are not permitted on field trips unless otherwise directed by the teacher and/or administration.
11. Parents who are not approved chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Rose risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
12. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.
13. All chaperones must be 25 years of age or older.

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 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, pop, etc.) are not authorized by the permission slip and should be avoided. Parents driving on field trips must have a copy of their license, insurance affidavit, Diocesan Expectation Sheet and proof of insurance on file in the school office. In addition, all drivers must complete the diocesan Virtus online course.

# **HEALTH & EMERGENCY INFORMATION**

## **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 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. Colds, watery eyes, runny nose, cough, sore throat, headaches, vomiting, swollen glands, rashes and temperatures above 100 degrees may be symptoms of an initial stage of a contagious disease. Children must be fever free for 24 hours prior to returning to school. Anyone suspected of a contagious disease will be sent home immediately. In case of head lice the student will be sent home until the head is clean of lice and nits.

## **MANAGEMENT OF COMMUNICABLE DISEASE**

St. Rose follows Chapter 3301-37-11 of the Administrative Code-Preschool Program Rules. 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)

#### **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.

#### **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.

Accidents are reported to the School Office. 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.

### **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.

### **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 dryer shall be available at all times.

### **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 Back to School Night 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 office or other authorized 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.

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.

### **MEDICAL EXAMINATION FORMS/IMMUNIZATION**

The school maintains a health record file for each student. All students entering school must have proof of a recent physical examination and proper immunizations as required by State Laws. This **HEALTH RECORD** may be obtained from the school office and should be taken to your family physician for completion. It must be returned to the school prior to the 1<sup>st</sup> day of school along with the student's immunization record.

### **Injury/Incident**

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 must provide documentation that their student has been immunized against or is in the process of being immunized against the following diseases:

- Chicken pox
- Diphtheria
- Haemophilus influenza type b
- Hepatitis A
- Hepatitis B
- Influenza
- Measles
- Mumps
- Pertussis
- Pneumococcal disease
- Poliomyelitis
- Rotavirus
- Rubella
- Tetanus

### **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 to the parent first choice, we will have the student transported to St. Rita's Medical Center.



Should children with AIDS seek enrollment in our preschool program, they shall be permitted to attend school provided:

1. The health of the child, as documented by his/her physician, allows participation in regular academic activities.
2. The child behaves acceptably, in a manner that would not cause spread of disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition, which prevents his/her control of bodily secretions.
4. There are frequent evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

Each case will be handled on an individual basis. The Pastor and principal will confer with all appropriate persons and consult with the school superintendent before the Pastor makes the final decision.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS, ARC (AIDS Related Complex); or any other caused by HIV (Human Immune Deficiency Virus, the virus that causes AIDS also known as HTVL III or LAV).

### **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.

Insert required Healthcek Services paper with information sheet

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# **CLASSROOM INFORMATION**

## **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:**

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

**LIFESKILLS incorporated into our curriculum include:**

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

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

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.
- (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 misbehave 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.

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.

## **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

([http://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards/Birth-Through-Pre\\_K-Learning-and-Development-Stand](http://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards/Birth-Through-Pre_K-Learning-and-Development-Stand)).

We are Step Up to Quality Rated, 3 Star

(<http://emanuals.jfs.ohio.gov/pdf/pdf-forms/2-17-01APXC.PDF>).

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, Computer and Physical Education classes.

Several times per month our preschoolers will have the opportunity to work with their "buddies." During this time, which is approximately 20 minutes, the 6<sup>th</sup> grade will complete projects and activities that teach the Gospel Guidelines and LIFE Skills we have at St. Rose with our 3 year old class and 7th grade will do so with our 4 year old class.

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. Their buddies walk with them over to mass and sit with them during mass.

In addition to this, preschool will have special classroom visitors (OSU Extension Office of Nutrition) and 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.

### **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 created<sup>1</sup>, 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 to 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.

<sup>1</sup> 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 are<sup>1</sup>. 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 birth<sup>2</sup>. 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.

<sup>1</sup> *Gaudium et Spes* 27.

<sup>2</sup> 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 Spirit<sup>3</sup>.

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.

<sup>3</sup> *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 sanation 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.