

St. Rose Catholic School

Great Teachers. Great Education.



Parent - Student Handbook K-8

2026-2027

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www.srslima.org



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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's religious education program follows grade level standards set by The Toledo Diocese and is 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 offers 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.

THE COVENANT-FAMILY/SCHOOL PARTNERSHIP POLICY

The Catholic Church and St. Rose recognize 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, parents/guardians and student(s) to support and uphold the Mission and School Beliefs.

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

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

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

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

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

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. Jayme Knotts
Preschool 3 year old	Ms. Cecilia Riepenhoff
Preschool 4 year old	Mrs. Kelli McPheron
Preschool 4 year old	Mrs. Danielle Mikesell
Preschool Preschool Admin Asst	Mrs. Stephanie Riepenhoff
Kindergarten	Mrs. Shelby Ruth
1st	Ms. Lauren Averagesch
2nd	Mrs. Mychaela Lake
3rd	Ms. Isabella John
4th	Ms. Lauren Nomina
5th	Ms. Grace Wagar
6th/Jr. High Mathematics/4-8 Computer, Library	Mr. Eric Temple
7th/Social Studies/Writing	Ms. Nicole Haney
8th/Reading/Science/Health	Mrs. Val Keller
Religion (grades K, 4, 5, 6-8)	Mrs. Erin Falke
Art, Phys. Ed./P-5 Music/K-3 Computer	Mrs. Jacquelyn Logan
Librarian	Mrs. Lisa Davisson
Tutor	Mrs. Stacey Johnson
School Guidance Counselor	Mrs. Dawn Ledyard
Dean of Students	Mr. James Hood
School Nurse	Mrs. Jamie Sherrick
Band (LCC)	Mr. Austin Friess & Mr. Jonathan Wey
Cafeteria Manager	Mrs. Jeannie Riepenhoff
Cafeteria Cook	Mrs. Shelly Harpest
Custodian	Mr. Tim Miller

PUBLIC SCHOOL PERSONNEL:

Speech	Contract with Allen County ESC
Title	Mrs. Erin Ridenour
Intervention Specialist	Mrs. Chris Bryan
School Psychologist	Ms. Kyra Cobb

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 require the financial assistance of the parents through tuition in addition to parish subsidy.

Enrollment Priorities

1. Currently enrolled at St. Rose Catholic School and Preschool children.
2. Siblings of currently enrolled St. Rose Catholic School and Preschool children whose families are parishioners at St. Rose parish.
3. Siblings of currently enrolled St. Rose Catholic School and Preschool children whose families are not parishioners at St. Rose parish.
4. Children from St. Rose parish families who will be enrolling for the first time in St. Rose Catholic School, whose order will be determined by the following criteria:
 - a) Registration materials received by the St. Rose Catholic School Office by the published deadline.
 - b) Active parishioner's date of registration in the parish and children who are currently enrolled in our Parish Religion Program.
5. Children from families who are parishioners at another Catholic Parish which does not have a school with the agreement of their pastor to pay the parish subsidy.
6. Non parishioners, based on the following:
 - The student participates in all classes including religion
 - The parents pay the tuition rate as stated in the tuition agreement
 - There is room in the classroom or needed academic program
 - The transfer to St. Rose Catholic School is not being made because of a previous record of disciplinary problems.

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

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

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

TUITION

Need based financial aid and parish assistance will be deducted from tuition as circumstances warrant. Tuition Assistant Applications are available in March for the next school year. The generosity of the parishioners of St. Rose Parish keeps tuition rates affordable. In return, all parents are expected to work AT LEAST a 2 hour shift during one of our fall or spring fundraisers as well as 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. Refer to The Covenant-Parents as Partners Policy for details. 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 2026-2027 School Year:

ACTUAL COST BASED ON PER PUPIL
PER CHILD \$ 8,000.00

SCHOLARSHIPS

* *EdChoice Scholarships* are available through The Ohio Department of Education and Workforce. All families are encouraged to apply.

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

* *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 March 1 of the previous school year to be eligible.

EDUCATIONAL SCHOOL FEE

The instructional fee for 2026-2027 will be \$175.00 per student K-8. This fee covers the cost of the Diocesan student assessment of \$13.00 (K-2) and \$15.75 (3-8) per student, the student record forms, workbooks, art paper and supplies, and consumable Religion books. A \$150.00 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 \$25.00.

JUNIOR HIGH ATHLETIC FEE

Junior high fall sports begin August 1, 2026, 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, 2026. You can access the physical form by this link.

[https://ohsaaweb.blob.core.windows.net/files/Sports-Medicine/2024-25PPE\(English\).pdf](https://ohsaaweb.blob.core.windows.net/files/Sports-Medicine/2024-25PPE(English).pdf)

The following fall sports are available for the 2026 fall season through Lima Central Catholic:

Football- Coach Jeremy Krieg (7th/8th grade)

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

Cross Country- Coach Johanna Barhorst

Cheerleading Coach Olivia Stolly

Soccer Coach - Tony Dickman

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. LCC will charge an athletic/marching band participation fee per season. This fee will be collected at the beginning of the season. Failure to pay this seasonal sport fee will result in suspension of playing time until the fee has been paid in full.

JUNIOR HIGH SPORTS ELIGIBILITY POLICY

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. We have specified these as core academic classes: reading, language arts, math, science, social studies and religion. Students who are academically ineligible are allowed to practice but

are not allowed to participate in any competitions or games. *Note that 4th quarter grades for 6th and 7th grades will affect eligibility for 1st quarter of their 7th and 8th grade year.

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 extracurricular activities. All students participating in a Jr. High sport through Lima Central Catholic must pay a per season fee to participate. Families will also be required to work ticket booths and concessions. Questions or concerns regarding 7th and 8th grade athletics may be directed to the LCC Athletic Director: Liam Stolly, Lima Central Catholic, lstolly@apps.lcchs.edu

TUITION PAYMENT PLAN

1) All families that require a payment plan for the year will be required to sign up with St. Rose business office by September 1 and must make regular monthly payments.

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 AND FEES POLICY

All tuition, fees, and/or fines must be paid in full for 8th grade students before March 1 or they will not be permitted to participate in the graduation ceremony or activities.

An account (P-8), which is not current, may result in the following:

· Students may not be permitted to participate in field trips and extracurricular activities if tuition and fees are in arrears and the family has not requested a payment plan. Additionally, if a family is on a payment plan regular monthly payments must be made or their student may not be permitted to participate.

· Students will not be permitted to begin a new school year in August or new semester in January.

· Any family not signed up for a payment plan 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.**

· **An eighth grade student will not be permitted to participate in graduation unless the account is paid in full, which includes lunch fees, lost books and damages to school property.**

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.

Regular Church attendance is 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 **Wednesday 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 (Wednesdays). **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.

The school day begins with morning announcements and prayers PROMPTLY at 7:55 AM. 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.

TRANSPORTATION

When there are changes to pickup, parents must notify the school office prior to 2pm.

CAR TRANSPORTATION K-8: 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 housing around the school. This is extremely important for the safety of the children and the goodwill of our neighbors. **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.* 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.

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. Students arriving by school bus will go immediately to their classrooms. If a student rides the bus, they will be put on the bus at the end of the day unless the school is called by 2pm or a written note is sent to school.

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: K-4 (8:15 AM); Friday: 5-8 (8:15 AM)

All School Masses and every First Friday of the month, 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.

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. As per our Covenant-Family/School Partnership Policy, families must ensure that the school has an accurate phone number and email that is available to receive messages and checked daily.

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

Additionally, notices will be added to the school facebook page and ClassDojo.

Emergency Procedures/Situations

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

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

Cardinal Review

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

Website/Facebook

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

VISITORS 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 or scooters 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.

LOCKERS/COAT HOOKS

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

LIBRARY/CLASSROOM BOOKS/CHROMEBOOKS

MISCELLANEOUS FINES: Book 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, to include shipping.

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

LANDLINE TELEPHONE USE

Students are permitted to use the telephone only for **extremely urgent** matters. 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. **When forgotten items need to be brought to school (lunch, gym clothes, books), they will need to be placed on the table inside the first door on West St.**

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 \$2.00 full price, .30 reduced or free for those who qualify. Only breakfast provided by the school is permitted, no packed or purchased breakfast is permitted.

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. **To support our school's wellness initiatives, outside fast food is not permitted in the cafeteria or classrooms.**

Any student forgetting a sack lunch, will be provided a lunch. **This must be paid back the following day.**

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

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

* Only full lunches may be purchased.

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

* Extra items may not be charged.

Students who are allergic to milk will be provided juice. 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.

SPEECH THERAPY: A certified teacher is available through a combination of the State Auxiliary Service Program and IDEA-B 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.

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, which parents sign at beginning of the year paperwork. Parents receive advance notification of the event, and have the opportunity to refuse participation for their child by signing and returning the event notification. If a child is not permitted to attend the field trip, it is expected that they will remain home on the day of the field trip. **PERMISSION OVER THE PHONE IS NOT ACCEPTED.** Faxed and emailed signatures are 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 ensure 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 and leave a message on the attendance line before 7:55 AM each day your child is absent. Otherwise, the school will attempt to contact the home of the student by phone. **An explanation of each past absence must 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 Wednesdays). 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 Wednesdays) they must report to the School Office. Parents who are repeatedly late may incur a fee if picking their child up later than 3:10. If a parent/guardian needs to change their child's means of transportation home it should be communicated to the school office no later than 2:30 (1:30 p.m. on Wednesdays).

Excused Absence from School

The school follows the Ohio Revised Code, Section 3321.04 for mandatory student attendance. Rule 3301-51-13 of the Administration Code recognizes the following conditions as

excused absences. Students who fail to follow this code may be reported as truant and their parents may be referred to the legal system for appropriate legal action.

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

Excused Absences Include:

Personal illness and/or medical appointments

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

Family illness

Quarantine in the family

Death of a relative

Observance of religious holidays-advance notice is required

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.

When a phone call is not received by the parent for an absence, the absence will be marked as unexcused. EdChoice does not allow more than 20 unexcused absences in a school year, the scholarship will not be renewed in the following year if this occurs.

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 long term project has been assigned, and a student is absent during part of the time period, no extension for the project will be given unless the teacher provided classroom instruction for the project on the day of absence.

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. Please be mindful that gathering missed work takes away from instruction time of those students present so please pick up requested work and have it completed upon return.

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 work and 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 the building 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 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 habitually 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 Courts.

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. Rose 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 is available five days a week from 8:00 am to 3:00 pm for consultation, evaluation screening, referrals and follow-up. The school clinic will assist with any health problems your child might have, as good health is a prerequisite to good scholastic achievement. Vision, hearing and scoliosis screenings are performed periodically. Parents are contacted when necessary.

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

Medication

Ideally, all medication should be given at home. It is recognized that some children may need medication so they may attend school. Any student who is required to take prescribed or over-the-counter medication during regular school hours **must** have the required forms completed and on file in the school office. A copy of these forms are available at the Parent Meeting and may also be obtained in the school office or off the website. **The school professional will refuse to administer medication** when the procedures described above have not been followed. This policy includes the use of **non-aspirin (Tylenol)**. A student **MUST** have written order and consent. Cough drops sent to school **with a note** will be dispensed by 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. Medication must not be expired.

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 without the aid of fever reducing medication.

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 without the assistance of fever reducing medication.

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. This plan should be completed prior to the first day of school, and updated as medically necessary.

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. This plan should be completed prior to the first day of school, and updated as medically necessary.

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. Parents will be notified by the school nurse when a child is in need of a vaccination.

Any parent choosing not to immunize their child must complete a statement to this effect. Unvaccinated students, when exposed to a communicable disease, will be required to keep their child home for the incubation period of said communicable disease based on Centers for Disease Control and Prevention guidelines.

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.).

SAFETY DRILLS

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

STUDENT CONFIDENCES

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

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

Accreditation Program

St. Rose is a fully accredited institution through the Ohio Catholic Schools Accrediting Association. All teachers are certified and fully accredited by the State of Ohio Board of Education.

Curriculum and Instruction Policy:

The Diocesan curriculum guidelines, consistent with the State of Ohio guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Diocese of Toledo is posted on the diocesan website. The classroom teacher is responsible for using appropriate techniques to implement the required curriculum. The principal is responsible for the day to day supervision of curriculum and instruction.

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-8 will complete their work during recess until work is completed. Students in grades 5-8, percentage points will be taken off according to when the assignment is received by the teacher-minister.

Behavior During Tests

Misbehavior (e.g., talking, making noises, cheating) during tests interferes with the right of students to concentrate and perform at their best. In addition, it frequently may be interpreted as cheating. The teacher will determine the severity of the misbehavior and decide on an appropriate consequence.

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. Any student in grades 5-8 with missing assignments or on academic probation due to grades will be required to attend homework tables.

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 Misconduct

Students are responsible for completing and submitting their own work. Every act of academic dishonesty is considered an act of serious consequence and will be dealt with as such. Any act of academic dishonesty whether it is plagiarism, bringing unapproved material to the test, indicating the specific content of a test to students yet to be assessed, sharing/copying another student's work and presenting it as your own is unacceptable.

The use of artificial intelligence (AI) and natural language processing tools by students, without the express permission of a teacher, is inconsistent with the Catholic educational mission to form students in both mind and spirit. Such unauthorized use can undermine the development of essential critical thinking, creativity, and problem-solving skills—gifts from God that our educators are called to cultivate in each learner.

In accordance with the principles of academic integrity and the moral responsibility we uphold as a Catholic school community, the misuse of AI tools will be considered a form of plagiarism. This is a violation not only of academic honesty but also of the virtue of truthfulness, which we strive to instill in all students. Consequences will follow the school's established policies on academic dishonesty and will be handled with a spirit of justice, accountability, and the opportunity for moral growth.

Academic Dishonesty

Tier 1: First Offense (Restorative Focus)

- **Academic Penalty:** The student receives a zero on the assignment.

- **Redemption Opportunity:** The teacher provides the student with an alternative assignment or assessment to demonstrate true mastery of the material. A maximum passing grade (e.g., 60% or 70%) *may* be applied to this alternate work.
- **Disciplinary Action:** The teacher schedules a mandatory meeting with the student to review the offense, discuss the ethical implications, and clarify expectations for future assignments.
- **Communication:** The teacher notifies the parent/guardian and the administration, and an internal academic integrity report is filed.

Tier 2: Second Offense (Accountability Focus)

- **Academic Penalty:** The student receives a zero on the assignment or assessment with no opportunity to make up the lost points.
- **Disciplinary Action:** The student is referred to school administration. Consequences *may* include a mandatory after-school detention, suspension from extracurricular activities, or school/community service.
- **Communication:** The administration schedules a formal meeting with the student, the teacher, and the parent/guardian to establish a formal Academic Contract for the remainder of the school year.

Tier 3: Multiple or Severe Offenses (Corrective Focus)

- **Academic Penalty:** The student receives a zero on the assignment or assessment with no opportunity to make up the lost points.
- **Disciplinary Action:** Administrative action is required. This may result in in-school or out-of-school suspension, loss of eligibility for academic honors/awards, and removal from leadership positions or select elective programs.
- **Disciplinary Committee Review:** The student *may* be required to appear before an Academic Integrity Committee or the Principal to outline a behavioral and spiritual growth plan before being permitted to continue attending class.

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. All students on Academic Probation will be required to attend a minimum of two after school Homework Table sessions. 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	<i>Consistently</i>	2	<i>Sometimes</i>	3	<i>Seldom</i>
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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	<i>Consistently</i>	2	<i>Sometimes</i>	3	<i>Seldom</i>
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Grading System 3-4

A+ (97-100)	C+ (77-79)
A (93-96)	C (73-76)
A- (90-92)	C- (70-72)
B+ (87-89)	D+ (67-69)
B (83-86)	D (63-66)
B- (80-82)	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	= Superior Honors
3.00 - 3.49	= Honor Roll

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. Fall conferences will be mandatory Student Led Conferences for students in grades K-8. This will be a valuable way to engage students in understanding their role in their own learning process. Details will be sent home prior to conferences.

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. 11.**

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 1603, 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 7-8 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). This will be at the parents expense. 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/or 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 learning standards 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 2025-26 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 law.

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 schools 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.

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.

CELL PHONE USE

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, St. Rose Catholic School has determined the use of cell phones by students during school hours should be limited. The objective of this policy is to strengthen St. Rose Catholic School's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

This policy applies to the use of cell phones by students while on school property during school hours. Students are prohibited from using cell phones at all times.

Exception Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may only use a cell phone to monitor or address a health concern.

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. Lost or stolen phones are NOT the responsibility of St. Rose Catholic School.

Discipline If a student violates this policy, a teacher, staff member or administrator shall take the following progressively serious disciplinary measures:

*On the first infraction, the cell phone will be taken by the teacher, staff member or administrator and taken to the office for safekeeping and may be picked up by the student after school. The parent or guardian will be notified of this infraction.

*On a second infraction, the cell phone will be taken by the teacher, staff member or administrator and taken to the office for safekeeping and will need to be picked up by the parent or guardian.

*On a third infraction, the student will be required to turn in their cell phone daily to the office for the remainder of the school year.

Any type of bullying through cell phones **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.

We incorporate the Gospel Guidelines, LIFESKILLS 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.

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.

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:

On or before October 1, 2012, the Principal, in consultation with teachers, staff, administrators, parents, community representatives, consistent with the requirements of this policy, as well as Ohio and federal laws, shall be responsible for overseeing the development and establishment of a prevention and intervention anti-bullying plan for their respective building.

The plan shall include the following:

(1.) Clear procedures for reporting prohibited incidents for students, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.

(2.) A provision that reports of bullying, harassment, intimidation may be made anonymously, so that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

(3.) A requirement that school personnel report prohibited incidents of which they are aware to the school principal or other administrator designated by the principal.

(4.) In cases where the aggressor or target is not students at this school, information shall be disclosed to the principal or appropriate administrator of the public, private or charter school in which the student is enrolled.

(5.) A requirement that the custodial parent(s) or guardian(s) of any student involved in a prohibited incident is notified.

(6.) A procedure for documenting reported incidents, responses to incidents including steps taken to investigate reported incidents.

(7.) A strategy for protecting a victim or other person from new or additional harassment, intimidation, or bullying, and from retaliation following a report, including a means by which a person may report an incident anonymously.

- (8.) A strategy for providing counseling or outside referral to appropriate services for aggressors, targets and family members of students as needed.
- (9.) A disciplinary procedure for any student guilty of harassment, intimidation, or bullying, that infringes on any student's rights and expressly providing for the possibility of suspension of a student found responsible for harassment, intimidation, or bullying.
- (10.) A range of disciplinary actions that may be taken against an aggressor for bullying or retaliation provided that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior.
- (11.) A statement and a disciplinary procedure prohibiting students from deliberately making false reports of harassment, intimidation or bullying and for any student responsible for deliberately making a false report.
- (12.) Provisions for informing parents and guardians about the anti-bullying prevention and intervention plan of the school and shall include how parents and guardians can reinforce the curriculum at home and support the school and dynamics of any and all forms of bullying.
- (13.) A strategy for introducing the plan to all students/families.
- (14.) A strategy to ensure a parent or legal guardian signs off confirming that the plan was read.

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, guidance counselor and/or dean of students. 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.

Guidance Counselor/Dean of Students Department

The Guidance Counselor and Dean of Students work collaboratively for the benefit of all students in terms of their social / emotional growth and being able to make kind and Christ-like decisions. We prioritize fostering a supportive and inclusive community, where students feel safe and valued. Our office handles issues related to student conduct, conflict resolution, and

overall student well-being. We encourage students to reach out if they need assistance or simply want someone to talk to about their concerns or aspirations. We offer individual meetings, and we also provide group sessions throughout the year on topics like study skills, time management, mental health, and making positive life choices. Should there be any concerns regarding behavior, safety, or interpersonal challenges we can meet with students and their families.

DISCIPLINE POLICY

CODE OF CONDUCT

This Code of Conduct is in keeping with our mission policy to live the Gospel message of Jesus Christ. 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 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.

Administrative Procedure/Response

All reports of harassment, intimidation, bullying and relational aggression will be investigated and handled on an individual basis. If the investigation finds an instance of harassment, intimidation, bullying and/or relational aggression has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This also may include student expulsion, discharge for employees, exclusion for parents, guests, volunteers and contractors and removal from any official position and/or request to resign. Individuals may be referred to law enforcement officials.

The School Administration shall promptly investigate all reports of harassment, intimidation, bullying and relational aggression. School administration reserves the right to take action deemed necessary to resolve the situation.

1. Following the completion of the investigation, any student(s) found to have participated in harassment, intimidation, bullying or relational aggression toward another student will be subject to disciplinary action.
2. Retaliation against any student who makes a complaint of harassment, intimidation, bullying or relational aggression or any student who becomes involved in the investigation of such a complaint, is strictly prohibited. In addition, making intentionally false reports about harassment, intimidation, bullying or relational aggression for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.
3. Parents and Guardians have the responsibility to assist their child in promptly sharing complaints, provide complete factual information, maintain and respect the privacy and confidentiality of all parties, act in good faith, and in a calm courteous manner and show respect and understanding of each other's point of view and value differences. When a parent and/or guardian does not uphold their responsibility, they may be at risk of exclusion.

Bullying/Harassment/Relational Aggression

Verbal, written, or electronic threats made against the physical or emotional well-being of any individual are taken very seriously. Pictures may never be taken by students during school hours. Electronic posting of other student's information and/or pictures may be considered cyberbullying. Students following these actions (seriously, in jest, online, or texting) may face detention, suspension, and/or expulsion.

Conduct Policy and Procedures

A learning atmosphere free of disruptions is essential to maintaining the high academic standards at St. Rose Catholic School. One of the goals of the school is to provide students with a safe, caring learning environment and to encourage Catholic values by developing a sense of self-discipline and responsibility for actions. St. Rose's Pastoral Staff, administrators, and teachers are here to encourage and promote these values.

As a Catholic educational community, we expect all students to:

- Respect God, authority, themselves, their peers and school property
- Maintain a learning environment by working earnestly in the classroom
- Complete assignments on time
- Follow directions promptly
- Participate in class
- Accomplish neat and accurate work that is to the best of the student's ability
- Bring required materials to class
- Accept responsibility for what they do or don't do
- Return signed documents promptly
- Practice academic honesty
- Display a cooperative spirit and exemplary behavior
- Be reverent during mass, penance, mass practice and all times in the church.

As a Catholic education community, parents, teachers, and administrators are expected to

- Provide a learning environment by working in respectful partnership to promote effective instruction and disciplinary strategies
- Maintain the balance in disciplinary decision-making between what is good for each individual student and the students of the school as a whole.

Undesirable Behavior Protocol

When a student behaves in a manner that infringes on the rights of others and interferes with a harmonious atmosphere, consequences are necessary. St. Rose feels that children must learn that there are consequences for inappropriate behavior. We learn through experience, so developmentally appropriate corrective measures are valuable for the child's formation of values and development of moral character. Corrective measures may be warnings, discussions of the problem with the child and/or parent, restitution, or other penalties such as detentions. Whatever measures are used, the ultimate purpose is to impress upon the child the need to be responsible for the choices and actions they take, as well as to contribute to the education and social needs of the community.

Our practice is to be consistent with discipline and compassion in counseling, in a developmentally appropriate manner, as we deal with students and their families in making suitable choices. While there are some possible courses of action listed, other reasonable actions for behaviors may be used by teachers and staff.

In grades **Kindergarten through Grade 4**, students who make poor choices or whose behavior is rough, quarrelsome, or disorderly may be

- Involved in conversation with teachers and supervisors to identify undesirable behavior and improve and eliminate said behavior
- Given a corrective measure such as restitution, a “time out” or walking ticket during recess removing the child from regular playground activity
- Asked to write a reflection aimed at identifying the problematic behavior and generate better choices available
- Suspended from participating in recess activities for a determined period of time
- Referred to the counselor for additional guidance to change and control undesirable behavior
- Referred to administration for additional consequence

Parents are notified and involved in finding resolutions should repeated troublesome behavior be exhibited. Students with repeated daily infractions will be sent home with a yellow behavior slip. Regular communication/conferencing between parents and school personnel is required. Additional support services are sometimes required if it is determined that the child will benefit from such.

Students who display behaviors above expectations will be given a green slip to communicate this with parents.

Students in Grade 5 through Grade 8 will operate under a **Demerit (Infraction) System**. (Depending on the behavior and situation, students in Grade 4 may fall under the demerit system, this will be an administrative decision). Demerits represent a failure to cooperate with behavior expectations. They are categorized by degree of seriousness. The purpose in recognizing responsibility (Level 1) infractions is to encourage a pattern of positive behavior. Students need to understand that they are responsible for their actions and that all decisions have consequences. Unless infractions become repetitious, the disciplinary measures are meant to be minor. Behavior (Level 2) infractions are serious misbehaviors that tend to disrupt the learning climate of the school.

Responsibility (Level 1) infractions include, but are not limited to

- Being Out-of-Bounds(not following procedures, routines and expectations)
- Classroom Disruption
- Dress Code Violations
- Food, Drink, Gum Chewing
- Inappropriate Language/Gestures/Comments
- Misconduct/Noncompliance
- Unexcused Tardies to class
- Unsafe Behavior

Behavior (Level 2) infractions include, but are not limited to

- Academic Dishonesty
- Disrespect
- Harassment
- Inappropriate use of electronic devices during the school day
- Theft
- Vandalism

Response to Responsibility (Level 1) Infractions

Should a student commit a Responsibility (Level 1) infraction the teacher or staff member will issue a *demerit*, which is a *warning* that the student has failed to cooperate with St. Roses' behavior expectations. All demerits must be signed by a parent/guardian and returned the next morning. The purpose of the warning is to remind all students, parents and teachers that a minor offense was committed and it is expected the student behavior won't become a pattern. A second demerit (warning) will be issued if the first is not returned on time. Demerits are kept on file. A student who receives five demerits within one quarter earns a detention. A Demerit Form will need to be signed by a parent and returned by the student the morning of the detention.

A student who receives two Responsibility (Level 1) detentions will meet with parents/guardians, teachers, and administrators to discuss the pattern of behavior and together develop a behavior improvement plan and/or receive natural consequences for actions chosen.

Students begin each quarter with no demerits. All Level 1 and Level 2 detentions, however, are cumulative.

Response to Behavior (Level 2) Infractions

A Behavior (Level 2) infraction is serious. Parents/Guardians will be notified of a Behavior (Level 2) infraction and the subsequent consequences through a Demerit Form and/or a phone call or email. Consequences for a Behavior (Level 2) infraction include, but are not limited to detention, suspension (in or out of school), or behavior improvement plan. The accumulation of a second Behavior (Level 2) infraction will result in the parents/guardians being required to attend a conference with the administration. If the problematic behavior has not been corrected by this time, or the child/parents do not make sufficient effort to adhere to the expectations stated in this handbook, a student may be placed on a Behavior Contract.

* Students committing infractions that involve patterns of misconduct, disrespect, harassment, theft or vandalism may likely lose their privilege of participation in out-of-school activities. Safety is the primary concern. The need to keep additional attention focused on one student during an out-of-school activity undermines the safety of all students. Teachers along with administrators will make the final decisions regarding these safety issues.

Detention Policy and Procedure

Consequences are most effective when given as immediate as possible; therefore, detentions are held after school on Tuesdays and Thursdays from 3:00-4:00 pm. A student can be assigned the entire hour or a portion of the hour, depending on the severity of the situation. When a detention is issued, a Demerit Form will be sent home, along with the time and date the student needs to stay after school. Detention takes precedence over appointments, practice, lessons, tutoring, ball games, etc.

Expulsion Policy

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Rose Catholic School. 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.

Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal. The administration of St. Rose Catholic School reserves the right to ask a student to leave the school if the student's behavior outside of school causes disgrace or disruption to the reputation of the school or the wellbeing of its students.

Major Incidents

Major incidents require immediate removal from the classroom. These include

- **Physical danger** such as fighting or violent use of force; possession, use, sale, or distribution of dangerous, noxious or unlawful objects; tampering with emergency services/equipment
- **Abuse/psychological danger** such as obscene or vulgar language including racial, sexual or ethnic slurs; undermining a teacher/staff member's authority; cyberbullying
- **Unwillingness to gain control** - disrespect for teachers; major outbursts; provoking behavior

In addition to the above, a major incident may be anything that, in the opinion of the administration, constitutes a serious and significant disruption of learning, endangers the safety of students or staff or undermines the school's philosophy or goals.

For Major Incidents, the administration will contact the parents by phone or writing to discuss the situation. The consequence for such action may be a detention, suspension, parent/student/administration conference, required counseling, loss of school or grade level privileges, behavior contract, or other forms of reprimand the administration sees as appropriate for the offense.

Off-Campus Conduct

Although the school cannot assume responsibility for a student's conduct when he/she is outside the school's jurisdiction, students should remember that at all times they are responsible for the good name of St. Rose Catholic School. A student involved in off-campus conduct prejudicial to the reputation of the school is liable to severe disciplinary action as if the conduct occurred on school property. This applies to all functions - even those outside of our normal school activities. Off campus behavior includes, but is not limited to, cyber-bullying.

Students guilty of misconduct on buses, as judged by the bus operator or school staff, are subject to school discipline, including suspension and termination of bus transportation.

Consequences may include, but are not limited to: a call to parents, reflection letter, detention, suspension, expulsion. Consequences will be decided on by the school administration.

Sexual Harassment

Students who engage in sexual harassment on school premises or off school premises at a parish/school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the school's suspension/expulsion procedures.

Any student who believes they are sexually harassed needs to report such behavior to a parent, teacher, or the principal within a timely manner.

Sexting

The mere possession of sexually explicit images of minors on any device is prohibited regardless of whether any state laws are violated. All involved in sexting, unless they immediately deleted the images, could be subject to discipline. Parents and the police might be contacted to investigate. Students should be aware that cell phones will be searched if there is probable cause that a criminal violation has occurred, and may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy. School Administration will use their discretion to determine appropriate consequences on a case-by-case basis. St. Rose Catholic School prohibits harassment and bullying related to sexting incidents, and will increase consequences where threats are made regarding the distribution of sexting images.

Suspension Policy and Procedure

Suspensions are issued for severe behavior infractions or excessive infractions within a school year. St. Rose Catholic School administration reserves the right to investigate and deem when suspensions need to be issued. Suspensions may be in or out of school. All suspensions have grade consequences. A student who has been suspended may not receive a grade higher than 70% on any assignment, test, project, or other work completed on or during the class period or the day(s) of suspension. **The suspension begins at 3pm on the day assigned for all sports activities.**

Students are expected to complete all assigned academic work and return it on the day and time expected. In the case of out-of-school suspension, it is the parent and student's responsibility to organize and arrange a time to pick up missed work.

A student serving a suspension will forgo any extracurricular activities sponsored by St. Rose Catholic School or Lima Central Catholic during the entire period of the suspension.

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.

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, controlled substances, drug paraphernalia, alcoholic beverages, or unauthorized prescription medications within school buildings, on school grounds or during participation in school sponsored activities. As a Catholic school community, we are committed to maintaining a safe and Christ-centered learning environment for all our students.

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 may not return after the three days unless this is completed, or proof of an appointment is provided. 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. Parents will be notified immediately if there is a violation, and law enforcement will be contacted.

WEAPONS/ BODILY THREAT POLICY(Fighting)

The Catholic school environment should be a peaceful environment where conflict should be resolved peacefully through conflict resolution using Catholic values. 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. The student will be suspended or possibly 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.

Incidents of a student fighting, making threats, vocally or in passing, will result in an immediate emergency removal from the school setting and suspension or expulsion. Proper authorities will be notified. The number of days of any suspension is at the discretion of the principal.

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.

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 advisory council. 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.**

The Lima Catholic CommUNITY Schools worked in collaboration to create a uniform policy for our schools that is consistent and cost effective for all. This new policy will be transitioned over a two year period. This means that any current uniform items that you purchased that fit your child can be worn for the next two years. All new items moving forward must be purchased at Ward Apparel. Our current plaid will still be available for purchase at Ward Apparel and can be worn over the next two years. This allows our partner, Ward Apparel, to sell items purchased by them for our school, and for our parents to use current plaid uniforms that still fit our girls. Starting in the 2027-2028 school year, the policy below will be the policy.

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

KINDERGARTEN-8th grade girls

- Plaid skirt-Length to be no shorter than 3" above the knee.
- Navy blue shorts (April 1-October 31)
- Navy blue pants
- White Polo Shirt-regular or dryfit (short or long sleeve) (no logo required)

- Red Polo Shirt-regular or dryfit (short or long sleeve) (no logo required)
- White Peter Pan Collared Blouse (short or long sleeve)
- White Oxford Shirt (short or long sleeve)
 - It is suggested that a **PLAIN WHITE undershirt** be worn under blouses/oxford shirts for modesty purposes.
- Navy cardigan sweater- (school-logo embroidered)
- Navy V-neck pullover sweater- (school-logo embroidered)
- Navy sweater vest- (school-logo embroidered)
- Navy/heathered ¼ zip pullover-no pockets (school-logo embroidered)
- Girls tights-white, navy
- Socks-white, navy (low or knee socks)
- Girls 5-8**-plain navy, brown or black belt

SCHOOL SHOES: LEATHER or CLOTH

- Oxford-style (closed 2" heel or lower, 1 1/4" tread or less on sole)
- tie, saddle (closed 2" heel or lower, 1 1/4" tread or less on sole)
- slip-on loafer style (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.)
- *No clogs or slipper type shoes like Uggs, no open toed or open heeled shoes permitted.*

ATHLETIC SHOES: Black, white, navy, brown, or tan and must be all one color.

The sole, logo and heel must be the same color.

GRADES K - 5 BOYS

- Navy Blue Uniform Shorts (April 1-October 31)
- Navy Blue Uniform Pants
- White Polo Shirt-regular or dryfit (short or long sleeve) (no logo required)
- Red Polo Shirt-regular or dryfit (short or long sleeve) (no logo required)
- Boys 5-8**-plain navy, brown or black belt
- Navy cardigan sweater-(school-logo embroidered)
- Navy V-neck pullover sweater-(school-logo embroidered)
- Navy sweater vest- (school-logo embroidered)
- Navy/heathered ¼ zip pullover-no pockets (school-logo embroidered)
- Socks-White, Navy, Black (must cover the ankle)

GRADES 6-8 BOYS

- White Oxford Shirt (short or long sleeve) (**required for grades 6-8 with tie**)
 - It is suggested that a **PLAIN WHITE undershirt** be worn under oxford shirts for modesty purposes.
- Socks-White, Navy, Black (must cover the ankle)
- Boys 5-8**-plain navy, brown or black belt

- Boys 6-8** navy blue embroidered tie
- Navy cardigan sweater-(school-logo embroidered)
- Navy V-neck pullover sweater-(school-logo embroidered)
- Navy sweater vest- (school-logo embroidered)
- Navy/heathered ¼ zip pullover-no pockets (school-logo embroidered)

-SCHOOL SHOES: LEATHER or CLOTH BOYS GRADES K-8

- Oxford-style (closed 2" heel or lower, 1 1/4" tread or less on sole)
- tie, saddle (closed 2" heel or lower, 1 1/4" tread or less on sole)
- slip-on loafer style (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.)
- *No clogs or slipper type shoes like Uggs*

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, pants, shirts, ties & sweaters) must be ordered through WARD APPAREL .

GENERAL RULES:

- 1.) Socks are required at all times.
- 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. 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. No tinted eyewear or lipgloss. Regular length fake fingernails. Make-up and body spray should not be brought to and applied at school
- 6.) No extreme hairstyles. Hair must be kept out of the eyes, above the eyebrow. Hair must not be a distraction to the learning process. Neat and clean is applicable to all. The final decision on hairstyles rests with the principal. Boys must be clean shaven. Tinsel and other decorative elements like sparkles or feathers are prohibited. 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.
- 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. No puffy. face washing headbands.
- 9.) No stickers permitted on the face. This includes the use of pimple patches for decoration rather than its intended purpose.
- 10.) No coloring on hands, face or body with markers.

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 follow dress code policies in this situation (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. If the student outgrows their uniform, parents may purchase more items from Ward Apparel. Black sweatpants must be worn November 1 through March 31. If a student does not have black sweatpants, they will be required to change back into their uniform. 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, 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
- Sweat pants, loose fitting
- No slides
- No spaghetti straps, tank tops, crop tops or low cut shirts, form-fitting yoga/running pants, pajama pants, ill-fitting and saggy sweatpants. If skinny jeans/leggings/jeggings are worn, a long shirt must be worn a minimum of 3" below the backside.
- St. Rose "Spirit" shirts/sweatshirts
- Regular uniform
- House Team shirts

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. (LCC, 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.

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/CHOIR: (Grades 6 - 8). Lessons and concerts, under the direction of Mr. Austin Friess, 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
Health Clinic
Coaching
Positive Addiction - Activities
Field Trip Drivers/Supervision

School Office
Playground
Fundraising
School Council
Home & School Association

Library
Computers

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 2022 Diocesan Graded Course of Study for Health.

Nutrition guidelines, 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 2017 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,

(<https://fns-prod.azureedge.us/cn/school-nutrition-standards-updates>), 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 (08/01/2026)

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.