



STUDENT-PARENT HANDBOOK

2535 Collingwood Blvd.
Toledo, OH 43610
School Office: (419) 243-4396
School Fax: (419) 243-6049
www.rosarycathedralschool.org

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Rosary Cathedral Catholic School
 2535 Collingwood Boulevard
 Toledo, Ohio 43610
 Phone: (419) 243-4396
 Fax: (419) 243-6049
 scullum@ccmcschool.org

Dear RCCS Parents and Guardians,

This Parent-Student Handbook has been compiled to acquaint you with the mission, philosophy, policies, and procedures of Rosary Cathedral Catholic School (RCCS). Home and school must work together to create a happy and productive school year. Please study this handbook in order to be informed about school policies. Save it and consult it frequently or go online to www.rosarycathedralschool.org. This will help eliminate confusion and minimize misunderstandings.

Your child’s education begins and rests primarily with you, the parents/guardians. The teachers, professionally trained in the psychology of learning, teaching techniques and classroom management wish to help you in this tremendous responsibility. The school continues the education you began the day your child was born. Hence, mutual cooperation and communication are important.

RCCS participates in the educational ministry that Jesus entrusted to His Church. It supports the family in the task of nurturing Christian growth by challenging its children to live the gospel values while providing a quality academic program.

RCCS helps students develop their unique personalities in an atmosphere permeated with a Christian presence so they might live out the call of Christ. We provide models as well as opportunities to interact with children of all races, religions, and cultures.

The attitudes we manifest toward one another, the home, the school and individual teachers will be reflected in our children’s conduct. Let us agree to work together for the good of our children, our most precious resource on earth.

Blessings,
 Mrs. Cullum, M.Ed., M.E.A.
 RCCS Principal

Statement of Vision and Beliefs

CCMT Catholic School-Rosary Cathedral Catholic School, hereinafter referred to as RCCS, endeavors to prepare students to be responsible and productive citizens who are followers of Christ, now and in the future.

We believe:

- each child is a valuable gift from God – each uniquely capable of learning.
- parents/guardians and teachers are partners in educating students to their maximum potential.
- instruction must provide for the learning styles of all students, thus enabling students to assume their own learning.
- cultural diversity needs to be acknowledged, utilized, and celebrated.
- that all persons, regardless of age, are called to be disciples of Jesus Christ to serve the needs of others.

CCMT, a Catholic Diocesan School, comprised of Queen of Apostles and Rosary Cathedral Campuses, is a central city, K-8 school that provides a strong academic, religious, and accessible education in a safe, nurturing environment to a diverse community of students. The school fosters academic success and personal growth while striving to develop life-long learners.

Accreditation

In August of 2012, the Commission of the Ohio Catholic Schools Accrediting Association granted RCCS **Full Accreditation** on their five year “School Improvement Plan.”

The purpose of the accreditation process is to involve Catholic schools in an ongoing “comprehensive process of evaluation, accountability, and enrichment.” O.C.S.A.A. seeks to obtain and maintain an accreditation status for all Catholic schools within the state of Ohio. Catholic schools are required to maintain specified standards and to develop, implement, and monitor a school improvement plan based upon goals identified by the schools.

The Ohio Catholic Schools Accrediting Association commends RCCS on their **Full Accreditation** designation.

Foreword

RCCS shall be administered according to an adopted Catholic philosophy of education and statement of goals that reflect the philosophy for education by the Diocese of Toledo, the educational standards for the State of Ohio, and the local identity of the school community. The philosophy, goals, and policies contained in this handbook shall be reviewed on a regular basis.

Principal’s Discretion

The RCCS School Student-Parent 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 the 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.

Mutual Expectations

What Parents/Guardians Can Expect of Teachers

It is the responsibility of the teacher to provide a learning environment and meaningful learning experiences that correspond with the standard course of study as presented by the Diocese of Toledo. In addition, the teacher must see that students make progress and that parents/guardians are informed of such progress or the lack of it. The major method of communication between the teacher and parent/guardian is in the form of a quarterly interim report and a quarterly report card. A teacher may also call parents/guardians, write notes, or request a conference as needed. Parents/Guardians can expect their child’s teacher to formulate fair classroom policies (approved by the Principal) and to support and enforce all school policies. Parents can expect that teachers will protect their child’s reputation and practice professional integrity by discussing their child’s needs only with appropriate staff members.

What Teachers Can Expect of Parents/Guardians

Teachers can expect that parents/guardians will be supportive of them at all times. In the event of a question or concern, the parent/guardian may contact the teacher for clarification. Each teacher is entitled to be respected as a professional educator. Teachers can expect parents/guardians to assist them in their dealings with students and to volunteer their services when classroom/school needs arise. It is fair for the teacher to ask parents/guardians to be realistic in their demands, and to remember that teachers spend many additional hours a day in lesson-planning and grading outside of school.

What Teachers and Parents/Guardians Can Expect of Students

Students can be expected to know and abide by all school and classroom policies. Each student has the responsibility to behave in a way that enhances the learning situation for all students. This implies self-discipline proportionate to his/her age level. A student’s failure to behave properly will result in disciplinary action being taken. Refer to the discipline section of this handbook. Students are expected to accept the fact that learning is their responsibility and not that of their parents/guardians or teacher.

Philosophy

The Christian philosophy of Rosary Cathedral Catholic School emphasizes the strong conviction that Catholic schools make a vital contribution to the teaching mission entrusted by Jesus to the people.

As religious educators, we recognize our responsibility and privilege to assist parents in educating their children to grow in understanding, love, and reverence for God, themselves, and others.

Gospel values based on charity, respect, trust, personal responsibility, and social concern are integrated into the instructional programs and school atmosphere.

We are committed to academic excellence appropriate to the individual needs, skills, and abilities of each student. Guided by Christian wisdom, our educational efforts prepare students to become contributing, mature members of the Church and responsible citizens in an ever-changing society.

In a faith filled community, students, faculty, and staff experience frequent prayer and worship as all members are guided toward pursuit of the ultimate goal of eternal happiness with God.

Statement of Goals

At Rosary Cathedral Catholic School, we believe in our students and the plan that God has set for them. We are here to help each child reach their greatest potential by believing the following:

Devout Disciple who...

- can follow God
- can use their talents to convey God's message
- can use the lives of the Saints as role models of discipleship
- can learn to pray and say "thank you" to God and others
- can model Christ's values in their walk with others
- can learn to love themselves and others as children of God

Critical Thinker who...

- can consider how their choices convey and reflect God's message
- can think deeply about their faith
- can respect traditions of others
- can use good judgment in making decisions
- can respect people who are different from them

Effective Communicator who...

- can express their thoughts and ideas through speaking and writing
- can listen reflectively and engage in dialogue
- can show empathy for other's ideas
- can take turns listening and speaking
- can present ideas with empathy and compassion for others
- can listen actively and critically to understand and learn in the light of Gospel values
- can speak up for others.

Life Long Learner who...

- can search for God's truth in everything and every action
- can use the gifts and talents given to them by God
- can build on their strengths and weaknesses
- can set goals
- can accept change
- is proud of the good things they do
- knows we are all equal and special

Engaged Participant who...

- can follow the rules
- can respect community helpers
- can be responsible for their own actions
- can learn about and contribute to improving life for others
- can contribute their talents and knowledge to the world around me
- can make a difference by taking care of resources and sharing what they have
- can appreciate that our human rights come from God and that our country protects those rights

Faith and Worship

Christian Formation

RCCS exists to carry out and proclaim the Gospel in the tradition of the Catholic Church.

Therefore, all children, including non-Catholics, are expected to participate in the daily religious instruction, and to attend all school functions, including those of religious nature.

At the same time, we welcome families from all religious traditions who believe our mission and philosophy can benefit their child. While we seek to share our Catholic faith, we also hope that families committed to other religious traditions will share their faith with us. We will invite and welcome families not currently practicing any religious faith to consider becoming a Catholic; but we will not attempt to draw people away from their own religious traditions.

Mass is celebrated by the entire school community each week. These Masses are seen as opportunities for students to participate in Liturgical celebrations they plan. The Mass is considered to be an important part of the prayer life of the class. Please refer to campus newsletters for days and times.

Prayer Services and other devotional services are held on special occasions throughout the year. The goal of these services is to encourage the students to expand their personal prayer life beyond the celebration of the Mass and to instill an appreciation for Scripture and a variety of traditional devotions.

Classroom Prayer allows the entire school community to reflect on the daily Gospel in order to come to know Jesus and be able to imitate Him more closely. In addition, each teacher leads his/her students in varieties of classroom prayers suitable to various seasons and occasions.

Sacramental Preparation meetings with parents are scheduled for each Sacrament. The classroom teacher and/or the CCD religious education coordinator will prepare a meaningful program each year. Catholic students will receive Reconciliation, First Communion, or Confirmation together at the parish hosting the sacrament.

Sacrament of Reconciliation - class preparation in Grade 2. Older students are prepared by special arrangement with Pastor/Principal.

First Holy Communion - class preparation in Grade 2. Older students are prepared by special arrangements with Pastor/Principal.

Confirmation - class preparation is in Grade 8.

Baptism - Catholic families who wish to have their school-age children baptized may receive preparation for the sacrament through their home parish. This may include one year of attending the school, plus a parent program in the home parish.

Academic Program

Rosary Cathedral Catholic School's philosophy concerning academic achievement is based upon the premise that children have diverse capabilities and individual patterns of growth and learning. Because resources for special services are limited, we cannot always meet the special needs of some students. In this situation, every effort will be made to assist the family with enrollment in another Catholic school with specialized programs to meet individual needs.

Courses of Study

At RCCS, we use our own set of instructional standards based upon the State of Ohio Standards. We essentially take these standards, make them more rigorous, and infuse them with the Catholic faith.

Ohio has now integrated the Common Core into the subjects of Math and English/Language Arts. Since we make the standards our own by providing more rigor and the Catholic faith, we effectively “adapt” (vs. “adopt”) the standards. This is an important distinction. Adoption involves using the standards exactly as they are written. Adaptation is modifying the standards to meet our own needs and faith identity.

Testing

The ACRE test, which measures knowledge in Religion, is given to grades 5 and 8 in the fall. IOWA testing is given to 1st grade in the fall. The *Northwest Evaluation Association’s* Measure of Academic Progress (MAP) Test is given to grades K-8 in the fall, winter and spring as required by the Diocese. Ohio Achievement Assessment (OAA) is given to grade 3 in the fall and spring

Student Evaluation

Homework

Home study is intended as an extension of the learning begun at school. While it may be written work, it could also consist of practice, drill, oral and silent reading, a project assignment, or time spent studying.

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

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

1. Provide a study area that is free of distractions.
2. Set aside a specific time each day during which homework is to be done.
3. Belongings and book bags should be packed and ready for school the night before.
4. Be sure that your child uses his/her assignment notebook as intended.
5. Provide the supplies necessary for your child to be organized.
6. Communicate with your child about daily assignments and long-term projects, but allow your child to do his/her own work.
7. Check Gradelink to review your child’s assignments and grades.
8. Should an emergency situation arise at home making it impossible for a student to complete a given assignment, parents should notify the teacher(s) in writing with the appropriate reason.

Homework Policy

Teachers will institute a policy within their own classrooms regarding students who do not complete homework assignments. Teachers will discuss this policy with students and parents, post the policy in the classroom, and follow-up with disciplinary action as outlined in their classroom regarding students who do not turn in homework.

Planned absent work that was received ahead of time is due the day the student returns.

Parent-Teacher Communication

Teachers are expected to alert and confer with a parent/guardian as soon as possible when a child’s performance or attitude becomes unsatisfactory or show marked or sudden deterioration. A sharing of information among parents, teachers, and the student is essential.

Parents, teachers and administration may also request a teacher conference. To schedule a conference, please send a note, e-mail, or leave a voice mail with the teacher. The teacher will respond by the end of the following school day or the teacher’s next day at school. Teachers may

also choose to communicate electronically with parents via email regarding classroom issues or homework.

Parent-Teacher Conferences

Formal Parent-Teacher Conferences are held once a year after the first quarter has ended. Conferences provide an opportunity to discuss each child’s progress and to assist the parent/guardian in understanding the school program. This conference is required for all parents/guardians in order to receive their child’s report card. Conferences are not limited to this particular period and are encouraged whenever the parent/guardian or teacher feels it necessary.

Teachers can be contacted by calling the school office and leaving your name and phone number. The teacher will return the call as soon as they are available.

Report Cards

With Gradelink, parents can see their student’s grades and teacher comments at any time. It is expected that parents will check Gradelink often to monitor the progress of their children and to contact teachers with any questions or academic concerns.

Interim Progress Reports (Midterms) will be issued to the students in grades 1-8 mid-way in each quarter.

Report cards are officially issued quarterly (approximately every nine weeks). They provide meaningful communication between parents/guardians and teachers concerning the student’s progress.

Grading Scale: The grading scale for grade 1 - 8 is as follows:

A	93-100	Excellent
B	85-92	Good
C	77-84	Average
D	70-76	Below Average
F	69 - below	Failure

Art, Computer, Music and Physical Education will be assessed based on effort and participation consistent with our focus on development.

Academic Honors

Students are regularly affirmed for their efforts, service, and the good use of their unique gifts. Dates for Honors Assemblies will appear in our newsletter. All are welcome to attend.

Withholding of Report Cards

Incomplete work or outstanding bills (tuition, service hour fees, fines, etc...) will result in the withholding of report cards and records/diplomas at the end of the year.

School Records

Parents/guardians are required to keep the RCCS office current on the address, phone number and legal guardianship of their students.

In the case of a change in custody, unless and until RCCS receives a probate court order changing a child’s name, the legal name will not be changed on any school records.

RCCS will release educational data records to non-custodial parents, as well as custodial parents/guardians, unless the custodial parent presents the school with evidence that the student's other parent is denied access to such information.

In 1975, the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gave parents and students the right of access to records and the right to request that statements be changed or deleted. Parents/Guardians wishing to view their child's records must make a written request 24 hours in advance.

In the absence of a court order to the contrary, RCCS will provide the non-custodial parent access to academic records and other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Public release of student information will not be released to anyone without prior notice given to the parents regarding:

1. Types of information that the school has designated as directory information.
2. The period of time within which a parent/guardian or eligible student has to notify the school in writing concerning the information about the student.

Directory information may not be released to anyone using it for profit making purposes.

Release of the student information other than directory information is prohibited for purposes other than:

1. Administrative use in school record keeping or transfers.
2. Legitimate law enforcement investigation of missing children.
3. Any proper court order directed to the school.

"Directory Information" is defined as:

1. Name, address, telephone listing
2. Participation in officially recognized activities and sports
3. Weight and height of members of athletic teams
4. Dates of attendance
5. Awards received

Rosary Cathedral Catholic School maintains students' records for a 5-year period after the student has left the school. The information maintained includes, but is not limited to:

- Scores on standardized intelligence and aptitude tests
- Scores on personality, interest tests, and individually administered psychological tests and reports
- Family background information
- Record of extracurricular activities
- Health data
- Objectively gathered teacher-minister or counselor ratings and observations
- Reports of serious or recurrent behavior patterns, provided that the reports contain only factual information and not subjective information
- Disciplinary data
- Attendance data
- Description of student progress including grade level completed, schools attended, academic certificate, baptismal record, hospital record, or passport

The above student data may be provided to the following entities without the parent's/guardian's consent:

1. All certified members of the staff who have legitimate educational interests.
2. School officials of other schools who have legitimate educational interests.
3. Financial aid officers.
4. Those processing a subpoena for such data.
5. Accrediting organizations.
6. Legitimate researchers, as determined by the judgment of the administration.
7. A law enforcement officer who is conducting an investigation to determine whether the student may be a "missing child".
8. A court, attorney, or law enforcement officer investigating whether the student is "an abused, neglected or dependent child".

In the case of emergencies where it is necessary to protect the health and safety of a student in which no parental consent is possible, the administration should consider the seriousness of the matter and whether the data being sought would help alleviate the emergency more quickly.

RCCS maintains a record of all individuals and agencies, which have obtained access to a student's records. The record indicates specifically the legitimate interest such a person, agency, or organization has in obtaining the information, as well as the date and time of the request.

A student's health record is maintained in a separate file from his/her academic record. This file contains all health information and accurate records of all immunizations required by law. Psychological test results are also kept in a separate file. Express written permission must be sought from parent before forwarding this information to anyone, unless under direct court order. Only professional psychological test results or documentation from such professionals may be kept in such files, not personal opinions.

Photo Release Form

From time to time, RCCS desires the use of a student's photographic likeness for promotional purposes. Photographic likeness includes, but is not limited to, still photographs and video recordings. Promotional purposes may include, but are not limited to, publications, news releases, newsletters, and/or internet/website. As such, the RCCS student and parent(s)/guardian(s) understands and agrees that RCCS may use said photographic likeness as described above and identify said student by his/her first and last name, class, and/or grade level. Parents are required to sign a Photo Release form stating their consent or non-consent of this policy.

Promotion/ Placement/ Retention

Students who have met the educational requirements of this school will be promoted/passed to the next grade level. These requirements are based upon the Ohio Minimum Standards and the Toledo Diocese Courses of Study. Parents/guardians of students not meeting these requirements will be notified by the school in reasonable time prior to the decision to place or retain a child. A student placed to the next grade level must meet the educational requirements as stated by the Diocesan Course of Study before promotion will take place. If the student is unable to meet these requirements the teacher and administration will meet with the parent(s)/guardian(s) to discuss alternative measures. Diplomas will be awarded to eighth grade students who have successfully completed course requirements in the areas of language arts, math, religion, science, and social studies. ("Successfully completed" means that the student's average, based on quarter grades, in each of these areas is 70% or higher).

Promotion/Placement/Retention

***Promotional policies are the responsibility of local authorities in accordance with Ohio Minimum Standards, 1982.** If a student completes the work of a specific grade level satisfactorily, he/she will be PROMOTED to the next grade. If a student does not complete the

work of a particular grade level satisfactorily, the student could be RETAINED in that grade level. The Ohio Revised Code gives the principal the right to assign pupils to grade levels. However, the responsibility of promotion clearly rests upon the teacher. Each case of retention is treated individually and thoroughly discussed by the teacher with the Principal and the parents/guardians. If a student has special needs which RCCS cannot meet, a request will be made for the child to attend a school where this need can be met.

In some cases, a student may not complete all of the prescribed work for a grade level in a satisfactory manner; but due to extenuating circumstances, it is decided that retention of the student would not be beneficial or in his/her best interest. Then, the student may be PLACED in the next grade. Such a decision will be determined by the Principal who will receive input from teachers and parents/guardians. All placement concerns must be submitted in writing to the Principal and teacher. After a child is PLACED in a grade, a follow-up consultation will be held in early October of the new school year.

Academic Probation

A student can be put on academic probation if he/she fails two or more subjects in any one quarter. Academic probation gives the student notice that he/she needs to improve academically. While on probation, the student may be excluded from all extra-curricular activities. A student can be taken off probation only at the discretion of the administration.

Parent/School Communication Procedures

Parent/ Guardian Code of Conduct

A Catholic school is most successful when the administration, the teachers and the parents partner for the good of the child. The school is a community of faith where the dignity of each person is respected. Mutual support and cooperation among all those guiding the lives of the children are essential for effective formation and education.

RCCS is committed to working with you for the good of your child. We are committed to open, honest communication. We will treat both you and your child with dignity and respect.

For your part, your decision to enroll your child in our school indicates your willingness and commitment to support and cooperate with the leadership and faculty of the school. Specifically:

- To speak with a civil and respectful tone of voice at all times.
- To discuss disagreements and conflicts out of earshot of your child/children.
- To follow proper channels when conflicts arise. (Contact the teacher first, then the Principal.)
- To respect teachers' and administrations' time by seeking appropriate appointments for discussion of issues.

Classroom-Related Issues

- If an issue is classroom related, the issue should be expressed to the teacher either by written note, e-mail, or voice mail message. The teacher will not be called from class to discuss the issue.
- Notes, e-mail, and voice mail messages to a teacher will be responded to within 24 hours (i.e. at least minimally notification from the teacher that he/she is working on resolving the issue) after they are received, barring unforeseen circumstances.
- Parent/guardian and the teacher should work together to resolve the issue.
- If there is a need to address an issue with more than one teacher (including ASP), a meeting may be arranged by one of the teachers.

- If the issue is not adequately resolved by the parents/guardians and teacher, the parents/guardians and teacher should meet with the principal in an effort to resolve the issue.
- The principal and/or teacher will take the appropriate action needed to resolve the issue.
- Confidentiality will always be maintained.
- Anonymous issues will generally not be addressed.

Athletics- Related Issue

- If an issue is related to athletics, the lines of communication are with the coach and then with the Athletic Director.

Admissions Policy

Non-Discrimination Policy

Provided that each student meet scholastic requirements and parents meet financial requirements, students of any race, national or ethnic origin are admitted to all the rights, privileges, programs and activities offered. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our admission policies, the hiring of teachers and staff, the distribution of scholarships and loan programs or in our athletic programs or school administered programs. It is the policy of the schools of the Diocese of Toledo not to discriminate on the basis of sex in its educational programs or employment as is required by Title IX of the Education Amendments of 1972.

According to the general laws of the State of Ohio governing admission, the following criteria will apply:

Application Process

Parents/Guardians of students in kindergarten through grade 8, whether Catholic or non-Catholic, wishing to inquire about RCCS are encouraged to visit our website and/or stop by the school office for more information.

Kindergarten Admission

A child must be five years old by September 30.

Initial Entry

At the time of a child's initial entry to school, the person responsible for the child shall present to the person in charge of admission the child's original birth certificate, baptismal certificate, information for completion of health records, and written evidence that meets or exceeds the minimum immunization requirement. In lieu of a birth certificate, a passport showing the age of the child or a birth affidavit will be accepted.

If satisfactory evidence cannot be produced within fourteen days of the child's entry into school, the appropriate law enforcement agency will be notified of the possibility that the pupil may be a missing child.

No student at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than 14 days without written evidence of immunization.

In lieu of this requirement, a physician's statement may be presented stating that compliance is in process or that immunization may be detrimental to the student's health.

Student Transfers

Transfer students will be admitted to RCCS at any time throughout the year as long as there are openings in that particular grade. A parent/guardian of students who transfer from another school must request a transfer of academic and health records from the previous school of attendance, and have them forwarded to RCCS. Parents are also required to present all documentation of a student's Intervention Service Plan (ISP), Modified Adjustment Plan (MAP), Evaluation Team Report (ETR), and/or Individualized Education Plan (IEP) for review by RCS's Intervention Team prior to acceptance for enrollment.

If a student is transferring to RCCS, the campus principal may conduct an informal interview with the parent/guardian and student before admittance is accepted.

All transferring students who are admitted under this policy are under a 60-day probationary period. Academic progress, adherence to RCCS policies, and the student's disciplinary record will be reviewed after the probationary period to determine whether or not continued enrollment at RCS is warranted.

RCCS has the right to decline admission based on inability to accommodate the needs of a child.

Parents of RCCS students should notify the school office if their child is transferring to another school so that a withdraw form can be signed and records can be sent.

Parents are required to keep the school office current on the address, phone number, and legal guardianship of their student.

Tuition

Recognizing the sacrifice and investment that families make to send their children to RCCS, we offer several payment options. Families may pay tuition in full by June 30th or participate in the monthly tuition payment plan.

Attendance

Prompt and regular attendance helps your child develop good character habits and intellectual growth. State law requires that children attend school regularly. A child should not be excused from school unless it is an absolute necessity. Attendance and tardiness records become part of the permanent record. Parents/Guardians are legally responsible for the daily attendance of their children.

The **Missing Children's Act** requires that the parent or guardian report their child's absence to the school office between 7:30 a.m. and 8:30 a.m. To report the absence, the parent or guardian must call the school office. When the child returns to school, a written explanation for the absence, signed and dated by a parent or legal guardian, must be handed to the teacher, who will forward the information to the office. If the problem of absence is one of truancy and/or excessive tardiness, the truant officer of the Toledo Public Schools will be notified. Excessive tardiness may lead to loss of scholarships.

Students are responsible for finding out about work missed due to an absence and making up that work. Teachers need not issue a report card for a student who has been absent for 12 or more days during a quarter if assigned requirements are not completed.

Compulsory Attendance - Ohio law states that a child shall be in attendance the full time the school attended is in session, which shall be for not less than thirty-two weeks per school year.

Therefore, absences in excess of fifteen or more school days may be cause for retention in a grade and loss of scholarship.

Absence due to Illness

Absent work due to illness will be prepared and available in the school office no earlier than 3:00 p.m. The student will be allowed to make up tests and complete work missed during the absence. The student will be responsible for completing his/her missed work in a period of time equal to the number of days absent not to exceed 5 days. For example, 3 days absent = 3 days to make up work. These days include weekends, holidays, snow days, and the like.

Planned Absences

Due to the variability of a typical school day, specific assignments will not be given prior to planned absences. At their discretion, teachers may give **general** instructions about material which will be covered during the student's absence (e.g. finish chapter, finish reading novel, work on times table, etc.).

Absence- General

According to the School Attendance Laws of the State of Ohio, absence from school is excused **ONLY** in cases of illness and family emergencies. In very rare circumstances, other absences may be excused at the discretion of the school administration. All other absences are considered unexcused.

In compliance with the school Attendance Laws of the State of Ohio, if a student is absent from school for any reason, the parents/guardians are required to send a written excuse or call the school office between 7:30 and 8:30 a.m. on the day of absence. A written excuse, signed by the parent/guardian and stating the reason for absence, is required upon the child's return to school.

When the school does not receive a note or telephone call explaining the child's absence, a reasonable effort will be made by school personnel to notify the parent/guardian at home or at work.

Parents who leave their child/children in the care of others for such reason as vacations or hospitalizations are requested to notify the office in writing of the name of the person who is responsible for the child/children during the parents' absence.

Tardiness

School begins at 8:30am. A student is considered tardy if he/she is not in the first period class when school begins. If tardy, a student must report to the office and receive a tardy pass.

Students who arrive late in the morning or leave prior to dismissal at the end of the day will be marked tardy (or) absent ½ day in Gradelink; depending on the time of arrival or early dismissal. Arriving later than 9:30 or leaving prior to 2:15 is considered a half-day absence.

Ohio law requires a child to be in attendance for the full time that the school is in session, and not less than thirty-two weeks per school year. Therefore, excessive absences may be cause to notify Lucas County Attendance Officer. Further, absences in excess of fifteen or more school days per year may be cause for retention and loss of scholarship.

Excessive Tardiness

Students are expected to be in their seats and ready for class when the bell rings at 8:30 a.m. Repeated tardiness (five or more times) will warrant a telephone call to parent/guardian and/or a detention before school. A student arriving after 10:30 a.m. or leaving before noon is considered absent half a day. Likewise, when a student leaves during the day and then returns, and the time

away from school exceeds 2 hours of class instruction time, it will be considered an absence of half-day. Excessive tardiness can lead to loss of scholarship. If a student is tardy to school ten times in one year their parent/guardian must meet with the principal plan of action.

Truancy

If a student is suspected to be truant, the administration will contact the student's parent/guardian to report the truancy. All reasonable means will be exerted to get the student back into the educational environment.

Early Dismissal

Whenever possible, appointments should be scheduled outside of regular school hours. If it is necessary for a child to be dismissed before the end of the school day, a written excuse indicating the time and the reason for early dismissal is required from the parent/guardian. This note will be sent to the school office and approved by an administrator or office personnel.

The child will be dismissed from class when an authorized designee comes into the school office. After completing the "Attendance Log", the child will be released to the custodial parent/guardian or other adult named in writing by the parent/guardian. When returning to school after an appointment, the student must sign the "Attendance Log" once again.

Daily Schedule

7:15 a.m.	Doors open in the dining room and students may eat breakfast.
8:15 a.m.	Students released to classrooms
8:30 a.m.	School begins
3:00 p.m.	Dismissal

Arrival

Students arriving at school by car are to be dropped off a no earlier than 7:15 a.m.

The parking lot between the school and church is reserved for the parish and our walking students. Anyone wishing to park their car to come into the school building may do so in the southern part of the parking lot near Delaware.

Dismissal

Any student going home other than the usual or normal way designated by the parent/guardian must present a note giving permission. The teacher will send the note to the school office for approval by the administration or office staff.

Pick up of students at the close of the day may be made at 3:00 p.m. When driving in the parking lot after school please follow the designated traffic pattern and watch your speed. All drivers must respect these regulations for the **SAFETY** of the children. Students who are dismissed earlier will be marked "early dismissal". The school does not provide supervision for the safety of the students off school premises.

If a student is not picked up within 30 minutes of dismissal and attempts by school personnel to reach parent/guardian have been unsuccessful, the proper authorities will be contacted to handle the matter.

Recess

Recess provides students with important social opportunities and physical activities throughout the school day. If a child is well enough to attend school, he/she is expected to go outside for recess. If a health issue requires that a child stay inside, a note from a parent/guardian and/or doctor (stating the reason) is required. During inclement weather, children have recess indoors. Students are expected to follow all school rules as designated by the recess supervisor and school administrators. Students will go outside for recess when the temperature outside is above 20 degrees, including wind chill, and it is not raining, or at the discretion of the administration.

After School Activities

Parents are asked to remind children about scheduled after school activities and to talk about the transportation arrangements for the student the day before. Student phone calls are reserved for emergencies only.

Student Discipline Policy

Philosophy - All faculty, support staff, and administration of RCCS are members of a Christian Community working together to create a climate of order and love. We believe that discipline in the school setting provides each student with the most favorable atmosphere for learning. All teachers, staff and administration will work together to achieve the highest level of discipline. Students have a right to learn, and teachers to teach, with mutual consideration and respect fostering a climate in which learning is encouraged. Catholic Education is a privilege; families who choose to attend RCCS value its philosophy and the guidelines. No physical punishment will be permitted in the school. Please refer to specific campus rules, recommendations and procedures as compiled by the administrators.

Expected Behavior - RCCS students are expected to:

- Follow individual classroom and school rules.
- Be respectful in speech and action to all teachers, staff members, volunteers, and fellow students.
- Bring necessary materials to classes, return requested data, and take pride in their appearance by observing the school dress code.
- Be in classrooms on time and do not loiter in the halls.
- Complete all homework and study assignments.
- Respect school property and classroom materials as well as that which belongs to another (cover books, handle machines carefully, etc.)
- Be honest in speech and written work that is submitted in their name.
- Use bathrooms properly: no pushing, shoving, loud talking, creating a mess, etc...
- Refrain from eating candy and chewing gum before school, during class, recess and after school. (If candy is a treat, teachers may allow it).

In accordance with the philosophy and goals of RCCS, the discipline policy shall allow the child to grow and mature in self-discipline and personal responsibility. To achieve the kind of learning environment, which these goals require, home and school must be mutually supportive. The school will be able to educate children only if the children abide by the school's academic and disciplinary standards.

RCCS requires complete conformity to all recognized, accepted, and appropriate standards of dignified, civilized, Christian conduct. If an irate parent or any disrespectful person threatens to disturb the harmony necessary to a calm and Christian school environment, school authorities have the power (and duty) to take positive action to restore and maintain good order and discipline.

The school atmosphere should be one that allows the teacher to teach and every student to learn. All staff members are responsible for developing good discipline and all are accountable to the administration. The discipline policy applies to students at all grade levels. The age and maturity of the students as well as special circumstances will be taken into consideration when violations occur.

RCCS believes in the success of every student, the empowerment of parents/guardians through partnership with the school, and the integration of services to children by using a "team approach".

Each classroom teacher will post his/her classroom rules within the classroom. Classroom rules will be discussed, modeled, practiced, reinforced, and reviewed periodically. All students will follow these rules as expected or consequences will be enforced.

All faculty/staff members and the administration throughout the year utilize the discipline policy. A copy of the discipline policy is sent home to all parents at the beginning of the school year. Each parent is asked to read it, review it with his or her child, and sign/return a slip indicating they have done so.

Minor infractions or problems will be handled at the classroom level. The teacher is expected to re-teach behaviors. If the undesirable behavior continues, the teacher will contact the parent/guardian to discuss the situation and to discuss a solution. The teacher may also ask for support and assistance from the principal.

Major infractions or serious violations are generally referred to the principal. Resolution may involve a conference with the student and/or parent/guardian to obtain clarification of the problem and accompanying penalty or sanction. These sanctions may be in the form of a warning, detention, suspension, some other agreed upon course of action, or expulsion.

Students are expected to abide by the following general rules:

1. Arrive at school by 8:30 a.m.
2. Listen to all adult supervisors and follow directions.
3. Be prepared...complete all assignments on time.
4. Follow the dress code policy. (see Dress Code Policy)
5. Absolutely NO pushing, kicking, shoving, running, fighting or threats at any time.
6. No vulgar or obscene language, music, or gestures will be tolerated.
7. Respect all school property during and after school hours.

Dining Room/ Playground Rules

(All Lunchroom and Playground Rules are posted in the cafeteria)

1. Enter and exit the dining room and playground in an orderly manner.
2. Reasonable talking; no shouting and screaming.
3. Treat lunchroom/playground supervisors with respect at all times.
4. No throwing food or objects of any kind
5. Students will remain seated until dismissed.

Suspension

Suspension is a short-term (10 days or less) removal from school and/or exclusion from participation in some or all school activities, served in or out of school. Suspension from school is imposed for serious misbehavior and then only by school administration. The administration reserves the right to place a student on home study for conduct deemed inappropriate and contrary to the philosophy of the school. (This includes, but is not limited to, fighting or making threats toward others).

Expulsion

RCCS will do all within its power to assure its students the right to just and fair treatment as it befits a Catholic institution. Sometimes, in spite of all that is done by the school personnel to guide and work with students, their continued presence in the school may be judged detrimental to their own welfare or the welfare of others. The expulsion of students will be considered only when, in the estimation of the principal, all other means of correction fail to change unacceptable conduct.

Expulsion is a semester long or permanent removal and exclusion of the student from school. A decision to expel a student is very serious and should only occur when all other recourse and reasonable efforts to conform a student's conduct have been exhausted. Expulsion may also result from a single major disciplinary infraction, inside or outside of school. The principal retains discretion in deciding such matters. The principal may expel or suspend students for conduct inside or outside of school that is damaging to the reputation of the school or is conduct unbecoming to a Rosary Cathedral Catholic School student.

All expulsions and suspensions shall result in exclusion from all school-related activities during this period of expulsion or suspension unless specifically given an exception. An appeal of the administrator's decision will be permitted only with the Executive Director's consent.

Suspension or Expulsion

Suspension: The Principal determines which type of suspension applies.

- a.) **In-School Suspension** means that the student is removed from his/her classroom to a separate supervised setting for a designated length of time.
- b.) **Out-of-School Suspension** means that the student is removed from school for a designated length of time. The student is not allowed on school property or allowed to participate in extra-curricular activities during the suspension.

Before the actual out of school suspension, the student and his/her parents/guardians are notified orally or in writing as to the nature of the violation. A parent/guardian-teacher-principal conference will be arranged by appointment. The number of days for the suspension is dependent upon the seriousness of the violation and the student's disciplinary history.

Expulsion: The student is removed from the school and not admitted back under any circumstances. Students **may** be expelled for the following and possibly other reasons:

1. Disruption of school through the use of threat, harassment, obscene language, or any other disrespectful behavior which interferes with the learning environment or activities of the school. This includes any disruption through the use of any serious, repetitive, disrespectful words or actions.
2. Vandalism or theft.
3. Threatening or intimidating acts: the act of fighting, physical assault, either verbal or by gesture threatening the well-being of any person. This includes before, during and after school.
4. The direct involvement with drugs, smoking, or such related actions. In this case, the child would be removed from student contact immediately.
5. Any criminal act committed by a student such as arson, assault, or possession of concealed weapons. Weapons, or perceived weapons, are forbidden.
6. Any other serious violations of Christian conduct which in the judgment of the administration are of such a nature as to warrant consideration of expulsion.

Suspension for more than two days and expulsion are extreme penalties and will be enforced for serious infractions. Procedures for expulsion will meet the minimal due process requirements

listed in the Diocesan Principal's Handbook. The family will be notified both by a phone call and a letter of the intention of the school administration and the reasons for the action

Expulsion or suspensions may be necessitated without the possibility of advance warning, in which case the parent or guardian will be notified in person, by phone or in writing. The pupil has the right to appear at an informal hearing before the Principal, a teacher representing the staff, a teacher who acts as an advocate for the student, and perhaps a member of the School Council. The parents may be present and their consultation will be considered at this informal hearing. If there is any appeal to the informal hearing the Director of CCMT Catholic School of the Diocese of Toledo makes this request to the court of Equity. Suspension notifications become a part of the student's cumulative file until the end of the school year, except in grades 7 and 8 when this information is included in the records sent to their high school of choice.

Suspensions are recorded as absences on the report card and permanent record card. Expulsion will be noted on the permanent card as a "transfer" if parents choose to withdraw the student from school. However, "Expulsion" will be noted if the school removes the student.

Search and Seizure, Interrogation

In the interest of teaching personal neatness and good order to their students, faculty members may legally check lockers, desks and books, which are school property. For the safety and protection of all students within their care and custody, faculty members have the obligation to search for and seize weapons or other dangerous or illegal objects from lockers, desks, coats, books and book bags. A witness from either the school or law enforcement must be present. Law enforcement officials may do this if they have a regulation search warrant and the principal's permission. A school official must be present during the search.

The school principal or teacher will conduct interrogation that is related to misconduct or crimes that are school related. If police interrogation is deemed necessary, parents/guardians will be contacted, if possible, prior to the beginning of the interrogation. No school official will release a student to the police without a warrant being shown.

Refusal to Cooperate Statement

If a parent/guardian shows disrespect toward administration, faculty, staff, or students, uses abusive language toward a teacher or student regardless of age or sex, or if a parent /guardian refuses to participate in the programs of the school curriculum, it will be necessary to ask the above mentioned person/persons to terminate their relationship with the school.

The administration has full authority in matters of discipline, and may waive any disciplinary rule for just cause at his/her discretion.

Rules for all areas of the school day may not be listed in this handbook. Be assured that your child will be informed and reminded periodically. The consequences for breaking the rules will be covered as well.

RCCS strives to recognize the positive behaviors that the majority of our students do display. Rewards for good behavior will be throughout the school year.

We feel that a child's education is an extremely important aspect for his/her life. **Self-discipline** is the goal of our school. Hopefully, the school and parent/guardian working together as a team will help us achieve the goal of every child being a success in school, behaviorally as well as academically.

Major Infractions

****Some examples of major infractions, which may result in suspension or expulsion, include the following:**

- | | |
|--|---|
| Alcohol use | Harassment/Bullying |
| Arson or attempted arson | Profanity or obscenity by words or gestures |
| Assault, battery and/or fighting | Serious disorderly conduct |
| Breaking and entering | Serious disrespect |
| Conduct unbecoming to a SJA student | Technology abuse |
| Drugs | Theft |
| False fire alarm | Threats (oral or written) |
| Forgery | Trespassing |
| Gambling | Vandalism |
| Possession of, or promoting the use of drugs, alcohol, tobacco, explosive materials, weapons, knives, guns, drug paraphernalia, or pornographic material | |
- may also result in expulsion. Any other good and just cause of expulsion is determined by the principal

Student Dress Code

It is the responsibility of parents/guardians and students to take pride in the school by dressing appropriately to maintain an atmosphere conducive to learning.

Dress Code

The development of habits of neatness and good grooming are goals, which should be a part of the education of every student. The purpose of the dress code is to encourage appropriate clothing that promotes an academic environment and Christian values. Please refer to the Dress Code policy presented by your child's principal.

The Principal retains the right to make a judgment regarding the questionable dress of a student. The administration may reward the students with non-dress code permits at their discretion. AS A GENERAL RULE, NON-DRESS CODE PERMITS MAY NOT BE USED ON MASS DAY.

General Information

In keeping with its mission, philosophy and goals, RCCS admits students who profess the Catholic faith and/or are willing to be taught the Christian value system held by Catholics. All students live by and grow in this Christian atmosphere.

Alcohol/Drug Abuse Policy

Students who are suspected by an administrator, teacher, or any other school representative, of using alcohol, illegal drugs or tobacco will be subject to consequences that could include but are not limited to suspension, expulsion, and the involvement of local law enforcement as deemed necessary by the administration.

Athletics

We consider the CYO basketball and soccer at RCCS as well as other cooperative athletic programs not just extra-curricular activities or something outside of the educational curriculum. Instead, we consider them co-curricular activities that are an important part of our entire educational program. At RCCS, we strive to develop the whole child: mentally, physically, spiritually, and emotionally. Therefore, our sports program aims to help each child:

- o Develop a feeling of self-confidence and worth
- o Become more self-disciplined
- o Acquire the Christian ideals, attitudes, and habits of good sportsmanship and maintain good work and study habits that are an essential part of good scholarship

In order to accomplish this, the following rules and guidelines have been established:

Guidelines – CYO Athletic Participation

A player must be either a CCMT Catholic School student registered at Queen of Apostles or Rosary Cathedral Campuses and/or a registered member of one of the following parishes: Immaculate Conception or Rosary Cathedral.

Before a player is eligible to begin each sport practice he/she must have a **Physical, Medical Emergency Form, Insurance Information Form, Athletic Agreement Form, and a Sports Team Eligibility Form** filled out **correctly** and returned to the Athletic Director. All fees associated with the sport must be paid at the time of submitting the player's contract and medical emergency form. Participation is contingent on academic success and appropriate school behavior and sportsmanship.

Note: No parents/guardians/siblings are permitted at practices. Supervision of students at after school athletic practices and school meetings is the responsibility of coaches and leaders, not the school administration, faculty or staff.

Birthdays

Birthdays of children are happy days in their lives and afford an opportunity to celebrate life. Students may bring a SIMPLE TREAT. If balloons, flowers, or other such items are sent to school for a student's birthday, they will be kept in the office until the end of the day since these can be distracting or cause hard feelings or competition among the other students when taken to the classroom.

Cell Phones

No student is permitted to have a cell phone on his or her person at all. If a student has a phone to contact his or her parent after school, that phone must be turned in to the office before the school day begins and can be retrieved after the day ends.

Students that have cell phones in the building, other than those stored in the office, will be issued

a one-day suspension for the first offence, a two-day suspension for the second offence and if the problem continues, possible expulsion.

With unmitigated access to the Internet, students can (and do) cheat on assessments, view and share inappropriate images, severely disrupt the learning environment and take bullying and revenge to whole new levels. Cell phones in our school pose a threat to our children and their privacy. We are a Catholic school where the welfare of our students, both physically and spiritually, comes first.

Change of Address and/or Phone Number

Please keep school office advised of any phone or address changes. This enables us to keep our emergency information updated. In an emergency situation, if RCCS staff is unable to contact the parent, guardian or the emergency contact, local law enforcement will be called.

Child Abuse and Neglect: Reporting

When child abuse is suspected, Lucas County Children's Services (CSB) is contacted to begin an independent investigation. Rules further require the CSB worker to make face-to-face contact and interview the alleged child victim. A frequent practice has been to interview the child during school hours and on school property. (The rationale being that this permits interview of the child in a non-threatening environment without influence of the alleged perpetrator).

RCCS supports an opinion issued by the Ohio Attorney General (OAG op. NO. 82-029) which supports the right of a Board of Education to require a rule adopted pursuant to Section 3313.20, that an investigator from a public children's service agency obtain parental consent or permit a school official (Principal or someone appointed by the Principal) to be present before allowing the interview of an alleged child abuse victim. This opinion does note, however, that any such rule would be subject to the test of reasonableness.

Class Size

"Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs." (Mark 10:14). As a Catholic school it is our greatest challenge to educate our children in matters of faith and set an example of Christian life. "We are dedicated to the development of each student's spiritual academic, emotional, cultural, social, and physical potentials through participation and immersion in an atmosphere of lived Christian Community." (Parent Handbook "Philosophy")

We need to keep in mind that the primary concern in educating our children is to pass on the faith; to offer as many as possible the opportunity to learn, grow, and live the faith that Jesus brought to us. Sometimes we lose sight of our true reason for offering a Catholic education. This opportunity should not be denied to anyone.

There is not a diocesan norm for the number of pupils per teacher-minister in elementary and high school. Kindergartens will ideally have a ratio smaller than the ordinary elementary classroom. If there are more than twenty students in a kindergarten class, the utilization of an aide is strongly advised.

Classroom Movie Policy

Grades K - 4	G - rated
Grades 5 -8	PG - rated

Communication

Communication is the key to any successful relationship. In our mutual efforts to provide an excellent and lasting educational program for our children, and to keep you informed, we note the following:

- School newsletters, teacher notes, website and text alerts etc. are sent or are available.
- It is of utmost importance that any communication that needs your immediate attention be addressed within 48 hours.
- Please send all money to the school office in a marked envelope with your name, purpose and amount.
- Proper Channels of Communication:
Any parent or guardian concerned with an educational or disciplinary problem must first consult with the teacher most directly involved with the situation in an attempt to resolve the problem at that level. The student should be present at this meeting between the parent/guardian and teacher. If the matter is not resolved to the satisfaction of parent/guardian and teacher, the next step is for parent/guardian, teacher and student to meet with the Principal.

Computers

RCCS School provides supervised computer and Internet access for student use. Students are expected to use the computers only as directed by their teachers. Students should sign and comply with the Internet School Policy as provided in registration material.

Curriculum

RCCS curriculum grades K-8 is based upon the Course of Study issued by the Superintendent of Catholic Schools for the Diocese of Toledo. The school is in compliance with the Operating Standards for Ohio's Catholic Schools, September 2002, and Ohio Revised Code.

Custodial and Non-Custodial Parents and Guardians

RCCS abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent access to academic records and to other school related information regarding the child.

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent or guardian to provide the school with an official copy of the court order. Divorced parents should provide the school with a copy of the custody section of the divorce decree. If custody should change during the school year, please notify the office and provide proper documents.

Emergency Closing

In the event of weather delays or closings, local TV and radio stations will announce Toledo Catholic Schools will be delayed two hours or close all together. RCCS text alerts, Facebook and Twitter pages will also have closing and delay information.

Extra-Curricular Activities

Please check with the office staff and newsletters to take full advantage of the opportunities available. Supervision of students at after school athletic practices and school meetings is the responsibility of coaches and leaders, not the school administration, faculty or staff.

Field Trips

As part of the educational services of the school, children are sometimes taken on field trips. Students are expected to demonstrate excellent behavior, follow directions and be respectful of others. All field trips are arranged in advance with the Principal. Field trip costs are covered by the students themselves or by grants from donors. Field trips are a privilege and students may be

denied participation if they fail to meet academic or behavioral requirements. **A WRITTEN PERMISSION FORM MUST BE FILLED OUT BY PARENT/GUARDIAN AND RETURNED TO SCHOOL BEFORE THE DAY OF THE FIELD TRIP** in order for the student is allowed to participate. Phone calls will not be permitted in place of a written permission form.

There must be appropriate adult supervision provided. Parents/Guardians must have adequate liability insurance, agree to abide by all traffic laws, and have adequate seat belts. OHIO LAW MANDATES THAT EACH CHILD BEING TRANSPORTED BY A PARENT/GUARDIAN MUST BE IN A SAFETY BELT - ONE SEAT BELT PER STUDENT. PLEASE READ & FOLLOW MANUFACTURERS' RECOMMENDATION REGARDING WHERE CHILDREN MAY BE SEATED IN YOUR VEHICLE.

Financial Policies

Cost of Education: A non-refundable registration fee must be paid at the time of registration. (See Registration, page 14) The school charges the Cost to Educate each student. Rates are reviewed annually by the CCMT Board. Parents/Guardians set up a Cost of Education payment plan. Refunds will be pro-rated based on the date of the student's registration and exit. Failure to meet planned payments on time could result in a student's exclusion from school until payments are brought up to date. Outstanding bills (tuition, service hour fees, fines) will result in withholding of report cards, records/diploma at the end of the year.

Service Hours: Parents/Guardians are required to contribute 15 hours of volunteer service to the school/parish or pay \$5.00 per service hour. (See Parent/Guardian Involvement, page 12)

Fundraisers: Parents/Guardians are asked to participate in the school fund raising projects. This participation can apply toward service hours. Proceeds help us deter the cost of special programs for our students.

Gang Culture Involvement

When teachers, staff, or school authorities become aware that any student enrolled at RCCS might have gang associations, that student's parents/guardians will be notified. If necessary, Toledo Police Department's Gang Task Force will be contacted.

A student's gang association is determined in many ways, including, but not limited to, dress and items of clothing, signals, handshakes, language, artwork and other paraphernalia found on one's person, personal items, notebooks, desks, etc...

No student is permitted to wear or display at school or school related activities any clothing, jewelry, insignia, hand signals, or other items which identifies a student with the gang culture at school or school related activities.

Gang related items will be taken away from students and returned only to the parent or guardian. If a student needs a change of clothes because an insignia is on a shirt or pants and cannot be confiscated, the student will be instructed by his/her teacher to call home to get a change of clothes.

Any gang related criminal activity will result in an immediate disciplinary conference. Suspension or expulsion of the student could result depending on the circumstances of the situation.

Homework

The purpose of homework is to enrich and reinforce the learning that has taken place in the classroom. It may be written, study, research, memory, or a project assignment. If you feel a teacher is giving too much homework, please contact the teacher to schedule a conference. Parents/Guardians can contribute greatly to the practice of daily study by providing a definite time and a quiet place for homework.

Injuries

In case of injuries, the school will follow the procedures outlined by parents/guardians on the **EMERGENCY MEDICAL FORM**. When a child is slightly injured an incident report will be sent home. The school does NOT call 911 or doctors unless it is an immediate emergency.

Internet Use Policy

Technology is a very useful tool for education. The use of technology in school is a privilege, not a right. With this privilege comes a set of rules for acceptable behavior. To help insure that this is done, you and your child are asked to read, sign, and return the Acceptable Use Policy given with registration materials.

Intervention Assistance

The purpose of Intervention Assistance is to help recognize any challenges that may hinder a child from doing his/her best in our school. If a student is identified as having difficulties by his/her parents/guardians or one of his/her teachers, a referral will be made.

Library

Good books are invaluable in the development of the child, for motivating him/her to great effort, in inspiring him/her to virtuous living, and in fostering a keen interest in many areas. Children are allowed to withdraw books from the library each week and also are encouraged to use it for research and reference. Great effort is made to keep our library supplied with excellent reading and up-to-date references. Donations and grant monies are used for this purpose. In addition, the CCMT Advisory Board will make it possible for each student to receive a book to add to his/her "at home" library. Children must pay for lost or damaged books.

Lost and Found

Coats, sweaters, mittens, boots, lunch boxes, and similar "found" articles, that carry no mark of identification, are put in the lost and found. Children and parents/guardians may examine the contents at any time. Articles unclaimed at mid-year and at the end of the school year are given to the Missions or Goodwill. Small, lost articles (money, pens, etc.) are taken to the office. **PLEASE MARK ALL ARTICLES CLEARLY WITH STUDENT'S NAME.**

Lunch

Hot lunches are provided by a catering service. New menus are made available each month.

Lunchroom Expectations

While eating:

1. Students remain in their seats, except for an emergency.
2. Students may talk in acceptable levels – loud talking, loud noise, or rowdy behavior is not acceptable.
3. Students are to eat the lunch that has been packed for them and must not trade food.
4. Students are responsible for picking up paper and garbage from their table and the floor area before being dismissed.
5. Students are expected to respect and follow directions of the lunchroom supervisors.

Non-Essential School Items

Students are NOT to bring electronic games, cameras, music and other technological devices to school since these devices are a distraction in the classroom and on the playground. **RCCS WILL NOT** be responsible for these items being lost, damaged or stolen. If students bring these items to school, they will be placed in the Principal's office until the parent/guardian claims them. Students may bring a limited amount of money for such things as lunch, bake sales, contests, etc. Be advised that students should never bring large sums of money to school.

Notes

To the Office: Special written notes are needed for: doctor or dental appointments during the school day for absence from school. Student absence notes are required upon return.

To the Teacher: Special written notes are needed for permission to remain indoors during recess, exclusion from physical education due to illness or injury and/or extension of assignments or make-up work.

Please keep your child's teacher informed of any major life changes, concerns, behavioral issues, etc. so that his/her teacher can best meet your child's needs.

Parent/Guardian Involvement: Service Hours

Each family is required to donate 15 hours of service to the school or pay \$5 per un-served hour up to \$75.00. There are many opportunities throughout the school year to complete the 15 hours.

Parents/guardians have the primary duty of performing the 15 hours. Grandparents, godparents, relatives and friends may volunteer. Attending parent meetings, volunteering, helping in the classroom, driving for field trips, donating for bake sales, festivals, Santa Shop are all eligible activities. The person performing the service completes the service hour form and has the person in charge sign it. It is the person's responsibility to complete and return the form to either the person in charge of the task, the school secretary, or the Principal. Hours not served will be charged \$5.00 per unserved hour.

Physical Education Class

ALL students must have tennis shoes for gym class.

The gym instructor cannot supervise both participating and non-participating students. Therefore, at times this will require the student without gym shoes to do writing instead of actively participating in the activities. Having the proper gym shoes is a matter of responsibility; therefore, students will NOT be given permission to use the phone to call home for forgotten shoes. If your child is unable to participate in gym class because of a health reason (broken arm, leg, etc.), please send the doctor's notification to the office. Refer to your child's teacher for his/her gym days and times.

Playground Expectations

Rules of Behavior:

1. Students are expected to follow the directions of the playground supervisors.
2. Students are expected to respect others and observe safety rules at all times.
3. Students shall act in an appropriate manner; fighting, pushing, shoving, and threats are **NEVER** acceptable.
4. Students will play on the blacktop.
5. Use only approved playground materials and equipment. Students who do not follow these rules could be suspended from playground activity.

Protecting Youth

RCCS has the responsibility to screen all those who work with youth whether employee or volunteer to ensure that their ministries and activities are truly safe places for youth. Volunteers must sign an Expectation Form and, depending on level of student contact, may need to take a Protecting Youth class on-line at www.shieldthevulnerable.org. Contact the Diocesan Compliance Officer at 419-244-6711 x134 for on-line class specifics.

Registration

Registration is held February 1st through mid-April for the following school year. Registration packets can be picked up in the Main Office of each campus. A registration fee must be paid at the time of registration. A checklist of required forms will be provided.

Speech and Publications

RCCS has the right to determine what is appropriate in school and at school sponsored or school related activities or events with regard to verbal or written expression. The school also reserves the right to control all publications that directly or indirectly pertain to school, school staff, or school related issues.

Telephone Use

Parent/Guardians Calling Teachers - To contact any teacher, please leave a message with the secretary and the teacher will return the call at their earliest convenience.

Rosary Cathedral - 419-243-4396

Parents/Guardians Calling Students - If a parent needs to get an emergency call to their child, they may call the school office and the message will be given to their child. A student is not usually called from class to take telephone calls.

Textbooks

Students are required to take care of their books at all times. Textbooks are loaned to the students. They assume full responsibility for the careful use of them. If they mark, tear, or damage any book, they will be charged accordingly. Payment for a replacement book is required for any book lost or badly damaged.

Transfers to Another School

The school office, upon request, will prepare a transfer sheet. If you are transferring your child(ren) to another school, you must ask the new school to request his/her records from us. No academic records will be sent until all tuition, fees and library book fines are paid, and school-owned materials are returned.

Transportation

Busing is not available to students at either campus. Parents can complete a Toledo Public Schools' Request for Transportation if the family lives more than two miles from the school. Parents can request either transportation in the form of a TARTA Student ID card or a parental contract that reimburses mileage based on attendance. Requests must be received in the TPS Transportation Department no later than October 1st.

Volunteers/ Working with Students

The diocese requires ALL parents or others who want to do volunteer work or chaperone students at RCCS to complete the following:

- Must Sign the Expectations For All Who Minister to Youth Form
- Must Attend a Protecting Youth & Those Who Serve Them Workshop, or have Current CYO Coaches Certification Status, or complete the online protecting youth course found at www.shieldthevulnerable.org

- Must be fingerprinted for a Bureau of Criminal Identification and Investigation (BCI) and a Federal Bureau of Investigation (FBI) Background Screen. (one set of fingerprints are taken, but must be done at an agency that processes **both** the BCI and the FBI, i.e., the Diocese of Toledo.)

The Expectation Form and the Protecting Youth Certification **must be renewed** every 5 years. The BCI/FBI checks need only be done one time as long as you continue to be a member of the parish or have a student attending SJA. The parish office will reimburse you the cost of your initial FBI/BCI check if you turn in your receipt to the school or parish office. A reimbursement will be sent to you once we receive the results of your background screening.

School Safety

Students will participate in Fire, Tornado and Lockdown Drills as required. Please follow instructions posted in each classroom. Citations may be issued to those who violate traffic rules.

Lockdown Procedures

In case of an emergency, RCCS has a lockdown procedure in place. Each teacher has a copy of the safety plan in his/her classroom. Every employee is required to go through training each year. A copy of the safety plan is also on file in the school office.

Bullying Prevention Policy and Plan

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. It 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. Electronic media, 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:
 - Create a hostile environment at school for the target.
 - Infringe on the rights of the target at school.
 - Materially and substantially disrupt the education process or the orderly operation of a school.

C. Minimum 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.

Threat to School Safety

Any student who acts in such a way as to threaten the safety of him/herself or any other person in the school building, or is in possession of or brings onto school property any article or substance that endangers him/herself or any other person in the school building will be suspended immediately and may be subject to expulsion.

Search and Seizure

The administration of the school and/or their designee retains the right to search: students, student lockers, student desks, student possessions, and/or seize possessions at any time.

Weapons Policy

Students are prohibited from bringing weapons to or having them in school. Any student, who carries, possesses, conceals, transfers to another to hold or hide, etc., any weapon on school premises, or possesses a weapon in the vicinity of the school or school-related activity, shall be excluded immediately pending an investigation. Any student suspected of carrying, possessing, concealing, or transferring a weapon on school premises shall be excluded immediately from classes pending investigation.

A weapon is any object that can be used to threaten or injure another. It includes but is not limited to: guns, knives, chains, karate sticks, sharpened instruments, ammunition, etc... School premises include the school building, gym, parish and schoolyard including the parking lot. Investigation may include an inspection and search of students and their book bags, purses, lunch boxes, desks, etc... Investigation, also, may include questioning by the Principal, a teacher, or another person acting in his/her place, and/or the police.

Any student found to be in violation of the above rule or who fails or refuses to cooperate in an investigation shall be excluded from the school pending the conclusion of the investigation.

Health Policies and Services

Acquired Immunodeficiency Syndrome (AIDS)

RCCS endorses, as its own, the Toledo Diocesan policy on AIDS. The full policy is available from the school office or from the diocese. Summarily, our policy as educators is as follows: Students from K through Grade 8 are permitted to attend school or religious education without mandatory screening, neither shall AIDS students be excluded unless specific medical problems exist (incontinent or not toilet-trained, uncontrollable drooling, physical aggression with a history of biting/harming others, open sores or skin eruptions that cannot be covered).

Identity of a student with AIDS as well as general health records are to be kept confidential with care to avoid situations with the potential for transmission of disease. First Adopted - Dec. 1988

Communicable Disease

Any time a student is suspected of having a communicable disease, parents will be notified immediately. In case of a contagious disease, consult with your family physician as to when your child may return to school. Please inform the school at the outbreak of a communicable disease.

Head Lice are predominantly localized on the scalp. Diagnosis is simple if the scalp is inspected thoroughly. Small ovoid nits (ova) are fixed to the hair shafts, sometimes in great numbers. Unlike scales, they cannot be dislodged. The nits mature in 3 to 14 days. The lice are found frequently around the back of the head and behind the ears. Itching is frequently severe.

Head Lice Policy: A letter of notification will be sent home to the parents of children who have been infected with head lice. Children will not be admitted back to school until they have been treated for the condition and the nits have been removed.

Scabies: is commonly referred to as "the itch". It is an infestation by a tiny animal called a mite. The female mite burrows under the skin and lays eggs which may hatch later. The disease is transmitted from person to person through personal contact. Clothing from an infested individual, also may transfer scabies. It is very unlikely that wooden, plastic, metal, or paper surfaces can transfer the disease. Scabies is most commonly passed among children in the same family, play group or school. It presents itself as a very itchy rash. The Ohio Department of Health recommends that anyone with

a rash who has been exposed to someone with scabies should seek the attention of their physician. It is generally recommended that other children in the family, even if they do not have an itch or rash, be treated at the same time as the person with scabies. It is necessary for have a physician's prescription to obtain the medicine to treat scabies.

Pink Eye: Elementary children are the victims of "Pink Eye". Pink Eye is highly contagious and must be treated by a doctor. It is characterized by redness or swelling of the membranes of the eye, burning or itching, a thick yellow discharge, and sensitivity to light. The child may not attend school until a doctor has authorized his/her return.

Measles, Mumps, Chicken Pox: Measles, mumps, and chicken pox are very contagious and can be spread among students. Students who have contracted these illnesses must remain home until they are free of the illness.

Emergency Medical Forms

Ohio State Law requires Emergency Care Authorization Forms be rewritten at the beginning of each school year and are kept on file for each child. In case of injury, parents/guardians will be notified immediately. If parents/guardians cannot be reached, the school will follow the directive written by the parent/guardian on the child's Emergency Medical Form and act accordingly. These Emergency Medical Forms are sent home to be filled out and returned to the school office in the first bulletin of each new school year. Always keep phone numbers updated.

Health Records - Immunizations

Records of students' Immunization dates are kept on file in the office and/or nurse's office. Physical Examination forms must include the day, month, and year of all immunizations and be signed by a physician. Children without the required immunizations are not permitted to attend school. The Principal, secretary or school nurse will notify parent/guardian when a child is lacking any of the immunizations required by law. (See section 3313.67 of the Ohio Revised Code)

Illness

When a child becomes ill during school, the child is sent to the school office or to the school nurse (if on campus). The school office or nurse contacts parent/ guardian making dismissal arrangements.

Medication

School policy prohibits any student from keeping medication in his/her possession. Thus, all medication must be turned in to the school office. Before school personnel can be authorized to administer medication to any student, they must have a written request. Prescription medication requires a physician's written directions. Medication containers must be labeled with the student's name, name of medication, dosage, time for administration, when it was last given and also if it needs refrigeration. All medications need written approval by the child's doctor for dispensing.

Pregnancy

The Catholic Church teaches that sex is sacred and according to God's plan, sexual love is reserved for marriage. Therefore, pre-marital sex is contrary to those teachings. In the event a child is conceived outside the sacrament of marriage, it is the responsibility of the Christian community to offer compassion and support as well as help to the persons involved. Through this support, the child can be born with as much security and happiness as possible.

Human life is sacred. The Roman Catholic Church holds the gift of human life in the highest regard. At the time of pregnancy, the girl needs perhaps more Christian help, acceptance, and counsel than other members of the student body. If the faculty and students display a positive Christian attitude and understanding toward the girl, hopefully, she may not be tempted to seek an abortion as the solution. This should not be misconstrued as approval for her condition, but rather understanding of her situation.

Services Provided

The nurse maintains a complete health record file on each student. As part of this program the following health services are provided:

- Height/Weight - All grades
- Scoliosis - Grades 5,6,7,8
- Vision - Grades K,2,4,6,8
- Impedance (Hearing) - Grades K, 1
- Hearing - Grades 1,2,3,7

Immunization Requirements

A type of vaccine and number of required dosages must immunize students against certain diseases. No student at the time of his/her initial entry, or at the beginning of each school year, shall be permitted to remain in school for more than fourteen days unless he/she presents written evidence that he/she has been immunized or is in the process of compliance, that immunization may be detrimental to the student's health, or that immunization is objected to for good cause (e.g., religious convictions).

Updated for 2014-2015 school year by the Ohio Department of Health
The minimum requirements are:

Vaccine	Age/Grade	Comments
Diphtheria, Tetanus, Pertussis (DTaP/DTaP/DTdap/Td)	K-12	K: Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required. Recommended DTaP or DT minimum intervals for Kindergarten students: four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended, but not required. Grades 1 - 7: Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. Grades 7 - 11: One (1) dose of Tdap vaccine must be administered prior to entry. Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. For students in 10th or 11th grades, one dose of Td (Tetanus and diphtheria) is acceptable. Tdap can be given regardless of the interval since the last tetanus- or diphtheria-toxoid containing vaccine.
Hepatitis B	First Grade	K-12: 3 doses.
Measles, Mumps, Rubella (MMR)	K-12	K-12: 2 doses required. Dose 1 must be administered on or after the 1st birthday. The 2nd dose must be administered at least 28 days after dose 1.
Polio	K-12	K - 4: Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. Grades 5 - 12: Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; if a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
Varicella	K-4	K - 2 doses of varicella vaccine must be administered prior to entry. Grades 1-4 : 1 dose of varicella vaccine must be administered on or after the first birthday

Epidemic

In case of a school epidemic situation, those students who have not been vaccinated against the epidemic cause must be excluded from the building until two weeks after the last reported case in the school and/or surrounding area.

Assuming the local Health Department does not close the school due to a possible epidemic, the administration has the authority to make the decision. All relevant factors such as the nature of the illness, its communicability, and the number of teachers and students absent, as well as present, will be taken into consideration.

Concluding Statement

Not every situation, behavior, or protocol is "covered" in these guidelines. Questions will arise that are not covered here or special circumstances may justify a course of action inconsistent with those listed in this handbook. In any case, the principal has the final recourse in all matters pertaining to the school.