

# **St. Rose Catholic School**

**Great Teachers. Great Education**



**Preschool  
Parent/ Student Handbook  
2022-2023**

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



August 1, 2022

Dear Parents and Students,

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

The Parent/Student Handbook reflects the policies of St. Rose for the 2022-23 school year. Please read this document carefully and sign the attached agreement. In signing this agreement you are stating that you and your student intend to abide by the policies of St. Rose during the 2022-23 school year. Keep this handbook for the duration of the school year as a reference if questions arise.

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

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

God Bless,

Mrs. Donna Judy  
Principal

**Mission Statement**

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

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## INTRODUCTION

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

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

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

## HISTORY

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

## ST. ROSE CATHOLIC SCHOOL MISSION STATEMENT

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

## SCHOOL BELIEF STATEMENTS

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

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

**Academic**-We empower all learners to reach their goals.

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

### **PRESCHOOL PHILOSOPHY**

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

### **PARENT/SCHOOL PARTNERSHIP**

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 teachers and parents work together, their united efforts become very effective in educating the child.

### **NON-DISCRIMINATION POLICY**

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

## **ADMINISTRATION AND STAFF**

Fr. David Ross, Parochial Administrator

Mrs. Donna Judy, Principal

Mrs. Mary Paton, Administrative Assistant

### **Grade/Position**

### **Staff**

Preschool 3 year old	Mrs. Stephanie Riepenhoff
Preschool 3 year old	Ms. Arlisa Hall
Preschool 4 year old	Mrs. Erin Falke
Preschool 4 year old	Mrs. Laurie Judy
Preschool	Mrs. Kelli McPheron
Kindergarten	Mrs. Mary Dray
Tutor	Mrs. Kathy Moore
1st	Ms. Jessica Legge
2nd	Mrs. Stacey Johnson
3rd	Mrs. Emily Miller
4th	Ms. Laura Fox
5th	Ms. Mychaela Johnson
6th/Social Studies/Science	Ms. Nicole Haney
7th/Mathematics	Mrs. Lisa Davisson
Jr. High Religion	
8th/Lang. Arts/Reading	Mrs. Val Keller
Computer	Miss Lauren Aversch
Art/Latch Key Director	Mrs. Donna Judy
Phys. Ed./Music	Miss Lauren Aversch
Librarian	Mrs. Lisa Davisson
School Guidance Counselor	Mrs. Dawn Ledyard
Band (LCC)	Mr. Austin Friess
Cafeteria Manager	Mrs. Jeannie Riepenhoff
Cafeteria Cook	Mrs. Susan Link
Custodian	Mr. Tim Miller
Athletic Director	Mr. Grant Dray

### **PUBLIC SCHOOL PERSONNEL:**

Speech	Ms. Kara Hartman
Title	
Intervention Specialist	Mrs. Mattie Minor
School Psychologist	Ms. Kyra Allen

### **STATEMENT ON HANDBOOK POLICIES**

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

**ADMISSIONS  
&  
TUITION**

## **ADMISSION AND TUITION POLICY**

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

### **ADMISSION**

1. All families, Catholic and Non-Catholic, must be supportive of Catholic Education and all school policies found in the Preschool Parent/Student Handbook. The parent further understands that their student will participate in daily Religion class, and religious services.
2. All families agree to fulfill all assigned volunteer hours at school.
3. All families agree to participate in fundraising activities.
4. Priority will be given to St. Rose Parishioners, then Catholic families from other parishes, and finally non-Catholic applicants.

### **TUITION FOR 2020-2021 SCHOOL YEAR**

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

### **FEES**

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

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

### **CUT OFF DATE**

The cut off birthdate for Preschool acceptance is August 1 for four-year old children. For the three year old classroom, the child must be potty trained and at least 2 ½ years old prior to attending. Priorities in regards to acceptance, goes first to parish families. Second priorities go to families who plan to attend St. Rose School for K-8.

## **SCHOLARSHIPS**

### **PARISH FINANCIAL AID**

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

### **EARLY CHILDHOOD EDUCATION GRANT**

St. Rose participates in the Ohio Department of Education (ODE) Early Childhood Education Grant (ECE). This grant is for families of four year olds who turn four by August 1 and meet income guidelines as set by ODE and child eligibility as set by ECE. Detailed information on this grant can be found at:

<http://education.ohio.gov/Topics/Early-Learning/Early-Childhood-Education-Grant/Early-Childhood-Education-Grants-for-Families>.

### **SLIDING FEE SCALE**

For those families that have been awarded the ECE Grant, there *may* be a monthly fee for tuition. This amount will be based on your income.

### **NON-PAYMENT OF TUITION POLICY**

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

### **FACTS TUITION MANAGEMENT**

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

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

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

### **EARLY WITHDRAWAL/TRANSFERS**

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

## **GENERAL INFORMATION**

## GENERAL INFORMATION

### DAILY SCHEDULE

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

### ARRIVAL AND DISMISSAL TIME

Preschool parents are asked to walk their student into the building and sign them in at the preschool room. All car riders must park in the lot behind the church and come in the south glass door entrance. Any student arriving after the 7:55 AM bell rings will be considered late. The school doors will be locked promptly at 7:55, if you are arriving after that time please use the N. West Street entrance. Morning announcements and prayer will begin at 7:55.

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

### TRANSPORTATION

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

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

### UNAUTHORIZED EQUIPMENT/ITEMS

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

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

## TELEPHONE USE

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

If the parent/guardian needs to be contacted during the school day, school staff will call using the office phone. If parents need to contact the teacher during the day they may call the school office to leave a message. (419) 223-6361

## INCLEMENT WEATHER

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

WIMT 102.1 FM  
WLIO TV-35  
WIMA 1150 AM  
WMLX 103.3 FM

WZRZ 107.5 FM  
WBUK 106.3 FM  
WLWD 93.9 FM

[WWW.hometownstations.com](http://WWW.hometownstations.com)

## REMIND APP

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

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

Don't have a mobile phone? Go to [rmd.at/fgdb47](http://rmd.at/fgdb47) on a desktop computer to sign up for email.

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

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

The decision to delay or cancel will be made among the four Catholic principals and will be based on what is best for our students according to the weather.

## **LIBRARY**

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

**MISCELLANEOUS FINES:** Book or magazine damage-fines will be charged according to the extent of damage. No fine will exceed the cost of the book. Examples of damage are: writing or coloring in/on the book, torn pages/covers, loose pages, extremely soiled cover/pages, etc.

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

## **MASS PARTICIPATION**

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

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

## **VISITORS/VOLUNTEERS**

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

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

### SCHOOL/HOME COMMUNICATION

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

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

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

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

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

**POLICIES  
&  
PROCEDURES**

## ATTENDANCE POLICY

The primary responsibility for a student's attendance rests with his/her parent or guardian. Parents or guardians must notify school personnel when their child is absent by phone or written note. The Ohio Missing Child Act was put in place in order to have a process in which missing children can be identified and located quickly. In order for this to be accomplished there are procedures that law enforcement officials, school boards, and school administrations must have in place. In summary, The Ohio Missing Child Act reads: When the school receives **no advance notice of a child's absence**, a designated school employee will notify the student's parents, custodial parent, guardian or other person responsible for the child of that pupil's absence from school. A reasonable effort will be made to notify parents by telephone, at home or at work. If telephone contact cannot be made, we have an obligation to contact local police. (Section 3313-205, Ohio Revised Code)

## ABSENCES

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

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

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

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

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

## SPECIAL DISMISSAL OR ABSENCE

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

## UNIFORM POLICY

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

**SPIRIT DAY** for our K-8 students is the last Monday of every month. The schedule will be posted on the school calendar. We encourage our preschool students to participate in this by wearing St. Rose colors (red and white). There will be other special days throughout the year, please read the weekly Cardinal Review to stay informed!

## CAFETERIA PROCEDURE

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

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

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

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

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

Applications are available to free and reduced lunches. Parents are encouraged to complete and return their application as soon as school begins. Students who lose or forget their lunch money may charge their lunch. **This must get paid back the following day.** After five days of non-payment students will be given a cold snack/lunch (whatever is available).

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

## SNACKS

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

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

## VOLUNTEER INFORMATION

Volunteers play a major role in the operation of St. Rose Catholic School. Volunteers serve in various capacities, working alongside the faculty and staff for the benefit of our children. Volunteers set an example for our students as the model service and share their gifts and talents with us. We request help in one or more of the following areas:

Cafeteria	School Office	Library
Health Clinic	Playground	Computers
Coaching	Room Mothers/Fathers	Scout Leaders
Positive Addiction Activities	Field Trip Drives/Supervision	<b>Parish Festival</b>
School Council	<b>Fundraising</b>	Gardening
Home & School Association		

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

### **Home and School Association**

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

### **School Advisory Council**

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

### **Volunteers**

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

## **PARENT ROSTER**

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

## **PARENT PARTICIPATION POLICY**

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

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

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

**School parties-** there are special occasions throughout the year when there will be a classroom party. There will be sign up sheets from the classroom teachers that parents will be asked which event they would like to attend and assist with the party as well as contribute food to the party. We are unable to have multiple members of the family and additional siblings attend the party.

### **Social Media Partnership**

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

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

## FIELD TRIPS

The school sponsors field trips throughout the school year. Parents chaperoning the field trip, please understand that no pictures of the field trip that include students other than your own are permitted to be posted on private social media sites. St. Rose maintains a list of students who are permitted to be in pictures. For the safety and wishes of all parents please refrain from doing this.

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

Ohio law requires that children ages four through seven who are less than 4'9" tall must ride in a federally approved booster seat. If your student requires a booster seat, this must be supplied by parent/guardian on the day of the field trip. Students who show continuous disregard for school rules will lose the privilege of going on field trips.

It is important for parents driving to take students directly to and from the activity. Side trips (stopping for food, pop, etc.) are not authorized by the permission slip and should be avoided. Parents driving on field trips must have a copy of their license, insurance affidavit, Diocesan Expectation Sheet and proof of insurance on file in the school office. In addition, all drivers must complete the diocesan Virtus online course.

**HEALTH  
&  
EMERGENCY INFORMATION**

## HEALTH POLICY

In case of serious accident or illness, first aid is given and parents are notified. If the school is unable to reach parents, instructions on the emergency form are followed. Minor injuries receive First Aid, and the student is returned to class. For minor illness the child may be permitted to rest in the nurse's room for a short period (twenty to thirty minutes), then he/she must either return to class or be sent home if there is no improvement. Parents are asked to please keep children at home if they are ill. Colds, watery eyes, runny nose, cough, sore throat, headaches, vomiting, swollen glands, rashes and temperatures above 100 degrees may be symptoms of an initial stage of a contagious disease. **Children must be fever free for 24 hours prior to returning to school.** Anyone suspected of a contagious disease will be sent home immediately. In case of head lice the student will be sent home until the head is clean of lice and nits.

## MANAGEMENT OF COMMUNICABLE DISEASE

St. Rose follows Chapter 3301-37-11 of the Administrative Code-Preschool Program Rules. A copy of rule 11 can be found at the end of the preschool student handbook.

## HANDWASHING PROCEDURE

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

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

## MEDICATION

Ideally, all medication should be given at home. It is recognized that some children may need medication so they may attend school. Any student who is required to take prescribed or over-the-counter medication during regular school hours must have the required forms completed and on file in the school office. A copy of these forms are available at the Back to School Night and may also be obtained in the school office or off the website. The school professional will refuse to administer medication when the procedures described above have not been followed. This policy includes the use of non-aspirin (Tylenol). A student **MUST** have written order and consent. Cough drops sent to school **with a note** will be dispensed by the school office or other authorized personnel. The administration of any drug (prescribed or over-the-counter) without the order of the physician and permission of the parent or guardian could be interpreted as practicing medicine and is, therefore, prohibited by law.

St. Rose will abide by the following rule:

**Rule 3301-37-07 | Policies and procedures.**

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

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

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

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

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

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

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

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

### **Injury/Incident**

Written notification will be provided to parents the day of an injury/incident. A log of incident reports will be maintained at the school.

## IMMUNIZATION RECORD

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

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

## EMERGENCY FORMS

Emergency forms are sent home to parents at the beginning of each school year. This form contains home addresses and phone numbers, parents' business addresses and phone numbers, and the names and phone numbers of neighbors or relatives who may be called in the case of an accident or emergency should the school be unable to locate the parents. **It is vital that this information be kept up-to-date and accurate.** Parents should notify the school office in writing of any changes in this information. (e.g. change of address, phone number, business, marital status, legal papers, etc.).

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

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

### **ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY**

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

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

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

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

### **SAFETY DRILLS**

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

# Healthchek

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

## Healthchek Services for Children Younger than Age 21

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

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

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

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)

- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

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

For more information:

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

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

# Healthchek Services Frequently Asked Questions

## Question 1. What is Healthchek?

**Answer 1.** Healthchek is Ohio Medicaid's child health benefit for children under age 21. The Federal name for this benefit is Early and Periodic Screening, Diagnostic and Treatment services, or EPSDT. The purpose of Healthchek is to find and treat health problems early, so your child can have the best health and development possible. Healthchek is free and covers Healthchek exam (well child check-ups), hearing, vision and dental screenings to diagnose any health problems your child might have. It also covers medical and dental treatments and equipment that may be determined as medically necessary.

## Question 2. Is Healthchek different from Medicaid?

**Answer 2.** No. Healthchek is the children's health component of Medicaid for children under age 21. Under Healthchek, your child can receive medically necessary services or equipment that would be covered by federal Medicaid whether or not the service is covered by Ohio's Medicaid plan for adults. Also, your child can get more of a certain service than would be provided to adults. For example, a child could get more physical therapy than an adult would get if the added therapy is medically necessary for the child. Children also can get more dental care than adults.

## Question 3. Do I have to fill out an extra application for my child to receive Healthchek services?

**Answer 3.** No. Once your child is enrolled in Ohio Medicaid, he or she can receive Healthchek services. Ask the Healthchek Coordinator at your County Department of Job and Family Services' (CDJFS) for more information about Healthchek services. A list of county Healthchek Coordinators can be found at: [countycoordinators.pdf \(ohio.gov\)](#)

## Question 4. How many Healthchek exams are covered?

**Answer 4.** Healthchek covers 13 check-ups throughout the first three years of life, then one check-up each year until the age of 21. It is important to take your child to all of the covered check-ups to ensure your child's health and normal development. If a health problem is found, more exams and services are covered when necessary to diagnose and treat the problem.

## Question 5. What happens during a Healthchek exam?

**Answer 5.** Healthchek screenings (exams) are complete physical examinations that include:

- Medical history
- Complete unclothed exam (with parent approval)
- Developmental screening (to see if your child's physical and mental abilities are as expected for his or her age)

- Vision screening
- Hearing assessment
- Dental screening
- Immunizations (to make sure your child receives shots on time)
- Lead screening
- Other screenings and services as needed

Healthchek exams are based on the American Academy of Pediatrics (AAP) children's health recommendations. If a health problem is found, your doctor can treat the problem, do more examinations or refer you to a specialist for treatment.

**Question 6. What kind of services can my child get through Healthchek?**

**Answer 6.** In addition to the screening services, your child can get medically necessary services or equipment that your child's Medicaid provider recommends. Some services must be approved by Ohio Medicaid or the managed care plan your child is enrolled in. Examples of available services or equipment include:

- Physician and clinic services
- Inpatient and outpatient hospital services
- Laboratory and x-ray services
- Home health services and private duty nursing services
- Personal care services
- Care coordination or Case management services
- Physical therapy and related services
- Any medical care or other type of remedial care (example: occupational therapy) recognized under state law
- Other diagnostic, screening and rehabilitative services recommended by a licensed Medicaid provider
- Durable medical equipment
- Dental services
- Certified pediatric nurse practitioner services
- Nursing facilities, Intermediate Care Facilities for Individuals with Intellectual Disabilities and inpatient psychiatric hospitals
- Respiratory care services

**Question 7. What happens if a health problem is found?**

**Answer 7.** Your child's doctor can treat the problem or can make a referral to a specialist for further evaluation and treatment. Any Medicaid provider can find a problem, make a referral or provide treatment. This includes: doctors, nurses, dentists, physical therapists, occupational therapists, speech therapists, psychologists, psychiatrists and other health care professionals.

**Question 8. What does medically necessary (medical necessity) mean?**

**Answer 8.** Medical necessity for individuals covered by early and periodic screening, diagnosis and treatment (EPSDT) is defined as procedures, items, or services that prevent, diagnose, evaluate, correct, ameliorate, or treat an adverse health condition such as an illness, injury, disease or its symptoms, emotional or behavioral dysfunction, intellectual deficit, cognitive impairment, or developmental disability.

**Question 9. What should I do if the doctor says my child needs a medically necessary service that has to be approved by Medicaid or my child's managed care plan?**

**Answer 9.** If you are enrolled in a Medicaid managed care plan, your provider should contact the plan's prior authorization department and make the request. Each plan has its own process for approving requests for services. If you are not enrolled in a Medicaid managed care plan, your Medicaid providers can make a request for the service. Your health care professional will submit all the necessary supporting paperwork (example: treatment plans, progress notes, assessments), asking that the requested service receive prior authorization for coverage.

**Question 10. What if a request for approval by Medicaid or my child's managed care plan is denied?**

**Answer 10.** You will receive notification by mail if the service your doctor recommends is denied by Medicaid. If you disagree with the denial, you may ask for a hearing. You must ask for a hearing within 90 days from the date of the notice. This document should tell you exactly how to ask for the hearing. A hearing will be scheduled, and a hearing officer will listen to you and Ohio Medicaid, then will decide whether or not the denial was correct.

If your child is enrolled in a managed care plan, you can find information about your plans process on their website by searching for "appeal" or by calling their member services department for assistance.

Managed Care Plan	Website	Member Services
Buckeye Health Plan	<a href="https://www.buckeyehealthplan.com">https://www.buckeyehealthplan.com</a>	1-866-246-4358
CareSource	<a href="https://www.caresource.com">https://www.caresource.com</a>	1-800-488-0134
Molina Healthcare	<a href="http://www.molinahealthcare.com">http://www.molinahealthcare.com</a>	1-866-449-6849
Paramount Healthcare	<a href="http://www.paramounthealthcare.com">http://www.paramounthealthcare.com</a>	1-800-462-3589
UnitedHealthCare	<a href="https://www.uhc.com">https://www.uhc.com</a>	1-877-542-9236

**Question 11. I need help finding a doctor who will accept Medicaid. What should I do?**

**Answer 11.** If you are enrolled in a managed care plan, contact the plan or visit its Web site for further information. If you are not covered by a managed care plan, then contact your county agency and speak with the Healthchek Coordinator [countycoordinators.pdf \(ohio.gov\)](#). They will assist you by giving you a list of available Medicaid providers' names, addresses and phone numbers within your county and in surrounding counties. You may also call the Ohio Medicaid Consumer Hotline at 1-800-324- 8680 for help.

**Question 12. I need help scheduling medical appointments and getting to the appointments. What should I do?**

**Answer 12.** Healthchek provides help with scheduling and transporting your child to medical appointments. If you are enrolled in a managed care plan you may contact them for help, or contact your county and ask for the Healthchek Coordinator. A list of county Healthchek Coordinators can be found at: [countycoordinators.pdf \(ohio.gov\)](#).

**Question 13. I am moving to another county in Ohio. What should I do to make sure my child's Healthchek services will continue?**

**Answer 13.** Once you have relocated, you are required to report changes within 10 days to your county case worker to let them know that you have moved. They will transfer your case to your new county of residence. Your county Healthchek Coordinator can tell you who the Healthchek Coordinator is in your new county and can help you in contacting them. A list of county Healthchek Coordinators can be found at: [countycoordinators.pdf \(ohio.gov\)](#)

**Question 14. How can I find out more information about Healthchek?**

**Answer 14.** You can find more information about Healthchek by doing one of the following:

1. Call your county and ask for the Healthchek Coordinator. This person can provide you with information on Healthchek services. A list of county Healthchek Coordinators can be found at: [countycoordinators.pdf \(ohio.gov\)](#).
2. Call Ohio Medicaid's Consumer Hotline at 1-800-324-8680 and speak with a customer service representative for further assistance.
3. Call your Medicaid Managed Care Plan's customer service number for more information. The phone number should be located on your child's managed care plan insurance card.
4. Visit Ohio Medicaid's Healthchek Web page at: [Healthchek | Medicaid \(ohio.gov\)](#) for further details.

# Lead Poisoning

*Having your child tested is very important. Be sure to ask your child's doctor about blood lead screenings at your next visit.*

Below you will find information that will better help you understand what lead poisoning is. There are also links to other resources that can help you get answers to your questions. Below are a few answers to some of the important questions you may have.

## Why should you have your child tested for lead?

Because even small amounts of lead can harm a child's brain, kidneys and stomach. Lead poisoning can slow a child's development and cause learning and behavior problems.

## How will I know if my child has lead poisoning?

A child could have lead poisoning and not feel sick. Or a child may have stomach aches, headaches, a poor appetite or trouble sleeping or be cranky, tired or restless.

## What should I do to protect my child?

A blood test is the only way to find out if a child has too much lead. You should have your child tested at 12 months of age and again at 24 months of age. If your child has never had a lead test, they should be tested.

## What should I do?

Call your doctor and make an appointment to have your child tested today. Below you will find information that you can print off and take to your doctor's office that explains the Medicaid requirements around lead testing for children. Also if you need additional help understanding what you need to do to get your child tested for lead, we have included a [list of County Department of Job and Family Services \(CDJFS\) Healthchek Coordinators](#) who can assist you.

## I am pregnant or currently breastfeeding, should I be concerned?

Lead poisoning is caused by breathing or swallowing lead. Lead can pass from a mother to her unborn baby.

For more information, use these these resources provided by the Ohio Department of Health:

- [Prenatal Risk Assessment for Lead](#)
- [Pregnancy, Lead and Your Baby, What you should know](#)
- [Identification and management of lead exposure in pregnant and lactating women.](#)

### Lead Testing

Having your child tested is very important. Be sure to ask your child's doctor about blood lead screenings at your next visit. Print [this card](#) and bring it with you to your child's next appointment as a reminder to your child's doctor about blood lead screening requirements.

### Ohio Department of Health Lead Poisoning Prevention Program

- [General Information](#)
- [Child Information](#)

## **CLASSROOM INFORMATION**

## **STUDENT EXPECTATIONS**

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

**Gospel Guidelines include the following:**

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

**LIFESKILLS incorporated into our curriculum include:**

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

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

## **BEHAVIOR MANAGEMENT AND DISCIPLINE POLICY**

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

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

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

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

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

## **NAPTIME**

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

## **PRESCHOOL SCHEDULE**

### **Weekly Schedule**

The preschool daily schedule at St. Rose is packed with fun activities and centers for individual growth and learning, snack and lunch periods, nap/rest break, recess and special classes. Our program follows the Early Learning Standards from The Ohio Department of Education

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

We are Step Up to Quality Rated, 3 Star

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

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

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

On the first Friday of each month, as well as special celebrations (All Saints Day, Ash Wednesday) preschool will attend mass with the entire school. Their buddies walk with them over to mass and sit with them during mass.

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

### **Assessment**

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

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

### **DISCLAIMER**

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

### **Policy Statement on Gender-Related Matters**

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

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created<sup>1</sup>, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
  - i. What is the specific request of the adult, student and/or parent(s)/guardian?
  - ii. Is the request in keeping with the teachings of the Catholic Church?
  - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.

5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

<sup>1</sup> Pope Francis, *Amoris Laetitia* 56.

### **Catechesis Regarding Human Dignity and Gender-Related Matters**

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are<sup>1</sup>. Further, the Church is obligated to hand on to every generation all that she has received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times.

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

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

As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth<sup>2</sup>. Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

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

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

<sup>2</sup> Pope Francis, *Amoris Laetitia* 285.

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

It is an objective reality, a cornerstone of our createdness, and an invitation to enter joyfully and generously into what we believe to be the central mystery of the Christian faith, namely, that God is himself an eternal exchange of love emanating from the love shared between the Father, Son and Holy Spirit<sup>3</sup>.

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

<sup>3</sup> *Catechism of the Catholic Church* 221.

## **APPENDIX**

### **Pastoral Care Guidelines**

Recalling that each moment when a person or persons come to the Church—regardless of reason— is an opportunity to provide pastoral care and to evangelize, an opportunity to introduce (or reintroduce) them to Jesus Christ, who is the way, the truth, and the life, the following general guidelines have been developed as a means to help us assist others with their needs and concerns.

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

1. Welcome and thank the individual(s) for expressing an interest in the Church and her apostolates.
2. Ascertain what the person(s) is(are) seeking:
  - i. Reception of a sacrament
  - ii. Use or rental of parish or school property
  - iii. Admission to school, religious education program, or parish/institution-related activity.
  - iv. Involvement in parish ministry
3. Ask for other pertinent details regarding what it is the person(s) is(are) asking, for example:
  - i. Are you a member of the parish; do you have children in the school?
  - ii. Where is the wedding being held? What are the names of the parties to be married?
  - iii. Who is celebrating the anniversary? Are they Catholic; were they married in the Church?
  - iv. Who are the parents/guardians of the child?
  - v. What charity or for what purpose are you raising funds?
4. If something in the answer given or conversation suggests the person(s) is(are) not pursuing a lifestyle that is in accord with Church teaching, the matter should be referred to the pastor or

pastoral leader.

5. The pastor or pastoral leader should meet with the person(s), listen to the person(s)'s story, and discover where the person(s) is(are) spiritually at the moment. With all pastoral charity, inquire if the person(s) is(are) living in a manner consistent with the teachings of the Church. Then, invite the person(s) into a deeper life in Christ. This moment becomes the opportunity to ask how the Church can possibly help. Perhaps this would include assistance with the convalidation or sanation of a marriage or inviting them to celebrate their wedding in the Church (or even to be prepared and celebrate the marriage with a dispensation from the canonical form of marriage). Perhaps this would include (re)introducing the person(s) to the Courage apostolate. In all situations, this is an opportunity to present, in a clear and pastoral fashion, the teachings of the Church (see Catechesis on Human Dignity and Gender-Related Matters), to evangelize, and to encourage all persons we encounter.
6. The catechetical exhibit then logically leads to sharing the policy statement of the diocese. Perhaps, from the pastoral discussion, the pastor or pastoral leader may determine that the Church is able to assist in and perhaps fulfill the person(s) request of the Church. If the Church is not able to assist, she has provided the opportunity for the person(s) to meet a caring person from the Church who has taken an interest in the person(s), has helped the person(s) to understand Catholic teaching, and has invited the person(s) into a deeper relationship with Jesus Christ, to share in his truth and in the life of the Church.
7. At the end of the encounter, the person(s) should be both invited into the life and truth of Christ and his Church, and thanked for their understanding.
8. If the pastor, pastoral leader or school administrator requires assistance or guidance beyond what is provided in this document, please contact the Office of Marriage and Family Life in the Diocese of Toledo.

## Rule 3301-37-11 | Management of communicable disease.

Ohio Administrative Code / 3301 / Chapter 3301-37 | Child Day-Care Programs

**Effective:** July 1, 2021    **Promulgated Under:** 119.03

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

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

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

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

(a) Diarrhea (three or more abnormally loose stools within a twenty-four-hour period);

(b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;

(c) Difficult or rapid breathing;

(d) Yellowish skin or eyes;

(e) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;

(f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;

(g) Untreated infected skin patch(es);

(h) Unusually dark urine and/or grey or white stool;

(i) Stiff neck with an elevated temperature;

(j) Evidence of untreated lice, scabies, or other parasitic infestation;

(k) Sore throat or difficulty swallowing; or

(l) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

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

(a) Unusual spots or rashes; or

(b) Elevated temperature.;

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

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

(a) Cared for in a room or portion of a room not being used in the preschool program;

(b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;

(c) Made comfortable and provided with a cot/mat or crib for infants. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;

(d) Observed carefully for worsening condition; and

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

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

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

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

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

(4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the

symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule.

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

*Last updated July 1, 2021 at 10:36 AM*

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## Supplemental Information

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