Welcome To Saint Rose School!

A Catholic School, building a strong foundation of Faith and Learning for Life

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Be it known
To all who enter here
That Christ is the reason
For this school,
The unseen but ever
present Teacher in its classes,
The model of its faculty,
The inspiration of Its students.

Handbook Table of Contents

2024/2025 TUITION...66
ACADEMIC ASSESSMENT...13
ACADEMIC POLICY FOR GRADES 2-8...16
ACADEMIC PROGRAMS...17
ACCIDENTAL POISONING…73
ACTIVITIES...21
ADMISSION POLICIES...23
ALTERNATE DISMISSAL...27
ALTERNATE DRESS DAYS/BIRTHDAY DRESS CODE...56
APPOINTMENTS...27
ARRIVAL/DISMISSAL...27
ATTENDANCE...26
AUTHORIZATION TO ADMINISTER MEDICATION OR CARRY INHALER...72
AUXILIARY SERVICES PROGRAM (A.S.P.)...11
BIRTHDAY TREATS...33
BIRTHDAY DRESS CODE...56
BOYS' UNIFORM...53
CAFETERIA GUIDELINES...49
CAFETERIA...35
CATHOLIC DIOCESE OF TOLEDO BULLYING PREVENTION POLICY AND PLAN FOR SCHOOLS…44
A. BULLYING BY DEFINITION…45
B. BULLYING IS PROHIBITED…46
C. PREVENTION AND INTERVENTION PLAN…46
D. PLAN REVIEW AND UPDATES…47
E. TRAINING…47
F. PUBLICATION AND NOTICE…48
G. REPORTING…48
H. MINIMUM REQUIRED ACTIONS…48
I. POLICY QUESTIONS AND/OR CONCERNS…48
CHRISTIAN DUE PROCESS AS RELATED TO SUSPENSIONS AND DISMISSAL…43
CHRISTIAN FORMATION…18
CLASS WEBSITES…32
CODE OF CONDUCT…36
COMMUNICATION…30
CONCERNS...30
CONFIDENTIALITY...31
CURRICULUM...19
CUSTODIAL DOCUMENTATION/RECORDS PRIVACY...30
DETENTIONS…42
DIFFERENT DRESS CODES…55
DIOCESAN POLICY STATEMENT ON GENDER-RELATED MATTERS...23
DIOCESE OF TOLEDO CATHOLIC SCHOOLS DISTRICT PHILOSOPHY...9
DISCIPLINE CODE...38
DISABILITIES THAT IMPACT MEAL SERVICES…35
DRESS CODE...53

DRESS CODE VIOLATIONS…57
EMAIL/VOICEMAIL...31
EMERGENCY THREAT LEVEL...32
EXTENDED DAY...67
FIELD TRIPS...33
FORMS…72
GIRLS' UNIFORM...53
GOVERNMENT FUNDED SERVICES…20
GRADE POINT AVERAGE, GRADES 5-8…13
GRADING SCALE-GRADES 4-8…13
HEALTH/MEDICAL...68
HOMEWORK...58
HONOR ROLL FOR GRADES 5-8…13
IEP SERVICES…15
IEP PROGRESS MONITORING AND REPORTING…15
INTERNET ACCEPTABLE USE POLICY AND IPADS...59
INVITATIONS...33
IPAD POLICIES, PROCEDURES AND CARE…60
ITEMS NOT PERMITTED AT SCHOOL...51
JOHN PETERSON SCHOLARSHIP…15
LIBRARY SCHEDULES AND RULES…63
MIDDLE SCHOOL ADVANCED ACADEMICS...14
MINOR VIOLATIONS...40
MISSION COLLECTION...64
NON-DISCRIMINATION STATEMENT...23
OVERSEEING THE NON EMERGENCY ORAL ADMINISTRATION OF MEDICATION...70
PARENT-TEACHER CONFERENCES...34
PARTNERSHIP...26
PERSONAL CONVENIENCE (UNEXCUSED) ABSENCE FORM...27
PHILOSOPHY OF DISCIPLINE...38
PHYSICAL EDUCATION DRESS CODE…57
PIRATES PARENTS CLUB...12
POLICY FOR THREATS OF HARM TO SELF OR OTHERS…69
POLICY FOR USE OF CELL PHONES, MP3 PLAYERS (IPODS) HAND-HELD GAMES, ETC....51
PRINCIPAL'S DISCRETION...64
PROBATION STATEMENT...26
PROMOTION, RETENTION, AND DISMISSAL…16
PRESCHOOL HANDBOOK…74
RECESS...35
RECESS GUIDELINES…50
RECORDS PRIVACY...30
REGISTRATION...26
REMOTE LEARNING DUE TO WEATHER...19
REQUEST TO BE EXCUSED FROM PHYSICAL EDUCATION…36
RESPONSE TO INTERVENTION...14
SAINT ROSE ILLNESS POLICY FROM THE HEALTH OFFICE...68
SAINT ROSE SCHOOL CORE VALUES...6
SAINT ROSE SCHOOL DRESS CODE...53
SAINT ROSE SCHOOL HISTORY…8
SAINT ROSE SCHOOL STAFF 2023-2024…10
SAINT ROSE WEBSITE...32

SAINT SCHOLASTICA PROGRAM...13
SCHOOL ADVISORY COUNCIL...11
SCHOOL WORK POLICY DURING ABSENCES...28
SCOUT UNIFORMS…57
SERIOUS VIOLATIONS...41
SOCIAL MEDIA ACCOUNT POLICY…63
SOCIAL MEDIA POLICY...30
SPECIAL OCCASION/THEMED DAYS DRESS CODE…56
SPECIAL EVENTS DRESS CODE…57
SPIRIT DAYS DRESS CODE…56
STUDENT NAMES AND PICTURES IN PUBLICATIONS...34
SUSPENSIONS…43
TARDINESS AND EXCESSIVE ABSENTEEISM...29
TELEPHONE...35
TRANSFERRING STUDENTS...26
TRANSFERS...35
TRANSPORTATION...64
TRUANCY...29
UNIFORM GUIDELINES...53
UNIFORM VENDORS…57
VIOLATIONS WARRANTING DEMERITS...41
VISITORS...67
VOLUNTEERS...67
WEATHER DELAYS AND CANCELLATIONS…33
WITHDRAW POLICY…26

Our Mission

As a Catholic, faith-based community, Saint Rose School provides challenging academics in a safe and supportive environment. Students are nurtured to be confident life-long learners prepared for future academic endeavors and service to society.

SAINT ROSE SCHOOL

CORE VALUES

Saint Rose School is a Catholic elementary school, which is driven by our values. These values permeate the organization in a fashion that defines our culture and who we are as people. At Saint Rose School, this is what we value most in our engagement with those we serve:

- Catholic Faith
- Compassionate Community
- Moral Virtue
- Academic Excellence
- Servant Leadership

Each of these words has deep meaning to us, and we believe they are more powerful together than they are individually. Below is an example of how these values come to life at Saint Rose School:

Catholic Faith: The word "catholic" means "universal" or "according to the whole." The Church is catholic because Jesus Christ, who is present in His Church, is the savior of all. As a ministry of Saint Rose Parish, Saint Rose School seeks to live, share, and celebrate the Catholic faith. As a Catholic school, Saint Rose is concerned with, and seeks to nourish, the whole human person: mind, body, spirit and soul. The Catholic faith also acknowledges that each person is made in the image and likeness of God; therefore, the conscience of each person is to be respected. Students who are not Catholic are also welcome and respected at Saint Rose, as the Catholic faith demands.

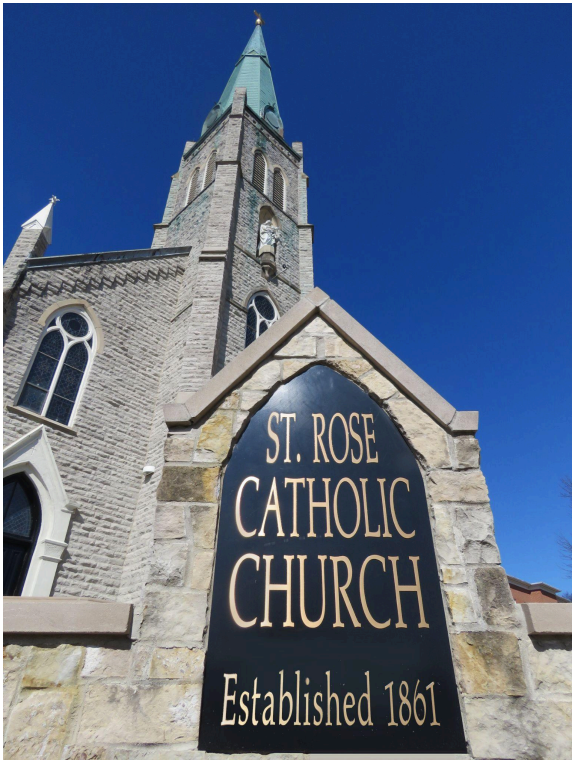
Compassionate Community: The Christian faith is not private, but communal in nature. Imitating Jesus, we seek to love God and to love our neighbor. Saint Rose School desires to provide encouragement, challenging us to become a Compassionate Community - a community in which we are able to love, support, and pray for each other. This includes helping to create a safe place of caring, sharing, support, and fellowship. This Compassionate Community is an essential building block in helping each of us to be the person God intends each to be, as we learn about life and share our faith and love with each other.

Moral Virtue: A moral virtue is a habitual and firm disposition to do good. Moral virtue is the main source for a good and happy life, whether for the community, a family, or each individual. The virtues are acquired by education, by deliberate acts, and by perseverance and discipline. As the source of all good, God helps us grow in virtue through the power of his Holy Spirit. At Saint Rose, we seek to promote, model, and coach this growth in virtue in imitation of Jesus Himself-helping each person to grow in character and to set out on a path to a happy life.

Academic Excellence: In all aspects of academics at Saint Rose School, we strive for excellence in an effort to enhance and enrich the lives of our children, as well as the many others who come into contact with our school. We aspire to make excellence a habit that shapes and guides all our decisions, studies, and programming.

Servant Leadership: Jesus came to serve, not to be served. By the mastery of his cross, he shows us that it is in giving that we receive, and in dying to self that we find life. True glory, in the eyes of God, is found in making a gift of ourselves and serving others. Jesus is the true Servant Leader, and we seek to imitate him. At Saint Rose School, we seek to teach and model servant leadership-thinking of others first, listening and respecting them, overcoming our selfishness, and giving of ourselves to help others grow and live as the children of God.

These core values identify us as a school community. We strive to not only live these Charisms, but to share them with those whom we come into contact.



SAINT ROSE SCHOOL HISTORY

1867 Saint Rose School opens on the west side of Elm Street. Ada Munger is the first teacher. Lay teachers operate the school.

1885 Sisters of Saint Francis arrive and begin operating the school.

1889 Construction begins on Saint Rose Gothic Church.

1923 New school is opened in its current location on Elm Street under the operation of the Ursuline sisters with an enrollment of 140 children It is dedicated in 1988 to Fr. John Kiebel, former Saint Rose Pastor.

1957 Second eight-classroom school building is constructed on Linden Lane. It is dedicated in 1988 to Fr. Charles Griss, former Saint Rose Pastor.

1965 A gym and library are added to the Elm Street School building.

1975 Sunday School for preschoolers begins.

1983 Kindergarten program begins.

1984 Storage area is added to the existing Elm Street School gymnasium. Computers are introduced to the elementary school curriculum.

1985 Saint Rose School begins city's first Positive Addiction Program to create a drug-free environment for children. Program is later renamed Teens High On Life.

1988 More classroom space, a computer lab, music room, enlarged library and an office complex are added to Fr. Griss School building.

1991 Preschool program begins.

1997 Groundbreaking is held for Saint Rose School's new regulation-size gymnasium linking the two existing school buildings.

1998 The new gym is dedicated and the old gym is remodeled into the Art and Community Center.

2004 A new cafeteria is built in the basement of the gym.

2006 All-day Kindergarten begins.

2014 An expanded preschool moves in the renovated former gym.

2015 A new playground is constructed.

2017 Saint Rose Catholic School celebrates 150 years.

2022 Kang Family Foundation Prayer Garden installed.

2023 Parish celebrates 100th anniversary of the Fr. Kiebel building.

DIOCESE OF TOLEDO CATHOLIC SCHOOLS DISTRICT PHILOSOPHY

"The duty of human perfection, like the whole universe, has been renewed, recast, supernaturalized, in the Kingdom of God. It is truly a Christian duty to grow...and to make one's talents bear fruit... It is a part of the essentially Catholic vision to look upon the world as maturing - not only in each individual or in each nation, but in the whole human race."
(Teilhard de Chardin, The Divine Milieu)

The schools of the Catholic Diocese of Toledo assist parents in preparing their youngsters to assume their Christian vocation. The schools enable youngsters to perfect and grow in the knowledge, skills, values and attitudes to which they are called by Jesus Christ. This vocation begins and grows as each member hears the message of the Gospel, seeks to achieve a personal relationship with Jesus Christ and shares in a commitment of love and service of God and others in order to transform self and society.

Christian education in the Toledo diocesan schools is intended to make students become people of faith who can experience--inside and outside the school setting--learning and living in the light of this faith commitment. Students are instructed in human knowledge and skills in order to best relate human culture to God's plan for his evolving creation. Religious education, i.e., instruction in truths and development of values, is of primary concern. This religious education serves as the basis by which students can integrate their experience of learning and living at each stage of their development.

This integration thrives in a thoroughly Christian atmosphere where faculties and staffs share and demonstrate in their professional and private lives this same commitment to personal perfection and growth in Jesus Christ.

Toledo diocesan schools enable students to extend their personal faith commitment through prayer and service to others. Together with faculty and staff, students participate in liturgical activities, which foster community. Students explore ways to meet the challenges of tensions and conflicts, which occur in community, especially in peacemaking and the achievement of justice. Gospel values impel students to special concern for all who suffer any disadvantage. Students are enabled to commit themselves to the public interest by developing the skills and talents needed to contribute to the life of the nations.

Saint Rose School admits students of any race, color, national and ethnic origin to all 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, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

SAINT ROSE SCHOOL STAFF 2024-2025

Children, preschool-grade eight, are served by a dedicated staff of over 50 teachers, administrators, and support personnel. Saint Rose School is made up of people who care. They care about God, themselves, and others. It is that feeling that makes Saint Rose stand out as a community of Christian commitment.

ADMINISTRATION AND FACULTY

Monsignor Charles Singler, Pastor
Fr. Kyle Gase, Parochial Vicar
Dr. Bryon Borgelt, Principal
Mrs. Margie Sankowski, Assistant Principal
Mrs. Kasha Rakosik, Administrative Assistant
Ms. Kim Sankowski, Administrative Assistant
Mrs. Sarah Anderson, Administrative Assistant
Mrs. Kim Tishler, Preschool Director/Extended Day Director

Grade	Room	Teacher
Preschool-3 Yr. Olds	Preschool	Mrs. Cathy Schoen
Preschool-4 Yr. Olds	Preschool	Mrs. Michelle Gorcz
Preschool-4 Yr. Olds	Preschool	Mrs. Keely Lorenz
Preschool-4 Yr. Olds	Preschool	Mrs. Kim Tishler
Kindergarten Readiness	Preschool	Mrs. Marissa Mossing
K	2	Miss Elizabeth Munger
K	3	Mrs. Julie Matthews
1	1	Ms. Beth Johnson
1	4	Mrs. Kathy Ferguson
2	7	Mrs. Kalyn Mayer
2	8	Mrs. Kelly French
3	5	Mrs. Veronica Smith
3	6	Mrs. Molly Klett
4	9	Mrs. Danielle Covarubias
4	12	Mr. Kyle Ester
5	10	Mrs. Rebecca Schmidt
5	11	Mrs. Kathy Henry
6	14	Mrs. Sara Dubois
7	15	Mr. Aaron Kruse
8	16	Mrs. Anne Brahier

Subject	Teacher
Honors Math-Gr. 7, 8	Miss Alyssa Bengela
Honors ELA-Gr. 7,8	Mrs. Sara Dubois
Middle School Science	Mr. James Less
Art	TBA
Band/Orchestra/Music	Ms. Mariana Steffan
Computer Education	Mrs. Felicia Linder
Communications Specialist	Mrs. Stephanie Fullenkamp
Librarian	Mrs. Jill O'Neal
Physical Education	Mrs. Stacy Miller
Spanish	Mrs. Cristina Morales

AUXILIARY SERVICES PROGRAM (A.S.P.)

The State of Ohio provides us with funds for textbooks and personnel services. We are eligible for these funds because we are a chartered school in Ohio. Textbooks are regularly evaluated and updated under this program. In addition, the following services are available to our students.

A.S.P. Clerk	Mrs. Sharon Pinkelman
Nurse	Mrs. Michelle Hill
Reading/Math Tutor	Mrs. Dana Schaefer
Counselor	Mrs. LeAnna DiFeterici
Speech/Language Therapist	Mrs. Asna Azeem
RTI Coordinator	Mrs. Betsy Naveaux
Intervention Specialist	Mrs. Jody Ward
Intervention Specialist	Mrs. Barbara Houck
Saint Scholastica Teacher	Ms. Sahra Peshimam

SCHOOL ADVISORY COUNCIL

The Saint Rose School Advisory Council shall serve in a consultative and advisory capacity to assist the pastor and principal of the school in making decisions regarding school policies and practices. The Saint Rose School Advisory Council shall be a working committee, working outside of its regularly scheduled meetings to serve as a liaison between itself and other parish committees including, but not limited to, the Saint Rose School's Endowment Committee and Advancement Committee, as well as, Saint Rose Parish's Pastoral Council and Finance Council.

Ex-Officio
Monsignor Charles Singler
Fr. Kyle Gase
Dr. Bryon Borgelt
Mrs. Margie Sankowski
Mr. Aaron Kruse

Council Members
Mr. Stephen Toon - President
Mrs. Nicole Anderson - Vice President
Mrs. Sarah Churchill
Mr. Chris Finkler
Dr. Sara Graber
Mrs. Stephanie Jaros
Mr. Kevin Parkins
Mr. Cesar Rios
Mrs. Sara Weisenburger

PIRATES PARENTS CLUB

Section 1. Pirates Parents Club exists to render service to Saint Rose School, the administration, the faculty, and the students. This organization shall exist as a means of social interaction, parent education, and support to the school through its many committees.
Section 2. The membership of this organization shall be open to all parents, faculty, and staff associated with Saint Rose School.

Mrs. Betsey Greenleaf - President
Mrs. Karla Bill - Vice President
Mrs. Sarah Anderson - Secretary
Mrs. Jackie Brough - Treasurer

ACADEMIC ASSESSMENT

GRADING SCALE-GRADES 4-8

A+ = 100-99	B+ = 92-91	C+ = 84-83	D+ = 75-74
A = 98-95	B = 90-87	C = 82-78	D = 73-72
A- = 94-93	B- = 86-85	C- = 77-76	D- = 71-70
F = 69-0			

N = Not meeting grade-level requirements

I = The student's average will not be prepared until the "I" is converted.

Any student receiving a D, F, U or Fail will not be considered for honor roll. Four or more demerits in one quarter, or an automatic detention or suspension equals a "U" in discipline.

GRADE POINT AVERAGE, GRADES 5-8

A+, A, A- = 4.0	C+, C, C- = 2.0	F = 0.0
B+, B, B- = 3.0	D+, D, D- = 1.0	

HONOR ROLL FOR GRADES 5-8

Honor roll status is based on the student's Grade Point Average (G.P.A.) for the quarter. Honors are given as follows:

1st Honors	3.6-4.0
2nd Honors	3.2-3.59

SAINT SCHOLASTICA PROGRAM

The Saint Scholastica Program, named for Saint Scholastica of the 6th century, the twin sister of Saint Benedict of Nursia, and a patron saint of education, will provide instruction to students in grades three through six that qualify as gifted. Providing differentiated learning opportunities for all the learning styles of the Saint Rose students has always been a major component of the school's emphasis on its charism of Academic Excellence. Saint Rose Catholic School provides enriching lessons and accelerated classes such as advanced Math and Honors English Language Arts. Intervention specialists, speech pathologists and reading intervention specialists work with teachers to support students.

Admission to the Saint Scholastica Program will be based on teacher recommendations, scores on the annual NWEA MAP Growth Tests and student performance on the CogAt Cognitive Abilities Test. The program will be provided to students in grades three through seven.

MIDDLE SCHOOL ADVANCED ACADEMICS

Students in grades seven through eight have the opportunity to enroll in advanced math classes and honors English language arts classes. Students will be selected for these courses based on their academic performance in previous classes, teacher recommendations and standardized tests scores. Students in eighth grade can enroll in Spanish I by their choice.

RESPONSE TO INTERVENTION

The RTI Team was established to address concerns administration, a teacher, or a parent may have regarding a student. A teacher following reasonable attempts to address the concern through classroom strategies may refer academic, behavioral or social problems to the team. The team consists of the principal, and the referring teacher. A learning disabilities tutor, other teachers who have contact with the student or former teachers may be members of the team.

RESPONSE TO INTERVENTION PROCESS

1. Grade-level meetings will be held regularly to identify students not meeting grade level expectations. Parents can initiate the process by requesting that the RTI team (teacher, ASP staff, Principal and RTI coordinator) meet to determine if the child has a skill deficit that needs to be further explored through the RTI process.
2. Parent(s) will be notified by the RTI Coordinator that the team is going to collect data, observe the student and create a short-term remediation plan to help the student.
3. Teachers and the RTI team will meet to share observations and create a plan to remediate the student's identified area of concern. Parents will be notified of the plan by the RTI coordinator.
4. Data will be collected, observation of the student identified will be made, and a short-term plan to remediate skills identified by the classroom teacher will be developed.
5. Teachers and the RTI team will meet to share results of data, observations, and the plan to review results and determine the next step(s) needed in the process.
6. Parent(s), Teachers and the RTI team will meet to share results of data, observations, and the plan for the student moving forward.
   A.) Possible development of Student Minor Adjustment Plan, or recommendation for testing to identify disability.
   B.) The student's area of concern is no longer a problem utilizing the plan in place and skills were remediated.

IEP SERVICES

Saint Rose works in conjunction with a student's home public school district to provide IEP (Individualized Education Program) services for a student with a documented disability.

According to the U.S. Department of Education, "Each public school child who receives special education and related services must have an Individualized Education Program (IEP). Each IEP must be designed for one student and must be a truly *individualized* document. The IEP creates an opportunity for teachers, parents, school administrators, related services personnel, and students (when appropriate) to work together to improve educational results for children with disabilities. The IEP is the cornerstone of a quality education for each child with a disability."

If a student is suspected of having a disability, a request or a referral for evaluation must be made. A school professional may ask that a child be evaluated to see if he or she has a disability. Parents may also contact the child's teacher or other school professional to ask that their child be evaluated. This request may be verbal or in writing. Parental consent is needed before the child may be evaluated to determine whether or not the student meets the eligibility criteria. Evaluation needs to be completed within a reasonable time after the parent gives consent.

IEP PROGRESS MONITORING AND REPORTING

Progress monitoring is used to determine if the student is making progress on IEP goals and objectives. Data is frequently collected to monitor the student's progress toward IEP goals and objectives. The implementation of the specially designed instruction, accommodations, and interventions determine the success of the IEP. The data compiled from progress monitoring can be a foundation to evaluate a student's IEP progress. At the annual IEP meeting, the team will review the data to determine adjustments needed to serve and support the student's growth.

IEP Progress reports will be completed by the intervention specialists and will be provided to custodial parents at the conclusion of each academic quarter.

JOHN PETERSON SCHOLARSHIP

The Jon Peterson Scholarship is a scholarship provided to families by the state of Ohio for children with IEPs. The funds are first used to cover the intervention services that Saint Rose is able to provide. There is the possibility that funds remaining after the cost of services can be credited towards the student's tuition. A student with a speech only IEP can only receive funds towards speech services; the funds cannot be used towards tuition. All Jon Peterson recipients will receive a memorandum of understanding regarding the services provided and use of Jon Peterson funds.

ACADEMIC POLICY FOR GRADES 2-8

ASSIGNMENTS

1. A student will be allowed to make up assignments due to an excused absence. When the student is absent due to illness or funeral attendance, he/she will generally be responsible for completing missed work in a period of time equal to the number of days absent. If the work is not completed within the prescribed time frame, it may be considered late. Any student who plans to be absent for any reason not recognized by Ohio Law must obtain a "Saint Rose School Personal Convenience (Unexcused) Absence Form" from the office or on the school website. The conditions for completing missed work under these circumstances are outlined on the absence form and must be followed in order to receive credit for assignments missed during the absence [See "Saint Rose Personal Convenience (Unexcused) Absence Form" in the back of the handbook].

2. An assignment notice will be issued to a student for missing/incomplete work. It will need to be signed by a parent and returned to the homeroom teacher the following day. Failure to do so will result in a discipline notification for the student. The student is also expected to turn in the assignment the next day. Each teacher will develop a late assignment policy that benefits student learning in their classes.

It is believed that all assignments are important. Each teacher will develop a late assignment policy that benefits student learning in their classes. The policy will be communicated to parents in the syllabus, and provided to parents at the parent orientation meeting. It is understood that some exceptions can be made for academic special needs. This is up to the discretion of the classroom teacher.

3. No student will be allowed to return to his/her homeroom during class time to retrieve an assignment. An assignment notice will be given.

4. After three assignment notices have been issued, homeroom/subject teachers will confer with the parent(s) and child and a plan of action will be put into place. After three assignment notices have been issued a discipline notification will be issued also. A student will issue a discipline notification for every three assignment notices received.

PROMOTION, RETENTION, AND DISMISSAL

Students are promoted, placed, or retained based on their performance over the school year. Throughout the school year, student progress is reported to parents/guardians through midterm low grade reports, report cards, and parent-teacher conferences. Acquiring the necessary skills to be successful in the next grade is vitally important to the student.

Promotional policies are the responsibility of local authorities in accordance with the Ohio Revised Code. The school will maintain a record of the codes that have been used for grading and the dates during which that particular code was used.

The Ohio Revised Code gives to the superintendent the right to assign pupils to levels because we are a network and not a system. This is to be done by the principal-minister. The basic test on promotion puts the responsibility clearly on the teacher-minister. Parents/guardians will be notified and consulted within a reasonable time prior to the decision to retain or dismiss a child; however, the right to retain or dismiss a student at a certain level is dependent on the school's judgment and, therefore, the parents'/guardians' permission is not required.

Saint Rose may require a student in grades 4-8 that fails a core class (math, ELA, reading, social studies, science) to attend summer remediation for that particular failed subject. The remediation program must be approved by the school administration. The cost of the remediation program will be the responsibility of the parents/guardians. The parents/guardians must submit the passing certificate from the remediation program to the school administration. It must be approved by the school administration in order for the student to be promoted to the next grade level and be placed on academic probation.
Saint Rose may not permit a student that fails two or more core classes (math, ELA, reading, social studies, science) and/or truant for more than ten percent of the required attendance days of the academic year to enroll in future classes at Saint Rose.

ACADEMIC PROBATION

Saint Rose may place a student on academic probation at the discretion of the teacher-minister and school administration. The school administration will communicate the probation to the student's family. Academic probation will last one semester and will be reviewed by the school administration to determine if the student will be removed from academic probation, continue on academic probation, or be dismissed from the school.

ACADEMIC PROGRAMS

Parents are the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it (cf. Vatican II, Education). Parents do not relinquish their right and duty to educate, but only delegate a part of their responsibility to the school administration. When teacher-ministers and parents work together, their united efforts become very effective in educating the child.

Dedicated, experienced and fully certified teachers are the foundation of the Saint Rose academic program. They offer a disciplined, yet creative learning environment that encourages students to reach their highest potential in academic performance, leadership and social skills.

CHRISTIAN FORMATION

The strengthening of Christian values is vital to the total development of the child. The staff is committed to Catholic beliefs and values, and serves as strong role models for students. Students are active participants in Masses and prayer services.

WEEKDAY LITURGIES

Parents are always welcome to worship with the students. All-School Liturgies (K-8) are held weekly and are listed on the monthly calendar.

RELIGIOUS EDUCATION

Students receive 30-45 minutes of religious instruction daily, which is based on Catholic doctrine and tradition. This instruction in Catholic beliefs and values permeates all aspects of the school program. All students are expected to attend liturgies, retreats, etc. including preparation and participation in student liturgies. Liturgical music practice and prayer times are also scheduled for grades K-8. Reconciliation is scheduled for the students twice a year. Parents are also encouraged to take their children as a family to the Sacrament of Reconciliation. All students in grades K-8 will attend Perpetual Adoration once a month.

SACRAMENTS

Parents and teachers work in partnership to prepare children to receive the sacraments of Reconciliation, Eucharist, and Confirmation. Parent classes are held before the Sacraments are received. Attendance by at least one parent is mandatory.

- Reconciliation - Grade 2
- First Communion - Grade 2
- Confirmation - Grade 8

CHRISTIAN SERVICE

Students and their families volunteer their time and energy for a variety of Christian service projects. Students will perform service throughout the school year both in class and in the community.

CURRICULUM

Saint Rose School is in compliance with the Ohio Catholic Schools' Accrediting Association Operating Standards. The school is also fully accredited by the Ohio Catholic School Accrediting Association. The school curriculum is based upon the Courses of Study issued by the Superintendent of Catholic Schools for the Diocese of Toledo, in cooperation with the Diocesan Educational Consultants and representative faculty members of diocesan elementary schools. The guidelines prescribe concepts to be taught in each grade. Religion, mathematics, science, health, social studies, music, art, English, reading, spelling, computer science, and physical education are subjects presented in our program. These Courses of Study are approved by the State of Ohio. Copies of the Courses of Study are available on our website.

Computer instruction begins in kindergarten and is a key part of the curriculum through eighth grade. In addition to the computer instructor, the teaching staff has a physical education instructor, an honors math teacher, an art specialist, a music instructor, a Spanish teacher, an honors ELA teacher, and a librarian. Support personnel include a school nurse, school counselor, intervention specialist, St. Scholastica instructor, RTI coordinator, speech and language therapist, and tutors for reading, math and learning disabilities.

A Kindergarten Readiness program is also available for children who need an additional year of growth and development before entering Saint Rose Kindergarten.

Our facility includes fully equipped classrooms, art and music rooms, a computer-learning center, a well-stocked library, cafeteria, gymnasium, and a supervised playground.

REMOTE LEARNING DUE TO WEATHER

Remote Learning will go into effect after five missed days of school due to weather or other circumstances. Remote Learning Days will be announced or emailed to students when the weather forecasts a winter storm which results in a school closing. The Remote Learning Days will allow Saint Rose School to make up the missed hours up to three scheduled days.

- Students are responsible to check their emails daily for Remote Learning instructions during calamity days.
- Students without Wi-Fi are responsible for calling a classmate for the assignment.
- The assignments will be posted online on Gradelink, Class Dojo or through a direct teacher email.
- Students may contact teachers through email with questions.
- All students must complete the work by the prescribed deadline, and the work must meet the standards and rigor of an in-class assignment.

- Assignments will be directly linked to the current classroom curriculum.
- Remote Learning assignments will not be recorded as a test or a quiz.
- Teachers will check email each day and respond to emails daily (Pending no emergencies).
- Please be reminded that the school day does end at 3:30 pm and that emails after that time may not be replied to until the next day.
- Assignments will be graded.
- Assignments may be submitted online at the discretion of the teacher. Assignments will be due the first day that classes resume after cancellation, unless the teacher has requested online submissions.

Late assignments will not be accepted; please contact the Principal for extenuating circumstances.

GOVERNMENT FUNDED SERVICES

Saint Rose Catholic School provides a variety of supplemental services to meet the unique needs of each individual, through government funding.

Tutor

A state-funded program has made it possible for students to receive special assistance in reading and math skills, in which they are having difficulty. A teacher provides this assistance to students in Grades K-8 on a small-group basis.

Speech Therapy

A speech therapist financed by the State of Ohio tests and provides therapy for those students in grades K-8 who experience difficulties in communication. The therapist serves as a consultant to the teacher and parents/guardians providing individualized programs for those who qualify.

Nurse

The school nurse updates students' health records and sends notices when immunizations are due The school nurse arranges health programs for students. Yearly vision screening and state required forms are attended to by our nurse.

Intervention Specialist

A state funded intervention specialist will work with students who have an IEP and are on the Jon Peterson Scholarship in grades K- 8. The intervention specialist may serve the student in a one-on-one, small group or whole class setting.

RTI Coordinator

The RTI coordinator will be the main contact between parents and Local Education Agency (LEA) regarding students on student minor adjustment plans and IEPs. The RTI Coordinator will communicate with coordinate testing/evaluations with the LEA, family and Saint Rose Catholic School.

Saint Scholastica Instructor

The Saint Scholastica instructor will provide special instruction to students that qualify for the enrichment program for gifted students in grades 3-7.

ACTIVITIES

Religious, Enrichment, and Extracurricular Activities
Mass Servers…Grades 5 - 8

Catechesis of the Good Shepherd…Grades K, 7 & 8 (helpers)

May Crowning…Grades 8

Honors ELA…Grades 7 - 8
-A course focused on in depth ELA content from the standard

Honors Math…Grades 7 - 8
-A course consisting of an Algebra I Curriculum supplemented with topics from other content strands

Accelerated Reader…Grades K - 8
-A reading program designed to enhance appreciation of good literature within the language curricula

Band/Orchestra…Grades 6 - 8

Spring Musical…Grades 4- 8

Lego Robotics…Grades 5 – 8

-An after-school club for students interested in SCRATCH programming and robot engineering

Math Counts…Grades 6 - 8
-A statewide team competition program designed for students who are looking for a challenge in mathematics

Quiz Bowl…Grades 7 - 8
-A program that offers diocesan competition

Right to Read Week…Grades K - 8
-A national week celebrating the joy of reading

Teens High on Life…Grades 7 - 8
-Mission is to involve our whole Saint Rose junior high community - students, parents and teachers - in planning, and participating in positive living activities to Help Influence Good Habits for life

Science Olympiad…Grades 6 - 8
-A competitive science team for middle school

D.A.R.E….Grades 5
-Drug Addiction Resistance Education

Variety Show…Grades K-3
-An annual fun program for students to present "hidden" talents they want to share

Christmas Program…Grades K-5
-An annual celebration, which focuses on the birth of Christ

Track and Field…Grades K - 5
-An annual program of individual and team sporting events

Girls on the Run…Grades 3 - 5
-Goal of this program is to teach confidence through accomplishment. Girls will learn life skills through interactive lessons and running games. Culminates with the girls being physically and emotionally prepared to complete a 5k running event.

8th Grade Trip…Grade 8
-An opportunity for eighth graders to participate in an educational class trip to Washington D.C.

7th Grade Trip…Grade 7
-An opportunity for 7th grade students to travel as a group in an educational trip to the OSU Stone Lab on Gibraltar Island.

6th Grade Camp…Grade 6

-An opportunity for a five day trip to Camp Michindoh to study history and science while having fun.

6th - 8th Grade Ski Trip…Grades 6 - 8
-An opportunity for students to learn the skill of snow skiing

Donuts for Dads and Muffins for Moms…Grades Pre-K - 8
-Parents' Association sponsored breakfast

Girl Scouts…Grades K - 8

Boy Scouts…Grades 5 - 8

Basketball…Grades 3 - 8

Cross Country…Grades K - 8 Football…Grades 5 - 8

Soccer…Grades 1 - 8

Track…Grades 5 - 8

Volleyball…Grades 3 - 8

SCHOOL COLORS

Blue and White

SCHOOL MASCOT

Pirate

ADMISSION POLICIES

NON-DISCRIMINATION STATEMENT

Saint Rose School recruits and admits students of any race, sex, national origin, or disability (if learning differences can be reasonably accommodated). In addition, the school will not discriminate on the basis of race, sex or national origin in administration of its educational policies, scholarships, loans, fee waivers, educational programs, athletics, and extracurricular activities. The school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation.

Saint Rose School will not discriminate on the basis of race, sex, or national origin in the hiring of its certified or non-certified personnel.

DIOCESAN POLICY STATEMENT ON GENDER-RELATED MATTERS

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

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally

unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings.

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

- Treat all persons with sensitivity, respect, and compassion.
- On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
- What is the specific request of the adult, student and/or parent(s) guardian?
- Is the request in keeping with the teaching of the Catholic Church?
- Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
- Require that names and pronouns be in accordance with the person's biological sex.
- Maintain names in records according to the person's biological sex.
- Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
- Require that participation on athletic teams and extra-curricular activities be according to biological sex.
- Consult the Office of Marriage and Family Life with extenuating circumstances.

CATECHESIS REGARDING HUMAN DIGNITY AND GENDER-RELATED MATTERS

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

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

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

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

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

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

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

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

PARTNERSHIP

The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. In such instances, tuition paid for the remainder of the year will be refunded. At Saint Rose Catholic School, conduct of students/parents/faculty inside or outside of school that interferes with the peace and tranquility of the school, and impedes the school from realizing its ecclesiastical mission, will be disciplined/dealt with according to our disciplinary code.

TRANSFERRING STUDENTS

Students transferring from another school to Saint Rose School will need to complete an application packet as part of his/her admissions process prior to being accepted as a student. All students will be conditionally accepted for a three month period.

PROBATION STATEMENT

Students are admitted on a probationary status for a period of three months. Such a provision allows school officials time to determine whether the school can meet the student needs before making acceptance final.

REGISTRATION

Registration of presently enrolled students is conducted prior to Open House. Any remaining class openings are then open to new students. Once a class is filled, student names are placed on a waiting list.

WITHDRAW POLICY

Once the school year begins, tuition refunds are made on a quarterly basis. Should a Student attend school during any portion of a quarter (one day or more), the full tuition amount for that quarter is owed and no portion of that quarter's tuition will be refunded. Families wishing to withdraw from Saint Rose need to submit a letter to the office.

ATTENDANCE

At Saint Rose School, if a student is to be absent from school, for any reason, the parents or guardians are required to notify the school by a note or call the attendance office (419-874-5631) before 9:00 AM on the day of absence. If the duration of the absence is more than three (3) days, proof of illness may be required. Families are asked to please schedule trips and vacations during the breaks in the school year.

An excused absence is one due to illness or funeral attendance.

An unexcused absence is one due to a student's and/or parent's personal

convenience, which would include vacations or other such situations. Parents are required to complete a "Saint Rose School Personal Convenience (Unexcused) Absence Form" one week prior to the date of a planned absence. This form must be obtained from the school office or from the school website. Click here for a link to Personal Convenience (Unexcused) Absence Form. If the form is not completed prior to the absence, the student will be considered truant.

ALTERNATE DISMISSAL

The safety of your child is our primary concern, therefore, any student who is going home in a way other than their normal way (e.g. walker/rider rather than bus, going to the library, or parent picking up for an appointment) MUST PRESENT A NOTE FROM THE PARENT, GIVING PERMISSION FOR THIS.

If a note is not sent, the child will be sent home via their normal way. All students who are being picked up by a parent or other authorized person must be picked up on the school property.

APPOINTMENTS

Whenever possible, appointments with a doctor or dentist should be scheduled outside of regular school hours. However, if a student must have an appointment during school hours, the parents must give PRIOR WRITTEN NOTICE to the school. If a student is leaving during school hours, the parent must report to the school office and sign him/her out before the student will be released. Parents are not permitted to go to the classroom to get their child. The office will call for them upon the parent's arrival. When a student returns to school following an appointment they must report to the front desk for an admit slip. A student will be marked tardy if they arrive after 9:00 AM for any reason, including appointments. Absence or tardiness of greater than 1-3/4 hours is considered a half day of absence. Absence of greater than 3-1/2 hours is considered a full day of absence. Tardies, daytime absences, or early dismissals are recorded and reported on the grade card.

ARRIVAL/DISMISSAL

Students are not to arrive at school prior to 8:40 unless they are in morning care. For security reasons, parents are asked not to come into the school vestibule or gym at dismissal time.

SCHOOL WORK POLICY DURING ABSENCES

A. UNEXCUSED ABSENCE

This is an absence due to student and/or parent personal convenience, which would include vacations or other such situations. Personal Convenience Absence is not provided for under the school attendance laws of the State of Ohio. Such an absence will be considered "Unexcused". Families should please limit trips and vacations to the break periods during the school year.

1. Parents must complete a Personal Convenience Absence Form one (1) week prior to the date of the planned absence. A form can be requested from the school office or can be found on the school website (click here for the form).
2. Some, but not all, assignments may be given before a scheduled absence, if the absence form is turned in one week in advance.
3. The assignments given prior to vacation may not include all assignments. Therefore, it is the student's responsibility to contact the teacher(s), including "specials" (music, art, P.E., etc.) upon returning to school (assignments given will vary depending on the grade level of the student and the teacher).
4. The student will be responsible for completing his/her missed work in a period of time equal to the number of days absent (e.g. 3 days absent = 3 days to make up work). These days include weekends, holidays, snow days, and the like. Assignments due to "specials" will need to be completed by the date agreed upon by the teacher and student. Failure to complete the work will result in a missing assignment notice.

The student will be permitted to make up tests upon his/her return to school. Arrangements to make up tests must be made by the student by the second day he/she returns to school or an "F" will be recorded for each test.

It is understood that the principal's signature does not indicate approval of the statement of absence, but only awareness of such.

B. EXCUSED ABSENCE

This is an unplanned absence due to illness or funeral attendance.

1. The student will be given his/her assignments upon his/her returning to school, unless work is requested by 9:00 A.M. through the school nurse (419- 874-5631).

2. The message left with the student's teacher or attendance line/email should include:
   a. Student's name
   b. Reason for absence
   c. Grade level and homeroom teacher
   d. If you are requesting assignments, you are required to specify the teachers

from whom you would like work. Also specify whether that work will be picked up in the office or sent home with a sibling at the end of the day.

3. Work can be picked up after school at the front desk until the office closes at 4:30 P.M., or it may be sent home with a sibling. Please contact your child's teacher if you would like the work to be sent either to the front desk or with a sibling.

4. Upon returning to school after this absence, it is the responsibility of the student to contact the teacher(s), including "specials" (music, art, P.E., etc.), to check if there are any work to make up.

5. The student will generally be responsible for completing his/her work in a period of time equal to the number of days absent (e.g. 3 days absent = 3 days to make up the work). These days include weekends, holidays, snow days, and the like. Assignments due to "specials" will need to be completed by the date agreed upon by the teacher and student. Failure to complete the work will result in a missing assignment notice.

6. The student will be permitted to make up tests upon his/her return to school. Arrangements to make up tests must be made by the student by the second day he/she returns to school or an "F" will be recorded for each test.

TARDINESS AND EXCESSIVE ABSENTEEISM

School begins at 9:00 AM. Any student reporting at a later time, regardless of reason, must report to the front desk for an Admit Slip.

Excessive absenteeism or repeated tardiness will result in notification of the proper authorities of possible educational neglect on the part of parents/guardians. Excessive absenteeism is more than 10 % of the instructional days in an academic year per Section 3313.609 of the Ohio Revised Code. Excessive tardiness is more than five days per semester.

Absence or tardiness of greater than 1-3/4 hours, regardless of reason, is considered a half day of absence. Absence of greater than 3-1/2 hours is considered a full day of absence.

TRUANCY

A student is truant if he/she stays away from school without permission of the school. Any student who is considered truant forfeits the right to make up the work missed during the truancy. Parents will receive notification from the school of truancy. Habitual truancy will result in a notification of authorities of possible educational neglect on the part of parents/guardians per the Ohio Revised Code.

CUSTODIAL DOCUMENTATION/RECORDS PRIVACY

Saint Rose Catholic School abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding academic progress, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. Parents should notify the Administration if there is a change in custody. Parents should inform the school of the status of joint custody or any court order regarding a non-custodial parent. A copy of any such court order restricting access of a non-custodial parent must be filed with the Administration. Also, if a non-custodial parent requests mailings, etc., please notify the office in writing to add this information to our data management system

Custodial parents have the right to access their child's academic records and personal information in the child's school file. A written request to review records must be submitted to the school's Administration.

A release of records from must be filed out by the custodian parent in order to have records transferred to a new school, for medical reasons, or other reasons. The completed form must be submitted to the school's Administration prior to releasing the records. A copy of the completed form will be kept in the student's file.

COMMUNICATION

School-home communication is vital. An emailed newsletter will be provided every Thursday. The emailed school newsletter will be the primary method of communication from the school office. The newsletters are archived and stored on the school's website.

CONCERNS

Concerns should be handled at the most direct level. Thus, persons having a concern in the classroom should contact that teacher directly. Attempting to work out such concerns mutually is certainly consistent with the demands of the Gospel and makes good sense as well. Only if such attempts have failed, should the administration be contacted.

SOCIAL MEDIA POLICY

Parents and guardians must be mindful that social media presents a single-sided perspective. When children are referenced, a single-sided perspective can lead to vilification of a child who lacks the ability to defend him/herself. Such posts

can also threaten the safety of our school community. We do not control who reads such posts or how someone may respond either in the cyber or real world. The safety and security of our children is the single greatest concern of the Saint Rose faculty, staff and administration, and therefore cooperation of parents and guardians who use social media is required.

1. Because we believe that Catholic schools are partners with parents and guardians, who are the primary educators of their children, parents and guardians should first contact their student's teacher(s) to discuss any school-related concerns. The school administration should be contacted after bringing the issue to the attention of the teacher(s) if the matter is not resolved.
2. Because we believe in the virtue of meekness and serenity of spirit, while focusing on the needs of others, parents and guardians should not use social media to lodge complaints, concerns, or attacks regarding school issues or any members of the school community.
3. Because we believe in the virtue of courtesy, recognizing that all people are made in the image and likeness of God, no student (other than one's own) should be referenced or mentioned on social media as it relates to any complaint, concern or attack. Students are youths and have a right to privacy, so references to or general insinuations about a student's identity that can lead others to identify a student will not be tolerated at Saint Rose.
4. Because we believe in the virtue of responsibility, violations of this policy or violations of the spirit of this policy may be grounds for dismissal of the family from the Saint Rose School community.
5. Saint Rose Catholic School identifies Compassionate Community as one of our core charisms. At the core of this charism is the understanding that our
6. Young people are to be nurtured and protected. Students are still growing and learning. They are likely to make mistakes. That is why God provides them with parents and teachers. We are here to support them and help them learn from mistakes. Our handbook highlights this charism, which is consistent with the Catechism of the Catholic Church (cf. 1784-1785).

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

EMAIL/VOICEMAIL

All Saint Rose staff members are equipped to send and receive email. A staff member can be contacted using the following address:
(staff member's last name)@saintroseonline.org
Example: borgelt@saintroseonline.org)
Messages can also be left by accessing the voicemail system.

SAINT ROSE WEBSITE

Please go to www.saintroseonline.org

CLASS WEBSITES

Classroom teachers may also have websites. Your child's teacher will provide information to you or you can go to our school website to access them.
Preschool through fifth grade will use Class Dojo to post information, share teacher newsletters and gather assignments.

The middle school teachers will use Google Classroom to post information, share instruction and provide a site for students to submit work.

Gradelink is the school's database, communication system and report card system. Grades four through eight will have weekly assignments and grades posted to Gradelink each week.

EMERGENCY THREAT LEVEL

The safety of the children is our top priority. For this reason, we have procedures in place should a Threat Level RED be announced by the Department of Homeland Security.

If a RED alert occurs before school hours, schools will be closed and all activities canceled until authorized to open by our Regional Terrorism Task Force.
If a RED alert occurs during school hours, students will remain in school until regular dismissal time unless otherwise directed by the Regional Terrorism Task Force. All activities and events will be canceled.

Should a RED alert occur, your cooperation in not calling the school or coming to pick up your child(ren) will greatly assist our efforts to secure the building and keep your child(ren) safe.

The Regional Terrorism Task Force will stay in contact with the school, so the phone lines need to be kept open. We ask you not to call the school. Likewise, we would have the building secured, so we ask you to please refrain from coming to the school.

Local safety authorities will keep us informed through the media.

Saint Rose School has a safety plan in place as well as an evacuation plan should the need arise.

FIELD TRIPS

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. School-sponsored field trips are arranged in advance with the principal. Written permission from a parent is nec- essary before a child may participate. The school will provide permission forms and **ONLY** this form will be accepted as permission for the trip. Failure to submit the proper form will result in a student not being allowed to participate in the field trip. Telephone calls will not be accepted in lieu of written permission.

Parents have the right to refuse to allow their child to participate in a field trip. If a child does not participate, a decision will be made by the administration if the child stays at school or at home and if it is considered an absence. The decision will be based on the length of the field trip and the age of the child.

WEATHER DELAYS AND CANCELLATIONS

The local media will relay messages of weather delays and/or cancellations. Please tune into the local news channels. Saint Rose School will follow the Perrysburg School System. Saint Rose School will be listed separately. If Perrysburg is delayed or closed, Saint Rose School will do the same. An email will be sent to all families and a message will go out on Twitter. A decision will be made as early as possible. Please do not call the school, parish center, or rectory. No morning extended day will be offered when we have a weather-related delay.

INVITATIONS

As a Catholic School we strive to include all students in our activities. Parents who want invitations to a party distributed at school must speak with the teacher prior to giving the invitations out. Invitations can only be given to:

- he entire class or
- all the girls or all the boys in the class.

If the parent chooses not to include the entire group, we ask that invitations not be distributed at school! The school office does not give out lists of addresses and/or phone numbers. Parents should refer to the Parent/Student Handbook and Directory for this information.

BIRTHDAY TREATS

Birthday treats/healthy snacks/holiday party treats may be brought to school. If the treat is for a child's birthday, parents must notify the teacher prior to the day the treat is brought in. Parents should contact the classroom teacher 24 hours prior to bringing the treat to class. A student may need to celebrate his/ her birthday on another day due to a special event.

To better ensure the safety of all of our students, any food item that is to be distributed during school must be commercially produced and labeled and individually wrapped with a list of ingredients (no homemade treats are permitted). The food item will be distributed at the discretion of the child's teacher. A list of allergens will be shared by the teacher.

Although we try to provide the safest environment for all of our students, Saint Rose cannot guarantee the food safety of any food item that is brought to school for distribution. Families of students that have allergies are encouraged to send in some special treats to be kept by the teachers for any special dietary needs their children have. These treats must be shelf stable. The teacher will keep the snacks for one year to be distributed when food treats are brought in.

Please note, that instead of a food item, families may send in other items. Some ideas include:

- A favorite book to be donated to the class
- Stickers
- A small craft for the class to make
- School supplies

Please reach out to your child's teacher for any other ideas.

PARENT-TEACHER CONFERENCES

School-initiated conferences will be scheduled in November. If a conference is desired at another time, please request an appointment by a note or email to the teacher or by phoning the school office. Teachers are responsible for students from approximately 8:30-3:45 daily. Teachers may not leave their classrooms during the day to talk with parents, but they are happy to confer with you at any convenient time. Kindly do not telephone teachers at their homes unless they have asked you to do so. The school office does not give out teachers' telephone numbers.

STUDENT NAMES AND PICTURES IN PUBLICATIONS

The school reserves the right to use student names and pictures in publications and on the school's website. Any parent who does not wish his/her child's name or picture used must notify the administration via the form in the registration process prior to the beginning of the school year by completing the student photo agreement.

TELEPHONE

Children who need to call home are to do so ONLY from the office. No student is permitted to use any other phone during school hours. Parents are asked to make arrangements for picking children up at school PRIOR to the child leaving for school in the morning. If an EMERGENCY arises the parent may call the office and a message will be given to the child. Please do not call or text your child's cell phone during the school day.

TRANSFERS

Should you change your place of residence, please send your new address and telephone number to the school office. Please complete the Change of Address Form on the school's website. If your child is transferring to another school, please notify the school office at least one week prior to withdrawal by contacting Mrs. Rakosik at rakosik@saintroseonline.org. Give your new address and the telephone number of the school your child will attend. Records will be sent to the new school upon our receipt of a written notice from the parents and complete payment of all fees, fines, etc. It will be necessary for you to get your child's personal possessions on the last day he/she attends our school.

CAFETERIA

Hot lunches are provided each day for the children. The price for students in grades K-8 is $4.00 and includes milk. Milk purchased separately is $0.75. We use an automated lunch program that students must access with their ID number. This number will be given to each student, and will be used throughout his/her time at Saint Rose School. Families can create a Payschool account to set up payments. Payment can be made directly to Payschool via credit card, or by sending cash or a check to the office. If a child does not have his/her lunch or lunch money in his/her account, he/she must call home. A child may not purchase a lunch with money from a sibling's account. Students who don't purchase a lunch are to bring a packed lunch from home. Eighth grade students are the only students that have the privilege of microwaving food. Lunch orders MUST be preorder through the school newsletter.

DISABILITIES THAT IMPACT MEAL SERVICES

Students that have disability as defined by the categories of disease and conditions in the ADA have the ability to request a student minor adjustment plan to provide for meal time accommodations. Reasonable modifications will be made to accommodate the child's needs.

RECESS

Children who are well enough to attend school need fresh air and exercise for good study and classroom attitudes. Therefore, weather permitting, the children have outside play for short periods during the day, and they must be dressed appropriately. Students will have outdoor recess unless it is raining or the temperature or wind chill is below 15 degrees. During the noon hour, the lunchroom supervisors oversee the playground areas. We do not have the means to care for the children except with the group. Please do not ask to have a child remain indoors during a recess unless there is a grave or unusual situation. If you feel that you do have such a reason for requesting an exemption, please notify the child's teacher in writing. The final decision regarding a child being allowed to remain inside will rest with the teacher and/or the office staff.

REQUEST TO BE EXCUSED FROM PHYSICAL EDUCATION

P.E. is a course required by the State of Ohio. Students who are present but cannot participate because of recent illness or injury must submit a note from their parent(s) to the teacher. This note will excuse them for that day only. In the event that a student will be unable to participate for more than one day, a medical excuse from a doctor is required.

CODE OF CONDUCT

Saint Rose School students are expected to incorporate the Gospel Guidelines of trustworthiness, truthfulness, active listening, no put-downs and personal best in all parts of life and practice Gospel teachings. This is accomplished by:

Being Respectful of Catholic Values -

- Demonstrating the Lifeskills of Responsibility, Integrity, Pride, Initiative, and Courage
- Entering into the prayer and devotional life of the Church by participating respectfully while attending practices, liturgies and religious ceremonies

Being Respectful of Self -

- Demonstrating the Lifeskills of Initiative, Effort, Organization, Pride, Responsibility, Perseverance, and Curiosity
- Being properly attired and groomed according to the regulations of the Saint Rose Dress Code
- Being prepared for classes by having needed materials and all assignments completed
- Staying on task and putting forth the effort needed to achieve one's personal best
- Conducting oneself in a way that is safe
- Being present at school every day, unless prevented by illness or other

excusable reasons
- Being on time every day
- Being accountable for one's actions

Being Respectful of Others -

- Demonstrating the Lifeskills of Cooperation, Problem-Solving, Common Sense, Flexibility, Patience, Friendship, Sense of Humor, and Caring Cooperating with teachers and classmates, exhibiting behavior that allows every teacher to teach and every student to learn
- Participating in activities which provide service to others
- Behaving in a respectful manner reflective of Christian values towards all people of the Saint Rose community including teachers, staff, volunteers, visitors, and fellow students
- Conducting oneself in a way that is safe for the school community; obeying all classroom, cafeteria, playground, and school procedures; using good judgment

Being Respectful of the Environment -

Demonstrating the Lifeskills of Common Sense, Caring, Pride, Responsibility, Initiative, and Integrity

- Showing respect for all school property, other students' property, and their own property
- Respecting property provided by the community at large

DISCIPLINE CODE

PHILOSOPHY OF DISCIPLINE

Diocesan schools enter into an implied contract with the parents of their students that the school will educate their children as long as the latter abide by the school's academic and disciplinary standards. When a student, by attitude, voice, or action, violates disciplinary or academic norms they breach the con- tract justifying disciplinary action, including suspension or expulsion. In all of our actions dealing with the students, faculty, parents, and community, the overriding virtue binding all of us should be that of real love and concern for one another and respect for the dignity of all. Corporal punishment is not a form of discipline advocated or used in the school. Saint Rose School strives to reflect Gospel values, Lifelong Guidelines and Lifeskills and sets standards and expectations for students and their families. As a Roman Catholic school, we assume that parents and students who choose Saint Rose School will sincerely support the school's spirit, its code, and its expectations. As a school community we build on the faith development begun in the home. Communication between school and the home is vital. When teachers, administrators and parents work together in all aspects of a child's education, their united efforts can be very powerful in educating the whole child. As a school community we expect to be supported in the faith development continued here.

- Discipline must be an expression of love and justice.
- Discipline has a responsibility to meet a child's needs for direction and correction.
- Discipline affects our school community. Violations of the spirit of our school harm school bonding.

In order to effectively ensure the rights and responsibilities of the entire school community, and in order to secure and maintain conditions, which are most favorable to learning, this Code of Conduct and Code of Discipline will be followed throughout grades K - 8. Saint Rose School believes that each student is an individual and that there are varying degrees of involvement with any violation. The age of the student, frequency, and severity of the violation will be taken into consideration. These regulations will apply not only to conduct on school property, but also to all school- related activities and behavior to and from school, including bus conduct.

Serious violations of disciplinary standards may result in a maximum sanction of suspension or expulsion for the first offense if so designated. Repeated minor violations or infractions of disciplinary standards may also result in

suspension or expulsion. Depending on the seriousness of the offense, the administration may notify parents to pick up the student from school immediately.

A teacher or the administration may keep students after school for a detention. This time may vary from one half to one hour after school dismissal time. If a student is detained the same day that the offense occurs, the parents will receive prior notification by phone or email. In most cases, parents will receive written notice of the date, time, and reason for the detention. Parents will be responsible for providing transportation home.

The teachers and administration reserve the right to provide students an alternative consequence, which may provide further reconciliation or growth. These alternative discipline actions may be used in lieu of, or in conjunction with a discipline notification or a demerit. Some examples might be: service to the school community, detention after school, written assignments, cleaning, removal from the playground, removal from the cafeteria, denial of special privileges, or the lowering of a grade based on missed or incomplete work, etc.

Apart from serious discipline problems, minor difficulties may arise at school. Misbehavior, misunderstandings, and mistakes of judgment may occur occasionally in any school. Parents can use these episodes to teach their children the Gospel Guidelines and Lifeskills, as well as some important, practical truths. Saint Rose School expects parents to confer with their child's teachers regularly and to grant all teachers the courtesy and respect their positions deserve. If there is a question about justice or fairness in a particular incident, parents should discuss it first with the child's teacher. If the situation is still not satisfactorily settled, parents should confer with administration. The administration is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at its discretion.

Saint Rose School maintains confidentiality concerning disciplinary proceedings, not only because of legal guidelines, but also more importantly, for the interests of the students, and their family's privacy. Any singling out of a student in an unfavorable light is both educationally and ethically inappropriate.

At Saint Rose Catholic School, conduct of students/parents/faculty inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be disciplined/dealt with according to our disciplinary code.

MINOR VIOLATIONS

A discipline notification will be issued to the student for each minor violation of the Saint Rose School Code of Conduct. Minor violations include, but are not limited to behaviors that do not contribute to academic and social success or conduct unbecoming a student in a Catholic school. They are behaviors which do not model the Gospel Guidelines and Lifeskills: trustworthiness, truthfulness, active listening, no put-downs, personal best, integrity, initiative, flexibility, perseverance, organization, sense of humor, effort, common sense, problem-solving, responsibility, patience, friendship, curiosity, cooperation, caring, courage, pride. The discipline notification will list the reason for the notification, the discipline action(s) taken by the teacher and the recommendation(s) to help the student learn from the incident. Each notification is to be signed by the parent and returned the following school day. Failure to do so will result in a demerit for the student. A student will receive a demerit for each accumulation of three discipline notifications. The homeroom teacher will issue the demerit. Discipline notifications are cumulative throughout the entire school year.

Violations for which discipline notifications may be given include, but are not limited to the following:

- Failure to return paperwork (including assignment notices) with parent signature
- Excessive talking
- Eating/Drinking/Chewing Gum in prohibited area
- Missing school supplies, including gym clothes
- Disturbing classmates
- Lack of respect for other's property Rude/Discourteous behavior
- Running in hall/classroom
- Dress Code violation
- Being in a place other than that assigned
- Being late to class
- Writing/Passing notes
- Being uncooperative
- Not following directions
- Lack of effort
- Conduct unbecoming a student in a Catholic school
- Accumulation of three assignment notices

STUDENTS ARE TO ASSUME RESPONSIBILITY FOR ADJUSTING THEIR BEHAVIOR FOLLOWING A DISCIPLINE NOTIFICATION. FAILURE TO DO SO MAY RESULT IN A DEMERIT.

VIOLATIONS WARRANTING DEMERITS

A demerit slip will be issued to the student for each violation committed. The number of demerits will range from 1-5 depending on the age of the student, frequency and severity. Demerits are cumulative throughout the entire school year.

Each demerit slip will also list an appropriate required consequence assigned by the teacher. The consequence may be in the form of a written assignment, restitution, service hours, forfeited privileges, and/or any combination of ways deemed appropriate for the violation. Each demerit slip is to be signed by the parent and returned the following school day. The teacher and parent(s) are responsible to see that the consequence is fulfilled.

Failure to return a signed demerit the following day or fulfill a consequence within the specified time will result in a student detention.

Violations for which demerits may be given include, but are not limited to the following:

- Failure to assume responsibility for adjusting behavior following a discipline notification (refer to Minor Violations)
- Accumulation of three discipline notifications
- Failure to return a discipline notification the day after it is issued
- Inappropriate behavior in church, the classroom, on the playground, in the cafeteria, school building, or bus (including notice from the Public School Transportation Department)
- Abuse of school property such as walls, desks, chairs, books, equipment, etc.
- Use of profanity, inappropriate, or obscene language or gestures
- Dishonesty: lying, cheating (copying, stealing, or supplying information)
- Harassment/Bullying
- Fighting or Instigating/Provoking an altercation
- Disrespect
- Disobedience
- Throwing objects
- Inappropriate use of technology
- Conduct unbecoming a student in a Catholic school

SERIOUS VIOLATIONS

The following actions are serious violations, which may result in suspension or dismissal of the student, whether or not criminal prosecution or juvenile proceedings are instituted. Prior to the suspension or dismissal, the student and parent(s) shall be provided with written notification and the specific reasons for the suspension or dismissal. These serious violations are cumulative throughout the student's years of attendance at Saint Rose

School. Serious violations include, but are not limited to the following:

- Accumulation of demerits
- Arson or attempted arson
- Assault and/or battery of a school employee
- Breaking and entering/Burglary
- Extortion
- False Fire Alarm
- Fighting
- Forgery
- Gambling
- Leaving school grounds without permission
- Malicious Destruction of Property
- Open defiance, serious disrespect, and/or serious disruptive behavior directed toward school personnel or students
- Participation in gangs or gang related activities
- Possession and/or use of explosive materials, weapons or look-alike guns or dangerous instruments
- Possession or handling of pornographic writing and/or pictures
- Possession, use, sale, or being under the influence of alcohol, tobacco, narcotics, drugs, or mind-altering substances, or look-alikes
- Repeated truancy
- Tampering with school computer network
- Theft
- Threats, Harassment, Bullying
- Trespassing
- Any behavior that is unbecoming of a Saint Rose student
- Any other violation judged by the administration to seriously violate the Code of Conduct

The teachers or administration may search for and seize weapons, drugs, or other dangerous or illegal objects, where the teacher or administration has reasonable grounds to believe that such is in the possession of the student, especially where the student has no reasonable expectation of privacy; e.g. desks, books, lockers.

DETENTIONS

After the first accumulation of five demerits in one school year, a student will serve a 30-minute detention. The administration will contact the parent(s) by email to inform them of the infractions and the detention. Failure to report to an assigned detention could result in an in-school suspension. In addition to the detention, the student and his/her parent(s) will confer with the administration to determine a plan of action to help the student realize self-discipline. The school administration may assign a detention as an immediate penalty for a behavior code violation.

SUSPENSIONS

Saint Rose School uses both in-school and out-of-school suspensions as part of its student conduct code. In-school suspensions will be performed at Saint Rose School. In-school suspension students are expected to complete their regular course work within the suspension room. All assignments are due during their normally assigned times, similar to the due dates for students in class. Any assignments completed late will be counted as such by the teacher. The in-school suspension student will not participate in recess or lunch with his/her classmates. They are not to participate in any special events during the school day. The in-school suspension runs from 9:00 am until 3:30 pm.

Out-of-school suspensions are reserved for more serious violations. The out-of-school suspension is performed outside of Saint Rose School property, and the student is the responsibility of his/her parents/guardians. The absence will be treated as an unexcused absence for the duration of the suspension. Students are eligible to complete daily assignments for credit up to 69% of the grade. Ongoing assessments, such as tests, projects and quizzes that assess class beyond the scope of the suspension can be made up for full credit.

The first accumulation
of ten demerits in one school year may result in a 1 - 3 day suspension. The suspension is cumulative throughout the student's years of attendance at Saint Rose School.

The second accumulation
of ten demerits in one school year will result in a longer suspension and may result in dismissal. The suspension is cumulative throughout the student's years of attendance.

Students may earn a suspension based on the severity of their behavior without accruing demerits. Any behavior unbecoming of a Catholic student is subject to a detention or suspension.

ACCUMULATION OF SUSPENSIONS

If a student has served two suspensions throughout his/her years of attendance at Saint Rose School that student may be dismissed. Upon dismissal, a student may not be allowed to re-enter Saint Rose School.

CHRISTIAN DUE PROCESS AS RELATED TO SUSPENSIONS AND DISMISSAL

In order to ensure and protect the rights of all individuals, the procedures outlined below are offered to students that receive either a suspension for three or more days for the first offense and/or a maximum sanction of

expulsion for the first offense, or the dismissal from school in accordance with the Saint Rose academic policy. All dismissals and suspensions shall result in exclusion from all school related activities during the period of expulsion or suspension.

1. Prior to the suspension or dismissal the student and parent(s) shall be notified of the intention to suspend or dismiss and the specific reasons for the suspension or dismissal. The pastor shall be notified before the notice is given.

2. The student and parent(s) shall be given the opportunity to appeal the suspension or dismissal at an informal hearing before the disciplinary appeal group to challenge the reasons for the suspension or expulsion. Parents and legal guardians are the only representatives the student is able to have participate in the process. The student will be given the opportunity to present his/her viewpoint. The school administration will be provided the opportunity to present its perspective. The disciplinary appeal group shall consist of one teacher from K-5 , one teacher from 6-8, as well as one teacher representing the student (chosen by the parent and student).

3. If the suspension or dismissal is upheld after the hearing, the administration will give written notice to the student and parent(s) stating the length of the suspension or dismissal, the reasons for it, and the steps necessary to effectuate the student's return, if the student is allowed to re-enter.

4. An appeal to the pastor may be made within twenty-four hours after the disciplinary appeal decision.

5. The Catholic School Services Office shall be notified in all cases of dismissal.

CATHOLIC DIOCESE OF TOLEDO

BULLYING PREVENTION POLICY AND PLAN FOR SCHOOLS

INTRODUCTION

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

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

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

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

A. Bullying by Definition:

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

- Causes physical or emotional harm to the target or damage to the target's property.
- Places another student in reasonable fear of harm or of damage to property.
- Creates a hostile environment at school for another student.
- Infringes on the rights of another student at school.
- Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
- Is a form of "retaliation," meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses, or has reliable information about bullying.

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

a. Wire, radio, electromagnetic, photo-electronic, or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, social media, or facsimile communications.
b. The creation of a web page, blog, or social media communication in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
c. The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

B. Bullying is Prohibited:

1. On school grounds owned/leased/used by a school or on property immediately adjacent to school grounds.
2. At any school-sponsored or related activity, function or program whether on or off school grounds.
3. At a location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.
4. At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.
5. Through the use of technology or electronic device owned, leased or used by a school.
6. Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:
    a. Create a hostile environment at school for the target.
    b. Infringe on the rights of the target at school.
    c. Materially and substantially disrupt the education process or the orderly operation of a school.

C. Prevention and Intervention Plan:

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

1. Clear procedures for reporting prohibited incidents for students, faculty counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.
2. A requirement that school personnel report prohibited incidents of which they are aware to the school principal or other administrator designated by the principal.
3. In cases where the aggressor or target is a not student at this school, information shall be disclosed to the principal or appropriate administrator of the public, private or charter school in which the student is enrolled.
4. A requirement that the custodial parent(s) or guardian(s) of any student involved in a prohibited incident is notified.
5. A procedure for documenting reported incidents, responses to incidents including steps taken to investigate reported incidents.
6. A strategy for protecting a victim or other person from new or additional harassment, intimidation, or bullying, and from retaliation following a report, including a means by which a person may report an incident anonymously.

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

D. Plan Review and Updates:

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

E. Training:

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

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

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

F. Publication and Notice:
The plan shall be posted on the school's website and included in student and employee handbooks.
Saint Rose Catholic School will use The Be Kind First curriculum.

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

H. Minimum Required Actions:
If the principal or his/her designee determines that bullying or retaliation has occurred, he/she shall:

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

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

I. Policy Questions and/or Concerns:

- If any staff member has questions concerning this policy, he or she is encouraged to contact the Catholic Schools Office at 419-244-6711.
- In dealing with threats, harassment and bullying, ANY person who is aware of the situation has a responsibility to report it.
- The responsibility of the student is to try to work it out with the other student(s) involved and report the incident to a teacher or other staff member, and to his/her parent(s).
- The responsibility of the teacher or staff member is to follow the school discipline code and help the students resolve the conflict. The teacher or staff member is also responsible for informing the administration if the conflict is not resolved.
- The responsibility of the parent or guardian is to talk to the child about what is happening to try to determine a helpful plan of action. If efforts to resolve the conflict have failed, the parent should inform the school. A written report explaining the incident is to be given to the principal and signed by the parent or guardian.
- The responsibility of the administration is to investigate each report of threats, harassment or bullying. All allegations will be taken seriously and promptly investigated. Each report received shall be investigated in a

timely and confidential manner. No information will be released to anyone who is not involved with the investigation, except as may be required by law or is in the context of a legal or administration proceeding. No one involved is to discuss the subject outside of the investigation.

The student(s) involved in threatening behavior, harassment or bullying will be dealt with according to the discipline policy. This includes, but is not limited to intervention, evaluation, demerits, suspension, or dismissal, depending on the age of the student, frequency and severity of the violation, and the response of parents and students.

Incidents of threatening behavior, harassment, and/or bullying are cumulative throughout a student's years of attendance at Saint Rose School.

Incidents of bullying, harassment, or intimidation are to be reported in writing to a teacher or member of the administration. Reports of bullying, harassment, or intimidation may be made anonymously. The school administration is to be notified of all reports of bullying, harassment, or intimidation. Students who make false reports of bullying, harassment, or intimidation may be disciplined. Parents are to read the Bullying Prevention Policy and Plan for Schools and reinforce the policy with their child/children. Parents and students should understand that every individual has the right to be treated with dignity, to participate in, and to function in school without fear of bullying, harassment, or intimidation. This is the mission of the Church and the message of Jesus Christ.

CAFETERIA GUIDELINES

All students are expected to have a packed lunch or purchase a lunch in the cafeteria.

1. Students are expected to show respect and obedience to cafeteria personnel at all times.
2. Students are to enter the cafeteria in an orderly manner.
3. Students are to remove hats upon entering the cafeteria.
4. Students are to sit in assigned areas.
5. Students are expected to show appropriate table manners.
6. Students are to refrain from loud talking, yelling, loud noises, and rowdy behavior.
7. Students are expected to leave their table area clean.
8. Students are expected to throw trash in the trash containers provided.
9. Students may leave the cafeteria when dismissed by the cafeteria/playground supervisor and are to exit in an orderly manner.
10. Textbooks/electronic devices/trading cards are not permitted in the cafeteria unless a teacher gives approval.

RECESS GUIDELINES

Adult supervisors handle playground supervision. Students are expected to follow all rules of safety. Students are also expected to show a Christian attitude on the playground through fair play, courtesy, and respect for the rights and feelings of others.

1. Students are expected to show respect and obedience to playground supervisors at all times.
2. Students may not leave the playground areas for any reason and are to play only in the areas designated for their grade.
3. Students may not return to the school buildings without the permission of a teacher or a playground supervisor.
4. Students are not to eat their lunch during recess. All food is to be eaten during the lunch period.
5. Activities, which include pushing, pulling, tackling, tripping, wrestling or hitting, are prohibited. The throwing of objects such as stones, leaves, snow, etc. is also prohibited.
6. Only playground-approved balls may be used on the playground. Balls brought from home MUST be approved by the administration. NO HARD BALLS ARE PERMITTED.
7. Textbooks/electronic devices/trading cards are not permitted on the playground.
8. Students may not kick or throw balls against any section of the buildings where there are windows.
9. Balls are not to be thrown on a roof.
10. At the end of each recess period, all students will stop their recess activities, return equipment to assigned areas, and line up at the direction of the recess monitor.
11. During the winter months, students may play in the snow only if they are properly dressed. This means students have a full snowsuit or extra pants, boots, gloves, extra shoes, and a coat. Snow may NOT be thrown.

INDOOR RECESS RULES

- Students are to be in their designated place during indoor recess. This may be a classroom or the gym.
- Students are not permitted in the hallways or restrooms without permission from their teacher or a playground supervisor.
- Homeroom teachers will post indoor recess rules for their individual rooms.
- No electronic devices may be used.

Students who do not follow these rules could be suspended from playground activity or be subject to the consequences of the discipline code.

ITEMS NOT PERMITTED AT SCHOOL

For a variety of reasons, such as safety and good order, students are not permitted to have certain items on the school grounds. These items include, but are not limited to the following:

1. weapons and/or look-alikes, including pocket knives
2. drugs, alcohol, tobacco, vaping, and/or look-alikes
3. hard balls (handballs, baseballs, etc.)

Anyone bringing these items to school may forfeit them to the administration until a parent comes to pick the items up. Anyone bringing these items to school may also be subject to the consequences of the discipline code.

Students are not permitted to use the following on school grounds unless given specific approval by a teacher or supervisor:

1. cell phones
2. hand-held electronics

POLICY FOR USE OF CELL PHONES, MP3 PLAYERS (IPODS), HAND-HELD GAMES, ETC.

Saint Rose School understands that technology changes constantly and that many students own some of the current technological conveniences in life such as cell phones, smart watches (with communication abilities), MP3 Players (iPods), hand-held games and personal electronics. The faculty and staff of Saint Rose believe that school is not a place where these types of items are needed; however, we respect a parent's decision to allow their child to have a cell phone, smart watch, iPod, hand-held game or personal electronic device. Such items need to be kept in either a student's locker or book bag. They are not to be used, seen, or heard during the school day, including extended day time.

Should a student need to use a telephone while at school, he/she is welcome to use the phone in the school office. If a student is working with a teacher after school, the teachers' rooms have telephones. Being a Catholic school, we are extremely concerned about the improper use of cell phones.

The use of cell phones, MP3 players (iPods), smart watches (with communication abilities), hand-held games, and/or personal electronics is not allowed anywhere on the Saint Rose School campus, unless a student has specific permission from a teacher, administrator, or supervisor. If one of these items is brought to school, it must be turned off and kept in the student's book bag. The student will take full responsibility for any of these items, which they bring to school. Saint Rose School accepts no responsibility for items lost or taken from lockers or book bags.

If a cell phone, MP3 player, smart watch (with communication abilities), hand-held game, personal electronic device, etc. is on, and specific permission by a teacher, administrator, or supervisor has not been given for its use, and/or if the item is not in a book bag, the following will occur:

- one demerit will be issued and
- the item will be given to the principal and
- only a parent may claim the item from the school office and
- a $5.00 fine must be paid *

A second offense for having an item on and/or not in a book bag will result in the following:

- two demerits will be issued and
- the item will be given to the principal and
- only a parent may claim the item from the school office and
- a $10.00 fine must be paid *

A third offense for having an item on and/or not in a book bag will result in the following:

- three demerits will be issued and
- the item will be given to the principal and
- the item will be kept in the school office for the remainder of the school year. Only a parent may claim the item from the school office and
- a $20.00 fine must be paid *

If a student uses a cell phone, smart watch (with communication abilities), iPod, hand-held game, etc. on campus, and does not have specific permission from a teacher, administrator, or adult supervisor, the following will occur:

- three demerits will be issued and
- the item will be given to the principal and
- only a parent may claim the item from the school office and
- a $25.00 fine will be paid *

* All fine money collected for cell phones, smart watches, iPods, hand-held games, etc. will be donated to the missions.

SAINT ROSE SCHOOL DRESS CODE 2024/2025 ACADEMIC YEAR

This code has been formulated through communication with parents, teachers, administration, and the Saint Rose School Advisory Council. We believe it is the responsibility of every student to take pride in himself/herself and in the school and to always dress in accordance with the dress code without being reminded to do so. We expect that parents will offer the first and best counsel to their sons and daughters in this matter and recognize that the student shares in this responsibility. It is the joint responsibility of the classroom teacher and the school administration, along with the full cooperation of the parents to enforce this dress code. Furthermore, Saint Rose School is committed to educating students to understand that self-expression is best illustrated by the quality of one's character, which can be revealed through behavior and attitudes. We are keenly aware of the impact that student attire has on these attitudes and behavior. Higher standards of dress results in better behavior. Our desire is to foster a respectful environment where individuals are appreciated for themselves, not for their apparent social, economic, or peer group status. The use of discretion is often necessary. The virtue of modesty should be emphasized. The ultimate interpretation and enforcement of the dress code must rest with the school faculty and administration. Students who violate the dress code will be disciplined. All clothes are to be neat and clean at all times.

GIRLS' UNIFORM

Girls wear a jumper or skirt and a blouse or shirt. Sweaters, slacks, and shorts are options. Although you do not need to purchase your uniform from Schoolbelles, Lands End, or Big Daddy, the uniform for your child must be visually similar to the ones from these vendors.

BOYS' UNIFORM

Boys wear dress slacks with a shirt. Sweaters and shorts are options. Although you do not need to purchase your uniform from Schoolbelles/Lands End/Big Daddy, the uniform for your child must be visually similar to the ones from these vendors.

UNIFORM GUIDELINES

SKIRT/JUMPER

Girls in grades K-5 wear a tartan plaid jumper, a tartan plaid skirt, or a khaki skirt. The jumper may be a V-neck pleated jumper or a shift-style jumper. All girls have four options for skirts. Skirts may be split, pleated, kick pleat, or kilt-style skirts. Jumpers and skirts must be at an appropriate length of no more than three inches above the top of the knee. Skirts may not be rolled up at the waist and must fit properly.

SHIRTS/BLOUSES

Shirts/blouses are a solid color, light blue, royal blue, navy, gray or white. Students may wear a shirt, blouse, a knit placket shirt with a collar, or a turtleneck. Saint Rose School crests are required, and shirts/blouses may have only one pocket. Shirts/blouses must be buttoned and tucked in unless the shirt is a banded waistband shirt. This banded shirt does not need to be tucked in. Shirts may be short or long-sleeved. Short sleeves are to fall no longer than the elbow. Long sleeves may not be rolled up. T-shirts may not be worn. Undershirts, if worn, must be solid white and may not hang out beyond the short sleeves. Ripped, ragged, torn, or oversized shirts/blouses may not be worn. Sweaters/Fleece may be worn over uniform shirts/blouses (see requirements below).

Sweaters are solid colors, light blue, royal blue, navy, gray, or white. Ripped, ragged, torn, or oversized sweaters may not be worn. Sweaters must fit properly (i.e. They may not hang loosely over the skirt or slacks). Sweaters need to be plain with no cables or designs.

SWEATSHIRTS

Students in grades K-8 may wear a white, light blue, royal blue, navy blue, or gray crew sweatshirt with the Saint Rose crest or logo. Grades 6-8 are permitted to wear the approved middle school sweatshirt. 8th graders are allowed to wear the approved 8th-grade sweatshirt. No hooded sweatshirts are allowed besides the approved 8th-grade sweatshirt.

FLEECE

Students in K-8 may wear a white, light blue, royal blue, navy blue, or gray full-zip or quarter-zip fleece with the approved Saint Rose crest or logo.

SLACKS

Slacks must be dress slacks, khaki, gray, or navy; cotton blend, polyester, or corduroy. Uniform slacks may have no more than four pockets. Cargo pants are not uniform slacks. Joggers are not uniform pants. Pants are to be no more than one inch larger in the waist and must be neat, clean, and hemmed no longer than one inch longer in the inseam than the actual fit. This means pants are not allowed to "sag". Ripped, ragged, torn, or oversized pants may not be worn.

LEGGINGS

Girls may wear leggings beneath their skirts. Leggings must be a solid color; light blue, royal blue, navy, gray, black, or white. The leggings must be ankle length and be met with a sock.

SHORTS

Khaki, navy blue, or gray dress shorts are permitted. Shorts must be at an appropriate length of no more than three inches above the top of the knee. Athletic shorts may not be worn. Shorts are to be no more than one inch

larger in the waist, must not “sag”, and must be neat and clean.

SHOES

No backless shoes, sandals, boots, “Crocs”, or slippers are permitted. This includes fashion boots, Ugg-type boots, hiking boots, etc. Boots are any footwear in which the top is above the ankle. Shoes should be in good repair, fit properly, and be tied at all times. During inclement weather, children must wear boots or a second pair of shoes outside if they would like to play in the snow. The boots or second pair of shoes may not be worn in the classroom.

SOCKS

Socks/tights are required at all times. Socks must be a solid color, and they must be a matching pair. A small logo is permissible.

HATS

No hats or caps of any kind are to be worn in the school buildings or cafeteria. Hats must be removed upon entering the school building and placed on the student’s hook or in the student’s book bag or locker.

JEWELRY

Jewelry, if worn, must be in moderation and in good taste. There shall not be excessive ornamentation (i.e. heavy, multiple, or large necklaces). Earrings are not to be worn by male students. Girls’ earrings may be no longer than one inch. Loop earrings and dangles may not be worn. Belts are optional; if worn, they must not loop or hang.

HAIR

Students must keep their hair neat, clean, and of a natural color. Hair cannot obscure the student’s eyes. Ornamental cuts, partly shaved heads, or patterns shaved in the hair are unacceptable. Boys’ hair must be above the collar in length with no tails or ponytails. Any hairstyle, ornamentation, braiding, etc. that is outlandish or inappropriate is prohibited.

MAKEUP

No makeup is permitted.

NAIL POLISH

Girls may wear solid-color nail polish. Decorative embellishments or faux nails are not permitted.

DIFFERENT DRESS CODES

Occasionally throughout the school year, students are awarded the option to wear something other than the regular dress code. These days may include birthdays (or an alternate date to celebrate the student’s birthday), picture days, or the celebration of a special award or event such as Catholic Schools Week or Right to Read Week. On such occasions, all clothing must follow the appropriate dress code policy and shall be within the guidelines of decency and good taste as appropriate for school.

ALTERNATE DRESS DAYS/BIRTHDAY DRESS CODE

K-5 students can wear jeans, shorts, sweatpants, or their usual uniform clothing. Girls in grades K-5 are permitted to wear appropriate dresses, leggings, skirts, or their usual uniform attire. Students in 6-8 are permitted to wear dress shorts, Saint Rose p.e. shorts, jeans, Saint Rose-approved sweatpants sold through Saint Rose-approved vendors, or their usual uniform attire. Shorts/skirts must be at an appropriate length of no more than three inches above the top of the knee. Girls are permitted to wear suitable dresses or skirts at an appropriate length of no more than three inches above the top of the knee. Students can wear an appropriate top of their choice. All clothing shall be sufficient to conceal undergarments at all times. Bare midriffs, tank tops, low-cut or revealing tops, or tops with spaghetti straps are not acceptable unless worn under another shirt. Clothing must not contain any objectionable images or wording. If a student does not have clothing that meets these guidelines he/she is to wear his/her uniform clothing. The virtue of modesty should be encouraged.

SPIRIT DAYS DRESS CODE

On Spirit Days students are permitted to wear an official Saint Rose School t-shirt/sweatshirt. K-5 students can wear appropriate jeans, shorts, sweatpants, or their usual uniform clothing. Girls in grades K-5 can wear skirts or leggings. Students in 6-8 are permitted to wear dress shorts, Saint Rose p.e. shorts, jeans, Saint Rose-approved sweatpants sold through Saint Rose-approved vendors, or their usual uniform attire. Shorts must be at an appropriate length of no more than three inches above the top of the knee.

SPECIAL OCCASION/THEMED DAYS DRESS CODE

K-5 students can wear dress pants, jeans, shorts, sweatpants, or their usual uniform clothing. Girls in grades K-5 are permitted to wear appropriate dress pants, dresses, sweat pants, leggings, skirts, or their usual uniform attire. Students in 6-8 are permitted to wear dress shorts, Saint Rose p.e. shorts, jeans, Saint Rose-approved sweatpants sold through Saint Rose-approved vendors, dress pants, or their usual uniform attire. Dress shorts/skirts must be at an appropriate length of no more than three inches above the top of the knee. Girls may wear appropriate skirts or dresses of their choice at an appropriate length of no more than three inches above the top of the knee. All clothing shall be sufficient to conceal undergarments at all times. Bare midriffs, tank tops, low-cut or revealing tops, or tops with spaghetti straps are not acceptable unless worn under another shirt. Clothing must not contain any objectionable images or wording. If a student does not have clothing that meets these guidelines, he/she is to wear his/her uniform clothing. Students may be given permission to wear dress footwear for special occasions such as a school concert at the discretion of the teacher and/or administration. On themed days, students may be given permission to wear different attire (ie. “Wacky Sock Day”) at the discretion of the teacher

and/or administration.

SCOUT UNIFORMS

On scout meeting days, the scout uniform may be worn in place of the school uniform

PHYSICAL EDUCATION DRESS CODE

The following shirts/sweatshirts may be worn for PE IF they are light blue, royal blue, navy, gray, or white: an official/approved PE shirt, spirit wear T-shirt, or Saint Rose sweatshirt. CYO uniforms and/or hoodies ARE NOT PERMITTED. The only exceptions to the shirt color rule for PE shirts are the THOL and Track & Field t-shirts.

Shorts must be royal blue or gray official/approved PE shorts with the Saint Rose logo and have a 7-inch inseam. Sweatpants may be either royal blue or gray, featuring the Saint Rose logo. All shorts and shirts must fit properly.

Only shoes with non-marking soles are permitted. Students are allowed to wear solid-color leggings under their shorts (black, blue, gray, or white). Saint Rose sweatshirts/sweatpants are not required but are recommended for cold-weather months.

DRESS CODE VIOLATIONS

If a student does not adhere to the dress code for the day, either the teacher or administrator may issue a dress code violation. Three uniform violations will result in a demerit. If the dress code violation is one that may be easily remedied (ie. untucked shirt), the teacher may give a warning; however, repeated violations will result in a dress code violation.

SPECIAL EVENTS DRESS CODE

Occasionally students are directed to dress in appropriate non-uniform attire for field trips or other special events.

UNIFORM VENDORS

Schoolbelles:

You are welcome to purchase our clothing through Schoolbelles. They carry all of our apparel.

5325 Monroe St.
Toledo, Ohio 43623 **www.schoolbelles.com**
School Code: S0613

Lands End:

You are welcome to purchase our clothing through Lands End. They carry all of our apparel.

www.landsend.com
School Code: 900166208

Wilkinson Imprinted Sportswear:
You are welcome to purchase Approved Gym Uniforms and Spirit Wear through Wilkinson Imprinted Sportswear. Spirit Wear sale times will vary.
Wilkinson Imprinted Sportswear

Jones & Company
Jones & Company is able to embroider our monogram on any of the above uniform options.
29614 Duxbury Ln.
Perrysburg, Ohio 43551
(419) 874-9604

PATCHES
Iron on patches are available in the school office to purchase for $2.00

HOMEWORK

Homework is an important part of the school experience. It is intended as an extension of the learning begun at school and while it may be written work, it could also consist of practice, drill, oral and silent reading, or time spent in studying.

All children in grades K-8 will be given assignments to complete at home on a regular basis. The time allowance for each grade level will vary. Students are expected to complete the work assigned to them and return it to school when due. All work should be neatly done and well organized.

Because children are unique, some require more time than others to assimilate knowledge and skills. For this reason, homework/home study time will vary depending on the child's ability.

Parents can assist their children with homework and good study habits in several ways:

1. Provide a study area that is free of distractions.
2. Set aside a specific time each day during which homework is to be done.
3. Schedule short breaks every 15 minutes

Parents should note the amount of working time the child spends on the assignments given. If the time required to complete the work is in excess, this

may indicate a problem. Please contact the teacher either by note or a phone call to the office, and work with him/her to seek a solution to the problem. Developing good study habits is important for the child's success throughout his/ her years in school.

INTERNET ACCEPTABLE USE POLICY

It is our intent to make Internet access available to further the educational goals and objectives of the curriculum of Saint Rose School. Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. With this privilege comes a set of rules for acceptable behavior. Each student and parent will sign the "Acceptable Use Policy" prior to using the Internet.

Each student in grades 6-8 will be required to have an iPad for use at school. For a yearly fee, Saint Rose will supply the student with an iPad for use throughout their 6-8th grade years at Saint Rose. This iPad remains the property of Saint Rose Catholic School until the student graduates from 8th grade. If a student leaves Saint Rose Catholic School before they have paid all fees attached to their iPad, they will have an option to "buy out" their iPad for the remaining cost. If they choose not to do this, the iPad will remain property of Saint Rose Catholic School. If a student enters Saint Rose as a seventh or eighth grader, the remaining balance of the iPad must be paid before it becomes the property of the student. If the balance is not paid, it will remain property of Saint Rose School.

Devices & Fees

Saint Rose supplies the base model iPad offered by Apple. This model changes yearly. Any incoming 6th grade student or new 7th/8th grade student opting to use an iPad supplied by Saint Rose will receive the most recent generation of iPads. Below are the yearly fees attached to the device.

6th Grade: $125 Yearly Fee
7th Grade: $125 Yearly Fee
8th Grade: $100 Yearly Fee

Security

All iPads will be monitored through a Mobile Device Management (MDM) system. Through the MDM, profiles will be installed that will restrict certain functions of the iPad. This will minimize distraction and ensure the device is used to aid in learning throughout the school year.

All software will be installed by the Saint Rose Catholic School Technology

Department. All software and books on the devices will be licensed to Saint Rose Catholic School. At no time should a student or parent install software that is not licensed to Saint Rose Catholic School.

Restrictions and software may not be removed from the device. If software or restrictions are removed or attempted to be removed from the device disciplinary actions will be taken.

All devices remain the property of Saint Rose Catholic School until graduation from 8th grade and/or all fees attached to the device are paid. Saint Rose has the right to supervise all use of the device. While on campus, all devices, even devices from home, can be monitored for content stored or accessed through the network.

The students will have access to the internet with their devices. Internet filtering will be provided while on the Saint Rose campus. When the device leaves the campus, the student and families will be responsible for internet security. It is suggested that an internet filter be used at home.

Devices From Home

A student who already owns an iPad that meets the minimum requirements listed below, may use this device at Saint Rose Catholic School.

All iPads used by students on the Saint Rose campus, including iPads brought from home, will be enrolled in our Mobile Device Management System (MDM), which will restrict certain apps and other functions of the device. All iPads, including iPads brought from home, will be monitored by Saint Rose Catholic School. Restrictions placed on the device by the MDM may be removed by the technology staff during extended breaks, or at the parent's request. If the MDM restrictions are removed from the device, it will no longer be able to be used at Saint Rose Catholic School until the restrictions and apps are installed again.

The Following Devices are Approved for the 2023/2024 School Year: iPad Mini (5th generation), iPad Air (3rd Generation), or 6th generation iPad or newer.

iPAD POLICIES, PROCEDURES AND CARE

- Students are required to have a case on their iPad at all times.
- When not in use, students will keep their iPad in their backpack or other safe/secure location.
  - Do not place iPad under books, backpacks, or other heavy objects.

- Students will clean the screen of the iPad with a soft cloth or laptop screen cleaning solution.
- Students will close all apps used at home before coming to class.
- Students will keep their iPad out of extreme heat or extreme cold.
- Do not store an iPad in a vehicle
- While on campus the iPad must be in the student's possession or locked in a safe place.
- If an iPad is found, it should be given to the nearest Saint Rose employee
- Saint Rose employees are not responsible for the care, whereabouts, and safety of a student's iPad.

Cases

Students will be required to purchase a protective case for their iPad. Keyboard cases and non-keyboard cases are acceptable. Cases should cover corners and protect the device.

Student Responsibilities

- It is the responsibility of the students to care for and keep their devices safe. Students will not deface the devices in any way, i.e. stickers, marker, etc.
- Students will not remove any labels affixed by Saint Rose Catholic School. Students will not attempt to remove applications or restrictions.
- Students will not set or stack books and other items on top of the device. Students will always keep the device in its protective case.
- Students will use the device in an appropriate manner as a valuable learning tool.
- Students will set a passcode for the device.
  - Students should not give passcode or other passwords to anyone other than parents.
  - If requested by a teacher or other faculty member a student must unlock his/her device.
- Students are required to bring their iPad, fully charged, with them daily.
- If an iPad is left at home or not charged the student will still be accountable for all homework from the night before and all coursework for the day and disciplinary action may be taken.
- Power Management:
  - A battery will last longer if the screen brightness is turned down.
  - Keeping the device out of extreme cold/heat will help maintain healthy battery. Do not leave the device in a car.
- It is the student's responsibility to save files to their Google Drive account. Volume on the iPad should be muted unless given permission to turn it on from a teacher or headphones are in.
- Students will ask for help to fix problems with the device.
- Students will never take a picture, video, or audio recording of someone without their permission.

- Students will understand the teacher's expectations of using the iPad in the classroom.

Classroom Use

Saint Rose School students in grades 6-8 will utilize their iPads in classrooms for academic and school-related purposes. In order to promote safety, attentive-ness, self-control, and responsibility, teachers will direct students to the proper times that iPads may be used at school.

From the time of their arrival at school, throughout the school hours, and until leaving school grounds, students should only use the iPads with the permission of a teacher. This includes study hall periods, homeroom, lunch, dismissal, recess, and extended day.

When using their iPads, students should only be accessing the app or website that their teacher indicated. Sound should be turned off unless directed otherwise by a teacher.

All Saint Rose School technology policies are in effect for laptops, computers, iPads, and calculators, including regulations and recommendations regarding security and storage.

Discipline Infractions of this policy will result in a demerit for the first offense. The second offense will result in two demerits. A third offense will result in a detention and a conference with parents.

Parent Responsibilities

- Parents will supervise student's use of the device outside of school.
- Parents will discuss proper and moral use of the device and internet with their child.
- Parents will not attempt to repair school issued devices. Damage or problems with the device will be reported to the school.
- Parents will make sure students charge their system nightly and bring it to school daily.

Lost, Stolen, or Damaged Device

If an iPad is lost, stolen, or damaged, notify a teacher or principal immediately. The student is responsible for the full cost of replacing a device that is lost, stolen, or damaged. Saint Rose Catholic School is not responsible for lost, stolen, or damaged devices.

Insurance

Insurance is recommended. Parents are responsible for securing their own insurance. You will be required to sign a financial liability form. This form states that you will be financially responsible for any damage to your device not covered under warranty or out of warranty. You will also be liable for the cost of replacing a lost or stolen iPad.

SOCIAL MEDIA ACCOUNT POLICY

As a result of the negative mental and physical health impacts on children who regularly use social media, including increases in depression and anxiety, poor sleep habits, exposure to explicit content, and online harassment/bullying, and in light of a new Ohio law requiring parental consent for social media use for children under the age of 16, students are no longer permitted to operate individual accounts on platforms that allow for interactions in which individuals create, share, and exchange information/ideas/communication in virtual communities. This includes, but is not limited to Facebook, Snapchat, X(Twitter), WhatsApp, Instagram, TikTok, YouTube, etc. The use of a parental or family account rests with the consent and discretion of the parent/guardian. The use of such a platform for school-related projects or assignments still requires the consent of the parent/guardian and is limited to the required application.

LIBRARY SCHEDULES AND RULES

LIBRARY CLASS SCHEDULES

Kindergarten 20 minutes per week
Grades 1-5 30 minutes per week
Grades 6-8 Students have the ability to check out books.

Students are free to use the library at other times during the day with teacher and librarian permission.

LIBRARY MATERIALS

Books and periodicals will be checked out as follows:
Grades 1-3 - One week
Grades 4-8 - Two weeks

OVERDUE PROCEDURES

If a student (grades 4-8) has library material overdue, that student is not eligible for library privileges until the material is returned. Students will be financially responsible for missing or damaged books.

1st Step -
First notice is sent to classroom teacher

2nd Step -
Second notice is sent home to parent

3rd Step -
Third notice is mailed to parent

MISCELLANEOUS

Book/Magazine Damage - Fines will be charged according to the extent of dam- age. Examples of damage are: writing or coloring in or on book, torn pages or covers, loose pages, broken spines, extremely soiled cover or pages, etc.

LOST LIBRARY MATERIAL

If a book is lost, students will be charged the current market value of the book plus a $1.00 processing fee. If the book is found and returned to the library, the amount paid will be refunded minus the processing fee.

LIBRARY HELPERS

In order to keep the library running smoothly, we depend on our Saint Rose volunteers to help us shelve books, check out books for students and do many other valuable jobs in the library.

BOOK DONATIONS

We welcome book donations and, if we are able to use the book(s) in our collection, we will acknowledge your generosity with a bookplate noting the donation from your family.

MISSION COLLECTION

At each Mass there will be a collection for the missions. Mass days will be posted on the monthly calendar. Special collections are held throughout the school year, particularly during the Advent and Lenten seasons.

PRINCIPAL'S DISCRETION

The Saint Rose Parent/Student Handbook states the general academic and disci- plinary policies and procedures. Because they are general, the use of discretion is often necessary. The ultimate interpretation and decision-making must rest with the principal as chief educational leader. The principal retains the right to amend the handbook for just cause, and parents will be given prompt notification if changes are made.

TRANSPORTATION

Students riding school buses are expected to follow the school district's "code of conduct." Any disturbances on the school buses while parked or moving will be reported to the administration and disciplinary action will be taken.

Students must comply with State Regulation #3301- 83-08 (C) (13) regarding bus transportation. This states that students will ride their regularly assigned

bus and load and unload at their regular stop. In an EMERGENCY SITUATION, a student is permitted to change their regular bus stop. This requires a written request signed by the parent and submitted to the school office for an authorized administrator's signature. The properly approved request must then be presented to the driver. NO EXCEPTIONS. This means that a student is only allowed to ride their assigned bus and get on and off at their assigned bus stop unless there is an emergency situation.

2024/2025 Tuition
SAINT ROSE SCHOOL

Non-Refundable Registration Fee $75 per child

Class Offering	*Length*	*2024-202*
Preschool Age 3	2 half days	$1,800
Preschool Age 3	3 half days	$2,610
Preschool Age 3	3 full days	$4,120
Pre-K Age 4	3 full days	$4,120
Pre-K Age 4	5 half days	$3,800
Pre-K Age 4	5 full days	$5,700
KR	5 half days	$3,800
KR	5 full days	$5,700
K-8	5 full days	$6,500

TUITION POLICY

Tuition needs to be paid in full by June 1 of each year, or an account needs to be established with Blackbaud Tuition Management. Monthly tuition payments with Blackbaud Tuition Management need to be made on time to avoid a $25.00 late fee assigned to the account by Blackbaud Tuition Management.

BLACKBAUD TUITION MANAGEMENT PAYMENT PLAN

If tuition is not prepaid, you must sign up for the Blackbuad Tuition Management Plan. Your tuition will then be automatically deducted from your savings or checking account, or from a credit card over a 10-month period. Discover, AMEX, or MasterCard are accepted—Visa is not accepted. There is a $50 per year, per family charge for using the SMART Tuition Payment Plan.

NON-SUFFICIENT FUNDS POLICY

In the event that a payment is unable to be processed due to insufficient funds, a $60.00 fee will be assessed by Blackbaud Tuition Management. Saint Rose Catholic School has the right to require alternative forms of payment if the issue of non-sufficient funds is a recurring issue.

EXTENDED DAY

We offer both a Before School Program and an After School Program. There is an annual $50.00 Registration fee per family. Before School Program begins at 7:00 AM, and ends at 8:45 AM. After School Program begins at 3:30 PM and ends at 5:30 PM. The Extended Day fee is $6.00/hour. A $1.00 per minute charge will be added after 5:30PM. You must sign your child in and out. If you fail to do so, they will be charged the maximum number of hours for that day. Families will be billed on a monthly basis. Payment is due within 10 days from the billing date. No morning extended day will be offered when we have a weather-related delay.

VISITORS

You are welcome to visit our school during lunch, but please report to the front desk first. All visitors must present a State I.D. or driver's license, sign in and receive a visitor's pass. This helps faculty and staff members to easily identify unauthorized individuals.

VOLUNTEERS

Parental involvement in school programs and activities is invaluable. It is with your assistance that we offer such a fantastic program at Saint Rose. That is why we encourage parents to become involved whenever and wherever possible.

Your help is needed in a variety of positions such as a library volunteer or as a room parent. Please consider becoming involved. Contact the office for further details. All volunteers in the school should have the approval of the principal. All volunteers and/or parents who have contact with students (field trips, classroom volunteers, etc.) must be Virtus compliant. Please click here for a link to the Virtus site. There is an online training session, and a fee for a background check required to become compliant. The Protecting God's Children training must be completed every five years.

HEALTH/MEDICAL

MEDICATION

The policy of the Ohio Board of Nursing states that "we cannot sanction a nurse administering an over-the-counter drug without a doctor's order." Consequently, all school personnel should be informed that the administration of any drug (prescribed or over-the-counter) without the order of the physician and permission of parent or guardian could be interpreted as practicing medicine and is, therefore, prohibited by law. Failure to complete the necessary forms will result in the parent coming to school to administer medication themselves. Forms are available in the office (See "Authorization to Administer Medication or Carry Inhaler Form" in the back of the handbook).

ACCIDENT OR ILLNESS

The school aims to enforce rules that will protect the child from accidents. If an accident occurs, first aid will be administered and action taken according to instructions given by the parents on the Emergency Form. Parents will be notified. If it is necessary for a child to return home because of illness, he/she will be permitted to do so after a parent has been contacted.

VISION/HEARING/SCOLIOSIS SCREENING

Under the direction of the school nurse, routine checks for vision and hearing defects are made periodically. The school maintains a complete health record file. Scoliosis screening is done in grades 5-8.

LICE POLICY

Once a student is identified as having lice, the student must remain home for treatment. The student will only be admitted back to school once the student is lice/nit free for 24 hours. Students will need to be screened by the nurse before being allowed back to class.

SAINT ROSE ILLNESS POLICY FROM THE HEALTH OFFICE

Students should be kept home from school when they have:

- A temperature of 100 degrees or higher. Children should not return to school until they have a normal temperature, without the benefit of fever-reducing drugs, for 24 hours. Examples of fever reducing drugs are Tylenol or Advil.
- Vomiting or diarrhea within the last 24 hours (Not related to a known non-infectious cause such as gagging on something or mild diarrhea related to medication).
- Eyes that are red and have thick drainage, especially if crusted upon awakening (Need to contact doctor for medication).

·Severe cough that has not been evaluated by your doctor.
·Sore throat with a fever or tender and/or swollen neck glands, especially if having difficulty talking or swallowing (Check with doctor).
·Have lice/nits present on the scalp. Children must be inspected by the nurse prior to returning to class and be lice/nit free for 24 hours.

Saint Rose follows the guidelines of the Wood County Health Department regarding all infectious diseases.

Please also consider the following when determining whether to keep your child home:

·Appearance/behavior---unusually tired, listless, pale, irritable or decreased appetite
·A rash of undetermined origin.

Make sure your child is well before returning to school. This protects other students and staff as well as your child. Children who are not fully recovered are prey to the next infection to which they may be exposed. Please inform the school nurse if your child has strep throat, chickenpox, flu or head lice. You may do this when you report your child absent.

POLICY FOR THREATS OF HARM TO SELF OR OTHERS

When any student verbalizes a threat of physical harm to him/herself or others, the student is required to get evaluated by an outside professional to ensure their own personal safety or the safety of others. The student will not be permitted to return to school until documentation is provided to the principal, which deems the student is safe to return. The parent/guardian of the student is responsible for the proper medical follow-up that may encompass various financial responsibilities.

In such instances, administration and teachers will be notified to ensure the safety of the student(s).

OVERSEEING THE NON EMERGENCY ORAL ADMINISTRATION OF MEDICATION

Doctors are the only persons qualified to prescribe medications. Pharmacists dispense them. The diagnosis and treatment of illness and the prescription of drugs, medications, preparations or remedies is the responsibility of a family physician, not the responsibility of your school or any of its employees, includ- ing nurses. Both state and federal law restrict what medication may be administered by nurses or other authorized school personnel.

It is diocesan policy to discourage the taking of any oral medication during the school day. There are, however, some unique circumstances, which require the cooperation of physicians, parents and school personnel in overseeing the administration of prescribed medication to students.

The school should not routinely administer any non-prescribed (over-the-counter) drugs, medications, preparations, or remedies without the parents' approval. Responsibility for overseeing the administration of non-prescribed medica- tion rests solely with the parent or legal guardian and the student. The school would prefer that parents personally administer medication to their children, before or after school, at recess or during the lunch hour.

When a student is so ill that oral medication is temporarily required, parents/ guardians should consider keeping the student at home until the need for medication is eliminated.

In those special cases where a student needs to take prescribed oral medication during the regular school day while at school, but a parent cannot personally administer it, the following rules shall apply:

1. Parents should first consult with their child's physician to see whether the medication schedule can be adjusted so that the medication can be taken at times other than during school hours.

2. Whenever a student must take prescribed medication during school hours the appropriate physician request and parent release forms must be on file in the student's green health folder and available to the person designated by the school before the student will be allowed to begin taking the medication in school.

3. Medication is to be brought by the parent/guardian to the principal's office or nurse's office for safe keeping in the same container in which the prescribing physician or pharmacist dispenses the drug.

4. For each prescribed medication, the container should be labeled with the following information: student's name; name of physician; date, name and telephone number of pharmacy; name of medication; dosage; frequency and any special handling and storage directions.

5. At each school or location, all medications are to be kept in a secure and safe storage unit not accessible to students.

6. The parent or legal guardian is responsible for seeing that the school is sup- plied with an adequate supply of medication.

7. Any unused medication not claimed by the last day of school each year will be destroyed by school personnel.

8. If a school has a full-time nurse, the nurse will oversee the administration of medication. In the absence of a full-time nurse, responsibility rests with Dr.
Bryon Borgelt or any other person specified by the principal in his/her absence. The school shall designate the person(s) authorized to administer such medication, with their agreement.

9. It is the responsibility of the parent or legal guardian to instruct the child to report to take the medication at the designated time. Efforts will be made by school personnel to communicate a student's medication needs to teachers or other appropriate staff members.

10. A log shall be kept for each prescribed medication in the student's green health folder, on which the school personnel will note at that time each occurrence of overseeing the student taking his medication.

11. New request forms must be submitted each school year and whenever the medication or dosage is changed, which remains the parent's responsibility.

12. All the above rules relate to the non-emergency overseeing or administration of prescribed drugs. In a medical emergency the parent/guardian should be immediately notified and appropriate arrangements made for immediate medical attention.

13. Strict adherence to the above rules is necessary to protect the school; persons(s) designated to administer the medication and the student.

A NEW FORM MUST BE COMPLETED WHENEVER THE PRESCRIPTION CHANGES AND AT THE BEGINNING OF EACH SCHOOL YEAR.

AUTHORIZATION TO ADMINISTER MEDICATION OR CARRY INHALER

Click here for the link to the Authorization to Administer Medication or Carry Inhaler Form.

FORMS

Click here for the link to forms on the Saint Rose School Website.

ACCIDENTAL POISONING

IN 2020, 61,500 CHILDREN UNDER THE AGE OF FIVE WERE VICTIMS OF ACCIDENTAL POISONINGS.

The most frequent causes of accidental poisoning among children are: medicines, household substances, insect sprays, kerosene, lighter fluid, some furniture polishes, turpentine, paints, solvents and products containing lye and acids.

Here are some SAFETY TIPS that will keep your children safe and reduce the risk of poisoning.

- Keep household products and medicines out of reach of children. If possible, keep items in a locked cabinet or closet.
- Always relock the safety cap on a medicine bottle. If it has a locking cap that turns, twist it until you hear the click or you cannot twist any more.
- Don't remove medicine from a child-resistant package and put it in another type of easy to open container. Keep medicines in their original bottles or containers whenever possible. If you transfer medicines to another container, such as a pill minder or organizer, store them in a place that is too high for a child to reach or see, since these containers are often not child-resistant. If possible, ensure the storage location has a safety latch.
- Read medicine and product labels before each use and follow directions exactly.
- All products should be properly labeled; read the label before using.
- Never give or take medicine without sufficient light by which to read the label.
- Use only the measuring device (dosing cup, dosing syringe, or dropper) that is included with your medicine. If a measuring device is not included or you do not receive one, ask for one from your pharmacist. Don't substitute another item, such as a kitchen spoon. Children tend to imitate adults, so you should avoid drinking medicine from the bottle.
- Never refer to medicines as candy; call it by its proper name.
- Never take more than the prescribed amount of medicine.
- Never share your prescription medicines or take old medicines.
- Monitor the use of medicines prescribed for children and teenagers, such as medicines for attention deficit disorder, or ADD.
- Tell your doctor what other medicines (including vitamins and herbal supplements) you are taking so you can avoid harmful or dangerous drug interactions.
- Clean out the medicine cabinet periodically, and safely dispose of medicines that are expired or no longer needed. Look for Drug Take Back Options.
- ***Call the Poison Center if an emergency arises.***
- **Northwestern Ohio Poison Control Center 1 (800) 222-1222**

Preschool Handbook

PHILOSOPHY

Saint Rose Preschool believes that children are unique individuals experiencing life and gathering information at their own pace. Young children grow and gather knowledge most effectively through concrete experiences. Jean Piaget's theories of development state that children learn through active exploration of an environment, rich in hands-on opportunities. Therefore, our goal is to create a stimulating "play" environment that encourages young children to observe, to be active, to make choices, and to experiment. The curriculum is designed to meet the needs of the "whole child." We strive to provide an environment that promotes this philosophy through the child's spiritual, cognitive, language, social, emotional, physical, and creative development. Children are born with an innate drive to learn. Believing parents are the first teachers, partnerships are developed with families for children to thrive and become lifelong learners.

Our religion curriculum (Stories of God's Love) supports fundamental Catholic faith concepts, such as loving God, ourselves, our families, our friends, and all living things. Taking care of God's earth and the gifts God has given us is an integral part of the child's learning environment. We believe that developing a positive self concept, feeling good about oneself and others, is of the utmost importance in nurturing the spirit within each child.

GOALS

In keeping with our Philosophy, our goals are designed to help each child:

* develop an awareness of being a child of God and growing in God's love
* develop a positive self concept
* promote respect for self, others, and all living things
* grow creatively through "hands-on" experiences
* expand independence by providing opportunities to make choices
* use all senses in learning
* experience learning in a play environment that balances both active and quiet activities that encourage self reliance and confidence.

Preschool Curriculum outlined with examples

The curriculum is aligned to the Toledo Catholic Diocese Preschool Curriculum and the Early Learning Contact Standards adopted by the Ohio Department of Education.This will support and nurture growth in spiritual, cognitive, language, social, emotional and physical development. Early

learning content standards for English Language Arts, Mathematics, Social Studies, and Science will also be interwoven through the daily curriculum. Our nurturing learning environment will support and meet the individual needs of each child by giving a balance of both quiet and active play throughout the day.

A. Socialization

1. Interaction through free play
2. Creative play/dress

B. Language Development

1. Singing
2. Group discussion/Circle Time
3. Stories
4. Learning conversational skills

C. Music Appreciation

1. Learning new songs
2. Rhythmic movement
3. Playing instruments
4. Creative expressions

D. Pre-Reading Skills (Introduction to Academics)

1. Math
   a. Calendars
   b. Basic counting skills
   c. Amounts and space
   d. Building/proportions
   e. One-to-one correspondence
   f. Recognizing numbers
   g. Comparisons-forming sets

2. Reading
   a. Alphabet recognition
   b. Left to right movement
   c. Top to bottom movement
   d. Visual perception

E. Christian Values in Everyday Living

1. Stories of God's Love (Bible stories
2. Learning to share
3. Family and Friends
4. Learning kindness and how to show that to everyday people through experiences

F. Science

1. Seasons
2. Magnets
3. Weather
4. Science and body
5. Motion and movement
6. Life cycles of butterflies, moths, frogs

NON-DISCRIMINATION POLICY: In accordance with Christian principles Saint Rose Preschool recruits and admits students of any race, color or ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, ethnic origin, or handicap (if students can function in the environment) in administration of its educational policies. In addition, the school is not intended to be an alternative to court administrative agency ordered, or public school district initiated desegregation.

Saint Rose Preschool will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

POTTY TRAINING POLICY

All students must be potty-trained in order to attend Saint Rose Preschool.This includes independently undressing, wiping and dressing.Therefore, no diapering or pull ups may be used during the school day. If a student has a total of two accidents in five consecutive school days, a meeting with the teacher, preschool director, and parents will be held to create an action plan. The action plan will be implemented for a two week period to help with independent use of the restroom. If the action plan is not successful in two weeks, the student will be dismissed from the program. If a student has two accidents in one day, a parent/guardian will be called and the student will be sent home for the rest of the day. Therefore we encourage loose, comfortable clothing that a child can easily pull up and down by himself/herself to ensure a successful day.

REST TIME/QUIET ACTIVITIES

Children who stay for the full day will have a rest period after lunch. During rest time any child who does not fall asleep/wakes from nap will have the opportunity to engage in quiet activities such as coloring, drawing, reading a book, and/or using small manipulatives while resting on one’s own cot. A child may also bring a small, soft comfort object such as a stuffed animal. All children will be spaced from head to toe and every effort will be made to place at least 6 feet apart.

STAFF/CHILD RATIOS

We observe the following staff/child ratio according to State guidelines.
Age Staff/Child Ratio Group Size:

State Ratio	St. Rose Ratio
3 Yr. Olds One adult: 12 (1:12) 2:24	3 Yr. Olds One adult: 10 (1:10) 2:20
4 Yr. Olds One adult: 14 (1:14) 2:28	4 Yr. Olds One adult: 11 (1:11) 2:22
Kindergarten Readiness: 14 (1:14) 2:28 (1:13) 2:26	Kindergarten Readiness:13

***All ratios are subject to change if directed by state guidelines**

PRESCHOOL STAFF

All preschool staff are required by the Ohio Department of Education to complete annual inservice training of Early Childhood Development. The staff has also been trained in Infant, child and adult CPR, first aid, AED, child abuse and communicable diseases. Everyone working in Saint Rose is required to complete a thorough BCI/FBI background check. All Teachers hold an Associate degree or higher in Early Childhood Education or related fields.

EXTENDED DAY

We offer an extended day program for preschool. There is an annual $50.00 registration fee per family. The before school program begins at 7:00 AM, and ends at 8:45 AM. The after school program begins at 3:30 PM, and ends at 6:00 PM. The extended day fee is $6.00/hour. A $1.00 per minute charge will be added after 6:00 PM. You must sign your child in and out. If you fail to do so, you will be charged the maximum number of hours for that day. Families will be billed on a monthly basis. Payment is due within 10 days from the billing date. No morning extended day will be offered when we have a weather-related delay.

ARRIVAL, DISMISSAL AND ABSENCE POLICY

Arrival: Children should arrive for their class between 8:45 and 9:00 AM. Specific arrival instructions will be given to the parents at the beginning of the school year.

Tardy: School begins at 9:00 AM. Any child reporting after the teachers are already inside must report to the school office for an admittance slip. Parents and students cannot be let in the Elm Street doors if they are tardy.

Dismissal: Our AM students dismiss at 11:30. Our PM students dismiss at 3:30. Specific pick-up instructions will be given to parents at the beginning of the school year.

Alternate Dismissal: The safety of your child is our primary concern. Therefore, any student going home with someone other than a

parent/guardian must present a note giving permission for that person to transport the child.

Absence: Saint Rose requires all parents to notify the school when a child will be absent. Parents should notify the office before 9:30 AM on the day of absence. If a parent knows their child will be absent on a particular day a note in advance would be greatly appreciated.

SCHOOL SUPPLIES

Each family will be asked to supply items at the beginning of the school year, which will include paper products and art items. Parents will receive an itemized list in August. In addition, each child should have a **large backpack** to hold a lunch bag, change of clothes and a folder that can be completely zipped. Also, please have the child's name on the outside and a change of clothing in a zip lock bag inside. The change of clothing should include underwear, pants, shirt, and socks. The child should bring their backpack to school every day.

SNACKS/LUNCH

Parents will provide daily snacks for their child. We encourage you to provide healthy nutritious snacks and a lunch (if applicable) each day your child is in session. **Please remember, we are a peanut free school.** We have non-perishable food items on hand if a child forgets or needs to supplement a snack or lunch.

BIRTHDAY CELEBRATIONS

Birthdays are celebrated throughout the school year. The child's parent may bring in special juice boxes or a pre-packaged treat that is peanut free for the class on the child's special day. However a special treat is not necessary.

INVITATIONS

As a Catholic school we strive to include all students in our activities. We ask parents who wish to send invitations to a party and would like them to be given out at school to either: include the entire class, or choose a specific gender. If the parent chooses not to include the entire group, we ask that invitations not be given out at school.

PARENTAL PARTICIPATION

We believe that parents are one of the most important factors in the success of our preschool program. Opportunities for parents may include field trips, parties, events and conferences. If you would like to volunteer please ask about the diocesan Virtus requirements that are online on our website.

Conferences: Parent/teacher conferences will be offered twice during the school year, in the Fall and Spring.

Communication: Each child will be given a Home/School Folder to keep in their backpack at all times. The folder will serve as a means of communication between home and school. The contents of the backpack will be checked daily for incoming correspondence by preschool staff and should be checked daily by parents/guardians. We also use a class website called Class Dojo. This is a communication tool that allows teachers and parents to partner and create an open line of communication for emailing, and posting important events throughout the school year.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to monthly school calendars, newsletters, progress reports, and other school-related information. The non-custodial parent is responsible to supply the director or teacher with self-addressed stamped envelopes for the year (12 in all). If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Class Roster: A list of the names, addresses and telephone numbers of the parents or guardians of children attending the preschool are available upon request by a parent with a child in the class. The roster will not include the names, addresses or telephone numbers of any parent or guardian who requests his/her name not be included.

CLOTHING

In order for your child to have freedom of movement and participate in all the varied activities, please dress your child in comfortable play clothes and shoes. A change of clothing should be kept in a ziplock bag and stored in your child's backpack at all times (seasonally appropriate). This should include a shirt, pants, underpants and socks.

TOYS FROM HOME

We ask that children leave their special toys at home or in the car. We cannot be responsible for them.

FIELD TRIPS

Classroom field trips are arranged by the classroom teacher and approved by the principal.Transportation will be provided by the parent/guardian to and from the destination. Parents are required to accompany their child for the duration of the field trip. If you are unable to take your child on the field trip, you are responsible for your child's care that day.

SCHOOL SCHEDULE

The Preschool is in session for ten months (August - May), and follows the same calendar as Saint Rose School.

PRESCHOOL VISITATION

Before preschool begins, we offer individual classroom picnics for families and preschool staff. In addition, we offer a parent orientation night where we go over our handbook, policies and procedures for preschool.

TRANSITIONING

Children enrolled in our preschool, moving onto kindergarten at Saint Rose school, will have the opportunity to visit the kindergarten classrooms and meet the teachers in the spring. This experience is intended to help the students transition comfortably into the elementary school setting.

INCLEMENT WEATHER DAYS

If Perrysburg schools are closed or delayed due to conditions such as fog or snow we will be closed or delayed also. If weather conditions cause a delay, the morning class will attend from 11:00-12:30. Those that attend all-day will be from 11:00-3:30. The half-day Kindergarten Readiness will attend from 11:00-12:30. The all-day Kindergarten Readiness will have class from 11:00-3:30. No morning extended day will be offered when we have a weather-related delay.

MEDICAL EXAMINATIONS

A complete physical examination by a licensed physician and a copy of the child's immunization record is required by the Ohio Department of Education **in order to attend the first day of preschool**. If a parent chooses not to vaccinate their child, an exemption signature must be provided by the child's pediatrician on the child's medical statement. **The physical examination must have occurred within 12 months prior to the beginning of the school year and renewed annually.**

Healthchek services for children under 21

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. Healthchek is Ohio's Early and Periodic Screening Diagnosis and Treatment program. It is a service package for children enrolled on Ohio Medicaid. For more information please call (800) 324-8680.

ILLNESS, COMMUNICABLE DISEASE AND EMERGENCIES

The Communicable Disease Chart published by the Ohio Department of Health is posted in each classroom. Staff members have completed the courses on Communicable Disease, First Aid, CPR and Child Abuse Prevention. A handbook describing signs and symptoms of illness, hand washing and disinfecting procedures is available for staff and parent information.

Illness: A staff member who is ill or becomes ill will be sent home and a substitute teacher will be contacted to replace her. Saint Rose will care for a child who is experiencing minor cold symptoms but who is not exhibiting any of the communicable disease symptoms. If a child has or develops any of the communicable disease symptoms during class, parents will be notified and the child will be isolated, with the school nurse or an assistant, until the parent arrives. A letter will be sent home to all the parents to inform them their child might have been exposed to a communicable disease.

Communicable Disease Symptoms:

- Diarrhea (more than one abnormally loose stool within a 24 hr. period)
- Vomiting
- Sore throat or difficulty swallowing
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Temperature of 100°F taken by the auxiliary method when in combination with any other sign of illness
- Difficult or rapid breathing
- Stiff neck
- Yellowish skin or eyes
- Evidence of lice, scabies, or other parasitic infestation
- Conjunctivitis/Pink Eye
- Green/Yellow discharge from nose
- Untreated infected skin patches, or unusual spots or rashes
- Unusually dark urine and/or gray or white stool

Please contact the school if your child has a communicable disease so that we can notify other parents that their child may have been exposed to the illness.

A child may return to school upon verification from the parents that the child has been free from the communicable condition for a 24 hour period, or in accordance with the minimum control standards listed on the Communicable Disease Chart as established by the Ohio Department of Health.

Emergencies: In case of accidental injury, the teachers will call the school nurse. The nurse will assess the severity of the injury. Minor accidents will be treated with first aid procedures. In case of an emergency, an attempt will be made to notify the parents at home and/or at work. If the parents cannot be reached, emergency contacts indicated by the parent on the emergency or registration form will be contacted. Then an action will be taken according to instructions given by the parents on the emergency sheet.

Emergencies and accidents will be recorded in an Incident Report by the school nurse or preschool staff member. A copy will be filed with the nurse or preschool teacher and one shared with the parent or guardian. Medication:

Medication including aspirin, cold medications and prescriptions, will not be administered by any staff member.

CHILD ABUSE POLICY

The Director and each employee is required by law to immediately notify the local public children service's agency when they suspect that a child has been abused or neglected.

SPECIAL NEEDS

The teacher of young children has the unique opportunity to observe the individual learning styles of each child as he/she enters the school experience. It may become apparent to the teacher that some children have special needs which require special intervention. The teacher would act as a referral source for further evaluation.

DISCIPLINE POLICY

Saint Rose Preschool believes in using a positive approach to discipline. We believe that by encouraging good behavior, we help teach the children respect for self and others. Constructive, developmentally appropriate child guidance and management techniques will be used at all times. The techniques include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior. Physical punishment will never be used as a means to modify negative behavior. Parents will be notified of the behavior issues and a conference may be necessary to establish an action plan. The director may require the parents to withdraw a child if placement in the preschool is not in the child's and/or the school's best interest.

We are committed to providing a safe environment for all students and staff. Behaviors that are harmful to other children and staff include but are not limited to punching, pinching, biting, spitting, and kicking.

SAFETY RULES

For your child's safety the following rules have been established:

1. No child will ever be left alone or unsupervised.
2. No child will be allowed to cause bodily harm to other children or staff members.
3. A teacher or aid will be with the children during arrival/dismissal times.
4. No child will be released to a person not authorized by a parent or guardian. We must have a written authorization for changes in this respect.
5. All visitors must enter the main door to be buzzed in, present a State I.D. or driver's license, and be given a visitors pass.
6. Staff members have immediate access to a telephone in case of emergency.

7. Emergency numbers are posted by the telephone, along with the fire, emergency and weather alert plans.
8. Monthly fire drills are conducted and a record of these is kept at school. All exits are marked. A fire alarm system is in working order.
9. Tornado drills are held in season.
10. An Incident Report shall be completed and a copy shall be given to the parent the day an accident or injury occurs.
11. Spray aerosols shall not be used when children are present.
12. Electrical outlets in the hallway and classrooms are covered when not in use for the children's safety and are tamper resistant.
13. All hazardous materials will be stored and kept out of children's reach and properly disposed of.

Saint Rose follows the guidelines set forth by the Ohio Department of Education Rules for Preschool Programs.

Saint Rose School's most recent compliance report and license is posted in each classroom with phone numbers listed below to report any concerns, complaints and/or violations.

SCHEDULE AND TUITION

2024-2025 Saint Rose Preschool Tuition:

3 Year Old: These programs are for children who will be three by September 30, 2024		
P3-2AM	Tuesday/Thursday 9am-11:30am	$1,800/$180 monthly
P3-3AM	Monday, Wednesday, Friday 9am-11:30pm	$2,610/$261 monthly
P3-3 Full Day	Monday, Wednesday, Friday 9am-3:30am	$4,120/$412 monthly

4 Year Old: These programs are for children who will be four by September 30, 2024

P4-3 Full Day	Monday, Wednesday, Friday 9am-3:30am	$1,120/$412 monthly
P4-5AM	Monday- Friday 9am- 11:30am	$3,800/$380 monthly
P4-5 Full Day	Monday - Friday 9am-3:30pm	$5,700/$570 monthly

Kindergarten Readiness: This program is for children who will be five by September 30, 2024
An application is required

KR Half Day	Monday-Friday 9am-11:30am	$3,800/$380 monthly
KR All Day	Monday-Friday 9am-3:30pm	$5,700/$570 monthly

Registration Fees

- $75 per student is due at the time of registration, no later than April 1st (an increase may apply after April 1st)
- $50 SMART Tuition fee per family/account is due at the time of registration

All families are required to establish a SMART Tuition account for the 2024-2025 academic year, no later than April 15, 2024. Through SMART Tuition, families can establish a 10-month payment schedule, August through May. If tuition is paid in full no later than June 1, 2024, the $50 SMART

Tuition fee will be credited to your account. The school code for SMART Tuition is 12961.

Age of group: Children enrolling in any of the programs offered must be the age of the group by September 30th.

In Session: The Preschool will be in session for ten months, August - May.

Fees: Each child is enrolled for the entire school year of ten months. If circumstances arise that a child must withdraw, a one month notice would be appreciated. When a student withdraws within any given month, full tuition is expected for that month. Please inform the director if you need to withdraw your child.

No refund or credit is given for illness, family vacations, scheduled school holidays, weather days or vacation periods.

Tuition: Tuition may be paid in full or a tuition payment plan set up by May 1st. Please make checks payable to SAINT ROSE SCHOOL.

Registration: A registration/activity fee of $75.00 is payable when you enroll a child for the school year. This fee is neither refundable nor applicable toward tuition. Students are accepted in the order that registration and fees are received along with the child's birth certificate, and social security number. Our registration for the 2025-2026 school opens as follows:

1. Current Preschool families: January 14, 2025
2. Saint Rose Parishioners: January 21, 2025
3. Public Registration: January 28, 2025

Mrs. Kimberly Tishler (419) 874-5631
Dr. Bryon Borgelt (419) 874-5631
Mrs. Margie Sankowski (419) 874-5631
Catholic Youth and School Services (419) 244-6711
Ohio Department of Education (614) 466-0224
Department Ombudsperson (877) 644-6338