



Parent-Student Handbook 2024-2025

61 E. Main St.
Girard, OH 44420
T: 330-545-1163
F: 330-545-6187

www.saintrosecatholicsschool.com

St. Rose Catholic School

Diocese of Youngstown, Ohio

Administration

Pastor: Fr. John Chrystostom Kozlowski, O.P.
Principal: Mr. Anthony Catale
Director of Admissions/Admin. Assistant: Mrs. Vickie Glass
Dean of Students: Mrs. Alaina Chepke
MTSS Coordinator/Guidance Counselor: Mr. Bob Gardner
Director of Technology: Mr. Nick Mediate

Accreditation

St. Rose Catholic School
is fully accredited by the Ohio Catholic School Accrediting Association

PARENT-STUDENT HANDBOOK 2024-2025

Because no handbook can be all inclusive or anticipate every situation, this clause empowers the administration of St. Rose Catholic School to take any measure they deem necessary to insure the smooth operation of the school, the safety of its faculty, staff, and students, and the advancement of all aspects of the educational process as defined by its mission, accreditation, and charter. This includes taking disciplinary action for any behavior that violates the spirit and philosophy of St. Rose Catholic School, the Diocese of Youngstown, or the Roman Catholic Church, even though not specifically stated in this handbook. 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.

Any aspect of this handbook is subject to change, addition, or deletion by the administration with reasonable notice. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions.

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 educational contract **must be signed and returned by August 21st**. Failure to have a signed contract 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.

St. Rose Catholic School 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 and in accordance with the policies of the Diocese of Youngstown. 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 this 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 this school in jeopardy.

IMPORTANT ITEM(S) TABLE OF CONTENTS

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION	4
SCHOOL MISSION STATEMENT/PHILOSOPHY	4
PARENTAL ROLE	4
PARENT CONDUCT	5
Release of Directory Information	5
NONDISCRIMINATION CLAUSE	5
NON-CATHOLIC STUDENTS	6
CURRICULUM	7
TECHNOLOGY	8
PARENT-TEACHER COMMUNICATION	9
GRADING/REPORT CARDS	10
ADMISSIONS	11
ATTENDANCE	13
LUNCH/MILK PROGRAM	17
ARRIVAL AND DISMISSAL	17
STUDENT CUSTODY AND GUARDIANSHIP	19
SCHOOL VISITORS	20
SCHOOL COMMUNICATIONS	20
INCLEMENT WEATHER/SCHOOL CLOSINGS	20
FIELD TRIPS	21
PARENT ORGANIZATIONS	22
SCHOOL TUITION POLICIES	24
CO-CURRICULAR AND EXTRACURRICULAR PARTICIPATION	25
CODE OF CONDUCT	27
DISCIPLINE	29
STUDENT REGULATIONS AND PROCEDURES	32
ELECTRONIC DEVICES AND HEADPHONES	33
OUTSIDE FOOD	34
DELIVERIES FOR STUDENTS	34
DRESS CODE	34
PLAYGROUND REGULATIONS	37
STUDENT HEALTH & SAFETY	39
Student Handbook Agreement	47

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 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 quality Catholic education to all students that develops leaders of faith, scholarship, and service.

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.

PARENT CONDUCT

Parents and guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, coaches, and volunteers, whether on or off school grounds, at school-related events, or on social media.

Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school sponsored activities and sporting events. Inappropriate behavior or failure to support the school policies and mission may result in the student's exclusion from school.

Parental Custodial Documents

It is now state law (ORC 3313.672) that the main office has a certified copy of custodial court orders in our files as opposed to the front and last page of the custodial agreement. This order must include the first page with the identifying information on it, all the pages in between, and the last page with the official signature and stamp which says: "This is a true document" and the embossed seal. If there is information that you do not want made known (i.e. financial), you may blacken it out or use white-out to eliminate the information. If you have a change in this document, the main office must have a certified copy of the changes in our file or we will abide by the most recent copy submitted. If we have no documents on file, both parents will be considered to have equal rights.

Academic Privacy Rights/Child Custody

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 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.

Non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

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 a written request of the parents, except where other state or federal law may require disclosure to legitimate authorities.

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. *St. Rose Catholic School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, scholarship and loan programs, and 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.

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 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, Emmanuel 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 both the diocesan and State of Ohio 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, and Computer Education. A number of elective courses are offered in grades 4-8 to enhance the curriculum to ensure the development of well-rounded students.

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.
- ❖ Ensure 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. **The student is responsible for the proper care of each textbook and will return all textbooks in the same condition they were received. A fee will be assessed for lost or damaged books.**

TECHNOLOGY

Proper use of technology, especially the Internet, is an important consideration. The use of technology at St. Rose Catholic School 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.

Students are mandated to comply with the acceptable use policy of the Diocese of Youngstown Office of Catholic Schools and St. Rose Catholic School.

Failure to do so will mean loss of computer usage and privileges. St. Rose classroom teachers rely on use of electronic devices and internet usage, therefore, a loss of technology privileges may result in exclusion from school. All rules apply whether a student is using a device owned by St. Rose Catholic School or brings their own personal device. School and diocesan administrators reserve the right to monitor, inspect, copy, review, save, and store any information on devices and computer systems and network at any time without notice, whether using personally owned or school owned technologies. **Discipline for improper use of technology may be applied regardless whether the student was on campus or not at the time of the violation.**

TESTING

The school’s testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religious 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.

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 opportunities to use research skills.

PARENT-TEACHER COMMUNICATION

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. However, 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 prohibited and may not take place during class time or first thing in the morning, unless scheduled ahead of time. Parents 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.

GRADING/REPORT CARDS

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. Report cards are issued quarterly. 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. Students in grades K-3 will receive a Standards Based report card each quarter. Parents and middle school students are expected to monitor student academic progress online using the PowerSchool system. This tool will allow parents to view continuous updates regarding student progress. Information regarding the use of and access to PowerSchool is available in the main office.

GRADING SYSTEM FOR STUDENTS IN GRADES 4-8

- 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).

HONOR ROLL

Students in grades 4-8 can achieve Honor Roll status according to the following guidelines:

- High Honors= All A's
- Honors= All A's and B's

In each instance, students must also maintain a 85% (B) 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.

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.

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:

- 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 principal.

GENERAL REQUIREMENTS FOR ADMISSION

Admission is contingent upon receipt of the following:

1. Completion of the application from
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

AGE FOR ADMISSION TO KINDERGARTEN

Children who reach the age of five years by August 31 may be admitted to a kindergarten program.

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. An 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 administration reserves 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. No parent requests regarding class placement for non-academic reasons will be considered (i.e. for a child to be in a class with a friend, for a specific teacher, etc.)

ATTENDANCE

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory. Once a student is enrolled in the school, the principal/administration and teachers 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

The following constitutes **excused absences**: personal illness or doctor's appointment, illness in the family, quarantine in the home, death of a relative, family emergency, observance of a religious holiday. **All other absences are considered unexcused.**

Additional absence guidelines:

- The parent should notify the school by 9 a.m. each day the student is absent and give the reason for the absence.
- Documentation (parent's note, doctor excuse, obituary, etc) specifying the date or dates of absence and the reason for the absence is to be submitted to the office on the day the student returns or the absence is unexcused.
- Students who leave school sick or are absent the entire day are not permitted on campus after school hours (e.g. practice/games, club meetings, attending athletic events, etc.). Any exceptions must be approved by the administration. Students exhibiting a fever are not permitted to return to campus until they have been fever free for a period of 24 hours.
- Extended medical absences of 3 or more days **must** be accompanied by a return to school note from the doctor or a student will not be permitted to class and days absent will be marked as unexcused.

EXTENDED ABSENCES

When parents wish to take their child out of school for multiple days (2 or more) for personal reasons, the **parents must request permission for the extended absence from the administration via email**, otherwise the absence is unexcused and student work missed may not be accepted. It is also the responsibility of the parent/student to arrange all makeup work for excused absences. The student must obtain the assignments missed during the period of absence through the classroom instructors. During any extended absence, parents/students should contact their teachers for any school work that can be accessed ahead of the absence or online during the absence.

A planned extended absence may result in the student and parent being required to sign a contract with a due date for all missing assignments, tests, quizzes, and examinations. The student has the same number of days to makeup the work missed as they were absent (i.e. a student missing 2 days has 2 school days to complete missing assignments). Any tests, quizzes and examinations not taken on the day scheduled must be taken when the student returns to class. If any work is not completed by the due date on the contract, it will result in a score of zero on all incomplete assignments. Missing school during an assessment may result in an alternative assessment for the student.

PERSISTENT ABSENCES

Persistent absences, excused or unexcused, cause serious academic problems. Persistent absences from school or from a particular class may result in loss of credit for the course due to uncompleted assignments and/or an attendance contract, that if not followed will result in student's exclusion from school.

The following are persistent absence guidelines:

- After 10 total absences, parents/guardians will be notified in writing as a warning.
- After 15 total absences, a meeting will be required between the administration and parent/guardian and student.
- 18 or more **unexcused absences** will result in exclusion from St. Rose School for the following academic year.
- 25 or more total absences may result in the loss of academic credit, thus student grade-level retention.
- **Additional consequences, such as loss of academic credit, suspension or denial from participation in extracurricular or athletic activities, or an attendance contract may be put into place at any time deemed appropriate by the administration.**

TARDINESS

- Students must be present in their homeroom by 8:00 a.m. **This means that students must be in the class and not simply in the building.**
- Occasionally due to inclement weather, attendance will be held for a brief time. Students already in the building must report to their first period class. Holding attendance is not a reason to loiter in the hallways.
- If a student arrives late to school, they must sign in in the main office and receive a pass to class.
- Arrival between 8:00 and 9:30 a.m. will be marked tardy on the student's permanent record. Arrival between 9:30 a.m. and 11:30 a.m. will be considered a quarter day absence. Arrival after 11:30 am is a half day absence. Students must arrive before 11:30 a.m. to participate in any after-school activities.

EXCESSIVE TARDINESS

While we understand life events happen and students will arrive at school late on occasion, there is no delineation between excused and unexcused tardies. Students are given three (4) tardies each grading period without penalty.

The following are excessive tardy guidelines:

- Students that are tardy 4 times in a grading period (regardless of reason for tardy) will receive a tardy warning letter.
- Beginning on the student's 5th tardy in any given quarter, and each subsequent tardy, they will be assigned after school detention (regardless of reason for tardy).
- **Additional consequences for habitual tardiness can result in the loss of academic credit, suspension or denial from participation in extracurricular or athletic activities, or an attendance contract may be put into place at any time deemed appropriate by the administration.**

EARLY RELEASE OF STUDENTS

Students must have written permission or a phone call from their parents to the office to be released early from school. For safety reasons, no emails will be accepted requesting early release. **IT IS THE RESPONSIBILITY OF THE STUDENT/PARENT TO OBTAIN ANY WORK TO BE MISSED AS A RESULT OF EARLY RELEASE. NO EXTENSION ON ASSIGNMENTS WILL BE GIVEN DUE TO EARLY RELEASE.**

Additional early release guidelines are as follows:

- Students who leave for early release for illness or prior to 11:30 a.m. are not permitted back on campus (practices/games, club meetings, watching athletic events, etc.) that night.
- Habitual early release may result in academic struggles. Habitual early release may also lead to an attendance contract at the discretion of the administration.
- **Habitual early release or patterns of absence that coincide with school events (Mass, academic testing, etc) will not be tolerated. Disciplinary action including detentions or exclusion from St. Rose School may result if there is no medical documentation for habitual early release or patterns of absence.**

TRUANCY

Absence from school or class without the knowledge or consent of both the parents and the proper school authority for any period of time is considered truancy. Truants are liable for disciplinary action including detention, suspension, loss of academic credit, expulsion, or referral to Trumbull County Family Court.

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.

CAFETERIA LUNCHES

Each student has a student lunch account. Parents may send a check or cash at any time to deposit on their child's lunch account. A daily hot lunch at a fixed price is offered to students daily. The monthly menu will be sent home at the end of the month for the following month. A daily hot lunch count will be taken by the teacher during 1st period class.

Ala carte items will be available for daily purchase. Some items will be available daily, others will be offered periodically. All ala carte items will be deducted from student lunch. If lunch accounts are at a zero or negative balance, students may still charge a hot lunch, but they will be unable to purchase any ala carte items until they have a positive balance.

FREE AND REDUCED-PRICE LUNCHES

Free and reduced-price lunches are available to students 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/ORANGE JUICE/WATER

Students who pack lunch can purchase milk, orange juice, or bottled water 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

The school day begins at 8:00 a.m. The doors open for student arrival at 7:30 a.m. When students arrive at school they must wait in the gym until the 7:45 a.m. 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. The dismissal bell rings at 3:00 p.m.

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 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 330-545-6407

Hubbard 330-534-3722

Liberty Bus Coordinator 330-759-7450

Youngstown Bus Coordinator 330-744-5905

Bus riders will be dismissed at 2:55 p.m. out of our east door (toward Stewart St.).

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

Doors open at 7:30 a.m. Car riders are not to arrive at school prior to 7:30 a.m. 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. Students in grades K-2 will exit out of the Sunny Days door. Students in grades 3-8 will exit out of the Main St. doors. Parents are asked to park in a lined space and walk to meet their child when they are dismissed by the teachers. Parents of students in grades K-5 must personally pick their child up at the designated area. After 3:05 p.m., students will have to be picked up in the school office. Any child remaining after 3:30 p.m. will be placed in our Sunny Days after-school program and will be billed for the service.

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 released 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. After the first day 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

St. Rose School strives to communicate with parents regularly. **It is the responsibility of the parent to make sure that the school has the most up-to-date contact information on file in order to receive all communications.** The primary mode of communication is email. The vast

majority of information, forms, etc. will be sent out via email regularly. You can also find important forms on our school website.

In addition to informational emails. St. Rose School also utilizes Parent Alert for text/phone messages. This system is used for emergency situations, as well as, for occasional parent reminders or alerts.

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 phones 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-4 leave their cell phones at home.

INCLEMENT WEATHER/SCHOOL CLOSINGS

When weather conditions make transportation extremely difficult and there is reasonable doubt as to whether school will be in session parents will receive a Parent Alert message stating the closing. You can also listen to the local TV and radio stations for school closing or delay announcements. Please do not call the school office or parish rectory 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 announcements to notify the parents if St. Rose School is to be closed.

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.

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 participants 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. The school will use a school bus as the primary means of transportation whenever possible, however, 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.)
- h) The driver needs to complete the Volunteer Driver Information supplied to the driver by the principal.
- i.) Children not enrolled in the school may not attend field trips. This prohibition includes children of parents who drive on field trips.
- j.) 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.

The school highly encourages student participation in field trips as they are an extension of the curriculum. Should parents "opt out" of the field trip, the student is still to report to school during regular school hours to complete school work. Any absence from school is considered unexcused unless the child is missing the field trip due to an excused circumstance as listed in the attendance policy.

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 advisory in nature and 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. 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.

PARENT VOLUNTEERS

Throughout the year, there will be opportunities for parents to volunteer at school events.

ALL REGULAR VOLUNTEERS MUST COMPLY WITH THE DIOCESE OF YOUNGSTOWN

POLICY ON CHILD ABUSE AND HAVE THE APPROPRIATE FINGERPRINTING AND BACKGROUND CHECKS. All volunteers must be cleared by the school compliance officer.

FUNDRAISING

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.

VI. FINANCES

DIOCESE OF YOUNGSTOWN TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS AND REQUIREMENTS

- a. All families seeking tuition assistance from the Youngstown Diocesan Catholic School Scholarship Fund must submit an official application form (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 \$6,000. Since the established tuition rate does not totally cover the cost of educating a child, the parish must subsidize the difference.

TUITION AND OTHER FEE SCHEDULES

TUTION PLAN FOR 2024-25

Tuition Rate

\$5,865 per student

Fees*

\$50.00 Registration (Re-registration) per family (Non-refundable)

\$100.00 General Fee per student (Non-refundable)

*Fees are not covered by EdChoice Scholarship

TUITION PAYMENT PLAN

All families must have a signed tuition agreement on file indicating their intended payment plan.

Tuition is not tax-deductible. Tuition and fees are to be paid by cash, check, or credit card at the school. If a check is returned due to insufficient funds, you must make all further payments either by cash or credit card. If you are delinquent with your payments you may be asked to leave the school if the balance is not rectified in a timely manner. If your tuition is not paid in full by May 30th your only tuition option for the following year will be payment in full by Aug. 15th. If your balance is not paid in full by June 30th the school has the right to send the balance to collections. Statements will be sent home to each family based on their payment option.

VII. CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

CO-CURRICULAR AND EXTRACURRICULAR 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.

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 athletic 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 passing grade in all classes-this includes the students conduct score;

- 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.

INELIGIBILITY

Students who are not meeting the expectations above will be ineligible to participate in any practices, games, tournaments or other competition. The principal will inform the Athletic Director or club advisor of student ineligibility. The Athletic Director will inform the coaches. Students may also be considered ineligible if their tuition balance is not current.

Students that are failing a class or fall below an 80% in conduct may be suspended for a period of time from all athletic/extracurricular programs at the administrations discretion. Students that fail a class or conduct for any given grading period will be ineligible to participate in athletic or extracurricular activities at St. Rose for the subsequent grading period.

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. All sport activities at the elementary K-6 grade level are parish sponsored activities. All head coaches must acquire a PAP from the State of Ohio and be both FBI and BCI fingerprinted. They must also take the VIRTUS class for child protection.

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.

EXTRACURRICULAR/CO-CURRICULAR PROGRAMS

To enrich our students even further, St. Rose School offers several extracurricular activities and programs throughout the year. Yearly offerings will be communicated to all parents and students. All eligibility requirements listed above are in effect for all extracurricular activities and programs sponsored by St. Rose School.

VIII. STUDENT RESPONSIBILITIES & BEHAVIOR

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 ordinance 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 "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 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, brass knuckles, knives, butterfly knives, stun guns, and Billy clubs.

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.

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/tobacco-related products and/or vaping products) 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 presence 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 it may not be specified.

All St. Rose Catholic School students are expected to:

- Respect the religious beliefs of the Catholic Church, its moral principles and its liturgical practices.
- Respect each other and all other members of the community.
- Respect and care for the school property as well as the property of others.
- Respect oneself, including care for one's body, mind and spirit.

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

The disciplinary system is a learning tool used to assist students in developing into young men and women who respect themselves as well as all members of their community. Teaching students

to accept responsibility and consequences for their actions promotes an environment where students and teachers can participate in the educational process without disruption.

CONDUCT CARD SYSTEM

All students will receive a percentage grade in conduct on their report cards. All students begin each quarter with a 100% in conduct. Infractions are recorded on conduct cards, issued and signed by the staff member indicating the violation and the number of points that will be deducted from the student's conduct grade. The conduct card will also list any other immediate consequence such as after school detention time, suspension, and/or conference time with the administration. It is never appropriate to further disrupt class time by arguing with a teacher or by refusing the card. The student is not necessarily acknowledging admission of an infraction by signing the card. The signature is an indication of courtesy and respect. When a student receives a conduct card, parents will be notified via email from our PowerSchool system. More serious or repeated infractions will also include a phone conference with the parent.

Students fail conduct when their grade falls below 65%. A failure in conduct is a serious breach of St. Rose School policy and indicates the need for intervention and further discussion with the student's parent/guardian. Parents may check their child's current conduct grade using the PowerSchool system.

DETENTION

School detentions are held from 3:00-3:30 p.m. Tuesdays through Thursdays in faculty classrooms on a rotating basis. Failure to serve a detention may result in the assignment of additional detentions. No electronic devices are to be used during detention. After-school activities are not acceptable excuses for missing detention sessions. Lunch detention is an alternative option selected by administration (not the student or parent) when necessary.

CAMPUS SERVICE HOURS

Students may be assigned campus service hours as a consequence. This may include physical labor, such as cleaning the school. Tasks and hours will be managed by the Administration.

SUSPENSION

Suspensions will be assigned as either in or out of school. When a student is suspended, he or she is prohibited from participation in any school activities, including those that may occur on the weekend or vacation days within the suspension period. Students are not permitted to use electronic devices during in-school suspension. Academic work and assessments missed during a suspension period may be completed for full credit following the same guidelines established in the school's attendance policy.

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, school safety, and/or

when the student remains incorrigible. When a student has been expelled, official school records and withdrawal papers will indicate expulsion.

BASIC INFRACTIONS

Disciplinary consequences may include verbal or written warnings, parent notification, detentions, subtraction of points from a student's conduct grade, parent conferences, fines, and extended detentions. Depending upon the severity and frequency of infractions, detentions assigned and the number of the points subtracted from the conduct grade will vary.

Basic Infractions include, but are not limited to:

- Excessive tardiness
- Dress code violations
- Disruptive behavior
- Disregard of classroom or school policies
- Improper language
- Failure to serve a private or administrative detention

SERIOUS INFRACTIONS

The following actions are examples of behavior considered severe and harmful to the entire school community and will be dealt with accordingly. The consequences of such behaviors may include deduction of conduct points, suspensions, probation, extended detention, financial restitution or expulsion recommendation.

Serious Infractions include, but are not limited to:

- Gross defiance, physical or verbal abuse and/or threatening words or behavior toward any faculty or staff member at any time
- Possession or use of any weapons or objects which can be used as weapons or which appear to be weapons
- Possession, use, sale or transmitting of illegal drugs or controlled substances, tobacco products, drug paraphernalia, vaping cartridges/pens/etc. or e-cigarettes (even if they do not contain tobacco or illegal substances), or alcohol on or near school property at any time
- Vandalism
- Fighting, harassment or hazing – St. Rose School has a zero tolerance policy regarding physical violence for all students involved in a physical altercation, including those who participate in response to the actions of others
- Dishonesty in any form, including theft, cheating or lying
- Violation of the school's internet usage policy
- Failure to comply with directives of school personnel
- Possession of obscene materials or electronic files
- Engaging in individual or group activity, **on or off campus**, in person or virtual (online), that could harm the reputation of St. Rose Catholic School or any member of the community

BEHAVIOR CONTRACT

Students who earn a conduct grade lower than 75% will be placed on a behavior contract. The terms of such probation will be enumerated in a contract requiring student and parent signatures and a meeting with the Principal. Failure to meet the standards of a probationary contract will result in a recommendation for withdrawal and/or expulsion.

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.

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 phones, earbuds, tablets and/or any other electronic device brought to school is not the school's 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.

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 (8:00-3:30pm) without making prior arrangements with and obtaining 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 items 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.

ELECTRONIC DEVICES AND HEADPHONES

The use of mobile phones, iPads, and all other electronic devices are not permitted at school during class time or in detention unless directed by the teacher. The electronic device may be confiscated and sent to the office and will be returned only to the parent/guardian of the student.

Headphones/earbuds may be required for class but are prohibited in the hallways or bathrooms for safety reasons. Students may not have headphones on their head, cords around their ears, etc. even if there is no sound being played. Headphones may be used in classrooms with teacher permission or during lunch.

OUTSIDE FOOD

Students are not permitted outside food to be dropped off and delivered to them for lunch (e.g. fast food). The exception would be on days the Cafeteria is closed. Students are not permitted to drink beverages other than water in the hallways and classrooms. Students must finish outside food outside of the building, especially in the morning (e.g. no Dunkin Donuts drinks being carried to lockers, classrooms, etc. Consume them before walking in the building). Students may carry plain water in bottles that are no larger than 16 ounces. **NO OTHER DRINKS OR DRINK CONTAINERS ARE PERMITTED IN CLASSROOMS** (i.e Stanley or Yetti). Students not following this directive will lose all privileges. **ABSOLUTELY NO ENERGY DRINKS ARE PERMITTED TO BE BROUGHT TO SCHOOL BY STUDENTS.**

DELIVERIES FOR STUDENTS

While it is expected that students may forget items needed for class or extra-curricular activities, we will not deliver flowers or gift packages to students for special occasions or birthdays.

DRESS CODE

The dress code provides a standard for our students that fosters an environment conducive to learning and respectful behavior. Final decisions regarding the school uniform rest with the principal/administration.

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

Boy's Uniform

All boys are to wear plain khaki dress pants or shorts. No cargos, joggers, or elastic bands (except in grades K-1) are permitted. All khaki pants and shorts must have belt loops (except in grades K-1). Pants must be worn at the natural waistline. A solid black or brown belt must be worn at all times in grades 2 through 8.

Embroidered uniform polo shirts with the St. Rose School logo must be worn in grades K-8. These shirts must be purchased through the school. Shirts are to be light blue, navy, or white. Shirts must be tucked in at all times.

In cold weather, students are permitted to wear (over their uniform polo):

- **Solid color** red, white, or navy blue cardigan sweaters
- St. Rose ¼ zip pullovers/fleece (red or navy blue)
- St. Rose crew neck (red, white or navy blue)
- St. Rose sweater vest (red or navy blue)

Girls Uniform

Girls in Kindergarten through 3rd grade wear a clear blue plaid or navy uniform jumper, skort, or skirt (sold through Lands End). Girls in grades 4-8 wear a clear blue plaid uniform skirt or navy skirt or skort (sold through Lands End). Pantyhose or knee-high socks are all appropriate with the skirt so long as they are solid white, black, or navy blue. All skirts, skorts, and jumpers should fit properly and be of modest length (not more than 3" above the knee). Skirts are not to be rolled at the waist.

Girls are also permitted to wear plain khaki dress pants or shorts. No cargos, joggers, or elastic bands (except in grades K-1) are permitted. All khaki pants and shorts must have belt loops (except in grades K-1). Pants must be worn at the natural waistline. A solid black or brown belt must be worn at all times in grades 2 through 8.

Embroidered uniform polo shirts with the St. Rose School logo must be worn in grades K-8. These shirts must be purchased through the school. Shirts are to be light blue, navy, or white. Shirts must be tucked in at all times.

In cold weather, students are permitted to wear (over their uniform polo):

- **Solid color** red, white, or navy blue cardigan sweaters
- St. Rose ¼ zip pullovers/fleece (red or navy blue)
- St. Rose crew neck (red, white or navy blue)
- St. Rose sweater vest (red or navy blue)

Shoes

Students may wear either SOLID black or white tennis shoes or SOLID black, brown, or gray dress shoes. Tennis shoes may not have any adornments or lights. Dress shoes may be low cut oxford/loafer/mary jane style with normal heels (1" or less in height). All shoes must have a back and no open-toed shoes are permitted. No soft-soled shoes should be worn. No fad shoes of any type including: Crocs, Uggs, slip-on canvas slipper type shoes (i.e. Hey Dudes), ballet shoes, or sandals of any kind are permitted to be worn at St. Rose School. Boots may be worn to and from school, but may not be worn during the school day, therefore, a change of shoes should be brought with students wearing boots due to inclement weather.

Socks

All socks must be solid white, black, or navy blue and be visible above the top of the shoe.

Make-up and Jewelry

NO student is permitted to wear any type of make-up, including eyelash extensions. Girls should have clear or neutral nail color (e.g. light pink). No press-on or artificial nails may be worn to school. Males may not have any piercings. Females may have pierced earlobes only. Excessive jewelry, in size or amount, is not permitted. This includes gauges, large hoop earrings, etc.

Hair Style

All students are to present themselves at all times with a neat haircut and appropriate hairstyle. Hair color must be a student's own natural color. Students must have a traditional haircut and style with no distinguishable difference in the length of their hair between top, bottom, and sides. No fads are permitted. Boys must be clean-shaven, when applicable. Hair must follow the natural hairline and may not be of excessive length. This includes beyond the eyes, shirt collar, and ears. Boys may not wear any hair accessories (i.e. headband). Girls may not have large bows or other excessive hair accessories. 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. Students will have to correct any violation to hair color or cut within one week of the warning or may face exclusion from school until the violation is remedied.

Gym Clothes

Students may wear any color St. Rose School t-shirt with athletic shorts. No writing or pictures other than the St. Rose School logo or cougar may be on the T-shirt. Athletic shorts must not be shorter than 3" above the knee. No spandex or other form fitting shorts may be worn. Students may wear tennis shoes for gym. **ONLY STUDENTS IN KINDERGARTEN AND FIRST GRADE MAY WEAR THEIR GYM CLOTHES TO SCHOOL ON THEIR SCHEDULED DAY.** They will then change into their regular uniform after gym. Students in grades 2-8 must pack their gym clothes in their book bag. They will change prior to gym and change back into their uniform following gym class. Students that have gym 8th period will not be required to change back into their uniform.

Cougar Pride Days

Cougar Pride Days are every Friday, or Thursday when school is not scheduled on Friday (exception: Mass is scheduled for Thursday, e.g. Holy Week or Friday).

On Cougar Pride Days, students may wear their regulation uniform bottom and any St. Rose t-shirt, long-sleeve shirt, or sweatshirt/hoodie. Cougar Pride Days are the only days hoods are allowed. Athletes may wear their jerseys on Cougar Pride Days **in-season**.

Dress Down Days

Occasionally students will have the opportunity for dress down days. Dress down days will be school-wide and announced in advance.

Dress Down Day Regulations:

- Shirts must have appropriate writing/logos/images. No references to alcohol, drugs, violence, etc.
- No yoga pants, spandex, leggings, pajamas.
- No tank tops, midriffs, low-cut shirts, sleeveless shirts, or “cold-shoulder” tops, regardless if there is a jacket over top.
- Jeans: may be distressed from the mid-thigh down. **No skin may show through the jeans above the knee**. Holes below the knee should be a “slit” and not a gaping hole.
- Shorts may not be shorter than 3” above the knee and be loose-fitting (no spandex).

Mass Days

Regular school uniform must be worn on all Mass days.

Dress Professional Days

Occasionally students will be required to dress professionally for a class presentation or event (e.g. National Honor Society induction, History Day presentations).

- Males: Oxford shirt with tie. Jackets may or may not be required depending on the event. Dress pants, dress shoes, belt.
- Females: Dresses/skirts should reach mid-thigh or longer and not be skin-tight. Heels should be of appropriate height to easily maneuver stairs while wearing them. Dress pants are also allowable. Shoulders must be covered during a Mass celebration.

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 adult’s 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 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
- Walk only in the cafeteria
- Remain seated and not walk around and visit other students at other tables.
- Students must sit in their assigned table section

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 (i.e. secretary or school nurse) 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 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 9:00 am to 3:00 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 changes, the parent agrees to immediately furnish to the school 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 the school nurse reveals the head to be clear of lice and nits.

- d. The school nurse (if available) will recheck student two weeks after readmission to school.

FIRE/RAPID DISMISSAL/TORNADO/EMERGENCY DRILLS

Tornado and Emergency drills will be conducted according to the schedule 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)

The school reserves the right to amend the terms of this contract if the need arises. Any amendments will be communicated to the parent and student.

St. Rose School
Student Handbook Agreement

The undersigned student and parent(s) do hereby acknowledge and agree as follows: (1) that they have been provided with a copy of the St. Rose School Parent/Student Handbook ("Handbook") (2) that they have reviewed the Handbook and discuss its content with their student (s) (3) that the terms, policies, and procedures contained in the Handbook are incorporated into this Agreement as if fully rewritten herein, (4) that St. Rose School has the right in the future to amend the terms, policies, and procedures contained in the Handbook and any Supplement, and (5) that the student and parent(s) do hereby agree to comply with and be bound by the terms, policies, and procedures contained in the Handbook and any Supplement as they are currently written and as they may be amended in the future.

Parent/Guardian Name: _____ Date: _____
(Print name)

Parent/Guardian Signature: _____

Parent/Guardian Name: _____ Date: _____
(Print name)

Parent/Guardian Signature: _____

Student Name: _____ Date: _____
(Print name)

Student Signature: _____ Grade: _____

Student Name: _____ Date: _____
(Print name)

Student Signature: _____ Grade: _____

Student Name: _____ Date: _____
(Print name)

Student Signature: _____ Grade: _____