

Welcome To

SAINT ROSE SCHOOL

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

**217 East Front Street
Perrysburg, Ohio 43551**

**OFFICE PHONE 419-874-5631
FAX 419-874-1002**

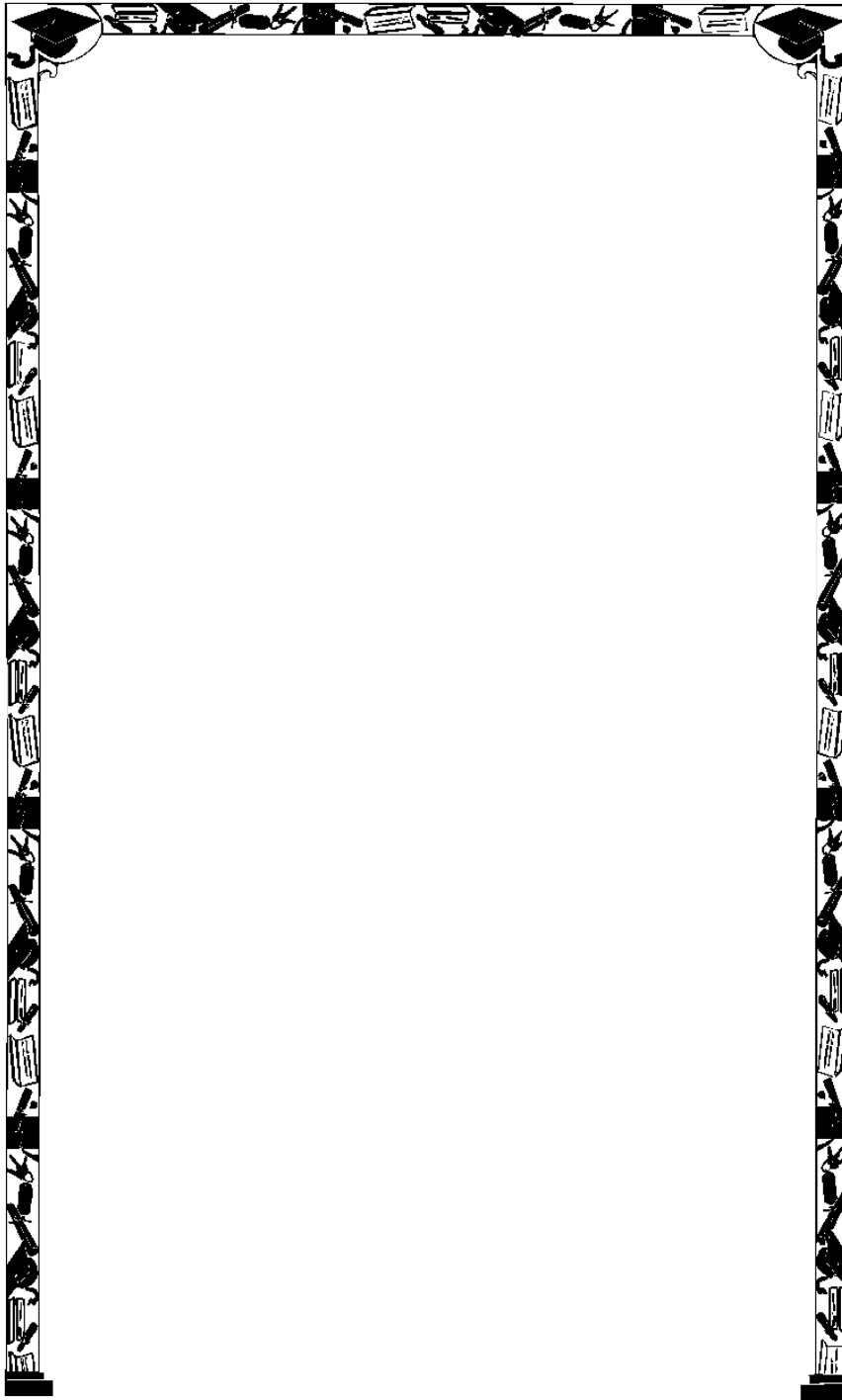
**Saint Rose Home Page Address:
www.saintroseonline.org**

**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.**

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“Thank you.”

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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, and therefore the conscience of each person is to be respected. Students who are not Catholic are welcome and respected at Saint Rose, as the Catholic faith demands.

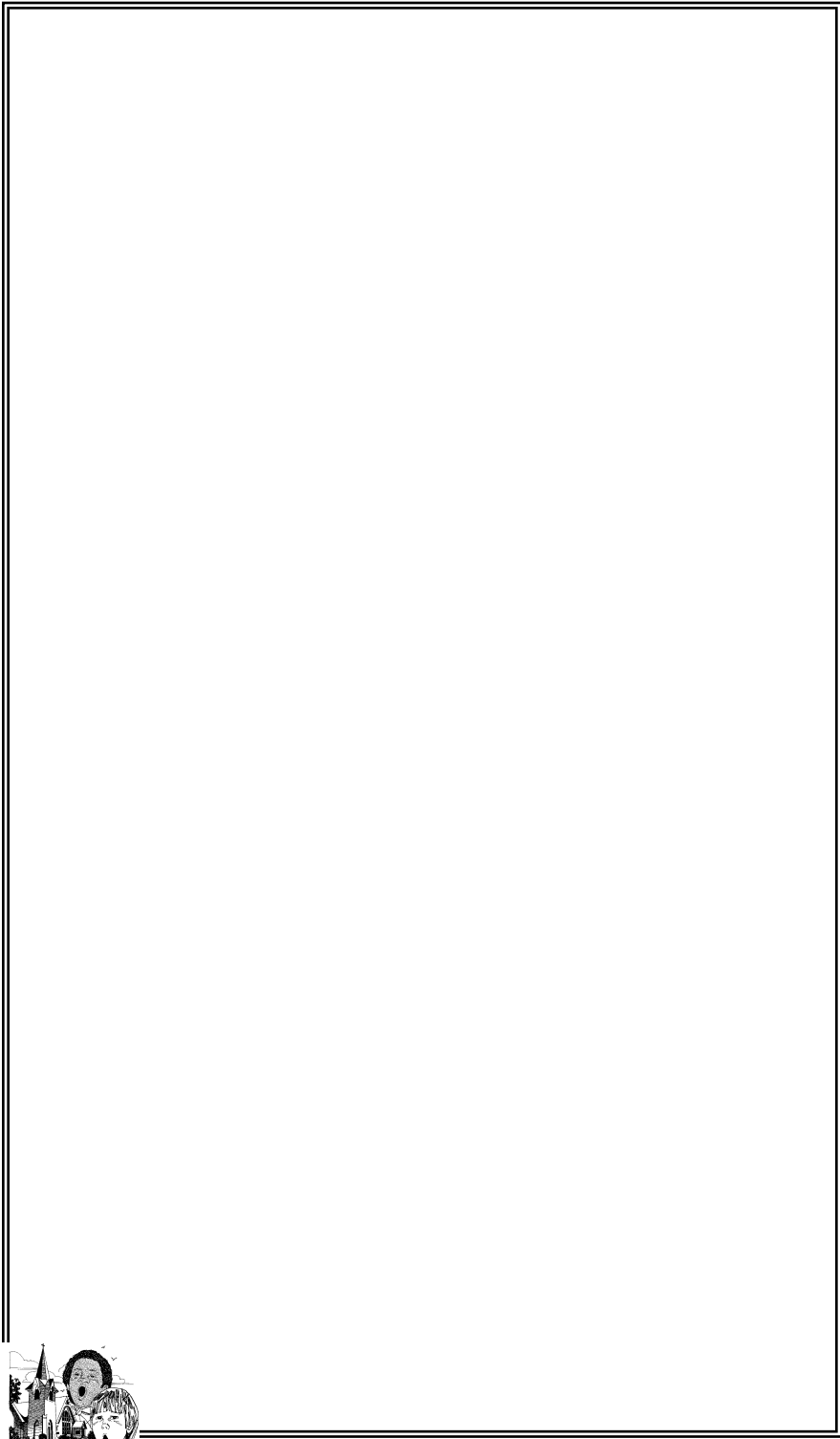
Compassionate Community: The Christian faith is not private, but communal in nature. Imitating Jesus, we seek to love God and to love our neighbor. Saint Rose School desires to provide encouragement and challenge to all who engage with our school to become a Compassionate Community—a community in which 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 essential building blocks in helping each of us to be the person God intends us 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 growth in virtue in imitation of Jesus Himself—helping each person to grow in character and to set out on the 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.

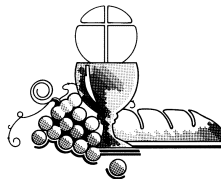
Servant Leadership: Jesus came to serve and not to be served. By the mystery of his cross, he shows us that it is in giving that we receive, and in dying to self that we find life. True glory, in the eyes of God, is found in making a gift of ourselves and serving others. Jesus is the true Servant Leader, and we seek to imitate him. At Saint Rose, 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 deserve.

These core values identify us as a school community. We care that these values are shared by our team and are passed on where possible to those who come into contact with us.



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 1923 to Fr. John Kiebel, former Saint Rose Pastor.
- 1957 Second eight-classroom school building is constructed on Linden Lane. It is dedicated in 1957 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!



DIOCESE OF TOLEDO
CATHOLIC SCHOOLS DISTRICT PHILOSOPHY

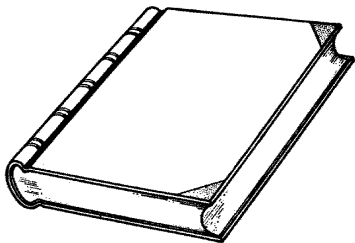
“The duty of human perfection, like the whole universe, has been renewed, recast, supernaturalized, in the Kingdom of God. It is truly a Christian duty to grow...and to make one’s talents bear fruit... It is a part of the essentially Catholic vision to look upon the world as maturing - not only in each 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.

This experience in integrating learning, and living a commitment of faith is a reason for hope. It is the duty of the schools of the Diocese of Toledo to continually explore and rekindle hope for the future in the light of the present reality of the universe. Engaging our members--and the community-at-large--in a

search for growth and perfection is our never-ending obligation. Our ultimate goal is union with Jesus Christ, “the way, the truth and the life”.

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
2018-2019**



Children, preschool-grade eight, are served by a dedicated staff of over 50 teachers, administrators, and support personnel. Saint 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

Fr. George Wenzinger, Pastor
 Fr. David Kidd, Parochial Vicar
 Dr. Bryon Borgelt, Principal
 Mrs. Meghan Schumaker, Admissions Director
 Mrs. Kasha Rakosik, Administrative Assistant
 Sr. Kathleen Knueven, SND, Administrative Assistant
 Mrs. Heidi Dulaney, Preschool Director
 Mrs. Annie Arthur, Extended Day Director

<u>Grade</u>	<u>Room</u>	<u>Teacher</u>
Preschool-3 Yr. Olds	Preschool	Mrs. Cathy Schoen
Preschool-3 Yr. Olds	Preschool	Mrs. Annie Arthur
Preschool-4 Yr. Olds	Preschool.....	Mrs. Amy Hoertz
Preschool-4 Yr. Olds	Preschool.....	Mrs. Annie Arthur
Preschool-4 Yr. Olds	Preschool	Mrs. Heidi Dulaney
Kindergarten Readiness	Preschool	Mrs. Kelly French
K	2	Ms. Elizabeth Munger
K	3	Mrs. Ellen Kang
1	1	Mrs. Reyna Ham
1	4	Mrs. Kathy Ferguson
2	7	Ms. Margeaux Layman
2	8	Mrs. Beth Johnson
3	5	Ms. Jami Lewandowski
3	6	Miss Tracy Germann
4	9	Mrs. Andrea Areddy
4	12	Mrs. Louise Sarra
5	10	Mrs. Sara Dubois
5	11	Mrs. Kathy Henry
6	17	Ms. Felicia Beverick
6	14	Mrs. Margie Sankowski
7	15	Mr. Aaron Kruse
8	16	Mrs. Anne Brahier
8	18	Mr. Rick Nudd
Honors Math-Gr. 7, 8		Mrs. Sharon Cichocki
Honors ELA-Gr. 7,8.....		Mrs. Katie Croci
Art		Miss Erin Weiner
Band/Orchestra/Music		Mrs. Tracy Fahim
Computer Education		Mr. Nathan Rawlins
Communications Coordinator.....		Mrs. Stephanie Fullenkamp
Librarian.....		Mrs. Kristin Busse
Physical Education		Mr. Gary Hoovler

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.

Mrs. Sharon Pinkelman	A.S.P. Clerk	419-874-5631
Ms. Michelle Hill	Nurse	419-874-5631
Mr. Ken Ballert	Math/Reading Tutor	419-874-5631
Mrs. Rachel Swavel	Counselor	419-874-5631
Ms. Karen Mulholland	Speech/Language Therapist	419-874-5631
Mrs. Betsy Naveaux	RTI Coordinator	419-874-5631
Mrs. Jodi Ward.....	Intervention Specialist.....	419-874-5631
Mrs. Erin Ohls	Intervention Specialist	419-874-5631

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

- Fr. George Wezninger
- Fr. David Kidd
- Dr. Bryon Borgelt
- Mrs. Kathy Henry

Council Members

- Mrs. Elizabeth Ravas.
- Mrs. Abbie Schoen
- Dr. Jennifer Becker
- Mrs. Desirae Shroyer
- Mr. Bill Hoyt
- Dr. Julia Burrow
- Mrs. Heidi Hartman
- Mr. Jeff Stopar
- Mrs. Janelle Schaller

PARENTS' ASSOCIATION

Section 1. Parents' Association 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. Desirae Shroyer-President

ACADEMIC ASSESSMENT

GRADING SCALE-GRADES 5-8

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			

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

An "I" means that 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.

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 notification by RTI Coordinator that the team is going to collect data, observe student and create a short-term remediation plan to help student.
3. Meeting with teachers and RTI team to share observation and create a plan to remediate the student's identified area of concern. Parent will be notified of the plan by the RTI coordinator.
4. Data collection, observation of student identified and short-term plan to remediate skills identified by classroom teacher.
5. Meeting with teachers and RTI team to determine results and next step needed in the process.
6. Meet with parents, teacher, and RTI team to share results of data, observations and plan for student moving forward.
7.
 - A. Possible development of Student Minor Adjustment Plan, or recommendation for testing to identify disability.
 - B. Student area of concern is no longer a problem utilizing the plan in place and skills were remediated.

MIDTERM REPORTS

Mid-quarter reports will be viewed online for grades 4-8. If you have a concern, this is the time to contact the teacher. These progress reports are not report cards. Their purpose is to generally inform you of present progress.

PROMOTION/PLACEMENT/RETENTION OF STUDENTS

Students who have met the educational requirements of this school will be promoted yearly. These requirements are based upon the Ohio Catholic Schools' Accrediting Association Operating Standards. Parents of students not meeting these requirements will be notified by the school in reasonable time prior to the decision to retain a child or to place a child. The right to promote, place, or retain a student at a certain level is dependent on the school's judgment and, therefore, the parents' permission is not required. If a parent wishes to view his/her child's records the school is to be given twenty-four hours notice and the request should be written.

3rd Grade READING GUARANTEE

The State of Ohio requires that students demonstrate reading proficiency to be promoted from 3rd grade. Students receiving state scholarships need to demonstrate this through the 3rd grade Ohio ELA/Reading Guarantee. Students that do not pass the test will be required to repeat 3rd grade.

Students can also demonstrate proficiency by scoring a 193 on reading portion of the MAP tenant

RELEASE OF STUDENT RECORDS/INFORMATION

Student records/information cannot be released to a physician, psychologist, etc. without the parent/guardian signing a Record Release Form. These forms are

available in the school office. Student cumulative record files/medical records will be forwarded to another school upon written permission from the parent/guardian and if all tuition and fees are paid.

REPORT CARDS

Report cards are given at the end of each quarter. Parents are to sign the report envelope and return it to school while keeping the report card itself at home. This report is an important message from the school to you, informing you of your child's progress and growth. These cards inform you as to strengths and/or weaknesses your child may have in certain subjects. If tuition payments, library fines, book fines, or any other fees are not up-to-date, report cards will be withheld. First, second, and third quarter report cards will be sent home with your child. Fourth quarter report cards will be sent in the mail.

TESTING

Each year, students in grades K-8 take the MAP Tests. Areas tested on the MAP are reading/language arts, science, and math. These test scores may also be used as ONE criterion in determining promotion, placement, or retention of individual students.

Grades 5 and 8 will be assessed in religion with the ACRE Test.

EXAMS

Students in grades 7 and 8 will take semester exams in Language Arts, Science, Math, Religion and Social Studies. These exams will be comprehensive in nature and will count as 5% of the student's semester grade.

ACADEMIC POLICY FOR GRADES 2-8

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. 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. 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. It will be graded and the student will receive 10 points lower on their grade. If it is not returned that day, the student will receive a zero for that assignment. The assignment must be submitted even if the grade will be zero. It is believed that all assignments are important. It is understood that some exceptions can be made for academic special needs. This is up to the discretion of the classroom teacher.



3. If a student forgets an assignment and has to return to his/her locker, the grade may be lowered 5 points. 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.

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.

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.

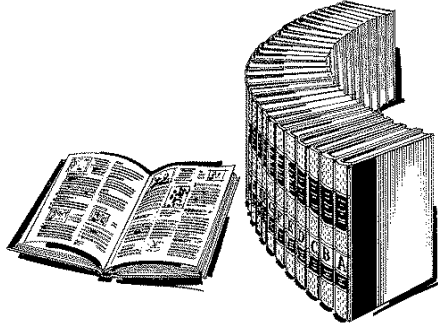
- Reconciliation - Grade 2
- First Communion - Grade 2
- Confirmation - Grade 8

Christian Service

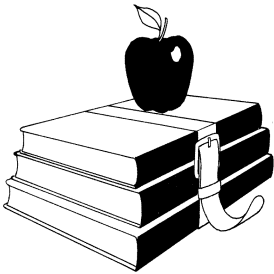
Students and their families volunteer their time and energy for a variety of Christian service projects. Students will perform service throughout the school year both in class and in the community.

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 in 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, an honors ELA teacher, and a librarian. Support personnel include a school nurse, school counselor, intervention specialist, 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.

Blizzard Bag Program

Blizzard bags will go into effect after 4 missed days of school due to weather or other circumstances. Blizzard Bag Days will be announced or emailed to students when the weather forecasts a winter storm which results in a school

closing. The blizzard bag 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 Blizzard Bag 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 or through a direct teacher email.

- All students must complete the work and the work must meet the standards and rigor of an in-class assignment.

- Assignments will be directly linked to the current classroom curriculum.

- Blizzard Bag day assignments will not be recorded as a test or a quiz.

- Students may contact teachers through email with questions.

- 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 late emails 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 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.

ACTIVITIES

Religious, Enrichment, and Extracurricular Activities

<u>Program</u>	<u>Grades</u>
Mass Servers	5-8
Miming of the Stations of the Cross	8
May Crowning	K-8
Honors ELA -a course focused on in depth ELA content from the standards. ...	7-8
Honors Math - a course consisting of an Algebra I Curriculum supplemented with topics from other content strands	7-8
Accelerated Reader - a reading program designed to enhance Appreciation of good literature within the language curricula	1-8
Band/Orchestra	6-8
Spring Musical	4-8
Junior Achievement - Project Business - A national program to educate & inspire young people to value free enterprise, understand business & economics, and be work force ready	K-8
MathCounts - a statewide team competition program designed for students who are looking for a challenge in mathematics	7-8
Quiz Bowl - a program that offers diocesan competition	7-8
Right to Read Week - a national week celebrating the joy of reading	K-8
Teens High On Life - 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	6-8
Science Olympiad -a competitive science team for middle school.	6-8
D.A.R.E. - Drug Addiction Resistance Education	5
HOFNOD – Hooked On Fishing, Not On Drugs	4
Variety Show - an annual fun program for students to present any “hidden” talents they want to share	K-3
Christmas Program - an annual celebration, which focuses on the birth of Christ	K-3
Track and Field - an annual program of individual and team sporting events	K-6
Girls on the Run – 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.	

ACTIVITIES (Continued)

Religious, Enrichment, and Extracurricular Activities

<u>Program</u>	<u>Grades</u>
8th Grade Trip - an opportunity for eighth graders to participate in an educational class trip	8
7th Grade Trip -an opportunity for 7 th grade students to travel as a group in an educational trip	7
6th Grade Camp	6
6-8 Ski Trip -an opportunity for students to learn the skill of snow skiing.....	6-8
Doughnuts for Dads - Muffins for Moms a Parents' Association sponsored breakfastK-8
Girl Scouts	K-8
Boy Scouts	K-8
Cross Country	K-8
Tennis	5-8
Volleyball	5-8
Football	5-8
Basketball	5-8
Cheerleading	5-8
Track	K-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.

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.

TRANSERING 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.

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 (419-874-3904) 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.

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

An **unexcused absence** is one due to student and/or parent 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. A copy of this form is in the back of this handbook. 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 school office 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 8:45 unless they are in morning care. For security reasons, parents are asked not to come into the school vestibule or gym at dismissal time. Parents are asked to remain in their cars on Linden Lane at dismissal and not meet their child at the school door.

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. The proposed absence will be considered "Unexcused".

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.
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.

5. 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. (419-874-3904)
2. The message left with the nurse or on the answering machine 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 until the office closes at 4:30 P.M.
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 further assignments.
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 ABSENTEES

School begins at 9:00 AM. Any student reporting at a later time, regardless of reason, must report to the office 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 days per year. Excessive tardiness is more than 5 days per year.

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.

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 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 share 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 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.

CUSTODIAL DOCUMENTATION

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. Saint Rose 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, we will provide the non-custodial parent with access to academic records and other school information regarding his/her child. The non-custodial parent is responsible to supply the school office with self-addressed, stamped envelopes for the year.

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 that court order. The school will not be held responsible for failing to honor arrangements that have not been made known.

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.

COMPLAINTS OR CONCERNS

Complaints or concerns should be handled at the lowest possible level. Thus, persons having a problem with a teacher should go directly to that teacher before contacting the principal. Attempting to work out difficulties mutually is certainly consistent with the demands of the Gospel and makes good sense as well. Only after such attempts have failed, should 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).
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.

Saint Rose Catholic School identifies Compassionate Community as one of our core charisms. At the core of this charism is the understanding that our 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.

E-MAIL / VOICE MAIL

All Saint Rose staff members are equipped to send and receive e-mail. A staff member can be contacted using the following address:

(staff member's last name)[@saintroseonline.org](mailto:saintroseonline.org)

Example: borgelt@saintroseonline.org

Messages can also be left by accessing the voice mail 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.

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 cancelled 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 cancelled.

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. You may also use the Lucas County web site at www.co.lucas.oh/homelandsecurity for updates.

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 necessary 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. Faxed permission forms can be accepted.



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 Perrysburg School System. Saint Rose School will not be listed separately. If Perrysburg is delayed or closed, Saint Rose School will do the same.

If weather conditions are such as to cause delay or cancellation, the announcement of Perrysburg Schools includes Saint Rose School and the procedure will be as follows: A decision will be made as early as possible and television stations and as many radio stations as possible will be notified. Please do not call the school, parish center, or rectory.

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: 1) the entire class or 2) 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.



PARENT-TEACHER CONFERENCES

School initiated conferences will be scheduled at the end of the first quarter and in the spring 3rd quarter for all parents. If a conference is desired at another time, please request an appointment by a note or e-mail 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 in writing 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.

TRANSFERS

Should you change your place of residence, please send your new address and telephone number to the school office. If your child is transferring to another school, please notify the school office at least one week prior to withdrawal. 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.

DAILY ROUTINE

SCHEDULE

SCHOOL HOURS

Grades K-8	9:00-3:30
Preschool AM	9:00-11:30
Preschool PM	1:00-3:30
Preschool (4 YR) 3 DAY AM	9:00-11:30
Preschool (4YR) 5 Day AM	9:00-11:30
Preschool (4 YR) PM	1:00-3:30
Kindergarten Readiness Half Day	9:00-11:30
Kindergarten Readiness All Day	9:00-3:30

LUNCH HOURS

Students eat lunch and have recess. Times vary depending on the grade level.

CAFETERIA

Hot lunches are provided each day for the children. The price for students in grades K-3 is \$3.25 and for students in grades 4-8 is \$3.75 and includes milk. Milk purchased separately is \$.60. 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 or 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.



MASS PARTICIPATION

Grades K-8 attend liturgy weekly. Mass dates and times are published on the monthly calendar.

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 playground supervisor.

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 parents to the teacher. This note will excuse them for that day only. In the event that students 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 Lifelong 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

It should be stated at the outset that neither the Administration and Faculty of Saint Rose nor its Pastor will assume full responsibility for providing the child with all of the necessary discipline to foster the spiritual and moral growth of the child. This must be a responsibility with the parents.

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 contract 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 insure 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. This time may vary from one half to two hours after school dismissal time. If a student is

detained the same day that the offense occurs, the parents will receive prior notification by phone. 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 between students and their teachers. Misbehavior, misunderstandings, and mistakes of judgment may occur occasionally in any school. Parents can use these episodes to teach their children the Lifelong 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 their 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, which 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 Lifelong 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
- Conduct unbecoming a student in a Catholic school

DETENTION

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 letter to inform them of the infractions and the detention. The letter must be signed and returned to the school office on the following school day. 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.

SUSPENSION

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. On going 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 student will re-enter with zero demerits, however **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 may result in a longer suspension. The student will re-enter with zero demerits, however **the suspension is cumulative throughout the student's years of attendance at Saint Rose School.**

The third accumulation of ten demerits in one school year will result in a longer suspension and may result in expulsion. If the student re-enters, he/she will do so with zero demerits, however **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 three suspensions throughout their years of attendance at Saint Rose School that student may be expelled. Upon expulsion, a student may not be allowed to re-enter Saint Rose School.

CHRISTIAN DUE PROCESS AS RELATED TO *SUSPENSIONS AND EXPULSION

In order to insure 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. All expulsions and suspensions shall result in exclusion from all school related activities during the period of expulsion or suspension.

1. Prior to the suspension or expulsion the student and parent(s) shall be notified of the intention to suspend or expel and the specific reasons for the suspension or expulsion. 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 expulsion at an informal hearing before the administration, or a 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 disciplinary appeal group shall consist of one (1) teacher representing the staff, one (1) teacher representing the student (chosen by the parent and student), the principal and one (1) School Advisory Council member.

3. If suspension or expulsion is upheld after the hearing, the administration will give written notice to the student and parent(s) stating the length of the suspension or expulsion, 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 expulsion.

SERIOUS VIOLATIONS

The following actions are serious violations, whether occurring at school, at school-related activities, or going to and from either, and may result in suspension or expulsion of the student, whether or not criminal prosecution or juvenile proceedings are instituted. Prior to the suspension or expulsion, the student and parent(s) shall be provided with written notification and the specific reasons for the suspension or expulsion. 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.

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:

- (1) Causes physical or emotional harm to the target or damage to the target's property.
- (2) Places another student in reasonable fear of harm or of damage to property.
- (3) Creates a hostile environment at school for another student.
- (4) Infringes on the rights of another student at school.
- (5) Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
- (6) Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports 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 shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
 - a) Wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
 - b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
 - c) The distribution 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 student 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 cyber-bullying emphasizing Internet safety.

F. Publication and Notice:

The plan shall be posted on the school's website and included in student and employee handbooks.

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.

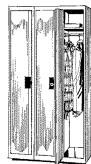
I. Policy Questions and / or Concerns:

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, **EACH** person who is aware of the situation has a responsibility if it is to be stopped.

- The responsibility of the student is to try to work it out with the other student(s) involved. The child should report the incident to a teacher or other staff member, or to his/her parent.
- 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. When 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 expulsion, 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 are to understand that every individual has the right to be treated with dignity and participate and

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. 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.
5. 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.**
6. Textbooks/electronic devices/trading cards are not permitted on the playground.
7. Students may not kick or throw balls against any section of the buildings where there are windows.
8. Balls are not to be thrown on a roof.
9. At the end of each recess period, all students will stop their recess activities, return equipment to assigned areas, and line up at the sound of the bell.
10. 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.

11. **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.

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 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, 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. .

Should a student need to use a telephone while at school, they are 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. Many phones are also cameras, and inappropriate pictures, or pictures, which lead to bullying activity, are a main concern.

Music on personal devices should be appropriate for all ages if it is to be played at Saint Rose. Please keep handheld gaming devices at home to prevent damage or loss.

The use of cell phones, MP3 players (iPods), smart watches, hand-held games, and 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, 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, 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 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 or not in a book bag will result in the following:

- 3 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, iPod, hand-held game, etc. on campus, and does not have specific permission from a teacher, administrator, or adult supervisor, the following will occur:

- 3 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, iPods, hand-held games, etc. will be donated to the Missions.

LIFELONG GUIDELINES

**Trustworthiness
Truthfulness
Active Listening
No Put-Downs
Personal Best**



Lifeskills

INTEGRITY: To act according to a sense of what's right and wrong

INITIATIVE: To do something because it needs to be done

FLEXIBILITY: To be willing to alter plans when necessary

PERSEVERANCE: To keep at it

ORGANIZATION: To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use

SENSE OF HUMOR: To laugh and be playful without harming others

EFFORT: To do your best

COMMON SENSE: To use good judgment

PROBLEM-SOLVING: To create solutions in difficult situations and everyday problems

RESPONSIBILITY: To respond when appropriate, to be accountable for your actions

PATIENCE: To wait calmly for someone or something

FRIENDSHIP: To make and keep a friend through mutual trust and caring

CURIOSITY: A desire to investigate and seek understanding of one's world

COOPERATION: To work together toward a common goal or purpose

CARING: To feel and show concern for others

COURAGE: To act according to one's beliefs

PRIDE: Satisfaction from doing your personal best

RESOURCEFULNESS: To respond to challenges and opportunities in innovative and creative ways

SAINT ROSE SCHOOL DRESS CODE 2018/19 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, 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/Jupmode, 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 or tartan plaid skirt or khaki skirt. The jumper may be a V-neck pleated jumper or a shift style jumper. Girls have four options for skirts. Skirts may be a split, pleated, kick pleat, or kilt style skirt. Jumpers and skirts can be no shorter than four inches above the crease at the back of the knee. Skirts may not be rolled up at the waist and must fit properly.

SHIRTS/BLOUSES: Shirts/blouses are 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. One shirt option is a banded waistband shirt. This shirt need not 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 need to be plain with no cables or designs.

Sweaters may be worn over uniform shirts/blouses. Sweater are solid color, 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).

SWEATSHIRTS: Students in grades K-8 may wear a white, light blue, royal blue, navy blue or gray crew sweatshirt with the Saint Rose creSaint No hooded sweatshirts are allowed.

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 CreSaint

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 walking shorts are permitted. Walking shorts are dress shorts that are at or near the knee and typically are no shorter than 4 inches above the crease in the back of the knee in length. 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 or "Crocs" are permitted. Slippers are not permitted. Sandals with straps and socks may be worn in August, September, May and June. Students may not wear any type of boots in the classroom. 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 tied at all times. During inclement weather, children must wear boots or a second pair of shoes outside. 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.

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 in the student's 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. 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.

ALTERNATE DRESS

Occasionally throughout the school year students are awarded an alternate dress day. On such occasions, all clothing shall be within the guidelines of decency and good taste as appropriate for school. Students are permitted to wear slacks, capri pants, shorts, skirts or dresses of appropriate length (no shorter than 4



inches above the crease of the back of the knee), blue jeans, athletic pants, joggers, blouses, T-shirts, sweaters, and sweatshirts. No offensive wording or pictures are permitted on clothing. No cut-off, ragged or torn clothing is permitted. Spandex clothing is not permitted. Yoga pants are not allowed.

Sweatpants/or pants made from sweatpants/fleece materials are not allowed. 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. Shorts may be no shorter in length than a walking short, as described in the uniform guidelines. If a student does not have clothing which meets these guidelines he/she is to wear his/her uniform clothing. Boots are allowed on an alternate dress day in addition to our normal shoe policy. Socks must be worn. The virtue of modesty should be encouraged.

SCOUT UNIFORMS

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

DRESS FOR GYM

P.E. uniforms are mandatory for students in grades 1-8. The uniform consists of a royal blue jersey knit or micromesh gym short, with a Saint Rose School monogram on the leg, or a royal blue sweat pant with the monogram. The top is a gray T-shirt with a monogram, or a royal blue fleece sweatshirt with the monogram. Other items which may be worn for P.E. classes are: Saint Rose THOL T-shirts, Saint Rose spiritwear T-shirts, shorts, sweatpants or President's Fitness Award T-shirts. All shorts and shirts must fit properly. Short-shorts may not be worn. (ie. volleyball shorts)

All students must also wear a pair of designated tennis shoes (preferably tie) with socks. Only shoes with non-marking soles are permitted. Designated tennis shoes are to be worn for gym only. Socks worn for gym class are to be the same socks as worn with the school uniform. Parents, please do not send your daughter to school with tights on gym days.

Saint Rose sweatshirts/sweatpants are not required, but recommended for cold weather months.

On alternate dress days gym uniform guidelines are still to be followed.

BIRTHDAYS

Students are welcome to share a healthy birthday treat with their class and wear alternate dress on their birthday or on another day. Students or parents are to

notify the teacher prior to this day for approval. A student may need to wear alternate dress on another day due to a special event.

DRESS FOR SPECIAL EVENTS

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

Vendors

Schoolbelles:

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

3324 Secor Rd.

Toledo, Ohio 43604

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

JupMode

JupMode offers gym apparel as well as golf shirts with the school crest

2022 Adams Street, Toledo

<https://www.jupmodesupply.com/>

(419) 318-2029

Jones & Company:

Jones & Company is able to embroidery our monogram on any of the above uniform options. Embroidery is mandatory for the 2016-2017 school year.

29614 Duxbury Ln.

Perrysburg, Ohio 43551

(419) 874-9604

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 to 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.

HOME STUDY

HOME STUDY: Home study 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, home study time will vary to 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.

Parents should notice 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

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 coSaint If they choose not to do this, the iPad will remain property of Saint Rose Catholic School.

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.

The Saint Rose Catholic School Technology Department will install all software. 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.

Saint Rose School Classroom iPad Policy

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, attentiveness, 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 until dismissal at 3:30 p.m, students should only use the iPads with the permission of a teacher. This includes study hall periods, homeroom, lunch, dismissal, and recess.

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.

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

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. Saint Rose Catholic School will monitor all iPads, including iPads brought from home. The technology staff may remove restrictions placed on the device by the MDM 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 2018/2019 School Year:

First Generation iPad Mini, iPad Mini with Retina Display, iPad 2, iPad 3rd Generation, iPad 4th Generation, and iPad Air.

iPad 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 keep their iPad out of extreme heat or extreme cold.
 - Do not store 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 unattended 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 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 their device.
 - A passcode must be set on devices.
 - 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 their 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 a 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 device.
- Students will never take a picture, video, or audio recording of someone without their permission.
- Students will understand teacher's expectations of using the iPad in the classroom.

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 student charges their system nightly and brings 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.

LIBRARY RULES

LIBRARY CLASS SCHEDULES

Kindergarten	20 minutes per week
Grades 1-3	30 minutes per week
Grades 4-8	Every other week to check out books

Students are free to use the library at other times during the day including before and after school, lunch periods, and class time, with teacher 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 damage. 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 disciplinary 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 "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.

2018/19 Tuition

SAINT ROSE SCHOOL

Non-Refundable Registration Fee \$200 first child

\$125 each additional Children

\$125 Preschool student

<u>Class Offering</u>	<u>Length</u>	<u>2017-2018</u>
Preschool Age 3	2 days	1,260.00
Preschool Age 3	3 days	1,830.00
Pre-K Age 4	3 days	1,830.00
Pre-K Age 4	5 days	2,160.00
Pre-K Age 4	3 Full	2,680.00
KR	5 half	2,790.00

KR	5 full	3,980.00
K-8	5 full	3,850.00

TUITION POLICY

Tuition needs to be paid in full by June 1 of each year, or an account needs to be established with SMART Tuition. Monthly tuition payments with SMART Tuition need to be made on time to avoid late fees.

SMART TUITION PAYMENT PLAN

If tuition is not prepaid, you must sign up for the SMART Tuition Payment 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 \$20 fee will be assessed. Saint Rose Catholic School has the right to require alternative forms of payment if the issue of non-sufficient funds is 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 6:00 PM. The Extended Day fee is \$5.00/hour. A \$1.00 per minute charge will be added after 6:00PM. 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.

VISITORS

You are welcome to visit our school, but please report to the school office first. All visitors must sign in and receive a visitor's pass. Notices are posted as reminders. 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 have a BCI report done, have attended a Protecting Youth Workshop and signed the Diocesan Expectations Form. If you have not been an Ohio resident for 5 years you must also have an FBI report done. The BCI report, FBI report and the Protecting Youth Workshop must be done every five years.

Information in this handbook was compiled from records of Saint Rose School. If there are any errors or omissions, we regret any inconvenience caused by them. We worked diligently to make the contents as accurate as possible with the information available. Please call the church office to report corrections or current information. Thank you.

Saint Rose School Forms See pages 57 - 63

Date form received in office _____

Saint Rose School
217 E. Front Street
Perrysburg, OH 43551

SAINT ROSE SCHOOL

PERSONAL CONVENIENCE (UNEXCUSED) ABSENCE FORM

(To be completed one week prior to the date of the planned absence)

STUDENT NAME _____ GRADE _____ ROOM _____

DATE(S) STUDENT WILL BE ABSENT _____

TOTAL DAYS ABSENT FROM SCHOOL _____

REASON FOR ABSENCE

_____ Yes, I am requesting work
My child will collect work from the following teachers:
(You are required to list the teachers' names for this to be processed.)

_____ No, I am not requesting work. My child will complete work upon his/her return to school.

UNEXCUSED ABSENCE

1. Assignments may be given before a scheduled absence, if the absence form is turned in one week in advance.
2. The assignments given prior to vacation may not include all assignments. Therefore, it is the student's responsibility to contact the teacher(s) upon returning to school. (Assignments given will vary depending on the grade level of the student and the teacher.)
3. 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. Failure to complete the work will result in a missing assignment notice.
4. 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.

Parent's Signature

Principal's Signature

SAINT ROSE ILLNESS POLICY FROM THE HEALTH OFFICE

Students should be kept home from school when they have:

1. A temperature of 100 degrees or higher. Children should not return to school until they have a normal temperature, without benefit of fever reducing drugs, for 24 hours. Examples of fever reducing drugs are Tylenol or Advil.
2. Vomiting or diarrhea within the last 24 hours. (Not related to a known noninfectious cause such as gagging on something or mild diarrhea related to medication.)
3. Eyes that are red and have thick drainage, especially if crusted upon awakening. (Need to contact doctor for medication.)
4. Severe cough that has not been evaluated by your doctor.
5. Sore throat with a fever or tender and/or swollen neck glands, especially if having difficulty talking or swallowing. (Check with doctor)
6. 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.

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

1. Appearance/behavior---unusually tired, listless, pale, irritable or decreased appetite.
2. 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 NONEMERGENCY 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, including 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.

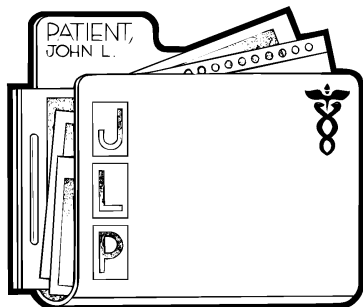
The school should not routinely administer any non-prescribed (over-the-counter) drugs, medications, preparations, or remedies without the parents' approval. Responsibility for overseeing the administration of non-prescribed medication rests solely with the parent or legal guardian and the student. The 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 dispense 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 supplied 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.



AUTHORIZATION TO ADMINISTER MEDICATION OR CARRY INHALER

Student Name _____ Grade _____

Address _____ Phone _____

This form must be completed and signed by physician and parent/guardian and, if the student is carrying an Inhaler, the required written information must be received, before any medication can be administered at school. Generally, the School discourages the taking of any medication during the school day. But unique circumstances may require administration of prescribed medication for students.

School personnel will be permitted to administer medication only when no alternative is available

TO BE COMPLETED BY HEALTH CARE PROVIDER

In my expert opinion, the following medication needs to be taken by this student during the school day at the time(s) indicated below:

Date student examined: _____ Diagnosis (optional) _____

Medication prescribed _____ Dosage _____

Time(s) _____ Route _____ Side effects _____

Date administration of medication to begin _____ end _____

Special instructions: _____

The named student knows and understands the proper use of his/her inhaler and should be allowed to carry it on his/her person. Inhaler: Yes _____ No _____

IF YES IS MARKED, THE PHYSICIAN MUST COMPLETE ALL ITEMS OF INFORMATION REQUIRED ON THE REVERSE SIDE OF THIS FORM.

Physician's Name

Physician's Phone _____ Physician's Fax

Physician's Signature _____ Date

**INFORMATION TO BE PROVIDED BY PHYSICIAN
WHEN STUDENT IS AUTHORIZED TO CARRY AN
INHALER AT SCHOOL**

STUDENT'S NAME

STUDENT'S ADDRESS

NAME OF MEDICATION IN THE INHALER

DOSAGE

DATE ADMINISTRATION OF MEDICATION IS TO BEGIN

DATE (if known) ADMINISTRATION OF MEDICATION IS TO END

INSTRUCTIONS FOR SCHOOL PERSONNEL TO FOLLOW IF MEDICATION
DOES NOT PRODUCE EXPECTED RELIEF

SEVERE ADVERSE REACTIONS, IF ANY, WHICH MIGHT OCCUR TO THE
STUDENT USING THE INHALER

SEVERE ADVERSE REACTIONS, IF ANY, THAT MIGHT OCCUR IF A CHILD
FOR WHOM THE INHALER IS NOT PRESCRIBED RECEIVES A DOSE OF
THE MEDICATION

PHYSICIAN'S EMERGENCY PHONE NUMBER(S)

ANY SPECIAL INSTRUCTIONS FROM THE PHYSICIAN

**TO BE READ AND COMPLETED BY PARENT/GUARDIAN
(OR STUDENT IF AGE 18 OR OLDER)**

I authorize school personnel to administer the medication indicated to this student as ordered by the Health Care Provider. I also authorize the School nurse(s) to consult with the Health Care Provider named about the student's medication needs. I understand that I am responsible for delivering prescribed medication to the student's school in its original container (as labeled from the pharmacy) and for assuring that an adequate supply of the medication has been provided to the school.

If the Health Care provider has indicated that the student should be permitted to carry an inhaler at school, I understand that the student is responsible for its proper maintenance and use. I understand that if the student is found to have shared his/her medication with other students, or otherwise abused the medication or device, the student will not be permitted to carry his/her inhaler at school and disciplinary action may also occur. I understand, and have informed the student, that (s)he must immediately notify the school bus driver, school principal, nurse or teacher if his/her inhaler is lost or is taken from him/her by another person.

In consideration of the administration of medical services as requested and authorized, I/we, for myself/ourselves, and my/our heirs, executors, administrators and assigned, do hereby waive, release and forever discharge and agree to indemnify and defend the School and Diocese of Toledo, their members, officers, administrators, employees, servants and agents from and against all claims, demands or causes of action by any person or entities, for loss, cost injury or damage whatsoever arising from or claimed to arise from or in any way connected with the administration of authorized medical services to the student named.

As Parent(s)/Guardian(s) of the child named, I/we acknowledge that I/we have read and understand these statements. (If named student is age 18 or older, s/he may acknowledge understanding by signing below in place of Parent.)

Parent/Guardian Name (PRINT)

Emergency Phone(s) _____ Date

Parent/Guardian (Student if 18)

Signature _____ Date

School Nurse and/or

Principal's Signature _____ Date

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

ACCIDENTAL POISONING

**THIS YEAR AN ESTIMATED 135,000 CHILDREN (1 IN ABOUT 100)
UNDER THE AGE OF 5 WILL BE VICTIMS OF ACCIDENTAL POISONING.**

The most frequent cause 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.

1. Keep household products and medicines out of reach of children. If possible keep in a locked cabinet or closet.
1. Store medicines separately from other household products and keep in their original containers—never in a cup or soft drink bottle.
2. All products should be properly labeled, and read the label before using

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

- the bottle.
5. Never refer to medicines as candy, call it by its proper name.
6. Get rid of old medicines by flushing them down the drain.
7. Ask for and use household substances, prescriptions and medicines that are available in child resistant packaging.

Call the Poison Center when an emergency arises.

POISON CONTROL CENTER

Toledo 381-3897

NW Ohio 1 (800) 589-3897



Check Up On Family Safety

The National Safe Kids Campaign suggests this family checklist. How does your family measure up?



1. Our family buckles up on every car ride.
2. Our family wears bike helmets when bicycling.
3. Kids under age 10 never cross streets alone.
4. Kids are always supervised in or near water.
5. Our home has working smoke detectors and we check batteries monthly.
6. Our water heaters are set no higher than 120 degrees F to prevent scald burns.
7. If guns are in our home, they are kept unloaded and locked away.
8. Kids are protected against falls from windows, stairs, furniture, and playground equipment.
9. Household cleaners, medicines, and vitamins are stored out of kids' reach.
10. Our home has emergency numbers near telephones and has first-aid supplies.



Think  Safety!

