

St. Rose Catholic School

Great Teachers. Great Education.



PARENT - STUDENT HANDBOOK (K-8) 2023-2024

523. N. West Street

Lima, OH 45801

(419) 223-6361

FAX (419) 222-2032

www.srslima.org

TABLE OF CONTENTS

ADMINISTRATION/FACULTY	6
ADMISSION AND TUITION POLICY	7
AIDS POLICY	20
ATTENDANCE/TARDY POLICY	18
BELIEF STATEMENTS	2
BICYCLES	14
BULLYING PREVENTION	33
CAFETERIA PROCEDURE	15
CELL PHONE USE	32
CODE OF CONDUCT	37
COMPETENCY/STANDARDIZED TESTING	31
DAILY SCHEDULE	11
DEMERITS/DETENTION	39
DRESS CODE	45
DRUG/ALCOHOL/TOBACCO POLICY	26
EMERGENCY FORMS	26
EXPULSION	44
EXTRA-CURRICULAR ACTIVITIES	49
FAMILY/SCHOOL PARTNERSHIP	2
FIELD TRIPS	17
GANG POLICY	43
GENDER RELATED MATTERS	3
GRADING SYSTEM	28
GYM DRESS CODE	48
HOMEWORK	27
HONOR ROLL	29
ILLNESS/ACCIDENT	18
IMMUNIZATION	25
INCLEMENT WEATHER	13
INTERNET POLICY	32
INTRODUCTION	1
LIBRARY/FINES	15
LINE OF AUTHORITY	44
MASS PARTICIPATION	11
MEDICAL EXAMINATION FORMS	25
MEDICATION	23
MISSION STATEMENT	2
NON-DISCRIMINATION POLICY	3
SPORTS ELIGIBILITY	49
VOLUNTEERS	14/50
WELLNESS POLICY	51

Introduction

St. Rose Catholic School is a pre-Kindergarten through 8th grade elementary and middle school under the Diocese of Toledo 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. Our school was operated by the *Sisters of Charity* until 1989. 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.

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 School recruits and admits students of any gender, race, color, or ethnic origin to all the rights, privileges, programs 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 extracurricular 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.

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 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.

¹ Pope Francis, *Amoris Laetitia* 56.

CATECHESIS REGARDING HUMAN DIGNITY **AND GENDER-RELATED**

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.

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.

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. Erin Falke
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
6th/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 Aversch
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	Mrs. Mattie Minor/Mrs. Chris Bryan
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.

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 a 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:

ACTUAL COST BASED ON PER PUPIL

PER CHILD \$ 6,895.00

SCHOLARSHIPS

**St. Rose Academic Scholarship* is awarded to two students from each grade (K-7) based on high academic performance.

**The Kremer Grant* is based on income and financial need.

**NOSF Scholarships* are based on income and awarded by lottery for students in K-8.

**James W. Bresler Scholarship* is a \$500 renewable scholarship for an 8th grade student wishing to attend Lima Central Catholic. Applications for these scholarships are available in the spring of each year.

All tuition/fees must be paid by May 31, 2023, to be eligible for scholarships.

EDUCATIONAL SCHOOL FEE

The book fee for 2023-2024 will be \$150.00 per student K-8. This fee covers the cost of the Diocesan student assessment of \$12.50 (K-2) and \$15.00 (3-8) per student, the student record forms, workbooks, art paper and supplies, and consumable Religion books. A \$125 technology fee is required to help cover costs of ever-changing computer and technology software and hardware. There is a non-refundable registration fee of \$35.00/single student and \$50.00/family.

ATHLETIC FEE

Fall sports begin August 1, 2023, in order for your child to participate a physical must be completed by a doctor and turned into the LCC athletic office no later than August 1, 2023.

You can access the physical form by this link.

[https://ohsaaweb.blob.core.windows.net/files/Sports-Medicine/2022-23PPE\(English\).pdf](https://ohsaaweb.blob.core.windows.net/files/Sports-Medicine/2022-23PPE(English).pdf)

The following fall sports are available for the 2023 fall season through Lima Central Catholic: Football-Head Coach Will Jacobs (Will_Jacobs@na.honda.com)

Volleyball-Head Coach Erica Hurd (erica.hurd71@gmail.com)

Soccer (co-Ed)- Head Coach Aaron Knight (limacentralcatholicyouthsoccer@gmail.com)

If you have questions about any of these sports offered, please reach out to the coach listed above or to the LCC athletic office.

The fee structure has been changed to aid in the financial burden families experience at the beginning of each school year. Starting in the 2023-2024 school year, LCC will charge an athletic/marching band participation fee of \$35/student-athlete per season. This fee will be collected at the beginning of the season, no later than August 30th. Failure to pay this seasonal sport fee will result in suspension of playing time until the fee has been paid in full.

Payment can be made using any of the three convenient options: Drop a check off at LCC (use the drop-off window), pay by credit card at LCC (in the business office), or pay using Venmo(@TBirdSports).

Mike Rumschlag, Athletic Director

Lima Central Catholic

mrumschlag@apps.lcchs.edu

TUITION PAYMENT PLAN

1) All families that require a payment plan for the year will be required to sign up with FACTS management to 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.

NON-PAYMENT OF TUITION POLICY

All tuition, fees, and/or fines must be paid in full for 8th grade students before graduation or they will not be permitted to participate in the graduation ceremony or activities. An account, which is not current, may result in the following:

- Students will not be permitted to begin a new school year in August or new semester in January.
- Any family not signed up for FACTS must have their tuition paid by the end of the first quarter.
- **If an eighth grade student, fees must be paid by the end of the first quarter.**
- **If an eighth grade student, will not be permitted to graduate.**

EARLY WITHDRAWAL

In the event that a parent would find it necessary for early withdrawal of their student, prepaid tuition will be prorated and refunded according to the amount of time enrolled at St. Rose Catholic School.

IMPLEMENTATION OF THE ADMISSION/TUITION POLICY

THE IMPLEMENTATION OF THE ADMISSION/TUITION POLICY IS THE RESPONSIBILITY OF THE BUSINESS MANAGER, THE PRINCIPAL AND THE PARISH FINANCE COMMITTEE.

Church contributions are monitored throughout the year to determine parishioner status. Families will be notified in the spring of the tuition rate for the next school year. Once set, this rate will remain in effect for the entire school year.

No Catholic child will be deprived of a Catholic Education at St. Rose School if a serious financial or 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 Business Manager and/or Principal as soon as possible.

TRANSFERS

All records will be forwarded to the new school as soon as the parent/guardian signs the release of records form and the unpaid balance of the tuition/fees, cafeteria charges and book fees/fines have been paid.

GENERAL INFORMATION

DAILY SCHEDULE

Grades K - 8 **7:55 AM - 3:00 PM**

Grades K - 8 **Thursday 7:55 AM - 2:00 PM**

ARRIVAL AND DISMISSAL TIME:

Supervisors are available at **7:40 AM**. School dismisses at 3:00 PM / 2:00 PM (Thursdays). **All students are to leave the premises immediately unless detained by the teachers.** Parents will be notified if a child is kept after school. If a child needs to be dropped off prior to 7:40 AM or stay after 3:00 PM, contact Mrs. Donna Judy (419) 223-6361.

Students arriving by school bus will go immediately to their classrooms. The school day begins with morning announcements and prayers **PROMPTLY** at 7:55 AM.

Please ***do not drop off or pick up students in the front of the school building or pull into the north parking lot to park and walk your child in as traffic will be going both ways causing a potential accident.*** Cars carrying students in grades K-8 **MUST** enter from ***McDonel St. only***, drop student(s) off at the cafeteria door, then proceed to N. West Street. **DO NOT BLOCK DRIVEWAYS OF OUR NEIGHBORS.** If you are dropping off in this line and your child needs assistance getting out of the car, please pull your vehicle to the side of the building and help your child so other cars may proceed through the line.

Parents with students in one of the preschool classes: 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.

The doors will be locked at 7:55 AM promptly. If your student is arriving after that time, please park in the north parking lot, the student will walk into school at the N. West Street entrance. School personnel do not man the door to the cafeteria for late students. The door will be locked.

At the start of the day, teachers-ministers should not be approached for conferences. Parents needing information or having questions should go to the office. Office personnel will be more than happy to set an appointment or provide needed information. Parents of car riders are asked to not park and escort your child to their classroom.

MASS PARTICIPATION

Grades K-8 actively participate in the liturgy. All children participate in the liturgy once each week, on Holy Days of Obligation and other days considered special days. Parents are encouraged to attend school liturgies.

Wednesday: 6 - 8 (8:15 AM); Friday: 1 - 5 (8:15 AM)

All School Masses and every First Friday, PreK-8 (8:15 AM).

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.

Conferences

Parent/Teacher Conferences are formally scheduled each year. Parents may also request conferences at other times by contacting the teacher-ministers by written note or email.

Students in grades five through eight are required to attend the conferences with their parents. 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

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 delayed 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

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.

VISITORS AND VOLUNTEERS

All visitors and volunteers to the school, including parents, are to report directly to the school office 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 school policies in place (for example, if face coverings are required all must wear them).

Visitors and volunteers are not permitted to take pictures of students, the school or school grounds while on the premises and then post them to private online accounts. Visitors and volunteers may only take pictures of their own student(s). 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 is the only one with authority to do so.

UNAUTHORIZED EQUIPMENT / ITEMS

For a variety of reasons, including safety and good order, the following items are not permitted at school: 1) toys, 2) handheld devices, iPods, iPads, DS, etc. 3) Frisbees, 4) hardballs, tennis balls, baseballs, etc., 5) skateboards, 6) weapons and/or the look alikes, 7) any type of fidget spinner, 8) smart watch, 9) airpods, 10) anything the teacher-minister/principal-minister deems inappropriate. Anyone bringing these items to school will forfeit them to a teacher-minister or the principal-minister.

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

BIRTHDAY CELEBRATIONS/PARTY

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.

BICYCLES

Students riding bicycles to school **MUST LOCK** them to the bike rack provided outside the south glass doors. St. Rose Catholic School is not responsible for stolen bikes. After receiving permission, students may bring bicycles into the building. No motorized bikes/scooters are permitted on the school campus.

LOCKERS

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 or magazine damage - 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.

Damaged chromebooks will be assessed and a fee will be based on the remaining life of the device. Replacement items will not be issued the following year until all damage costs are paid in full.

LOST LIBRARY MATERIAL: Students will be charged the current market value of the book plus a 10% processing fee.

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 to the Holy Childhood Association will be permitted to purchase a jeans day on the **Second Tuesday** of each month for \$1. 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. Forgotten lunches, gym clothes (shoes) or homework are not urgent matters. **No phone permission for field trips is acceptable.** Students without permission slips **WILL** remain at school. No cell phones will be used by a student during the school day or at the end of the day, students will contact parents using the school landline telephone only.

-

CAFETERIA

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.

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 (\$3.00) or \$15.00 for five days. Reduced lunch is .40 daily. Milk costs 60¢ daily.
- Breakfast is \$1.85; reduced cost is .30

- Applications are available for free and reduced lunches.

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). Any lunch accounts in arrears will not be issued a quarterly report card.

* 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 dish.

* Extra items may not be charged.

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.

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.

SCHOOL PSYCHOLOGIST: The school provides the services of a certified School Psychologist through the State Auxiliary Service Program.

TITLE I: Remedial reading and math classes are offered to pupils who need extra help. Groups are kept small and instruction is individualized. This is available through the State Auxiliary Service Program.

SPEECH THERAPY: A certified teacher is available through the State Auxiliary Service Program to provide therapy to any student having a problem.

INTERVENTION SPECIALIST: The services of an Intervention Specialist are available on a part-time basis throughout the school year. Eligible students are identified through a process of teacher recommendation, formal testing and parent approval.

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.

AUTISM SCHOLARSHIP: Students diagnosed with autism may apply for the state Autism Scholarship after the school's provider application is approved. The scholarship will cover the cost of tuition (\$6895) and services indicated in the Individualized Education Plan (IEP). Services may include classroom intervention, speech, behavior intervention and one-on-one aide.

TRANSPORTATION

LATCH KEY: Latch Key drop off is from 6:30am-7:30am. Please park in the north side lot and walk your student into the building. After 7:30am all students should be dropped off through the car line.

CAR TRANSPORTATION K-8: Parents who transport their children to school in cars are asked to drop off and pick up students using the McDonel Street entrance (left side only). **DO NOT**

BLOCK driveways of housing around the school. This is extremely important for the safety of the children and the goodwill of our neighbors. **Please do not park in the front of school to pick up students.**

CAR TRANSPORTATION – PRESCHOOL: 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: The Lima City, Shawnee and Elida school districts provide Bus transportation. All bus regulations, time schedules, and the individual district determines routes. All pupils riding the buses are expected to observe the bus regulations. Any bus conduct reports received by the school will be handled according to our Discipline Code and rules of the individual district. Students are expected to listen to the radio or TV for delays and/or cancellations.

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, 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.
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 time 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 7:35 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.

Students must be in the building before the 7:55 a.m. bell. Tardy Slips are handed out from 7:55 - 8:55 a.m. Students who miss 61-180 minutes of a school day will be counted as ½ day absent.

Dismissal:

Dismissal is at 3:00 p.m (2:00 p.m. on Thursdays). Students will leave by bus, walking or car unless there is an after-school meeting or detention. When unsupervised students remain on the school campus after 3:10 p.m. (2:10 p.m. on Thursdays) 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 Thursdays).

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.

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.)

The school recognizes that upon rare occasions families must take vacation during school time. However, as a faculty devoted to academic excellence, we do not promote vacations during the school year or trips during school time. Students who accompany their families on vacation of reasonable length shall not be considered truant. However, the principal's office and the student's teacher must be notified of such absence one week in advance and families will need to complete the Pre-Approved Absence Request 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.

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

Absence/Classwork/Homework

Work missed during any absence is the student's responsibility – **not the teacher's**. When students are absent from a class or classes due to illness they will have one day for each day of absence to make up for the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work. When a student is absent, a parent may call the school office *before* 9:30 AM to arrange for homework assignments. If you call after 9:30 to request homework assignments we cannot guarantee it will be arranged by the end of the school day. Homework assignments may be picked up at the school office between 3:00PM – 3:30PM. You can also have your child log in to their google classroom for assignments as well. Please be mindful that gathering missed work takes away from instruction time of those students present so please pick up requested work.

For short absences, students may make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. It is the responsibility of the student to contact teachers immediately upon returning to school to schedule make-up tests. Tests which are not made up may receive a grade of zero.

No homework assignments will be given ahead of time for any unexcused absences. Parents are responsible for teaching their children the concepts and skills that were taught in school during their child's unexcused absence.

Tardiness

Being on time is an important character trait. Students are expected to be in their classroom by 7:55 a.m. A student arriving on a late bus will not be marked tardy. Excessive tardiness to school may affect student success and the administration will handle these cases. Any student who enters after 7:55 AM is considered tardy. Tardy students report to the school office with a written note from their parents regarding the reason for tardiness, they will then receive a tardy slip to enter the classroom. Students begin their day when they enter the classroom(which begins at 7:40), so students arriving late often start their day behind. When a student enters late, he/she disrupts the class and misses important class time. 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.

Unexcused Absences/Tardies

Unexcused absences/tardies usually consist of, but are not limited to, one or more of the following conditions:

Truancy - no acceptable excuse: Examples of, but not limited to:

- a. needed at home / baby-sitting
- b. oversleeping and / or missing the bus
- c. car trouble
- d. running non-emergency errands of any kind
- e. personal reasons - unless the reason is specifically identified and the Principal gives prior approval.
- f. extending vacation days in excess of five days.

The school meets state requirements for scheduled school hours. Students with excessive absences may not be invited to return to St. Rose Catholic School for the following year. A history of excessive absences may result in a warning, mandatory meetings, and possible referral to the court system.

Any pattern of absences such as absences on scheduled test days or days when major assignments are due will be reported to the principal. Teacher, student, parents, counselor and principal will meet to discuss this pattern.

Students who are absent from school during the day may not participate in any school sponsored activities on the evening of their absence.

Excessive Absences and Habitual Truancy

Excessive Absences and Habitual Truancy will be addressed in accordance with school policy and Ohio Revised Code. The Ohio General Assembly has Passed a truancy law, House Bill 410, in an effort to reduce the number of truant students. St. Rose will work with students, staff,

parents/guardians, and outside community organizations to address truancy issues. House Bill 410 requires the following:

- Attendance tracking has changed from the days of school to hours of school. Students are considered to have excessive absences if they miss 38 or more excused or unexcused hours of school in a single month; 65 or more excused or unexcused hours in a school year. This will result in a warning letter and a home visit by school personnel could occur to discuss barriers to attendance and a plan will be developed to help eliminate any identified barriers.
- Students are considered to be a Habitual truant if they miss 30 or more unexcused consecutive hours; 42 or more unexcused hours in a school month; or 72 or more unexcused hours in a school year. Or 10 absent days after a warning letter is sent. This will result in the student being excused with a doctor's note.
- Upon a student reaching the threshold of habitual truancy, the parent or guardian will be notified in writing and an Absence Intervention Team will be assigned. The Team must consist of school staff, the child's parent/guardian, and a school counselor, psychologist or community organization that can offer assistance with lowering student absences. A Juvenile Court Representative may also be involved at this time.
 - The student and the parent or guardian are mandated by law to actively participate on the Absence Intervention Team. Failure to participate and comply will result in truancy filing on the student and/or parent/guardian.
- If the student fails to comply with the Absence Intervention Team's plan, it will result in mandatory filing of truancy with the Allen County Juvenile.

Threshold Table	Consecutive Hours	Hours in School Month	Hours in a School Year
Habitually Truant	30+ hours unexcused	42+ hours unexcused	72+ hours unexcused
Excessively Absent		38+ hours excused or unexcused	65+ hours excused or unexcused

Note: If a student has missed more than **30 days** in one school year (non-Covid quarantine related absences), the student may be retained in the same grade level for the next school year or may not be accepted as a St. Charles student for the upcoming school year.

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 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 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 Mrs. Sherrick 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.

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.

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.

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.

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.

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.).

STUDENT CONFIDENCES

Teacher-ministers will keep the confidence of the students unless it deals with life, health, safety, or criminal activity.

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.

ACADEMIC POLICY

Academics

St. Rose Catholic School's academic philosophy mirrors the school's mission statement. In addition to grades, academic success encompasses all aspects of student performance to include:

1. arriving to school on time with necessary materials
2. submitting assignments by deadlines
3. returning parent/school communication

HOMEWORK

Homework is an important part of the school experience. All work should be neat and well organized. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and prepare for certain lessons through various experiences. Students in K - 8th grades use an assignment notebook that is issued by the school. Please check with the teacher-minister if your child routinely has “no homework”. Students are expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. Preschool and kindergarten students begin to develop responsible skills: students bring appropriate materials and communications between home and school and discuss the day's lessons and activities with parents. When there is a legitimate reason why a student is unable to complete homework (illness, family emergency, etc.), we ask parents to send a note to the teacher with an explanation. Parents can help their students achieve success by enabling them to do homework well. It is the student's responsibility to learn to do homework correctly and turn it in on time.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good range would be 10 minutes for each Grade. For example, students in Grade 1 would have approximately 10 minutes of homework; Grade 3-30 minutes, etc. If a problem arises, the teacher should be contacted. Please notice the amount of time your child **actually** spends working on the assignments given. If the time required to complete homework is excessive, please contact the teacher so a solution may be worked out. Developing good study habits is vital for a child's school success.

Homework may be assigned on the weekends or vacation days. Teacher-ministers may give short assignments or long-range assignments, such as research papers, book reports and quarterly projects that could require outside class-time over weekends or vacation time.

In the event that students do not return their assignments on time, parents should be aware that students in grades K-5 will lose recess until work is completed. Students in grades 6-8 will receive a Responsibility Demerit **and** percentage points will be taken off according to when the assignment is received by the teacher-minister.

Late Assignments

Having work completed and turned in on time is necessary for the development of the learning process. It is also a sign of responsibility and self-discipline. Late work may be assessed a penalty by the teacher, but must still be completed. Please refer to the grade level policy concerning late assignments and consequences given.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. *No assignment will be given in anticipation of the vacation.* There will be no exceptions to this policy. Please do not ask the teacher to make an exception.

Academic Probation

Academic probation in grades 5-8 is evoked when a student has not met the minimum academic standards which may include two failing grades in the core content in one academic grading period or one failing grade with three below average grades. Viewed as a temporary yet serious condition, academic probation gives a student along with their parents, teachers, guidance counselor, and school administration, time to work on and improve their academic skills. Probationary status should encourage work toward desired goals, a realistic action plan, and study skill development which will help the student achieve academic success. Students and parents should see the urgency of working together to achieve academic eligibility. If after being placed on academic probation, a student shows insufficient improvement, the administration reserves the right to have the student withdrawn from St. Rose Catholic School.

PROGRESS REPORTS AND PARENT CONFERENCES

Report cards are given at the end of each quarter. These are to be signed and returned to the teacher within two days. These cards inform the parents as to strengths and/or weaknesses the child may have in certain subjects.

All students in grades 4-8 receive mid-term reports. These reports are to be signed and returned to the teacher-minister within two days. If there are any concerns, this is the time to contact the teacher-minister.

Kindergarten

M Meets the standard: student can consistently demonstrate proficiency of the standard with few errors. Similar to A or B+.

P Partial mastery of the standard: student occasionally meets the standard. Similar to B or C.

NI Needs Improvement: student demonstrates limited or no understanding of the standard. Similar to D or F.

Standards not assessed during this reporting period are left blank.

1 Consistently **2** Sometimes **3** Seldom

Grades 1 & 2

M Meets the standard: student can consistently demonstrate proficiency of the standard with few errors. Similar to A or B+.

P Partial mastery of the standard: student occasionally meets the standard. Similar to B or C.

N Does not meet the standard: student demonstrates limited or no understanding of the standard. Similar to D or F.

Standards not assessed during this reporting period are left blank.

1 Consistently 2 Sometimes 3 Seldom

Grading System 3-4

A+ (97-100)

A (93-96)

A- (90-92)

B+ (87-89)

B (83-86)

B- (80-82)

C+ (77-79)

C (73-76)

C- (70-72)

D+ (67-69)

D (63-66)

D- (59-62)

F (58 or below)

Grading System 5-8

A+ (99.5-100) C (76.5 – 79.499)

A (94.5 – 99.499) C- (73.5 – 76.499)

A- (91.5 – 94.499) D+ (70.5 – 73.499)

B+ (88.5 – 91.499) D (67.5 – 70.499)

B (85.5 – 88.499) D- (65.5 – 67.499)

B- (82.5 – 85.499) F (65.499 or below)

C+ (79.5 – 82.499)

HONOR ROLL

St. Rose's Honor Roll is for students in grades 4-8. Honor Rolls for grades 5-8 are published in The Lima News section Making the Grade. The goal of the Honor Roll is to recognize outstanding academic achievement and to foster an appreciation for superior scholarship among our students.

Eligibility for this Honor Roll is determined by grade point average being calculated with the following values: A = 4, B = 3, C = 2, D = 1, F = 0. Plus or minus will not be a determining factor. Physical Education, Music, Art, and Health grades will be considered at full value of the letter grade.

The following levels are in effect:

4.0 = Mark of Excellence

3.5 - 3.99 = High Honors

3.00 - 3.49 = Honors

PARENT/TEACHER-MINISTER CONFERENCES

Parent conferences are scheduled during November and April. All parents should attend the Parent/Teacher-Minister conferences since communication between the home and school is vital. When parents and teachers work together the best interest of the student is always served.

If a concern arises at any time during the year, the parent should contact the teacher for a conference. Parents wishing to arrange a special meeting should send a note to the teacher suggesting several convenient days and times. If it becomes impossible to match family and school schedules, a telephone conference may have to be held. Teacher-ministers are available for conferences and calls one-half hour after school. Teachers cannot be disturbed for conferences or calls during class times or before school. **If you need to speak with the teacher outside designated conference time, please contact your student's teacher-minister via email or by calling the main number and asking for the teacher's extension.**

Students in junior high are responsible for maintaining the academic standards set by the Sport's Eligibility Policy on pg. 45.

A - B- C AWARDS

Students may receive special recognition for **Academics, Behavior** and **Christian Attitude** each quarter as seen by the teachers. Students in all grade levels K - 8 are eligible to receive each certificate each quarter throughout the school year.

Academics will take into consideration the subject areas, focusing on each child's abilities rather than a point system. Completing work neatly, daily and on time, and participating in class are part of this recognition.

Behavior will include all actions in the classroom and on the playground. Working quietly and independently, including others, etc. will be considered here.

Christian Attitude is the attitude shown by the student willing to share talents in helping others, respecting the person and property of others, or giving witness to Christian values in some manner.

DISCIPLE OF THE MONTH

The Disciple of the Month is given at the end of each month. Teacher-ministers award one or two students by using the Lifeskills and the Gospel Guidelines or by emulating the yearly virtues.

PROMOTION/RETENTION OF STUDENTS

Retention is deemed appropriate if relevant factors relating to the Student's academic performance, his/her future cognitive, personal, and social development have been fully weighed and considered. The benefits to be expected from repeating a grade must outweigh the negative aspects of retention.

Each retention consideration shall be approached on an individual basis. It shall be the teacher's responsibility to inform the student's parents on an ongoing basis of the student's difficulties as the school year progresses. These are to be noted and filed in the child's

permanent file. The retention itself shall be proposed by the end of the third quarter of the school year after discussion with the parents.

If the parents disapprove of the proposal, the principal of the school, in consultation with the teacher(s), will make the determination as to whether retention is to be carried out.

This determination will follow considering information pertinent to the issue. The decision will be indicated by the principal in writing. This decision will occur no later than two (2) weeks after the mid-point of the fourth quarter.

If a student is absent thirty (30) days or more in one school year, there will be a review of the child's progress with the possibility of retention.

"The Ohio Revised Code gives to the superintendent the right to assign pupils to levels. Since we are a network and not a system, this is to be done by the principal-minister. The basic text on promotion puts the responsibility clearly on the teacher. Parents should be notified and consulted in reasonable time to retain a child. However, the right to retain a child at a certain level is dependent on the school's judgment and, therefore, parents' permission is not required. If the principal decides on placement due to parental pressure, the principal may properly require that the parents request the placement in writing." (Principals' Handbook, Diocese of Toledo, Section 1500 V., second paragraph).

When a student is "placed" in the next grade level, this means that they did not successfully complete all the academic requirements of their current grade, and retention is not an option for the student.

SUMMER SCHOOL

Students in grades 6-8 who do not pass a course for the year will be required to complete the course during the summer with the ACE Academy (Auglaize County Educational Academy). Information can be found on their website at: <http://www.aceva.org/Welcome.aspx>. If the course is not completed, they may not be eligible for enrollment at St. Rose.

If the student failed more than two classes, the student will be required to take two summer courses (the school will determine which two courses must be taken) and will be either *placed* or *retained* for the following school year.

COMPETENCY TESTING/STANDARDIZED TESTING

Each fall, winter and spring tests are given in the areas of math, reading and language arts, science and religion to designated grade levels. The purpose of these tests is to measure the degree to which the students are mastering the pupil performance objectives in the respective courses of study. All students who are EdChoice recipients may be required to take the state testing by the Ohio Department of Education. When the total EdChoice recipients exceeds 65% in the school, all students will be required to take the state tests. For the 2022-23 school year, students are not required to take the state tests, as the schools MAP testing is an approved alternative assessment to the state test. Students in the 3rd grade may take the state test as an additional way in which to pass The Third Grade Reading Guarantee.

INTERNET POLICY

St. Rose Catholic School uses a technology protection measure that blocks or filters access to some World Wide Web sites that are not in accordance with the policy of St. Rose Catholic School. This measure protects against Internet access by adults and minors to visual depictions that are obscene, child pornography or - with respect to use of computers with Internet access by minors - harmful to minors. Filtering may be disabled for adults engaged in bona fide research or other lawful purposes. To ensure enforcement of the policy, St. Rose Catholic School will monitor use of technology resources through direct supervision, monitoring Internet use history, or various software and hardware tools. St. Rose will be using the GoGuardian Program for monitoring, filtering and management of devices.

Publishing photographs, images, or likenesses of our students in school publications and on the school's website will be beneficial in promoting our school and our students' accomplishments and in sharing our school's experiences with others.

Sources of the photos and other likenesses may include students, families, professional photographers, and employees or friends of the school. Since website images may be seen outside the school, we do not include students' names with photos appearing on our website.

Unless you advise the principal to the contrary in writing, St. Rose Catholic School will assume that it may use your child's photograph and likeness without compensation and that you release the school from any claim from its publication.

A release form is given at the beginning of every new school year. Parents are asked to sign and return forms as soon as possible so students will be able to access technology from school's and the computer lab.

Any unauthorized use/attempted access of St. Rose internet for unacceptable sites/information, using another's password, accessing or trying to access another's google account, will result in punishment stated in our Internet Policies signed by parent and student.

Engagement in online blogs such as, but not limited to, Facebook, Instagram, Snapchat, may result in disciplinary actions 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.

CELL PHONE USE

Cell phones must 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. SMARTwatches are not permitted to be worn during school hours. Students must have permission to use their phone to call parents and check in at the end of the day. Lost or stolen phones are NOT the responsibility of St. Rose Catholic School. If a student is found with a cell phone on his/her person, the cell phone will be taken by the teacher/Principal/Staff Member and taken to the office for safekeeping and may be picked up by the student after

school. After a first offense, the student may be required to turn in their cell phone daily to the teacher upon arrival to the classroom. A second offense, the parent/guardian will be required to come to the office to retrieve the student's cell phone. **Any type of bullying through cell phone *not* during school is the responsibility of the parent/guardian. St. Rose Catholic School cannot be held responsible for what happens off school premises. It is the parents' responsibility to monitor their child's use of technology and contact local authorities if they deem the offense too serious.**

CATHOLIC DIOCESE OF TOLEDO

BULLYING PREVENTION POLICY AND PLAN FOR SCHOOLS

Introduction

The Diocese of Toledo and the Catholic Schools office believe that all of our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ.

It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards; where no student shall be subjected to bullying, intimidation or harassment.

Pastors, principals, faculty, counselors, school nurses, custodians, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students and staff behave appropriately and treat others with civility and respect.

Bullying, harassment or intimidation will not be tolerated in any of our Catholic schools in the Diocese of Toledo.

There are several required permission slips relating to Internet usage that are given to families in our Back to School packet. It is vital that parents review these with their students prior to signing them. Our students will be instructed by their teachers how to utilize technology for learning as well as appropriate and safe Internet usage. Any student violations of the internet are considered serious matters and will have consequences.

A. Bullying By Definition:

Bullying, harassment or intimidation means any of the following: intentional written, verbal, electronic (cyber-bullying), physical act, or an other similar behavior repeated over time or has the potential to be repeated that a student or staff member has exhibited toward another student which:

- (1.) Causes physical or emotional harm to the target or damage to the target's property.
- (2.) Places another student in reasonable fear of harm or damage to property.
- (3.) Creates a hostile environment at school for another student.
- (4.) Infringes on the rights of another student at school.

(5.) Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.

(6.) Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports and misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.

(7.) Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:

(a.) Wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail internet communications, instant messages or facsimile communications.

(b.) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

(c.) The distribution of electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Examples of bullying and cyber-bullying include, but are not limited to, name-calling, hitting, punching or kicking, threatening, sending hurtful notes; text messages or snap chats, deliberately ignoring or excluding, teasing, rumor/scandal mongering in person or through the use of technology, interfering with the property of others, sexual innuendo and harassment, any assaultive, excessive or unwelcome physical contact.

B. Bullying Is Prohibited

(1.) On school grounds owned/leased/used by a school or on property immediately adjacent to school grounds.

(2.) At any school-sponsored or related activity, function or program whether on or off school grounds.

(3.) At a location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.

(4.) At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.

(5.) Through the use of technology or electronic devices owned, leased or used by a school.

(6.) Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:

a. Create a hostile environment at school for the target.

b. Infringe on the rights of the target.

c. Materially and substantially disrupt the education process or the orderly operation of a school.

C. Prevention and Intervention Plan:

Sadly, bullying takes place at all schools, in sports, on the bus, walking home, etc. As parents and educators, we have become increasingly aware of the negative effects this causes the victim. At St. Rose Catholic School we are serious about making our environment a safe and comfortable place for all of our students to learn and grow. Our policies regarding bullying are included in the Parent/Student Handbook. By signing the Handbook Receipt, the policy and its consequences are understood by both student and parent.

Any student or staff member may make a report of bullying, and may do so anonymously or in writing to the principal.

When an incident of bullying is reported an investigation will take place. Any student found guilty of harassment, intimidation, or bullying that infringes on any students' rights will be disciplined per the student handbook. The discipline shall balance the need for accountability with the need to teach appropriate behavior and may include: completing a grade level appropriate Bullying Incident Form, One-to-One counseling/mediation with principal. Referrals to appropriate outside counseling (SAFY) will be made for aggressors, targets and family members of students as needed. The aggressor, to the extent possible, will be separated from peers. Repeated offenses of the aggressor may result in detentions, suspension or expulsion.

Students deliberately making false reports of harassment, intimidation, or bullying will be disciplined according to the Student Handbook.

D. Plan Review and Updates:

The plan shall be reviewed and updated preferably every year, but at least every two years and the principal is responsible for the implementation and oversight of the anti-bullying prevention and implementation plan within the school.

E. Training:

Regular training on the plan shall be provided for staff, students, parents, faculty, counselors, school nurses, custodians, athletic coaches, advisors to extracurricular activities, and all other school support staff.

Such anti-bullying training may include, but not limited to:

- (1.) Developmentally appropriate strategies to prevent bullying incidents.
- (2.) Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents.
- (3.) Information regarding the complex interaction and power differential that can take place between and among aggressor, target and witnesses to the bullying.
- (4.) Research findings on bullying, including information about specific categories or students who have been shown to be particularly at risk for bullying in the school environment.
- (5.) Information on cyberbullying emphasizing Internet safety.

F. Publication and Notice:

The plan shall be posted on the school's website and included in the parent/student and employee handbooks.

G. Reporting:

A member of the staff shall immediately report an instance of bullying or retaliation the staff member has witnessed or become aware of to the school principal or to the staff member designated in the plan as responsible for receiving such reports.

H. Minimum Required Actions:

If the principal or his/her designee determines that bullying or retaliation has occurred, he/she shall:

- (1.) Take appropriate disciplinary action as stated in the plan.
- (2.) Notify the parents or guardians of the aggressor and target and inform them of the disciplinary action and action to be taken to prevent any further acts.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or his/her designee informed of such incident shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

I. Policy Questions and or Concerns

If any staff member has questions concerning this policy he or she is encouraged to contact the Catholic Schools Office at (419) 224-6711.

In addition to our handbook policy, we incorporate the Gospel Guidelines, LIFESKILLS, and theological virtues as a part of our school-wide discipline policy.

Gospel guidelines:

- *Do your personal best
- * No put-downs
- * Engage in active listening
- * Be trustworthy
- *Be truthful

LIFESKILLS

- * Perseverance *Flexibility *Initiative *Caring *Integrity
- *Friendship *Cooperation *Courage *Organization
- *Responsibility *Patience *Common Sense *Pride *Curiosity
- *Effort *Problem Solving *Sense of Humor

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

DISCIPLINE POLICY

CODE OF CONDUCT

St. Rose students are expected to be respectful in their behavior, language, and attitude toward each other, toward their teachers, other staff members, and toward school property before, during and after school, at school sponsored events and on the bus. This includes all field trips and Lima Catholic Schools events. This Code of Conduct is in keeping with our mission policy to live the Gospel message of Jesus Christ.

Each individual classroom has a set of classroom rules and consequences that support the St. Rose Code of Conduct and mission. All parents will receive a copy of the student's homeroom teacher's rules and consequences.

In order for us to maintain a Christian atmosphere, which promotes learning and develops character in your child, it is important that parents and children seriously discuss unacceptable behavior and its consequences. School and home must have the same expectations for student behavior.

When a student chooses to violate the Code of Conduct, he/she must accept the consequences.

St. Rose School reserves the right to deal with the discipline of a student whose behavior outside school hours, and off school premises if it adversely affects the reputation of our school. This policy applies to all functions - even those outside of our normal school activities. Consequences for this inappropriate behavior rests with the principal.

St. Rose reserves the right to expect off campus behavior of students to be in line with our behavior expectations during the course of the school day. Off campus behavior includes, but is not limited to, cyber-bullying.

I. SCHOOL WIDE DISCIPLINE PLAN

The School-Wide Discipline Plan specifies the behavior we expect from our students. Maintaining an orderly atmosphere is vital to instruction and student learning. The plan also states that students who choose to break the rules will receive a proper consequence. The Administration reserves the right to make all final decisions regarding appropriate student conduct and consequences on an individual basis.

Our school rules are as follows:

- Be reverent during mass, penance, mass practice and all times in the church.
- Be prepared for all classes with all materials, homework and projects.
- Respect all faculty, staff, other students and self.
- Follow directions the first time given; listen without argument.
- Handle all property with care and only when given proper permission.

Receive proper permission before leaving the classroom.

Walk; do not run. in the building and on the sidewalks on the school premises.

Keep our school neat and clean.

Comply with uniform policies/dress code.

Follow **ALL** policies as outlined in the school handbook.

K-4 Discipline Policies

Students in Kindergarten through 4TH grade are learning the rules, behaviors, and expectations that all St Rose Catholic School students follow. We will follow the code of conduct that is stated in the handbook. We have designed a system that gives positive feedback when choices are appropriately made; as well as consequences for inappropriate choices. Each class will use the Class Dojo application to tally the points students earn or lose throughout each day.

Students will be moved up the behavior chart as they follow rules, directions, and make positive choices.

We will use a visible color coded behavior chart for positive choices :

Pink=Outstanding Choices

Purple= Great Choices

Blue= Good Choices

Green= Ready to Learn

In a one on one conference, we will talk to a student about inappropriate choices. On a chart in a data binder, the student will be shown that they have moved to a negative choice color.

Students who have chosen to not follow rules, directions, or make negative choices will be moved down the behavior chart. Once they go below green, the student will talk with the teacher one-on-one about the behavior and where they are on the clip chart.

We will use the binder color coded chart for negative choices:

Yellow= warning

Orange= loss of 5 minutes of recess

Red= loss of 10 minutes of recess

Counselor referral=this will be used as the teacher feels is necessary to redirect the student.

This can be used at any point in the process and depending on student needs.

Office Referral= students will be required to have a conference with the principal and call home.

II. DEMERITS AND DETENTIONS

Grades 4-8

Students are expected to follow the classroom and school rules. Failure will result in demerits and/or detention. At St. Rose School, responsibility and respectful behavior is expected. When there are breaches in the rules or irresponsibility is exhibited, logical consequences and/or demerits are issued. Students in grades K-4 could receive detentions depending on the situation and at the principal's discretion.

Violations

Grade 4-8

Minor Responsibility infractions are a lapse in social behavior. They include, **but are not limited** to the following:

- Not being prepared for classes, not turning in homework, not having fully charged chromebook
- Failure to return paperwork (permission slips, demerit slips, tests, signatures, etc.)
- Failure to follow instructions
- Any inappropriate/irresponsible behavior that a teacher feels cannot be otherwise resolved.

Major Responsibility infractions

- Lack of respect for others (teachers, school staff and other students)
- Using foul or profane language, body language or hand signs
- Disruption of class/excessive talking which disrupts the academic process
- Public annoyance in class or hall
- Being in an inappropriate or unauthorized place
- Inappropriate behavior at an assembly
- Late or failure to serve a detention will result in an additional detention
- Eating or chewing gum in class
- Disorder on a school bus during a field trip
- Excessive responsibility infractions will become behavior infractions.

Behavior infractions are gross misconduct that will lead to a detention, multiple detentions, or suspension. They include but are not limited to the following:

- Exhibiting inappropriate behavior during an emergency drill
- Touching safety equipment (such as lockdown drill devices)
- Damaging school property (*see below)
- Degrading another person by written, gesture or verbal abuse
- Bullying (examples listed on page 18)
- Lying
- Cheating (**see below)
- Forgery

- Possession of prescription or non-prescription medication
- Skipping class
- Inappropriate behavior in Church
- Altering report cards, records or school papers
- Plagiarism (**see below)
- Inappropriate use of technology(***see below)
- Any inappropriate behavior that a teacher feels cannot be otherwise resolved.

*The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement costs for damaged or lost textbooks before any final reports, transcripts, or diplomas are presented.

**Cheating is defined as turning in another person's work as your own work. Sharing your work or having someone else complete your work is cheating. Plagiarism is a form of cheating. It is taking another's ideas, words or thoughts and writing them as your own. When writing, all sources should be properly credited to show where you obtained the information. Cheating and plagiarism of any type will not be tolerated. Students who chose to cheat or plagiarize face a failing grade, detention, suspension and/or expulsion. A student athlete or student involved in extracurricular activities who is involved in cheating/plagiarism will also be unable to participate in sports/extra-curricular competition.

*****Inappropriate use of technology during school or while on school property, or at a school function (including use of unauthorized personal devices and school owned devices). Examples of inappropriate use include but are not limited to, going on/attempting to go on unauthorized sites at unauthorized times, changing the backgrounds or school devices, taking a school device home, not signing in/out or returning assigned device, using a device not assigned to you, signing in to another students' account, attempting to email anyone other than the teacher on school account, using personal device to make calls, texts, snap chats, etc., take pictures, send messages.**

Proper use of technology devices (chromebook, computer, iPads, printers) must be followed at all times. Grades 6-8 will be required to keep their school loaned devices in the provided case at all times. Devices may only be used flat on the desk, must be carried closed with both hands, when not in use must be stored in the chromebook/iPad cart or inside the student desk). Whether the student is at school or at home, no food or drink may be consumed while using the device. The family will be responsible for paying for damages or replacement cost of all devices used by the student. This must be taken care of prior to distribution of report cards, diplomas or transcripts.

Matters of serious consequence is grave behavior that results in a suspension or expulsion. They include but are not limited to the following:

Theft

Fighting-includes spitting at or near someone, or biting another person

Assault-defined as an aggressive act by one student with a primarily defensive reaction by a second student

Possession or use of weapons, explosives or fireworks

Inducing Panic

Leaving school grounds without permission

Habitual abusive language, harassment (verbal or physical) and profanity

Possession of profane or vulgar items, etc.

Major damaging of school property (vandalism)

Intimidating, threatening, striking or assaulting any school employee or student

Possessing or using unprescribed drugs, alcohol, tobacco (see drug/alcohol/tobacco policy)

Refusal of punishment

Repeated violations

Consequences

Minor Responsibility infractions: students will receive a responsibility demerit for each infraction.

5th Demerit each sem. = 1 hour detention - Problem/Solution paper completed at the time of the infraction.

10th Demerit each sem. = 1 hour detention, Problem/Solution paper completed during the detention and a conference with parents.

15th Demerit each sem. = 1 hour detention, Problem/Solution paper completed during the detention and a conference with parents.

20th Demerit each sem. = 1 hour detention - Problem/Solution paper completed at the time of Infraction and a conference with parents.

25th Demerit each sem. = 1 hour detention - Problem/Solution paper completed at the time of Infraction and a conference with parents.

Major Responsibility infractions: after three violations of the same major responsibility infraction that responsibility infraction will become a behavior infraction for the remainder of the semester.

5th Demerit each sem.= 1 hour detention-Problem/Solution paper completed at the time of the Infraction.

10th Demerit each sem. = 1 hour detention, Problem/Solution paper completed during the detention and a conference with parents.

15th Demerit each sem. = 1 hour detention, Problem/Solution paper completed during the detention and a conference with parents.

16th Demerit each sem.= Suspension. Conference with parents.

Behavior infractions: students will receive a detention, multiple detentions or suspension.

1st Demerit each sem. = 1 hour detention - Problem/Solution paper completed during detention

2nd Demerit each sem. = 1 hour detention - Problem/Solution paper completed during detention

3rd Demerit each sem. = 1 hour detention and a conference with principal/teacher/parent/student

4th Demerit each sem. = 1 day out-of-school suspension.

5th Demerit each sem. = Suspension until a conference with principal, parent and student is held to discuss the student's future at St. Rose.

6th Demerit each sem. = Suspension with possible expulsion

DETENTION WILL BE SERVED WHEN SCHEDULED BY THE TEACHER

Parents are notified via a demerit/detention slip as well as an email being sent. Parents sign the slip, and the student returns it to the teacher the following day. **If the demerit is not returned signed the next day, the student will have a silent lunch and be sent to the office to call home. If the demerit is not returned signed the second day, the student will receive another demerit/detention.**

Please note: Detentions are expected to be served on the day assigned by the teacher; this is typically the next day. Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc. Any student not serving the detention on the date assigned without the parent contacting the teacher, will be given another detention.

PLEASE NOTE: It is unlikely that any responsible, conscientious student will earn more than 3 detentions.

Matters of serious consequence: Suspensions may or may not be served out-of-school depending on the decision and discretion of the principal and a two teacher committee (not grade teacher). For out of school suspensions, the parent takes the responsibility for the supervision of the student. Suspensions may span 1-5 days. The suspended student is responsible for all class work within the same amount of time as the suspension. Failure to complete on time will result in lower grades. Suspension work will begin at 79%.

While the student is under suspension he/she is **NOT** permitted to attend/participate in any school functions or activities, nor is the student permitted to be on school property. **The suspension begins at 3pm on the day assigned for all sports activities.**

Upon receiving a second suspension (per semester) a conference with the parent/guardian and principal to discuss the student's future at St. Rose will be held.

Procedure for Immediate Suspension Used in Extreme Cases

The Principal receives a qualified referral for suspension.

Step 1 - Principal presents notice of intended suspension to student.

Step 2 - Students are given a chance to be heard by the school administrator with the teacher present, before the suspension is imposed. At the principal's discretion the pastor may be brought in.

Option 1 - Student's response is acceptable to the principal, and the principal confers with the teacher(s) to select an alternate discipline option.

Option 2 - Student's response is not acceptable to principal, student is suspended

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 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.

SEXUAL HARASSMENT POLICY

Students who engage in sexual harassment on school premises or off school premises at a school sponsored activity will be subject to appropriate suspension and/or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome including, but not limited to, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact.

Immediate suspension procedures will be followed, as well as a conference with all involved students, teachers, parents and principal. Pastor will be invited.

EXPULSION

The expulsion of a student is a serious matter and will be used only when absolutely necessary. Continued suspensions for serious offenses as described above may result in expulsion of the student. In some cases the principal and pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and pastor.

APPEAL PROCESS

Any appeal must be in writing and sent to the Principal via email within 48 hours of the assigned consequence.

V. LINE OF AUTHORITY

A. In the classroom, the teacher

In the cafeteria and on the playground: supervisory staff, (teacher, staff person), volunteer

B. The principal

C. The pastor

Parents should contact the teacher first regarding academic and discipline problems. If after conferring with the teacher satisfaction is not met, then parents can contact the principal.

Understand that NO HANDBOOK can be comprehensive in response to matters of discipline. The lines of authority extending to the Pastor have the right to decide appropriate disciplinary measures beyond the scope of the handbook in order to remain consistent with our mission as a school.

DRESS CODE POLICY

The major responsibility for the dress and personal appearance of the students rests with the parents. We also recognize that the students share in this responsibility. This code has been formulated through communication with parents, teachers, administration and the school board. In addition, the dress code policy for school days and out of uniform days must comply with our mission statement at St. Rose. We pride ourselves on helping our *students grow spiritually, emotionally, and socially*; this is a long-standing tradition at St. Rose. Keeping this in mind, it is our policy that our dress code policy be modest for all. Modesty is one of the Fruits of the Holy Spirit. Modesty means being pure in our thoughts, words and dress. It is the responsibility of every student to take pride in himself/herself in addition to the school and to always dress in good taste. It is the joint responsibility of the classroom teacher and principal, along with the full cooperation of the parents, to enforce this dress code. All items purchased through WARD APPAREL, 3619 Elida Rd., 567-940-9448.

Because a student's appearance has a strong influence on his behavior, the following regulations govern the student's attire:

KINDERGARTEN

Girls

- Navy and red plaid jumper. Length to be no shorter than 3" above the knee.
- Navy blue scooter.
- Navy blue pants
- Uniform shorts (until October 31 and begin on April 1 only)
- Solid color white blouse with Peter Pan collar or red or white polo shirts-long or short sleeve
All shirts **MUST** have the St. Rose embroidered logo. (***Purchased from WARD APPAREL.***)
It is suggested that a **PLAIN WHITE undershirt** be worn under blouses for modesty purposes.
- Red or navy cardigan (flat weave/button up)
- Red or navy long sleeve or sleeveless V-neck sweater. Must have the SRS logo.
- Red or Navy Fleece 1/2 zip jacket. Must have the SRS logo.
- Silk-screened or embroidered uniform sweatshirt with uniform shirt worn underneath-collar showing.
- Solid white, red, navy, black or gray bobby socks, knee socks or tights (no adornments) are to be worn with jumpers, scooters and shorts. ***Open footed leggings (to the ankle) are permitted (Navy, Black, Red).***

GRADES 5-8 - GIRLS

- Navy and red plaid skirt. Length to be no shorter than 3" above the knee.
- Navy blue scooter.
- Solid color white blouse with Peter Pan collar or oxford style (button down). All shirts **MUST** have the St. Rose embroidered logo (purchased from WARD APPAREL). A **PLAIN WHITE undershirt *must*** be worn under blouses for modesty purposes and uniformity.
- Red or navy cardigan (flat weave/button up) must have SRS logo.
- Red or navy long sleeve or sleeveless V-neck sweater (purchased from WARD APPAREL) with SRS logo.

- Red or Navy Fleece 1/2 zip jacket. Must have the SRS logo.
- Silk-screened or embroidered uniform sweatshirt with uniform shirt worn underneath-collar showing.
- Navy blue pants with plain navy, brown, or black belt.
- Uniform shorts with belt (until October 31 and begin on April 1 only)

SCHOOL SHOES: LEATHER or CLOTH oxford-style, tie, saddle, or slip-on loafer style shoes with a closed 2" heel or lower (1 1/4" tread or less on sole). Must be below the ankle. Hiking, weather or casual boots are not acceptable. (Brown, Tan, Black, White or Navy. No adornments visible. Plain and solid is the rule-no sequins, sparkles, plaid, decorative eyelet holes, or shoestrings, etc.)

ATHLETIC SHOES: Black, white, navy, brown, or tan and must be all one color. The sole, logo and heel must be the same color.

Plain white, red, navy crew socks may be worn with shorts.

- Solid white, red, navy, black or gray bobby socks, anklets, knee socks or tights (no adornments) are to be worn with jumpers, scooters and shorts.
- Solid white, red, navy, black or gray bobby socks, knee socks or tights (no adornments or logos) are to be worn with jumpers, scooters and shorts. Open footed leggings (to the ankle) are permitted (Navy, Black, Red).

GRADES K - 8 BOYS

- Grades K-4** White or red polo shirt: long or short sleeve. All shirts **MUST** have the St. Rose embroidered logo. (Purchased from WARD APPAREL). It is suggested that a **PLAIN WHITE undershirt** be worn under shirt for modesty purposes.

-Navy blue pants

-Uniform shorts (until October 31 and begin on April 1 only)

-NO BELT REQUIRED.

- Grades 5-8** White oxford button down shirt: long or short sleeve. All shirts **MUST** have the St. Rose embroidered logo (purchased from WARD APPAREL). A **PLAIN WHITE undershirt must** be worn under the shirt for modesty purposes and uniformity.

-Navy blue pants with plain navy, black, or brown belt.

-Uniform shorts with belt (until October 31 and begin on April 1 only)

-Grades 5-8 Navy blue embroidered tie or red, white, blue striped. Must be worn daily. (purchased through WARD APPAREL.)

-Red or navy cardigan (flat weave/button up) must have SRS logo.

-Red or navy long sleeve or sleeveless V-neck sweater. Must have the SRS logo.

-Red or Navy Fleece 1/2 zip jacket. Must have the SRS logo.

-Silk-screened or embroidered uniform sweatshirt with uniform shirt worn underneath-collar showing.

-Plain Navy blue, black, gray, red or white socks must be worn with shorts. Socks must be worn and **must cover the ankle**. (No adornments, stripes, checks, blocking or logos).

-SCHOOL SHOES: LEATHER or CLOTH oxford-style, tie, saddle, or slip-on loafer style shoes with a closed 2" heel or lower (1 1/4" tread or less on sole). Must be below the ankle. Hiking, weather or casual boots are not acceptable. (Brown, Tan, Black, White or Navy. No adornments

visible. Plain and solid is the rule (no sequins, sparkles, plaid, decorative eyelet holes, or shoestrings, etc.)

ATHLETIC SHOES: Black, white, navy, brown, or tan and must be all one color. The sole, logo and heel must be the same color.

••All school uniforms (skirts, shorts, scooters, pants & sweaters) *may* be ordered through WARD APPAREL .

•• All school shirts and ties *must* be purchased through WARD APPAREL.

••Spirit wear and uniform sweatshirts are purchased through the spirit wear order form.

GENERAL RULES:

- 1.) Socks are required at all times (see specifications for students' age).
- 2.) Shoes must be tied at all times.
- 3.) No blousing of clothing.
- 4.) No excessive jewelry. Rubber bracelets - 2 on each wrist only. One set of earring per ear lobe. No tinted eyewear. Individuals with nose rings must wear the clear filler during school hours.
- 5.) Girls may wear only light colored nail polish. Minimal make-up for 6th, 7th & 8th grade girls only. Regular length fake fingernails.
- 6.) No extreme hairstyles. Boys' hair must be out of their eyes. Hair must not be a distraction to the learning process. Neat and clean is applicable to all. Final decision on hairstyles rests with the principal. Boys must be clean shaven. No fake hair may be worn. No symbols may be etched into hair. Hair must cover the top of the head and be no higher than 1". No Mohawks.
- 7.) No rolling of skirts/scooters.
- 8.) No hats are permitted to be worn during school hours. Students may wear sweatshirts with hoods on dress down days, however if a student is asked to take their hood off, they will lose the privilege of wearing a hoodie.
Headbands may be any color, bows must be modest. Hair pieces must not be a distraction to the learning process.

We realize the fact that various clothing fads will become popular throughout the school year. Since some of these will not constitute acceptable school dress the final decision on these matters is left to the discretion of the principal. Students who are in violation of the school dress code will be issued a responsibility demerit under minor violations.

In the event of an emergency, which prevents a student from wearing his/her uniform a note from parents/guardians is required. It is expected that the student will dress appropriately. No jeans, shorts, etc.

DRESS CODE FOR GYM

Grades K - 8 wear easy-tie tennis shoes with socks (white socks preferably)

Grades K - 2 students do not change for gym; girls must wear shorts under uniform .

Grades 3 - 8 students must wear a red T-shirt and black gym shorts provided by the school.

Black sweatpants must be worn November 1 through March 31. They can be purchased through Ward Apparel or an alternative store. Until the uniform is received, students must wear **plain T-shirts or any shirts promoting St. Rose, Lima Central Catholic, Positive Addiction and shorts/sweatpants. Shorts, if worn, must be no shorter than 3" above the knee.**

Yoga/running pants or leggings are NOT ACCEPTABLE. IF NOT PROPERLY DRESSED, STUDENTS MUST CHANGE BACK INTO UNIFORM AND CONSIDERED NOT DRESSED FOR PHYS. ED

SPIRIT DAYS/ OUT OF UNIFORM DAYS

Students may **only** wear St. Rose school colors (red and white) clothing on Spirit Day. This day is usually the **last Monday** of each month, however all days will be scheduled on the calendar that can be found at: srslima.org. If a student does not follow the out of uniform dress code, the parent will be called and required to bring the school uniform to school and the student will lose the dress down day.

Spirit Day clothing:

- Jeans-no rips or cuts
- Plain red or white shirts/sweatshirts
- St. Rose Positive Addiction/BEST Day shirts
- St. Rose "Spirit" shirts/sweatshirts
- Regular uniform
- Sweat pants

No slides

• No spaghetti straps, tank tops, form-fitting yoga/running pants, jeggings, pajama pants, ill-fitting and saggy sweatpants, and leggings. If skinny jeans are worn, a long shirt must be worn that covers the backside.

Modesty is the rule and should be followed. If you have to ask if it's appropriate; wear something else. If you have to be careful when sitting or bending over; it isn't modest. If you can see an outline of undergarments through the fabric; it isn't modest.

Because we are promoting St. Rose School on spirit day, **ABSOLUTELY NO OTHER ATTIRE** is acceptable. (Ohio State, Chicago Bulls, Cincinnati Reds, etc., attire is not acceptable). There will be days throughout the year where students may "dress down" and wear their favorite T-shirts and sweatshirts.

Shorts, when worn, must be **no shorter than 3" above the knee.** Girls may wear red or navy polish. All other dress code rules apply.

SPORTS ELIGIBILITY POLICY

Students in the 7th and 8th grade who play on sports teams or are cheerleaders for Lima Central Catholic school teams are subject to the following eligibility requirements:

All 7th and 8th grade students must maintain the standards of scholarship as defined by the OHSAA and St. Rose Catholic School. In accordance with the Lima Catholic Elementary and Junior High Schools, all 7th and 8th grade students must be enrolled in and passing a minimum of 5 classes. These 5 classes must include at least 4 core classes (Reading, ELA, Religion, Math, Science and Social Studies and 1 specials class (music, art, PE, Tech). If a student falls below this he/she is ineligible for one grading period and his/her grades will be reviewed the next academic quarter for eligibility.

If your son or daughter plays athletics and they are deemed ineligible, this standing applies until the next academic quarter. Students who are academically ineligible are allowed to practice but are not allowed to participate in any competitions or games.

In addition, students are expected to maintain proper character traits during school and while attending all school activities. The coach or moderator shall work with other staff members in an effort to maintain acceptable attitudes, behavior, respect, and character for all students under their jurisdiction. Consistent violations of good citizenship, or a single gross violation, may be grounds for denying participation from co-curricular activities. All students participating in a middle school sport through Lima Central Catholic must pay a yearly fee of \$100 in order to participate. Families will also be required to work ticket booths and concessions.

CYO SPONSORED SPORTS ELIGIBILITY POLICY

Refer to the Lima Catholic Schools Athletic Handbook.

Eligibility for the following year is determined by the last quarter of the previous year.

Students from other schools playing on St. Rose CYO School teams are subject to the same eligibility standards as our school requires of our students.

EXTRA CURRICULAR ACTIVITIES

Students who desire additional challenges and experiences may participate in any of the following activities:

BAND: (Grades 5 - 8). Lessons and concerts, under the direction of Mr. David Buckholt, band director from Lima Central Catholic, are experiences in developing not only the students' talents, but self-discipline.

MASS SERVERS: (Grades 3 - 8). Assisting Father Ross at Mass gives the student an opportunity to give service to the faith community.

SCOUTS: Scouting programs help to develop basic life-skills. Brownies, Girl Scouts, Cub Scouts, Boy Scouts.

SPORTS PROGRAMS: Sportsmanship and cooperation are just two of the many skills developed in these programs. Student eligibility is determined by grades as well as conduct and effort reports.

Basketball, Volleyball, Soccer, Cheerleading (grades 2-8), Bowling, Football, Baseball, Wrestling, Track/Cross Country -- YMCA & CYO offered throughout the year

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	Fund Raising	Parish Festival
Positive Addiction - Activities	Room Mothers & Fathers	
School Council	Field Trip Drivers/Supervision	
Home & School Association	Scout Leaders	

The highlighted areas are required of all parents. 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.)

St. Rose Wellness Policy

In response to the reauthorization of the Child Nutrition and Women, Infants, and Children Act, the Lima Catholic Schools have developed the following wellness program.

1. Goals for (a) nutrition education, (b) physical activity and (c) other school-based activities that promote wellness.

A. Nutrition education

The Lima Catholic Schools will implement the health objectives relating to diet, nutrition and exercise as stated in the 2000 Diocesan Graded Course of Study for Health.

Nutrition guidelines, My Plate, suggestions for healthy food choices and/or other messages related to health and nutrition will be posted in or near the school cafeteria.

School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.

Recess or snack breaks will be scheduled for students as needed to maintain energy levels.

B. Physical activity

All students will participate in the school's physical education program.

Physical education programs will implement the objectives of the 2018 Diocesan Graded Course of Study for Physical Education.

A community resource person will meet with select classes to help them develop a healthy eating and physical activity plan.

All classes will have access to recess (excluding grades 6, 7 & 8) according to the school's schedule.

Discipline will be administered in ways other than depriving a student of physical education class.

Students will be encouraged to participate in school and community sports programs, and to be physically active outside of school.

Students in upper grades will participate in Positive Addiction activities.

C. Other school-based activities;

The Lima Catholic Schools further encourage teachers and parents to provide healthy snacks, and to minimize sugary treats for classroom celebrations

The Lima Catholic Schools will provide parent education on nutrition and the benefits of physical activity through newsletters and parent meetings during the course of the school year.

Teachers will be offered training in nutrition as needed, and in physical activities conducive to learning and appropriate for classrooms, especially Brain Gym activities.

The Lima Catholic Schools will invite parents and other community members to participate in our healthy school lunch program by inviting them to join students for lunch.

2. Nutritional guidelines for all foods available on school campus during the school day

School lunch programs will follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services (see #3 and footnote)

The Lima Catholic Schools will encourage students and parents not to bring fast food and/or carbonated beverages for lunch.

A la Carte items will be sold at the Lima Catholic Schools only after students have eaten a healthy lunch.

Students will not have access to pop and candy machines during the school day.

Drinking fountains and or water coolers will be available in every building.

3. Guidelines for reimbursable school meals

Lima Catholic Schools will continue to follow the state and federal guidelines and procedures for reimbursement for school lunch.

4. Plan for measuring implementation of the local wellness policy.

Select classes from grades 6-8 will be asked to keep a food/exercise log (no names) for the first full week of September and March. The logs will be evaluated by the wellness committee to ascertain any changes in eating habits or physical activity.

Select classes will regularly monitor their heart rate as a part of their physical education classes. Students will be surveyed to ascertain the number participating in extracurricular activities and the amount of time spent on those weekly.

The local wellness committee (or School Advisory Council) will revisit the wellness policy annually to revise, update, or amend the policy as needed.

5. Community involvement in the development of the plan.

The Lima Catholic Schools will present the draft plan to staff, parents, and/or students to seek input.

Individuals at each school will monitor the program.

*Guidelines posted on ODE website,

(http://www.ode.state.oh.us/food-service/pdf/SCHOOL-MEALS_FACT_SHEET.PDF), permit schools to choose one of several menu patterns. The Food-Based Menu Patterns for lunch in elementary grades must include daily:

8 oz of fluid milk (low-fat plain must be offered)

1/2 cup total of two different fruits and/or vegetables

2 oz of meat or meat alternate

1 serving of grain/bread (* per week for tradition),

Approved and Adopted (08/01/2023)

Donna Judy, Principal

Jeannie Riepenhoff, Cafeteria Manager

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.

St. Rose Catholic School

2023-2024

2023				
M	T	W	TH	F
August				
	1	2	3	2
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
September				
				1
-4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
October				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
November				
		1	2	-3
-6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
December				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

2024				
M	T	W	TH	F
January				
4	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
February				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	
March				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
April				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
May				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Student Vacation Days:

Sept. 4	Labor Day
Oct. 9	Professional Development for Teachers
Nov. 3	Parent/Teacher Conferences
Nov. 6	Professional Development for Teachers
Nov. 22-23	Thanksgiving
Dec. 21-Jan. 2	Christmas Break
Jan. 15	MLK, Jr. Day
Feb. 16	Professional Development for Teachers
Feb. 19	President's Day
March 13	Professional Development for Teachers
Mar. 29-Apr. 2	Easter

Other Days:

Aug. 17	Classes Begin K-8
Oct. 31-Nov. 1	Parent/Teacher Conferences
Jan. 28-Feb. 3	Catholic Schools Week
March 26	Open House/Art Show
	Parent/Teacher Conferences
May 6-11	Positive Addition Week
May 23	8th Grade Graduation 7pm
	PreK & Kindergarten Graduation

QUARTERS:

1st:	Aug. 17 - Oct. 18	43 Days
2nd:	Oct. 19 - Dec. 20	40 Days
3rd:	Jan. 3 - Mar. 15	49 Days
4th:	Mar. 18 - May 24	47 Days
		179 Days
		2 Conf. Days
		4 Professional Dev. Days

1:00 P.M. Dismissals:

Dec. 20 May 24

Tardy Bell Rings at 7:55 AM
School Dismisses at 3:00 PM

All Thursdays are a 2:00 PM Dismissal

Delay/Early Dismissal Time Schedule

2 Hour Delay Schedule

10:05 - 10:30

10:30 - 10:55

10:55 - 11:20

11:20 - 11:40

Lunch

12:30 - 1:10

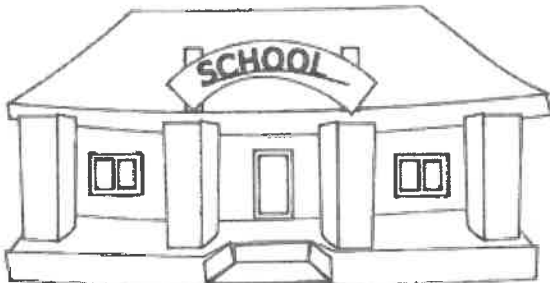
1:10 - 1:40

1:40 - 2:10

2:10 - 2:40

2:40 - 3:00

Class times are
shortened but there is
no change in class
schedule.



1 PM Dismissal

8:15 - 8:45

8:45 - 9:15

9:15 - 9:45

9:45 - 10:15

10:15 - 10:45

10:45 - 11:15

11:15 - 11:45

Lunch

12:30 - 1:00

Class times are
shortened but there is
no change in class
schedule.

Thursday Early

Release

2:00 PM