

Diocese of Youngstown
Elementary School Parent/Student Handbook
St. Rose Elementary School

2017-2018

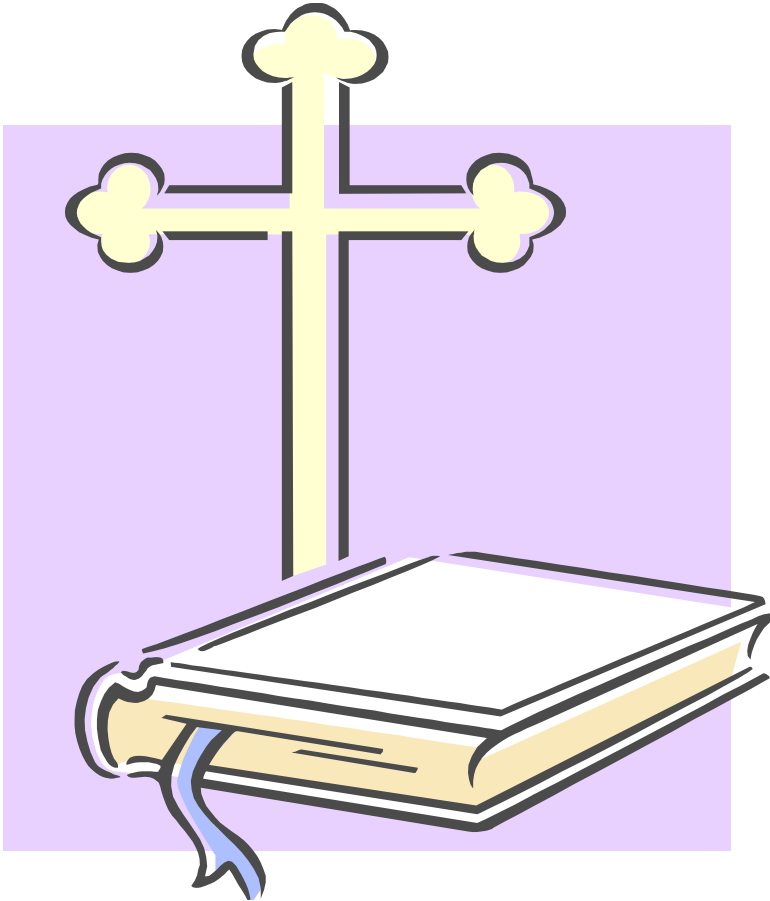


TABLE OF CONTENTS

I.	PHILOSOPHY OF EDUCATION/MISSION STATEMENT	1
	Diocesan Philosophy of Catholic Education	1
	School Mission Statement/Philosophy.....	1
	Parental Role	1
	Nondiscrimination Clause	2
	Non-Catholic Students.....	2
	Guidelines and Implementations	3
II.	SPIRITUAL DEVELOPMENT	4
III.	ACADEMICS	5
	Curriculum	5
	Implementation of Family Life Program	5
	Textbooks/Supplemental Materials.....	6
	Technology	6
	Testing	8
	Homework.....	8
	Parent-Teacher Communication.....	9
	Scheduling and Other Conference Information.....	8
	Grading/Report Cards.....	10
	Grading System	10
	Promotion/Failure Policy.....	11
	
IV.	ADMINISTRATIVE PROCEDURES	12
	Admissions	12
	Diocesan Initial Admission Requirements.....	12
	Age for Admission to Kindergarten	13
	Additional Requirements for Admission to Grades 1-8	13
	General Conditions of Admission.....	14
	Foreign Students.....	14
	Class Placement	15
	Attendance.....	15
	Diocesan Policy for Attendance Requirements.....	15
	Absence/Tardiness/Leaving School.....	15
	Absences for Other Reasons.....	16
	Attendance/Reporting Procedures	17
	Transferring to Another School.....	18
	Lunch/Milk Program.....	19
	Arrival and Dismissal	20

V.	GENERAL SCHOOL POLICIES	22
	Administrative	22
	Student Custody and Guardianship	22
	Access to Records	22
	Transfer of Records	22
	School Visitors	23
	School Communications	23
	Principal's Communications	23
	Take Home Communications.....	23
	Telephone Use/Messages for Students	23
	Inclement Weather/School Closings	24
	Release of Directory Information	24
	Field Trips	25
	
	Graduation Requirements/Ceremonies	26
	Parent Organizations	27
	Fund-Raising	28
	Transportation/Parking	28
VI.	FINANCES.....	29
	
	School Tuition Policies.....	29
	Tuition and other Fee Schedules.....	30
VII.	CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES.....	31
	Participation	31
	Transportation of Athletes.....	32
VIII.	STUDENT RESPONSIBILITIES & BEHAVIOR.....	34
	Code of Conduct.....	34
	Weapons.....	34
	Substance Abuse.....	35
	Gangs	36
	Discipline	36
	Use of Disciplinary Action	37
	Disciplinary Measures	37
	Specific Disciplinary Policies.....	38
	Suspension	41
	Expulsion	42
	Student Regulations and Procedures	42
	Students and Student Property	42
	Searches	42
	School Lockers and Desks	43

Care of School Property	42
Lost and Found.....	43
Dress Code	43
Uniform Requirements & Other Pertinent Information	44
Inappropriate Materials	47
Playground Regulations.....	47
Lunchroom Regulations.....	47
IX. HEALTH AND SAFETY	48
Student Health & Safety	48
Accidents and First Aid	48
Illness	49
Administration of Medicine	49
Chronic Medical Conditions of Students	50
Infectious/Communicable Diseases.....	51
Disease	52
Lice	53
Fire/Emergency Drills	53
Sexual Harassment--Students.....	53
Sexual Violence	53
X. STUDENTS WITH SPECIAL NEEDS.....	56
XI. EXTENDED DAY	55
Extended Day Program	55
APPENDICES	56
A. Additional School and Diocesan Policies	

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and in society in general. The foundations of Catholic belief and practice are taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum which meets the religious, academic, personal, and social needs of children.

The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the Diocese.

SCHOOL MISSION STATEMENT/PHILOSOPHY

St. Rose School. A Roman Catholic K-8 school in the Diocese of Youngstown, is committed to providing a Catholic quality education which promotes spiritual formation and academic excellence whereby students develop to their full potential.

We are dedicated to academic excellence. We seek to develop a Catholic Christian identity in each student through the process of Catholic education which is life-centered and through activities which provide education in every dimension: physical, intellectual, social, cultural, emotional, moral, and spiritual.

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a student's natural or adopted parent, but also to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instruction of their children.

NONDISCRIMINATION CLAUSE

Catholic Schools, administered under the authority of the Catholic Diocese of Youngstown, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extracurricular sacramental preparation programs, but not from the

catechesis held during the school day.

- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

GUIDELINES AND IMPLEMENTATIONS

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the Friday of the first week of school. Failure to have a signed form on file will not prevent the School from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

II. SPIRITUAL DEVELOPMENT

In addition to the daily religion class, students in all grades are given the opportunity to participate in the liturgy on a weekly basis, Holy Days of Obligation and other special occasions throughout the school year. Various prayer services are also held in accordance with the liturgical season for all grades.

This program is truly effective only to the extent to which it is reinforced by the living example of the family in the home and by the involvement of the family in the sacramental programs.

Parents are urged to exercise their responsibility by seeing that each child attends Sunday Mass and participates in the sacraments. Students are also encouraged to develop lifelong habits of contributing to the support of the Church through the use of the children's collection envelopes provided at the beginning of each school year.

Attendance at parent education is required for those whose children will be receiving a sacrament for the first time.

Reconciliation

Children in 2nd grade receive instruction and have the opportunity to receive the Sacrament of Reconciliation for the first time in November. Children in grades 3 through 8 usually have two scheduled opportunities to receive this sacrament during the school year. Children in all grades are encouraged to receive this sacrament regularly with their family.

Eucharist

Children in 2nd grade receive instruction and have the opportunity to receive the Sacrament of Eucharist for the first time in late April or early May.

Confirmation

Children in the 8th grade receive instruction and have the opportunity to receive the Sacrament of Confirmation at a time scheduled by the Diocese of Youngstown.

Service Opportunities

Mission activities help students realize there are people in the world who live in conditions of want and fear, deprived of the necessities of life which we take for granted.

We encourage our students to learn compassion for these people, to pray for them, and to make generous sacrifices so that they might have access to basic human dignity.

We encourage parents to foster this attitude in their children. Students are given the opportunities to participate in projects that benefit specific groups such as: Beatitude House, Potter's Wheel, Emanuel Care Center, Saint Jude Children's Cancer Research Center and American Heart Association's Jump Rope for Heart to name a few.

III. ACADEMICS

CURRICULUM

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development.

The school follows the diocesan course of study. The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education and Library Kindergarten through 3rd grade.

IMPLEMENTATION OF FAMILY LIFE PROGRAM

The primary responsibility for the education of the children belongs to parents. However, this responsibility is shared with the school as a matter of practical necessity. The greatest single factor in building a child's intellectual, cultural, moral, spiritual attitude is the example the parents provide in their own home.

To enroll a child in a Catholic school is to affirm the Catholic value system and to recommit oneself to an acceptance of the God-given responsibilities of parenthood. The following is a list of ways in which parents are asked to support the Catholic education of their children who attend St. Rose School.

- ❖ **Model and support your child's practice of the Catholic faith. All parish families are expected to attend Mass each weekend and to make regular contributions to parish collection.**
- ❖ Support school policy and the authority of the administration and teachers.
- ❖ Follow the policies and procedures stated in the Parent/Student Handbook, especially those regarding conduct, discipline, and uniforms.
- ❖ Discuss difficulties with the person concerned and avoid any criticism of teachers and school policy: especially in the school parking lot or on social media.

- ❖ Insure that your child obeys the regulations and principles of good behavior.
- ❖ Encourage your child to complete all assignments supporting the teachers by giving assistance when needed.
- ❖ Participate in parent-teacher conferences when requested and be willing to keep the lines of communication open between home and school.
- ❖ Meet your financial responsibilities as outlined in the Parent /Student Handbook regarding tuition and various school fees.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

All textbooks may be taken home to do assignments. All books, textbooks, library books, and supplemental materials are loaned to the students for their use. Therefore, students must take proper care of them. This means they may not fold pages, turn down corners, write in or on them or destroy books in any way. At the end of the school year the books must be returned in good condition. If they are lost or damaged in any way the child will make restitution for the value of those books paid to the school. **All books must be covered at all times.**

TECHNOLOGY

Proper use of technology, especially the Internet, is an important consideration. The computer and the Internet must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools. Using school facilities for Internet and e-mail is a privilege, not a right. **Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the student to other disciplinary action.** Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading of “computer viruses” are expressly prohibited.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

1. No student may use the Internet unless the school has on file a Diocesan Internet Acceptable Use Policy signed by the student and the student’s parent. This agreement must be completed annually.
2. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.

3. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
4. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Students may not use the school's internet to check personal email accounts, Instagram, Facebook, or any other form of social media that is not school related.
5. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
6. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
7. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - a. Messages to others shall be polite and shall not be abusive.
 - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
 - c. Use of the network shall not disrupt use of the network by others.
8. There shall be no links from the school home page to a student's personal home page.
9. **While the monitoring of a student's home use of the Internet is the responsibility of the parents, there are times when the results of home usage materially disrupts class work or involves substantial disorder. The school will use normal disciplinary procedures to deal with such situations. If the school becomes aware of criminal activity, the administration will report such activity to the appropriate authorities.**

TESTING

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses, and to aid in revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. Results of standardized tests will be shared with parents.

TESTING PROGRAMS

Students in grades five and eight will take the Assessment of Catechesis/Religious Education (ACRE).

Students in grades two, four and seven will take the Cognitive Abilities Test (CogAT).

Students in grades K thru seven will take the Iowa Tests of Basic Skills (ITBS).

Students in grade eight will take the ACT Aspire Test in the fall.

Ed-Choice Students in grades three to eight will take all required state mandated testing in the fall and spring. Students in grade 3 are required to take and pass the 3rd grade AIR reading assessment.

PRACTICE (HOMEWORK)

In order to reinforce daily work and develop good study habits, the school promotes specific practice (homework) policies.

Although practice (homework) has different purposes at different grades, practice (homework) is assigned at all grade levels. The amount of practice (homework) a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home.

A reasonable amount of practice (homework) will be given often on a daily basis. The assignment will be an outgrowth of class work to reinforce learning, review independently

what was taught in class, or to provide opportunity to use research skills.

Time allotments for practice (homework) depend on the type of assignment and on the age and grade level of the student. The time and length of assignment vary as the child grows older and develops more skills. No definite time limit can be determined for all, since children work at different rates of speed.

While parents should provide the time and place for the home practice the students should learn to assume the responsibility for his or her own work as early as possible. Parents may give appropriate assistance, **but the work should be the child's and reflect the student's understanding and ability.**

Neglect of completing assignments usually is reflected in the student's grades and test scores. A student may be asked complete missing work so that they are fully prepared for classroom assessments.

Parents may use their Option C on-line grading account to check their child's progress and for missing or incomplete assignments. Practice is only a small percentage of the child's overall grade.

PARENT-TEACHER COMMUNICATION

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration. **Parents are asked to make appointments to speak with their child's teacher, therefore pop-in visits are discouraged and may not take place during teaching time or first thing in the morning unless scheduled ahead of time. Parent may either call the school office to schedule their appointment or email the teacher directly. Parents should never contact a teacher by text or by their personal phone.**

SCHEDULING AND OTHER CONFERENCE INFORMATION

Two scheduled parent teacher conference days during the school year promote a greater understanding of the needs and growth patterns of the students as well as strengthen communication between home and school. Parent conferences are held at the end of the

first and beginning of the third academic quarters, usually early November and in February. **Participation in the first of these conferences is required of all parents.** If additional conferences are needed, an appointment may be made with the teacher for a mutually convenient time.

GRADING/REPORT CARDS

Evaluation of the student is based on teacher judgment and observation, daily work, teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment), class participation and effort.

The purpose of report cards is to alert the parents and present to them an assessment of their child's achievement in his/her academic studies.

An asterisk on the report card indicates an accommodation and/or modification has been made according to documentation outlined in the student's confidential file.

The students in grades K-2 will receive a Standards Based report card each quarter. Kindergarten will begin receiving these report cards starting the second quarter of the year.

GRADING SYSTEM FOR STUDENTS IN GRADES 3-8

A	100-93
B	92-85
C	84-75
D	74-67
F	Below 67

Codes for Religious and Social Development:

P	Progressing
NI	Needs Improvement

Study skills needing improvement are indicated for the appropriate subject area(s)

Parents will receive notification of any student doing unsatisfactory work or who is in danger of failing a subject(s).

Students will receive a report card at the end of each quarter. These report cards are to be signed by the parent/guardian and returned to school. **Report cards will be held each quarter if money is due for tuition or fees until financial obligation are fulfilled.**

HONOR ROLL

Students in grades 5-8 can achieve Honor Roll status according to the following guidelines:

Highest Honors	All A's
High Honors	All A's and 1 B
Honors	All A's and B's

In each instance, students must also maintain a 90% or better conduct grade.

PROMOTION/FAILURE POLICY

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended only when it is deemed by the school to be necessary and advantageous to the student.

- The final decision to promote or retain a student is based on the student's academic performance and in their best interest as determined by the principal, teacher and parent.
- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- If a student does not meet the criteria for promotion, a conference will be held with the parents and appropriate school personnel in attendance. If it is determined that additional educational support may enable a child to be placed in the next grade, a program will be developed and agreed to that provides for the student to participate in various educational interventions, including, but not limited to tutoring, summer school, and/or instruction at a learning center arranged by and pay for by the parent. Satisfactory completion of this program serves as the condition for placement into the next grade.
- Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however, the school

must prepare and implement a Minor Adjustment Plan for the student as a condition of placement.

Speech and Language Therapy

For students identified with speech, language or hearing problems, the speech therapist plans an individualized plan of assistance and maintains ongoing parent and teacher contact.

Remedial Tutoring and Title I Reading

Individuals identified as needing remedial assistance will be provided, by a certified teacher, with either individual or small group instruction on all grade levels when funding and staff are available for these programs.

Learning Disabilities Tutor

Students identified and possessing a valid IEP/ISP are provided instruction, by a certified teacher, relative to their special needs on a part time basis when funding and staff are available.

IV. ADMINISTRATIVE PROCEDURES

ADMISSIONS

St. Rose reserves the right to refuse admission or readmission, to suspend or to expel any student who does not cooperate with the policies established in this Handbook. Policies in this handbook apply to after school hours as well. If any student refuses to follow these policies, then he or she places his or her privilege to attend St. Rose School in jeopardy. If any parent refuses to support or follow these policies, the parent places his or her child/children's privilege of attending St. Rose School in jeopardy.

DIOCESAN INITIAL ADMISSION REQUIREMENTS

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic and behavioral requirements are eligible for admission to the school.

The school sets registration procedures and admission policies according to the Diocesan policy. The availability of space and the order of preference for admission is determined by the school according to the following general criteria:

Registrants for school will be accepted in the following order:

- a. students of registered participating parishioners whose parish(es) provide the elementary school;
- b. students of parishioners whose parish does not provide a Catholic elementary school will be accepted in the nearest Catholic school; and
- c. non-parishioner students on a space available basis, after a conference regarding the reason for registration in a Catholic school is held with the parents by the pastor and/or principal.

AGE FOR ADMISSION TO KINDERGARTEN

Children who reach the age of five years by August 31 may be admitted to a kindergarten program. Early admission will be considered according to the Diocesan Policy.

GENERAL REQUIREMENTS FOR ADMISSION

Admission is contingent upon receipt of the following:

1. Completion of the application form
2. Presentation of an original birth certificate
3. Baptismal certificate for Catholic students
4. Proof of adequate immunization as required by the Ohio Revised Code
5. Completion of Emergency Authorization Form
6. Proof of custody for students not living with either or both natural parents

ADDITIONAL REQUIREMENTS FOR ADMISSION TO GRADES 1-8

1. Educational and health records from previous school
2. If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition obligations at the student's former Diocesan school prior to being enrolled at the new school.
3. Any entry interview with child, parents and principal for all students entering after kindergarten. If determined that Saint Rose School is able to meet the educational needs of the student, he/she will be accepted on a probationary basis.

GENERAL CONDITIONS OF ADMISSION

In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. **Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.**

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities if that information does not discriminate (automatically prohibit a student from applying).

FOREIGN STUDENTS

The Diocese of Youngstown endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons.

Since January 30, 2003 all schools in the United States wishing to enroll Nonimmigrant F-1 students by the use of an I-20 form have been required to register in the Student Exchange Visitor Information System (SEVIS.) Information on whether or not a school has been chosen to register with SEVIS and is qualified to enroll an F-1 student is available through the particular school office.

Also required of the incoming student is:

- a. I-20 Form (if applicable)
- b. Diocesan Emergency Care Form
- c. State Immunization Form

d. Local Admissions Forms

e. VISA

CLASS PLACEMENT

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

Teachers will allow invitations to private parties to be given (orally or written) in school only if everyone in the class is receiving an invitation or if all the boys or all the girls in the class are invited to the particular party. The school will not provide student addresses or phone numbers.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory. Excessive absenteeism may result in retention and/or denied readmission.

The school (K-8) is normally in session not less than 178 student attendance days per academic year or the length of time as required by the Ohio Department of Education and the Office of Catholic Schools.

- Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

ABSENCE/TARDINESS/LEAVING SCHOOL

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

1. The parent(s) should phone the school before 9:00 am giving the reason and the approximate length of absence.
2. A written excuse, explaining the reason for absence, signed and dated by the parent, must be presented upon a student's return to school.
3. Persistent absences may cause serious academic problems (including but not limited to grade or course failure.) The administration or the class teacher will normally review the matter with parents before a decision is made at the discretion of the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action and notification to the local truancy officer.
4. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

Tardiness

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher.

Parents are expected to cultivate the habit of punctuality in their children since tardiness interferes with the child's progress in school and disrupts the classroom teaching. Students who arrive in their room after 8:00am are tardy and must report directly to the office with their parent to sign them in.

Students are allowed 5 tardies per quarter without consequence. After the 5th tardy students will have a 5 point deduction from their conduct grade. After the 2nd 5 point deduction students will serve and after school detention. Chronic tardiness will result in a conference with parents, child and principal. Chronic tardiness is consider anything over 10 tardies per quarter.

Absences for Other Reasons

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. When the student returns, make up work will be given and time limits set. The responsibility for such make up work belongs to the parent(s) and student. **The teacher is not required to send home work in advance.**

ATTENDANCE/REPORTING PROCEDURES

Absence

According to Ohio State Law, a child is permitted to be absent from school with the permission of a parent/guardian for the following reasons: personal illness, illness in the family (when a child's help is urgently needed), death of a relative, quarantine, observance of religious holidays, and family emergency or set of circumstances which constitute good and just cause.

When a student is absent, parents must call the office before 9:00 am to give the reason for and approximate length of the absence. If a call is not received by 9:00 am, the school will attempt to contact the parent and keep a written record of the phone call.

The parent must also send a note to the teacher giving the dates and reason for absence when the student returns to school. Homework requests for an absent child must be made prior to 10:00am. Work may be sent home with a relative, friend, or picked up at the school office between 3:00 and 3:20 pm. Students are expected to have these assignments completed within one day after returning to school.

Students are expected to be in attendance except in circumstances where absence is permitted as enumerated above. Unnecessary absence should be avoided. Therefore, doctor or dentist appointments and vacations should be planned for after school hours or on days when school is not in session. Parents are advised to consult the school calendar which indicates vacation periods and days when school is not in session.

Tardiness

If a student is tardy they must report to the school office with their parent and sign in. If parents know ahead of time that a child will be tardy such as for a Doctor's appointment they must inform the school office no later than 8:00am. A child will not be permitted into class without a admit slip from the office.

Medical excuses

Medical and dental appointments should be arranged for after school hours and during vacation periods whenever possible. If a child must leave school during the school day, a note must be sent to the school office. The note must be signed, dated, and include all the necessary information. Students will come to and remain in the office until the parents come in to sign them out. Upon the students return a note from the doctor or dentist must be presented to the office. An absence of more than 2 hours during the school day will be counted as ½ day absence.

Anticipated absence

When an absence is anticipated either due to medical issues or personal reasons parents must inform the office in writing at least one week before the anticipated dates of the absences. This note must include the date which the absence will start and the date of return to school. The teacher is not responsible for sending work home in advance, especially if the absence is due to personal reasons. When the student returns, make up work will be given and time limits set for work to be turned into the teacher. The responsibility for such make up work belongs to the student and parent.

Release of students

Parents must send in written permission for the release of the child during the school day. This note should include time of release and reason for the release of the child. It should also include if possible who will be picking the child up from school. Anyone taking the student from school during the day must report to the office to sign the student out when the student leaves and then sign them back in if the student returns. If the person is not the parent or guardian, specific written permission from the parent/guardian is required before the child may be released to another person.

Dismissal

Dismissal time is 3:00, parents may not come into the office to pick their child up early at the end of the day unless they have a scheduled appointment. The end of the day is very important for teachers and students to ensure they are prepared for the next day.

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records" from the new school. All Fees and Tuition MUST BE PAID prior to the release of the student's records. In addition, students transferring or withdrawing are required to complete an Exit Form (available through the school office).

Prorated tuition reimbursement will be made for students transferring within a school year only if the family has moved outside of the St. Rose School District. Records will not be forwarded for any student until all financial responsibilities are paid in full.

LUNCH/MILK PROGRAM

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

❖ Cafeteria Lunches

Lunches may be purchased on a weekly basis or for selected days during the month. The monthly menu will be sent home at the end of the month for the following month. Weekly order forms will be sent home. Lunch money must be returned to the office by that Wednesday.

Ala carte items will be available for daily purchase, but there is no guarantee that items will be available ala carte for all lunch periods.

❖ Free and reduced Price Lunches

Free and reduced price lunches are available to student whose family income qualifies or because of other financial burdens. Parents wishing to apply for free or reduced price lunches may secure an application at the school office.

❖ Milk

Students who carry lunch can purchase milk weekly or daily. Milk comes in one-half pint cartons either in white or chocolate.

❖ Allergy Free Areas

There are certain areas of the cafeteria that will be “peanut free areas” for those students who have allergies to peanuts and certain other foods. These areas will be marked as “peanut free areas”. Special instructions will be sent home at the beginning of each school year for those classrooms who have students with these types of food allergies.

ARRIVAL AND DISMISSAL

When students arrive to school they must wait in the main hall outside the office until the 7:45 bell rings. After the bell students may proceed to their classroom and follow their individual teacher directions for morning routine. At the beginning of each year teachers compose a list of the students and their means of transportation home. Students, under the supervision of a teacher will line up and proceed to their assigned exit to await the dismissal bell to ring at 3pm.

❖ Change of Transportation

A student going home with another student or by different form of transportation other than his/her usual, must **present a written verification of the change**, signed by the parent/guardian, to the homeroom teacher and the teacher will send it to the office at the beginning of the school day. The student then will receive a change of transportation slip signed by the office staff so that he/she will be permitted to leave by the appropriate exit at dismissal. Without this written permission, the student will be sent home by means of his/her usual transportation.

❖ Bus Riders

Girard, Liberty, Youngstown, Hubbard and Vienna will provide bussing for families to our school. Please contact your respective bus coordinator for specific information regarding bus stops and times.

Girard Bus Coordinator	545-6407
Hubbard	
Liberty Bus Coordinator	759-7450
Youngstown Bus Coordinator	744-5905
Vienna	

Saint Rose School supports and cooperates with the procedures of the local public school districts regarding behavior on school buses. These procedures include parent notification, suspension for a time from transportation and loss of transportation privileges. The principal also reserves the right to impose additional consequences for lack of cooperation with bus conduct and safety procedures.

Please note that bus drivers are NOT permitted to pick children up or drop them off anywhere but their regular stop. Students may only ride on their assigned bus. Bus transfers are NOT permitted.

Car Riders

Car riders are not to arrive at school prior to 7:00am. **Students must be dropped off in the main school parking lot no student may be dropped off in front of the school on Main Street.** If a child must arrive earlier because of a parent's schedule, he/she must be enrolled in and attending Sunny Days before-school program.

Dismissal is at 3:00 pm. from the Sunny Day's door leading into the parking lot. Parents are asked to park in **a lined space** and walk to meet their child when they are dismissed by the teachers. Parents must personally pick their child up at the designated area. Students **may not walk** through the parking lot to their parent's car for safety reasons. Any child whose ride has not arrived by 3:05 will have to be picked up in the school office. Parents may not park along Main Street for late pick-up they must park in the school parking lot. Any child remaining after 3:30 will be placed in our Sunny Days after-school program and will be billed for the service.

Dismissal time is 3:00, parents may not come into the office to pick their child up early at the end of the day unless they have a scheduled appointment. The end of the day is very important for teachers and students to ensure they are prepared for the next day.

Parents who allow their child to stay after dismissal and play on Project Fit are the sole responsibility of their parents. The teachers on dismissal duty **are not responsible** for these students once they are release to their parents at the end of the day.

V. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a certified copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

ACCESS TO RECORDS

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

The School administration may elect to provide at cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

TRANSFER OF RECORDS

Records are released to another school only when the parents provide a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released.

Only copies of student records may be released.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools or to issue a Certificate of Diploma to the student if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations.) However, health records and testing results which have been obtained through state or federally-funded programs will be forwarded.

SCHOOL VISITORS

For security reasons, entrance to the school can only be through the main door, located on Main Street. **This door will be locked at all times.** All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds. No one is permitted to go to other areas of the building without first signing in the school office. Any items forgotten by students must be brought directly to the office. Office personnel will deliver these items to the students. **No one** may go directly to the classroom for any reason.

Remember that mornings are very important for the start of the school day to both student and teacher. So, we ask that after the first week of school students walk to their classroom by themselves. Mornings are not a time for a quick conference. If you need to speak to a child's teacher please make an appointment.

Visitors must park in the school parking lot and **not on Main Street** when entering the school for any reason.

SCHOOL COMMUNICATIONS

Principal's Communication

A newsletter will be posted on-line weekly. Important information will be sent home in the weekly folder. Parents may also receive a "One Call" telephone voice/or text message regarding any special announcements or emergency closings. Informational type messages will be sent in the evening generally around 6pm.

Take-Home Communication

All materials prepared by parents for release to the Parish or school community must be approved by the Principal or his/her designee.

A weekly folder will go home with the oldest child in each family. This folder will include a monthly calendar of events, monthly menu, monthly birthday treat sign-up, Bingo Volunteer Sign-up monthly calendar, and Lunch/Recess monthly help calendar. The folders may also contain special notices, field trip forms, fliers, information from the various school organizations. These folders are to be returned to school the following day.

TELEPHONE USE/MESSAGES FOR STUDENTS

In order to help students develop responsibility, phone calls home may be made only in the case of an emergency and require teacher/office consent. All calls are to be made from the office. **No cell phones** may be used without teacher or principal consent. Remember that all cell phone must remain turned off and in the child's book bag. St. Rose School is not responsible for cell phones brought to school by a student. We recommend that students in grades K-6 leave their cell phones at home.

INCLEMENT WEATHER/SCHOOL CLOSINGS

There are a minimum of 178 student attendance days. Within these 178 days, Ohio law provides for five calamity days (inclement weather or other non-weather related emergencies) which a school does not need to make up. A school must make up any days over these five days. The school has built into its calendar five possible make up days to be used if the school exceeds its five calamity days.

On any day in which classes are canceled due to severe weather conditions, all other school-related activities (school-sponsored social events, meetings, extracurricular activities, or athletic events/practices held on or away from school property) shall

likewise be canceled on that day and evening. Exception is if the host team is in session.

When weather conditions make transportation extremely difficult and there is reasonable doubt as to whether school will be in session parents will receive a “One Call” message stating the closing. You can also listen to the local TV and radio stations for school closing or delay announcements. St. Rose School will be closed when Girard City Schools are closed or delayed. Please do not call the school office or parish house to find out if school is closed. If there is an emergency of a different nature affecting St. Rose School only a “One Call” will be made explaining the nature of the emergency. There will also be TV and Radio announcement to notify the parents if St. Rose School is to be closed.

RELEASE OF DIRECTORY INFORMATION

In compliance with FERPA (Family Educational Rights and Privacy Act), this school considers the following to be FERPA Directory Information: student’s name; student’s parent(s), guardian (s) name(s), addresses, phone numbers; dates of attendance; honors; organizations and teams to which a student belongs; and pictures taken of the student participating in school activities. This directory information may be released without prior consent of the holder of FERPA rights. Nonetheless, the school will withhold such information upon written request of the parents, except where other state or federal law may require disclosure to legitimate authorities.

Schools are required to use the *Waiver/Right to Object* form when students are participating in videotaping, audio recording, school pictures, other photography, or Internet. Any student or parental publications are subject to review and approval of the school administration prior to publication.

FIELD TRIPS

- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations. Students may be denied participation if they fail to meet academic or behavior requirements.
- Field trips are considered an extension of the school day and the code of conduct will apply. All field trip participant and chaperones adhere to and follow the Diocesan guidelines and Field trip policy, as well.

- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity.
- If a private passenger vehicle must be used, the principal must approve of this. The following conditions apply for volunteer drivers:
 - a) The driver must be 21 years of age or older.
 - b) The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
 - c) The vehicle must have a valid registration.
 - d) The vehicle must be insured for a minimum limit of \$100,000 per person/\$300,000 per occurrence. The vehicle owner's insurance must be primary. The diocesan insurance is secondary. The driver must provide a copy of proof of insurance which should be kept on file. (The insurance follows the car.)
 - e) No driver should take more children than the number of seat belts in a car.
 - f) Each driver should be given directions to the site and rules and procedures for student behavior in cars.
 - g) Each driver must follow the schedule and not deviate from it. (i.e., taking a side trip to an ice-cream stand or fast food restaurant.)

The driver needs to complete the Volunteer Driver Information supplied to the driver by the principal.

- Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to "opt out" their children from the field trip.
- It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.
- Children not enrolled in the school may not attend field trips. This prohibition includes children of parents who drive on the field trips.
- Parent drivers may not talk on cell phones while driving or chaperoning a field trip and are prohibited from smoking while on the field trip.

GRADUATION REQUIREMENTS/CEREMONIES

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation and/or award of a degree, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and comply with all school regulations and policies.

The principal shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations.)

- Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.

PARENT ORGANIZATIONS

St. Rose Home and School is sponsored by the School to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school, and all parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

The parent organization should strive:

1. to serve in an advisory capacity to support the principal/administration;
2. to provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration;
3. to support and promote quality Catholic education at the school;
4. to encourage Catholic values of family life;
5. to share with teachers the values that parents are attempting to develop with

their children at home;

6. to acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the School so that they can be in a better position to promote the legitimate rights of their children;
7. to unify parents in an effort to raise funds each year for the school.

Saint Rose Booster Organization

All families are highly encouraged to be members of this organization. Booster fees are payable by the end of September. The purpose of this organization is to promote and sustain various athletic programs at St. Rose School for the students in the 7th and 8th grades. Families of students in the 7th and 8th grade are required to be members of this organization because it directly affects their child. However, these activities sponsored by this group indirectly support all the grades K-8. Parents of all grades are invited to participate in meetings as well as activities promoted by the Booster Organization.

Volunteer Parent Program

There are many opportunities for parents to become involved in the activities at St. Rose School. Parents are necessary to assist in the following capacities: (these activities may vary from one school year to the next)

Bingo (Wednesday only)
Lunchroom and Playground Helpers
Auction Committee
Fieldtrip Chaperones
Home and School Association Committee Members
Athletic Coaches
Special Home and School Activities volunteers
Book Fair volunteers
SCRIP Assistants
K-3 Library helper
Campbell Labels, Box Tops, Giant Eagle, etc.

ALL REGULAR VOLUNTEERS MUST COMPLY WITH THE DIOCESE OF YOUNGSTOWN POLICY ON CHILD ABUSE AND HAVE THE APPROPRIATE FINGERPRINTING AND BACKGROUND CHECKS. All documentation must be given to the school office to be kept on file.

FUND-RAISING

Any program of fundraising at the school must have the approval of the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

TRANSPORTATION/PARKING

All parents must park in the school lot when dropping off or picking up their child from school. NO ONE may drop-off or pick-up on Main Street because this causes congestion and interferes with bus pick-up and drop-off. No parent may use the Trinity Evangelical parking lot located on Stewart Street for any reason. This parking lot does not belong to St. Rose School therefore, not ours to use.

All students are expected to follow the rules provided by the individual bus drivers. St. Rose School supports and will help enforce these rules and guidelines for student safety.

<h2>VI. FINANCES</h2>

Diocese of Youngstown Tuition Assistance Program

Application Process & Requirements

- a. All families seeking tuition assistance from the Youngstown Diocesan Catholic School Scholarship Fund must submit an official application from (available in English and Spanish) along with a processing fee payable to the private scholarship/financial aid processing service designated by the school.
- b. To become eligible for receiving funds from this program, students must attend or be accepted by a Catholic school of the Diocese of Youngstown.
- c. The deadline for submitting applications to the scholarship/assistance service is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are available.

- d. The funds from the Program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

SCHOOL TUITION POLICIES

Enrolling a child at St. Rose School brings a financial obligation to support both the parish and school. All school families are expected to attend Mass at the parish they belong to and make regular contributions to the parish collection. The estimated per pupil cost to educate your child is approximately \$4,600.00. Since the established tuition rate does not totally cover the cost of educating a child, the parish must subsidize the difference. Therefore, all Parish verification forms must be completed to receive the Parishioner subsidized tuition rate.

Tuition is **not** tax-deductible. Tuition and fees are to be paid with separate Checks and sent either to the School Office or directly to the Parish Office in a clearly marked sealed envelope.

A separate non-refundable General Fee of \$100.00 for each family will be payable by the end of September. (This fee is subject to change)

A non-refundable re-registration fee of \$50.00 per family will be required when re-registration takes place at the end of January.

Pro-rated tuition reimbursement will be made for students transferring within a school year **only if** the family has moved outside of our school's district.

TUITION AND OTHER FEE SCHEDULES

TUITION RATES for the 2017-2018 school year. (Tuition rates may change annually and new forms will be sent home when changes occur) *In order to receive the parishioner rate families must be active members in good standing of St. Rose Parish or another parish in the Diocese of Youngstown. A valid Parish Verification form must also be filled out and turned into the school by each family's individual parish before parishioner rate tuition is applied.

All tuition agreements must be signed and returned at the time of re-registration in the spring.

TUTION PLAN FOR 2017-2018

<u>Parishioner Rate</u>	<u>Tuition</u>
One child	\$2950.00
Two Children	\$5150.00
Three or more Children	\$7000.00

Fees

\$50.00	Registration (Re-registration) per Family Non-refundable
\$100.00	General Fee per Family Non-refundable

<u>Non-Parishioner Rate</u>	<u>Tuition</u>
Per Child	\$4600.00

Tuition Payment Plan

A tuition agreement will be sent home at the time of re-registration. St. Rose has three options to pay tuition.

- 1) Monthly First payment due in July . Tuition will be divided into 11 equal payments. (Late fee of \$25.00 per month)
- 2) Quarterly First payment due in July. Tuition divided into four equal payments due in Oct., Jan., and April (Late fee \$50.00 per late payment)
- 3) Annual Full tuition due in early Aug. The general fee will be waved for all tuitions paid in full **No later** than the first Monday of August.

All July payments must be made at the Parish Office. Parents will be notified of the school office summer hours. Statements will be sent home to each family based on their payment option.

VII. COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

PARTICIPATION

Participation in co-curricular and extracurricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct along with being current in all financial obligations will be given the privilege of participating in co-curricular and extra-curricular activities.

Students participating in school-sponsored team athletic activities must have proof of an annual physical and evidence of health insurance.

TRANSPORTATION OF ATHLETES

Schools may arrange for the transportation of student athletes by Ohio State Patrol inspected and approved school buses or by licensed public or private bus conveyance. Schools may not arrange for the transportation of student athletes by private cars, vans or other vehicles.

Athletic Program

St. Rose School participates in interscholastic football and basketball for 7th and 8th grade boys; basketball, cheerleading, and volleyball for 7th and 8th grade girls; track and cross country for both boys and girls in 7th and 8th grade.

The purpose of the athletic program is to encourage students to participate in athletic games, thereby fostering physical and moral growth. Good sportsmanship is expected of all coaches, athletes, and spectators. All participants will be held accountable for their behavior at practices and school sponsored activities.

All sport activities at the elementary K-6 grade level are parish sponsored activities. The school neither directs or has authority over parish activities.

The St. Rose Booster Organization to which all families must belong funds the 7th and 8th grade program. All other parents in grades K- 6 are invited to belong to this organization and are encouraged to actively involve themselves in the program as all students benefit either directly or indirectly by the support of the Booster Organization.

We recognize the value that the sports program in grades 7 and 8 is a means of developing leadership qualities, responsibility, self-discipline, and physical fitness for the students. We are also proud of the accomplishments and honors brought to the school by the students' participation in this sports program.

Because we expect that all extra-curricular activities of the school program should only serve to enhance the academic and social areas of the school, we maintain the following Sports Policy in which the student will be expected to:

- ❖ Present evidence of medical examination and insurance coverage prior to attending any practice or conditioning session;
- ❖ Exercise positive leadership qualities with his/her classmates and demonstrate school spirit not only during athletic events but throughout the year;
- ❖ Maintain a 75% or better average in each of his/her subjects;
- ❖ Keep all of the existing school rules and policies, maintaining a conduct grade of 85% or better;
- ❖ Actively participate in his/her classes;
- ❖ Display good sportsmanship both on and off the field;
- ❖ Cooperate with the coaches and/or moderators of the sports program;
- ❖ Be in regular attendance at practice sessions and games;
- ❖ Remain in the areas of supervision both at practice sessions and games.

Length and Notification for Ineligibility

Students who are not meeting the expectations above will be ineligible to participate in any practices, games, tournaments or other completion. Teachers will inform the Athletic Director weekly of student ineligibility. The Athletic Director will inform the principal and coaches. Students will also be consider ineligible if their tuition balance is not current.

After one week, the teacher will verify in writing either the student's eligibility or continued restriction. The Athletic Director will notify the coaches as to whether or not the student can return to practice or not. A note will be sent from the office to the parent to notify them of their child's ineligibility. The student will present this signed form to the coach.

Other Co-Curricular and Extracurricular Activities

St. Rose offers other extracurricular activities that St. Rose offers other than sports.

(These can vary during any given school year)

- ❖ Altar Servers which include both boys and girls in grades 3 through 8 and is under the direction of the pastor and his appointed representative.
- ❖ Student Lectors are students in grade 7 or 8 who are expected to proclaim the Scripture at school masses.
- ❖ Prayer Leaders are 8th grade students who lead Morning Prayer.
- ❖ Children's Choir is made up of students in grades 3 through 8 who choose to participate in choir under the direction of St. Rose music director. The choir will sing at school masses and on special occasions on the weekend. They usually practice once a week after school.
- ❖ Student Council is comprised of student representatives from grade 4 through 8. Their classmates elect these representatives. Student council meets periodically after school with their teacher moderators. They perform various service projects through the school year.
- ❖ St. Rose School Band is comprised of students from grades 5 through 8. All band practice takes place during the school day.

- ❖ Students in grades 7 and 8 can participate in YSU English Festival taking place sometime in the spring. This community wide competition is under the direction of a teacher moderator.
- ❖ Math Counts is a group of 7th and 8th grade students who meet after school once a week to “extra” math under the guidance of a Math Counts Moderator. Then a team of student representatives is chosen to partake in a countywide competition at YSU.

<h2 style="margin: 0;">VIII. STUDENT RESPONSIBILITIES & BEHAVIOR</h2>

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic morals values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a catholic school environment. These basic components include:

Teachers have the right to teach. No student will stop the teacher from teaching.

Students have the right to learn. No student will stop another student from learning.

The school observes this Code of Conduct because it is built on fundamental Catholic school teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

WEAPONS

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person’s control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these premises. ORC SEC. 2923.1212. A Valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

- A. A “weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy. Dangerous objects include, but are not limited to, clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, and Billy clubs.
- B. Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one's locker or other area of the school property, or having a weapon on one's person.
- C. Violation of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal will immediately contact the police department and the Office of Catholic Schools before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

Sexual Violence

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, the pastor or other school authority is required, under state law to report the incident to civil authorities.

SUBSTANCE ABUSE

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

- 1. For purposes of definition, the Office of Catholic Schools defines drugs as the improper use of legal drugs/substances (to include tobacco and steroids) and/or the use of illegal drugs/substances. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess or

distribute alcohol, and/or possess or threaten to use any weapon (e.g., knife) or firearm (to include firecrackers and/or any explosive device that would bring potential harm to people and/or property) on school property or at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action (including but not limited to expulsion). The school may require a professional assessment to determine the appropriate program of rehabilitation, if one is needed.

2. The use or sale of drugs on or within one thousand feet of school property is unlawful under Ohio State law and is in violation of school policies. If a student is suspected to have violated this policy or is discovered with the unlawful use, sale or possession of drugs or alcohol on or near school property or at school-sponsored events, the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agencies will be contacted.

3. Catholic school buildings and grounds will be tobacco free for everyone- administrators, maintenance, parents, secretaries, students, teachers, visitors, and volunteers- during regular school hours and at other times in the presences of students.

GANGS

Gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

DISCIPLINE

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

USE OF DISCIPLINARY ACTION

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will apprise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation. Corporal punishment is prohibited.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

1. Conference with student and/or parent
2. Appropriate verbal reprimand
3. Temporary removal from the classroom (e.g., time-out room) or isolation from the group with supervision
4. Loss of privileges
5. Supervised after-school detention
6. Referral to office
7. Disciplinary contract

SPECIFIC DISCIPLINARY POLICIES

Goals and Objectives

It is a choice and a privilege to attend St. Rose School. A student's enrollment at the school brings with it certain responsibilities and it requires the willingness and the cooperation of all concerned to put forth their best efforts to achieve our educational goals.

We, at St. Rose School, affirm the following Christian principles to guide the formulation of specific rules and regulations of student discipline:

- ❖ That the example of nonviolence, peace, and love for one another, as witnessed by the life of Christ, be the foundation of all activities;
- ❖ That all persons shall respect authority and conform to school rules and regulations and those laws which apply to school conduct;
- ❖ That each person respects the rights and property of others as well as their own. Pride in one's work and that of others shall be expected at all times;
- ❖ That all persons have a right to develop and mature in their faith and relationship with God.

All students are expected to follow the School Code of Conduct at **all times** including field trips and other school-sponsored activities. (e.g. Programs, Academic Fairs, etc.)

Each student will begin the nine-week period with **100 points** in conduct. Points will be deducted for each infraction. Below **94 points, a school detention** will be issued and each subsequent infraction will warrant another school detention. Below 80 points, a parent conference will be requested. Below 74 points, the following consequences could result:

- ❖ A second parent conference
- ❖ Forfeiture of class privileges (recess, field trips, sports activities, etc.)
- ❖ Placed on a behavior contract
- ❖ In-school suspension
- ❖ Out-of-school suspension
- ❖ Expulsion

**If a student's first instance of misbehavior is of a severe or illegal nature, initial steps of the process can be eliminated.

Detention

Detention notices will be given at least one day in advance. Detention notices must be signed by a parent and returned to school the next day. Parents may not refuse a detention. Detentions will be held on Thursday from **3:05 to 4:00pm**. A teacher or the principal will supervise these detentions.

Behavior Contracts

An individually written Behavior Contract permits the student to attend St. Rose School under the terms of the signed contract agreed to by the school personnel involved, the student, and his/her parents. Violation of this contract could result in the expulsion of the student.

In-School Suspension

An in-school suspension requires that the student work in a private area of the building under the supervision of the principal or designee. The student is to report to the office each morning by 8:00 am and remain in the area of supervision the entire school day. All work must be completed satisfactorily before leaving at the end of the day. During the time of suspension, all extracurricular privileges are forfeited. The student does have the obligation to continue daily studies.

Out-of-School Suspension

An out-of-school suspension requires that the student work in his/her home under the supervision of the parents/guardians. The student is to report to the school office each morning by 8:00 am to receive assignments. All work must be satisfactorily completed at home and presented to the principal by 3:00 pm each day. During the time of suspension, all extracurricular privileges are forfeited. The student is responsible for making up all class work and completing all homework assignments.

Conduct Violations

❖ **Attendance**

All students are expected to attend and be on time for school.

5 points tardy over 5 times per nine-weeks

5 points truancy from class

❖ **Cafeteria/Recess**

Eating in the cafeteria will be a pleasant experience if all students display decent table manners, courteous conversation, and cooperate with cafeteria volunteers. Recess is a time to develop friendships in a relaxed setting and provide time for socializing.

5 points eating or drinking outside the cafeteria

5 points leaving without permission

10 points disrespect toward cafeteria volunteers

10 points throwing anything in the cafeteria or inappropriate items at recess (rocks, sticks, snow , etc.)

10 points not being in the approved supervised area for recess

❖ **Christian Social Behavior**

Students will conduct themselves according to the standards of Christian social behavior.

- 5 points failure to return a signed conduct card
- 10 points cheating, stealing, lying, offensive language or gestures, etc.
- 10 points any use of physical force or violence at any time anywhere on school property
- 10 points harassing or bullying other students verbally or physically
- 10 points disrespect toward staff members, substitutes, volunteers, and visitors

❖ **Classroom Policies**

Each classroom has its own characteristics and expectations. Teachers may establish certain classroom rules in order to provide for a pleasant atmosphere and good classroom management. These specific rules are in addition to those listed in this Code of Conduct. Consequences resulting from the abuse of classroom rules (incomplete work, talking out, etc.) are left to the discretion of the individual classroom teacher according to the age, circumstance, and severity of the problem.

❖ **Dress Code**

Adherence to the dress code is expected from the first day of school to the last day of school.

- Warning first violation
- 5 points second and repeating violations

❖ **Prayer/Liturgy**

Students are expected to be reverent during times of prayer and worship.

- 5 points lack of appropriate participation during times of prayer
- 10 points lack of reverence at times of prayer or during liturgy

❖ **Safety**

Students shall be concerned about their own safety and the safety of others. Students shall conduct themselves in a safe and quiet manner at all times.

- 5 points talking during a safety drill
- 5 points jumping down or up the steps
- 5 points running in the hallways
- 10 points leaving the classroom without permission
- 50 points endangering or threatening the health/safety of others—reason for suspension and possible expulsion

Safety Continued

- 50 points possessing or using tobacco, alcohol, or drugs—reason for suspension and possible expulsion
- 50 points possessing, using weapons or using an object as a weapon—reason for suspension and possible expulsion.

❖ **Technology:** severity of inappropriate use of technology (including cellphones and/or social media) can result in suspension or expulsion

- 15 points cell phone out during school hours
- 20 points using cell phones during class time or in the restrooms
- 20 points inappropriate use of the school's computers (any technology owned by the school)

❖ **School Property**

Textbooks and school facilities are available for student use. Proper care and use of school property is expected. In addition to conduct points, **all violations in this area require restoration and/or restitution.**

- 5 points gum chewing on school property
- 10 points defacing books and school materials
- 10 points defacing desks, walls, lockers, etc.
- 10 points failure to respect the property of other students, teachers, school personnel
- 10 points improper use of lavatories and /or supplies
- 20 points destruction of school property

SUSPENSION

Serious or repeated misconduct may lead to suspension from class or school. It is the authority of the local building administrator to suspend a student from class or school. The diocesan schools shall not suspend a student for more than five (5) consecutive days. If the suspension is for an offense which can only be addressed through counseling in substance abuse or anger control or requires the assistance of an outside agency, the suspension may be of a duration to allow such counseling to occur.

- 1) Suspension Offenses are:
 - a) A serious offense involving the use of violence, force, threat, coercion or other conduct which violates the safety of others, including use of any form of technology to bully or threaten another person. Police will be informed of these incidents.

- b) Use/possession of a weapon. Police must be informed.
- c) Vandalism, destruction or theft of school property.
- d) First offense involving possession, use or being under the influence of drugs, alcohol or other chemical substances (counseling may be required where necessary). Authorities must be informed when an incident occurs.
- e) Repeated disregard for school rules and regulations.
- f) Other offenses serious enough to warrant a student's removal from school.

EXPULSION

Expulsion is the most serious disciplinary action taken by diocesan schools and may be used for serious disciplinary infractions, when public behavior affects school morale, safety and/or when the student remains incorrigible. The Superintendent of Schools may expel a student. In diocesan schools, expulsion is the permanent removal of a student from the school community. When a student has been expelled, official school records and withdrawal papers will so indicate that.

Unless directed otherwise by the Superintendent of Diocesan Schools, no principal shall admit to his or her school a student who has been expelled from another Diocesan or Public school.

STUDENT REGULATIONS AND PROCEDURES

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

STUDENTS AND STUDENT PROPERTY

Searches

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

Students and Student Property

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school.

Cell phone, iPods and any other electronic device brought to school is not the school liability if it is stolen or broken. These items should be left at home.

School Lockers and Desks

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has exclusive use of the locker or desk but has no proprietary rights versus the school.

Items to School

Students may not bring toys and electronic items such as, but not limited to: cell phones, CD players, tape recorders, hand-held electronic games, cameras to school without a teacher's request to do so for a particular reason.

CARE OF SCHOOL PROPERTY

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution.

All school books must remain covered for the entire school year.

No one is authorized to use the school building outside of school hours (8:00-3:30 pm) without making prior arrangements with and permission of the principal.

Gym Use

St. Rose School gym is for the sole use of St. Rose School athletic teams and parish groups. The coach who is responsible for the activity must supervise student groups.

- Students are not allowed in the building unless they are part of an authorized program and unless the coach is present to admit them into the gym.
- No profane language or disorderly conduct will be tolerated.
- No smoking, gum, food, or beverages are allowed in the gym. Water bottles are acceptable since students must remain in the gym.
- Anyone destroying St. Rose School property will be held financially responsible whether the damage was accidental or intentional.

LOST AND FOUND

Lost and found item will be placed in the school office for a one week period. After one week items will be donated to the Emanuel Care Center. Lost valuables will remain in the office until claimed.

DRESS CODE

The dress code provides a standard for our students that foster an environment conducive to learning and respectful behavior. (A copy of the uniform policy will be sent home at the beginning of each school year and must be signed by both student and parents)

Final decisions regarding the school uniform rest with the principal/administration.

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

❖ Boy's Uniform

Boys are to wear **plain navy blue tailored dress pants**. Pants must fit this description: in-seam pockets only, no patch pockets, no colored roll-ups, no ornamentation such as extra pockets, trendy cuts, contrasting stitching, rivets, or gathered ankles. Boys may not wear cargo pants. Pants must be worn at the natural waistline. Only a dark solid black, brown or navy belt must be worn with pants having belt loops. (May not cut off pre-existing loops) Belts must be worn at all times in grades 4 through 8.

Boys in grades 7 and 8 may also wear khaki (beige) uniform pants that follow the uniform description.

Dress shirts or knit shirts (with 2 or 3 buttons) are to be **plain light blue, navy, white or embroidered red sold only through school**. Shirts may be either long or short sleeve, solid in color (no stripes, decorations, trimmings, logos only St. Rose logo is permitted, or labels) and must have a collar. **No** layering of shirts is permitted or colored T-shirt worn under uniform shirts may be worn. Uniform collared shirts must be worn under a St. Rose sweatshirt and collar must be visible at all times. Shirts must remain tucked in at all times.

❖ **Girls Uniform**

Girls in Kindergarten through 5th grade are may wear a plaid or navy uniform jumper. Girls may also wear a navy or plaid uniform skirt. Skirts and jumpers are to be no shorter than 3 inches (finger-tip length) above the knee. Skirts are not to be rolled at the waist. A navy or plaid uniform skirt or skirt may be worn by girls in K-8.

Uniform blouses must be the **plain tailored style** with either pointed, button-down, or Peter Pan collar (no pull-overs or turtlenecks). Girls may choose to wear the knit shirts (with 2 or 3 buttons). Blouses and shirts may be long or short sleeve in **plain light blue, navy blue, white, or embroidered red sold only through school** (no stripes, lace, decorations, trimmings, cap sleeves, logos- except the St. Rose logo, or labels). No oversize shirts are permitted. Blouses and shirts must be tucked in at all times. **NO** layering permitted.

Girls may wear **plain** navy blue tailored dress pants. Girls in grades 7 and 8 may also wear khaki (beige) uniform pants that follow the uniform description. Pants must fit this description: in-seam pockets only, no patch pockets, no colored roll-ups, no ornamentation such as extra pockets, trendy cuts, contrasting stitching, rivets, or gathered ankles. Pants must sit at the natural waist-line. A dark colored dress belt (navy, black, or brown) must be worn at all times with pants having belt loops.

❖ **Shorts**

All students may wear **plain navy blue walking shorts. Only uniform walking shorts** or those **identical in style** to uniform school pants and color may be worn. Shorts must be no more than 3 inches above the knee. The shorts must be worn with the regular uniform shirt or blouse and tucked in at all times. Grades 7 and 8 may also wear khaki (beige) shorts. Shorts may be worn from Aug. through Oct.31 and then again starting on April 1 through June.

❖ **Shoes**

All students are to wear athletic shoes (tennis shoes). These shoes **MUST** have laces or Velcro and remain tied at all times. Tennis shoes may not have any extra adornments such as beading, sparkles or sequins. Students may also wear low cut, tie loafer or oxford dress shoes, with normal heels 1 inch or less in height. **No** boots of any kind, any fad shoes of any type including: crocs, slip-on canvas slipper type shoes, ballet slip-on type shoes, and canvas shoes without tie-able laces or sandals of any kind are permitted to be worn at St. Rose School. All shoes must have backs even on dress down days.

❖ **Socks**

All socks must be visible above the top of the shoe.

❖ **Sweaters and Sweatshirts**

Sweaters for all students must be plain solid color (navy blue, light blue, red or white) in either button-down or pull-over style. Sweaters may **not** be oversized, bulky, or have ornamentation (**NO** stripes, decorations, trimming, logos, or labels). Jackets of any kind or flannel shirts may not be worn. **Only** St. Rose School sweatshirts may be worn. Grades 7 and 8 may wear their St. Rose hooded sweatshirt also. When pull-over sweaters or sweatshirts are worn the collar of the uniform shirt **must** be showing at all times. Vest must follow the same guidelines as the sweaters. Students may also wear the school issued pullover, which must be purchased through the school's spirit wear program. Students in grades K-8 may wear the red pullover. Students in grades 7 & 8 may also wear the navy pullover.

❖ **Make-up and Jewelry**

NO student is permitted to wear **any type** of make-up. Only clear or very light colored nail polish may be worn. Students may wear a small cross or medal inside their shirts, a watch, and no more than 1 small ring. Girls **only** may choose to wear **a pair** of earrings but these must be small and worn close to the ear for safety reasons (**NO** hoop earrings are permitted) No other jewelry or items of ornamentation is permitted. **NO** fad bracelets, bands (live-strong e.g.), rubber bands, more than one hair tie of any kind may be worn around the wrist.

❖ **Hair Style**

All students are to present themselves at all times with a neat haircut and appropriate hairstyle. Boys must be clean-shaven, when applicable.

"Tails", artificial coloring, beaded braids, extreme spiking, or any other hair fads or permitted for any student. **Boys' hair may not touch their shirt collar nor may hang to the eyebrow in the front. Girls or boys may not dye their hair for any reason.** Students must have a traditional haircut and style with no distinguishable difference in the length of their hair between top and bottom. If there is a question about a particular cut or style, parents should consult the principal **BEFORE** having the student's hair cut or styled.

❖ **Gym Clothes**

Students must wear plain red or black gym shorts or sweatpants with a plain solid or St. Rose logo T-shirt in any of the following colors; white, navy, red, or gray. No writing or pictures other than the St. Rose School logo or cougar may be on the T-shirt. Shorts may not be worn to or from school unless it is the appropriate time to wear shorts.

❖ **Students may never wear cheer shorts, legging or yoga pants to school even on dress down day. They may also never wear shoe without backs, which includes any type of sandal and all shirts must have a sleeve no tank tops even on dress down days.**

A separate uniform policy requiring parent and student signatures will be sent home at the beginning of each school year

INAPPROPRIATE MATERIALS

Students are not permitted to possess the following items on school property or at school functions:

Toys, magazines/books not pertaining to the curriculum, electronic devices(e.g. I-Pod MP3 players, hand-held games,) or other articles determined to be inappropriate are not permitted in school or on the school bus. Such articles will be confiscated and returned directly to the parents at their request. Cell phones if they **must** be brought to school must remain in the child's book bag turned off. If a student gets caught using a cell phone during school hours without permission it will be taken the first time and only returned to a parent. The second time it will be returned to a parent and the student will **NOT BE PERMITTED** to bring it back to school. **If the child has it taken a third time it will not be returned until the end of the school year and only to a parent.** **Students will also receive conduct points for cell phone use during school time.**

PLAYGROUND REGULATIONS

Students are to obey and show proper signs of respect for all lunchtime volunteers.

At all times students must:

- Remain in the fenced in playground areas
- Be properly dressed for the weather
- Show respect and care not only for their own things but also that of others and the school this includes clothing and playground equipment
- Have an adults permission to enter the building for any reason
- Stop talking and line up as soon as they hear the whistle that ends recess
- Play appropriately on playground equipment.
- Play in the designated area for the particular game they are playing
- Must tell an adult when the ball goes outside the fenced in area
- Be respectful of others on the playground and avoid pushing and fighting
- Include anyone who wants to join in their game or activity

At all-time students must refrain from:

- Fighting (verbal or physical), pushing, shoving, tripping, hitting, knocking others down, tackling, kicking, name calling, teasing, and the like
- Using unacceptable language or gestures
- Throwing, kicking, picking up snow, ice, or any other dangerous object (e.g. rocks, sticks etc.)
- Eating, drinking, gum chewing, on the playground
- Using jump ropes for anything other than jump roping

- Taking and /or throwing another's hat gloves etc.
- Any unsafe or inconsiderate behavior

Indoor Recess in the gym or cafeteria

- In the gym the students must play in the designated areas for particular activities
- While using the basketball they may only play "knock-out"
- Must clean-up when told to do so
- Must line up immediately when they hear the bell ending recess
- Must be respectful to any adult volunteer
- Must be polite and respectful to everyone
- Must include everyone in activities if they wish to play
- May not leave the gym without permission from an adult
- May not eat or drink in the gym
- If in the cafeteria they must remain in their seats working on something quietly

LUNCHROOM REGULATIONS

Students are to obey and show proper signs or respect for all lunchtime volunteers

At all times, students must:

- Display proper table manners and etiquette while eating
- Remain seated with feet off the chairs
- Speak only in moderate tones to those at their table
- Clean up scraps from the table, chair and floor before leaving
- Leave the cafeteria in a quietly and orderly fashion; may not line up for recess until everyone is quiet
- Receive permission to leave the cafeteria to use lavatory or any other reason
- Remain seated until given permission to leave the table
- Walk only in the cafeteria
- Talk in quiet voices with no loud screaming or yelling
- Remain seated and not walk around and visit other students at other tables.
- Follow posted cafeteria rules
- Students must sit with their assigned homeroom during lunch

IX. HEALTH AND SAFETY

STUDENT HEALTH & SAFETY

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

ACCIDENTS AND FIRST AID

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of assisting the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. In the latter situation, the school shall be expressly held harmless from any costs or expenses associated with the professional diagnosis and/or treatment provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

If it is necessary for the student to be taken to a doctor or hospital for emergency treatment, the parents should be informed as quickly as possible. Either a parent, a staff member or those listed on the EMAF (Emergency Medical Authorization Form) is to accompany the child to the doctor or hospital. The Emergency Medical Authorization Form should be taken with the student.

ILLNESS

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body.

A school nurse will be available daily to take care of ill students from the hours of 10:00 to 2:00 pm.

ADMINISTERING PRESCRIBED MEDICATION TO STUDENTS

When a student is required to take prescription or nonprescription medication during school hours, the following procedures for dispensing medication will apply:

- A. Authorization to Administer Medication
 1. The physician must sign a form granting the school permission to administer prescription or nonprescription medication.
 - a. Forms will be supplied by the school
 - b. The medication and signed permission forms shall be brought to the school by the parent.
 - c. The physician's signature must be on the original medication permission.
 2. In special cases (to be determined by the school nurse, principal or designee), the signed permission form may stipulate that a student is to be allowed to self-administer medication in the presence of the school nurse, the principal or designee.
 3. Request forms must be submitted each school year for all medication.
- B. Transportation of Medication To and From School
 1. The parent assumes the responsibility of getting medication (prescription or nonprescription) to the school and furnishing the school with an adequate supply of medication.

At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.

2. A supply of medication, in its original container, should be delivered on the day on which it is to be given.
 - a. Unused medication will be returned ONLY to a parent or unless authorized, in writing, by the parent or to another individual authorized in writing, by the parent.
 - b. It is the responsibility of the parent to claim any unused medication within one week after the school year ends or within one week after the medication is no longer needed. Any unclaimed medication will be destroyed.
 - c. Empty containers may be returned home with students.
3. If any of the information stated on the permission form (FORM Med-1) changes, the parent agrees to immediately furnish to the school a revised statement signed by the physician who prescribed the medicine.

C. Labels on Medication

1. Prescribed medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist. Medicine not in the original container will not be dispensed.

Medication must be clearly labeled and accompanied by the following information:

- a. on prescription bottle:
 - 1) full name of the student;
 - 2) name of the medication;
 - 3) dosage and time intervals for administration; and
 - 4) name of the physician (required for prescription drugs only).
- b. on the permission form:
 - 1) possible side effects, any severe reactions; and
 - 2) any special instructions for administering the drug such as storage or sterile conditions.

2. Nonprescription medication should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.
3. The parent is responsible for notifying the school, in writing, if there is to be any change in dosage or time of administration or if the administration of medication is to be terminated.

CHRONIC MEDICAL CONDITIONS OF STUDENTS

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and name in writing the student's supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

INFECTIOUS/COMMUNICABLE DISEASES

DISEASE

The protection and welfare of each individual student is of importance in the schools of the Diocese of Youngstown. In an effort to enhance protection of students:

1. All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the Ohio Health Guidelines (or modified schedule as approved by the student's physician or local Public Health Department). Parents or guardians of the child who object on the grounds that administration of immunizing agents conflicts with their religious tenets or practices must produce such documentation and complete a Religious Exemption form from the principal. The completed form will be submitted to the superintendent for approval. The school must keep a copy of the documentation on file.
2. The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion from and re-admittance to school for children found having a communicable disease.

LICE

1. Head Lice Procedure
 - a. All students infested with head lice are excluded until the head is free of lice and nits.
 - b. A form letter provided by the school office, is sent home with the student being excluded with head lice to:
 - 1) advise parents on obtaining treatment; and
 - 2) inform parents of conditions for readmission to school.
 - c. Readmission to school is permitted ONLY after examination by school nurse reveals head to be clear of lice and nits.
 - d. The school nurse (if available) will re-check student two weeks after readmission to school.

FIRE/RAPID DISMISSAL/TORNADO/EMERGENCY DRILLS

Tornado and Emergency drills will be conducted according to the scheduled developed by the State Fire Marshal ORC 1301:1-1-07 Emergency Planning and Preparedness. Students will be instructed in their classrooms and routines for evacuation and safety during inclement weather will be established. Students are to move in silence to the designated area using the established route. Signs are posted in each room designating the route of evacuation and gathering area.

SEXUAL HARASSMENT--STUDENTS

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Youngstown endeavors to provide for its students an atmosphere free from sexual harassment.

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material whether in the form of electronic communication, music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene t-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all the following:

- verbal warning/reprimand and apology to the victim;
- a parent/student/principal conference;
- written warning/reprimand and parent notification entered in the student's file;
- detention or removal from selected school activities and/or extracurricular activities;
- behavior/probation contracts, possibly requiring professional intervention;
- suspension; and/or
- expulsion.

Sexual Violence

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor or other school authority is required, under state law, to report the incident (ORC 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (ORC 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Office of Catholic Schools will be contacted immediately in these situations.

Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (ORC 2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.02), Importuning (ORC 2907.07), Voyeurism (ORC 2907.08), Public Indecency (ORC 2907.09), or Felonious Sexual Penetration (ORC 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

X. STUDENTS WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school upon application for registration. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. Failure to disclose known special educational needs will void the application for registration.

Special educational needs that are identified after a student has been accepted will be addressed in compliance to the rules of IDEA as apply to chartered nonpublic schools in the State of Ohio.

Students with disabilities are expected to follow the school's policies and honor code.

XI. EXTENDED DAY

EXTENDED DAY PROGRAM

An extended day program providing before and after school care is provided through Sunny Days Daycare and preschool located in the Saint Rose School Building. Information concerning the program and services can be obtained by phoning the center at 330-545-1490

Appendices:

Diocese of Youngstown Office of Catholic Schools Administrative Policies and Procedures **CI-12 Field Trips**

I. Policy

A field trip is defined as a school-sponsored educational activity occurring off school grounds, planned by school personnel, and supervised by school personnel and/or adult volunteers. Field trips must have educational value correlated with some phase or aspect of the curriculum/course of study or service project related to a particular grade level and/or subject area.

Field trips are educational experiences afforded to students; however, no student has an absolute right to a field trip. The school handbook should state that field trips are privileges and that students can be denied participation if they fail to meet academic or behavioral requirements.

No student may participate unless a signed parent permission form for the specific event is received by the school prior to the field trip.

Whenever possible, bus transportation should be provided. If a privately

owned vehicle is used, a volunteer driver form and/or a student volunteer driver form must be on file prior to the approved trip.

Field trips and extra-curricular activities may not be scheduled during Holy Week or on Sundays before 1:00 PM.

II. Procedures/Guidelines

Diocese of Youngstown Office of Catholic Schools Administrative Policies and Procedures

C. Field trip permission forms should be archived for a period of five years.

D. Supervision/ Chaperones

Plans for supervision and safety procedures should be carefully planned. The supervisor is required to carry the field trip permission forms, emergency medical forms, and any needed first aid or emergency equipment deemed necessary. In addition, the supervisor must have a working cell phone.

Chaperones are to be given full instructions as to their responsibilities on the field trip, preferably in writing. They must be reminded that their sole purpose on the field trip is to provide supervision for the safety of the students.

E. Transportation

The means of transportation must be clearly delineated on the field trip cover letter and permission form. When a parent has given written permission for a specific mode of transportation, another mode may not be substituted without written agreement by the parent.

F. Adult Drivers

1. If parent drivers are used, the permission slip must read, “We request that our child be allowed to ride in a car driven by a volunteer driver.”
2. The adult driver must be 21 years of age or older.
3. The driver must have a valid, non-probationary driver’s license and no physical disability that may impair the ability to drive safely.
4. The vehicle must be insured for minimum bodily injury liability coverage limits of \$100,000 per person/ \$300,000 per occurrence. In addition \$100,000 Property Damage or a Combined Single Limit Coverage of \$300,000.
5. No driver may take more passengers than there are seat belts in the car.
6. Each driver should be given directions to the site and rules and procedures for student behavior in cars.
7. Each driver must follow the schedule and not deviate from it. (i.e. taking a side trip to an ice cream stand or fast food restaurant)

Diocese of Youngstown Office of Catholic Schools Administrative Policies and Procedures

H. If a private passenger vehicle is used, the following information must be provided in writing, signed by the driver and reviewed by the school principal prior to the approved trip: (see DOY volunteer driver form and student volunteer driver forms)

1. Valid driver’s license
2. Valid vehicle registration
3. Proof of required insurance
- 4.

Criminal Background check (adult drivers 21 and over) 5. Completion of “VIRTUS” DOY Child Protection Workshop. (adults 21 and over)

