



Parent-Student Handbook

2023-2024

Rosary Cathedral Catholic School
2535 Collingwood Blvd.
Toledo, OH 43610

School Office: (419) 243-4396
24/7 Attendance Voicemail: (419) 243-4396 (Option #4)
School Fax: (419) 214-0482
www.ccmt419.com

Love God, Love Others... That's It!

School Motto



Rosary Cathedral Catholic School
2535 Collingwood Boulevard
Phone: (419) 243-4396
Fax: (419) 214-0482
rccs@ccmthschool.org

Rosary Cathedral Catholic School and Queen of Apostles School are

Central City Ministries of Toledo (CCMT)
Catholic Diocesan Schools governed by the CCMT Board.

CCMT Catholic Schools are central city K-8 school campuses that provide a strong academic, religious, and accessible education in a safe, nurturing environment to a diverse community of students.

The schools foster academic success and personal growth while striving to develop life-long learners.

- CCMT Schools Vision Statement

Dear 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 ccmt419.com. This will help clarify questions 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. Therefore, 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.

May we all have a blessed school year!

Mr. Justin Combs
Principal

Table of Contents

Introductory Letter to Parents and Guardians	1
A. Welcome to Rosary Cathedral Catholic School	4
Central City Ministries of Toledo (CCMT) Statement of Beliefs	4
Rosary Cathedral Catholic School (RCCS) Mission & Belief	4
Accreditation	4
B. Faith Formation and Worship	4-5
C. Attendance	5-6
Arrival/Dismissal	5
End of School Day	5
Transportation Options	5-6
Appointments/Early Pick-up from School	6
Notify School of Short-Term Care of a Child	6
Absence/Attendance Voicemail/Late Arrival	6
Excessive Tardiness and/or Absences	6
Weather-Related Delays or Closings and Remind App	6
D. Academics	7-9
Curriculum	7
Student Support Services	7
Physical Education Requirements	7
Responsible Use of Materials and Technology	7
Homework Assignments	8
Missing/Incomplete Assignments	8
-Due to Absence	8
-Planned Absence	8
Volunteer Compliance Requirements	8
Field Trips and Permission Slips	8-9
Money Sent to School	9
E. Student Progress and Communication	9-11
Office Communications	9
Communication of Student Progress	9
- Gradelink	9
- Midterm Progress Reports	9
- Report Cards	9
Parent-Teacher Conferences	9
Communication with Teachers	10
Standardized Testing	10
Academic Probation	11
Promotion Policy	11
F. Behavior Expectations and Consequences	11-14
Student Behavior	11-12
Reporting Harassment, Bullying, etc. and Retaliation	12
Suspension	12
Expulsion	12
Cafeteria Policy and Behavior	13

Recess Policy and Behavior	13
Recognition of Positive Behavior	13
Dress Code	13
Cell Phone Policy/School Phone Use	14
Lost and Found	14
Birthday Treats and Party Invitations	14
Snacks and Beverages Outside of Cafeteria	14
Items Not Permitted in School	14
G. School Safety	14-16
Visitors Must Report to Office	14
Change of Info for Parent/Guardian/Emergency Contact	15
Child Abuse/Neglect Regulations	15
Confidences	15
Safety Drills	15
Threat to School Safety	15
Conduct Detrimental to the School's Reputation	15
Alcohol/Drug/Tobacco Policy	15
Weapons Policy	15
Gang Culture Involvement	16
Search	16
H. Health Policies	16-17
Emergency Medical Forms	16
Health and Immunization Records	16
Illness or Injury at School	16
Contagious/Communicable Diseases	16-17
Medication	17
Pregnancy Policy	17
I. After School Activities/CYO Athletics	17-18
Extra-curricular Clubs and Activities	17
CYO Athletics	17-18
J. Admissions and Registration Information	18-20
Application for Enrollment and Registration Process	18
Financial Policies	19
Student Records and Non-Custodial Parent Access	19
Authorization for Media (Photo) Release and Publicity Policy	19
Non Discriminatory Policy	19
Policy Statement on Gender-Related Matters	19-20
K. Principal's Discretion	20
L. Appendix	21-24
Catechesis Regarding Human Dignity and Gender-Related Matters	21
Student Technology Acceptable Use Policy	22-23
Withdrawal Procedures	24

A. Welcome to Rosary Cathedral Catholic School

Central City Ministries of Toledo (CCMT) Schools Statement of Beliefs

Central City Ministries of Toledo (CCMT) Schools, Rosary Cathedral Catholic School and Queen of Apostles, endeavor 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.

Rosary Cathedral Catholic School Mission and Beliefs

Rosary Cathedral Catholic School is a K-8 school committed to educating all students in the Catholic faith and the pursuit of knowledge and service.

- **Faith:** *We believe in the faith traditions of the Catholic Church. It is through this faith standard that we provide students with the ability to make strong ethical choices.*
- **Morality:** *We believe in instilling morality by teaching students the necessary life skills of manners, character, and proper behavior.*
- **Personal Responsibility:** *We believe in instruction of the whole person and the responsibility we hold for ourselves and all of God's blessed diversity.*

Accreditation

Rosary Cathedral Catholic School, hereinafter referred to as RCCS, is fully accredited through the Ohio Catholic Schools Accrediting Association. This accreditation is reevaluated, resulting with a new School Improvement Plan, every six years. This process meets the requirements to maintain the school's charter with the State of Ohio.

B. Faith Formation and Worship

RCCS exists to carry out and proclaim the Gospel in the tradition of the Catholic Church. 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. Therefore, all children, including non-Catholics, are expected to participate in daily prayer, religious instruction, weekly worship, and attend all school functions, including those of religious nature.

We warmly welcome families from all religious traditions who believe our mission and academic programs can benefit their child. We respect and appreciate the enrichment that all faiths bring to RCCS and therefore, will not attempt to draw people away from their own religious traditions.

- **Mass** is celebrated by the entire school community or by primary, intermediate and middle school grade clusters each week. Masses are planned by individual classes and students of that class are invited to participate in various ways.
- **Devotional prayer services** are held on special occasions to instill an appreciation for Scripture and traditional devotions.
- **Prayer** is taught and promoted within each classroom along with daily religion classes. Additionally, each day begins with prayer as part of the school's morning announcements.

Catholic students receive First Reconciliation and First Communion in the second grade and Confirmation in the eighth grade ***at their home parish; parents/guardians are responsible for contacting their home parish at the beginning of the school year.*** Catholic families who wish to have their school-age children baptized should also contact their home parish and inform the Principal of their intentions.

C. Attendance

Arrival

7:30-8:05 am Students may arrive at school no earlier than 7:30 am and enter the cafeteria doors. **Breakfast is served between 7:30 and 8:05 am;** students enter through cafeteria doors.

★ ***All students arriving at school before 8:15 enter the cafeteria doors to wait to be released to go to classrooms at 8:15.***

8:15 a.m. Main school doors open; students go directly to their classroom

8:30 a.m. **School begins. Students should be in their seats in their classrooms prior to 8:30 am. Students who are not in their classrooms by 8:30 are tardy**

- Students who are tardy must get a tardy slip from the office before going to their class

Dismissal

2:50 p.m. -**Vehicles enter from COLLINGWOOD BLVD (only)** and form lines in designated areas in the school parking lot. Parents/Guardians REMAIN IN CAR.

3:00 p.m. -Classes are called to dismiss; teachers walk classes to designated areas (along west fence)
-Students who walk home must alert their teacher before leaving the property.
-Students alert their teacher when their ride nears the front of the line prior so they are safe while walking to their vehicle; to keep the parking lot safe, **all exit onto DELAWARE (only).** **Students should be picked-up at 3:00 pm. If an issue arises with a student's pick-up, a parent/guardian should call the office before 2:30 pm; in this case students should be picked up no later than 3:15 pm.**

3:30 pm -School office closes.

End of School Day Procedures

- ****Parking lot drop off/pick up procedures (above) and sent home at the beginning of the school year must be strictly followed by all drivers for the safety of all and to avoid potential accidents.***
- ***For the safety of all children, no one picking up a student may park and enter the building during dismissal.*** We respectfully request all parents/guardians comply with the dismissal procedure so that all are accounted for and student safety is not compromised.
- **Please notify the office if there is ever a change to your child's usual dismissal routine.**
- **A student going home other than the usual way must provide a note from the parent/guardian** with information about how the child will be leaving school. Please inform the driver about dismissal and parking lot pick-up procedures.
- The parking lot between the school and church is reserved for the use of the parish and for students who are walkers. Therefore it is ***not to be used*** as an alternate site for student drop-off/pick-up.
- The school does not provide supervision for the safety of the students off school premises.
- Parents/guardians are responsible to notify respective childcare providers if their child is not attending school on any given school day.
- **If a student is not picked up by 3:15, parents/guardians have not contacted the office and attempts by school personnel to reach parent/guardian have been unsuccessful, the proper authorities will be contacted to handle the matter.**

Transportation Options

While yellow school bus transportation is not available, students enrolled in area after school care programs may inquire about transportation services. Also, if a family lives more than two miles from the

school, a parent/guardian may obtain from the RCCS office, a Toledo Public Schools' Request for Transportation parental contract that reimburses mileage based on attendance or provides a TARTA Student ID. Requests must be received by TPS Transportation Dept. no later than **September 30** each year.

Appointments/Early Pick-up from School

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 for approval. The child will be dismissed from class when an authorized designee comes into the school office. When returning to school after an appointment, the student must report to the school office.

Notify School of Short-Term Care of a Child

If children are being cared for by someone else because a parent/guardian is hospitalized, out of town, on vacation, etc. the parent/guardian is requested to notify the office and teacher in writing of the name of the person who is responsible for the child/children during the parent's/guardian's absence and who should be notified in case of emergency.

Absence/ Attendance Voicemail/Late Arrival

If a student is **absent or will be late for any reason, a parent/guardian is required to call the attendance voicemail at 419-243-4396 (option #4) or send a written excuse to the office before 8:30 AM; the ATTENDANCE VOICEMAIL IS AVAILABLE 24/7.** Ohio Senate Bill 82, commonly known as Alianna' Alert protects children by requiring communication between parents/guardians and schools to verify the child's whereabouts. **If a parent/guardian does not contact the school office, the school will attempt to contact the parent/guardian to speak personally. If there is no personal communication, we will attempt to contact the persons provided as emergency contacts. A parent/guardian will then be required to call the school attendance voicemail to verify the child's absence.** A written excuse, signed by the parent/guardian and stating the reason for absence, is required upon the child's return to school.

Excessive Tardiness and/or Absences

Students are expected to be in their seats and ready for class when the bell rings at 8:30 am. Repeated tardiness (five or more times) will result in notification by the principal. If a student is tardy to school ten times in one year the parent/guardian will be required to meet with the principal in order to determine a plan of action. **Excessive tardiness may result in loss of scholarship and/or other consequences.** Ohio law requires a child to be in attendance for the full time that the school is in session. A student is considered absent a half day if he/she arrives after 10:30 a.m., leaves before noon, or if a student who leaves, misses 2 hours of instruction before returning to school. **Absence of fifteen or more school days per year may be cause for loss of scholarships and other disciplinary measures, including notification of authorities.**

Weather-Related Delays or Closings and Remind App

Parents/Guardians are contacted directly by the school about weather delays/closings and other important information through the REMIND APP. Please keep your phone number, email and other contact information updated in the office so that you receive these and other important notifications. Local TV channel websites are also notified of a school delay or closure. **Rosary Cathedral Elementary/School will be mentioned specifically. RCCS will ONLY close/delay with Toledo Public Schools if TPS closes/delays due to weather.** After school and evening activities, including athletic practices/events, are canceled if school is canceled for the day. *Please refrain from calling the school office.*

D. Academics

Curriculum

The curriculum for RCCS is based on the Courses of Study developed by the Diocese of Toledo, in alignment with the Common Core State Standards and the State Content Standards. The Courses of Study prescribe the concepts taught at each grade level for each subject and provide continuity of education from grade level to grade level. Standards describe what students should know, understand or be able to do at the end of a grade level. The Catholic Identity Standards ensure that Catholic Identity is infused in all Courses of Study and curriculum.

Core subjects taught at RCCS are religion, math, reading, English language arts (includes writing, grammar/phonics, handwriting, spelling/vocabulary), science, social studies. Special area subjects for grades K-8 are music, art, physical education, and technology. Additionally, students visit the school library every two weeks. Books checked-out from the library are due by the Friday before the class' next library day.

Student Support Services

ASP (Auxiliary Services Program) funds from the State of Ohio are used to provide *part-time* services

- The **School Nurse** cares for students and consults with parents. The nurse maintains student health records, immunization records, and serves as a resource for student health and wellness issues.
- An **Intervention Specialist** is present two or three days per week to assist students to achieve identified learning goals as outlined in a student's individualized service plan.
- A **School Counselor** assists students needing short-term interventions for school-related problems. The School Counselor also serves as a resource for teachers and parents and can assist parents to determine if their child may benefit from regularly scheduled counseling.
- A **Speech Therapist** screens and provides speech therapy to students who are referred and identified through the assessment process.
- The services of a **School Psychologist** are available to conduct multi-faceted assessments to identify students who may qualify for additional learning support.

Additional school personnel assist with daily operations, student supervision, and overall student success.

Physical Education Requirements

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.

Responsible Use of Materials and Technology

Computers, textbooks and other materials are provided to students for their use during the school year and returned at the end of the year to be used by other students in successive years. Students are responsible for proper care of all books and learning materials. Parents are responsible for the cost of replacing severely damaged or lost textbooks, library books, equipment and other learning materials, due to their child's deliberate destruction and/or neglectful care.

RCCS provides supervised computer and Internet access for student use. Students are expected to use technology only as directed by their teachers. The Student Technology Acceptable Use Policy (Parent-Student Handbook appendix) is provided to families to read and sign to indicate compliance with the school's technology rules. Furthermore, parents/guardians accept responsibility for supervision if/when the child's use is not in a school setting.

Homework Assignments

Homework is assigned to students by teachers, according to grade level expectations to:

- Reinforce learning begun at school
- Prepare for quizzes and tests
- Work on long-term projects
- Practice skills such as reading, memorizing math facts, researching, studying, etc.

Homework allows parents/guardians to be aware of what students are learning and helps students develop independent study habits, responsibility, organization, time management and other skills that are critical to supporting student success. Homework, therefore, is not optional or unimportant “busy work”. Since children are unique, some require more time than others to assimilate knowledge and skills. For this reason, homework time will vary according to each child. If you have any questions, please contact the child’s teacher.

Parents/guardians play a key role in assisting children to develop positive homework habits by:

- Being in daily communication with your child regarding homework assignments.
- Helping your child to establish homework routines including specific time, a place that is free of distractions, a specific place to put their finished homework, such as in a folder in their backpack.
- Notifying a teacher in writing if an emergency made it difficult for a child to complete work.
- Regularly checking Gradelink to review your child’s grades and any missing work.

Missing/Incomplete Assignments

Teachers establish a homework policy within their own classrooms and communicate expectations to students and parents at the beginning of the school year. The policy includes consequences for students who do not complete/turn in assignments when they are due. Policies for assignments missed due to absence are further explained in the following paragraphs: *Due to Absence* and *Planned Absence*.

- ***Due to Absence:*** A student who is absent due to illness generally is responsible for asking for work missed during the absence. He or she is responsible for completing missed work in a period of time equal to the number of days absent, not to exceed 5 days. These days include non-school days such as weekends, holidays, “snow days”, etc. The student may arrange a time with the teacher to make-up tests. If a parent/guardian wishes to pick-up work, the school should be notified so the teacher can prepare it; it will be available in the school office no earlier than 3 p.m.
- ***Planned Absence*** If a student has a planned absence, work may be requested at least 48 hours ahead of time. If the teacher is able to provide work, the work is due the day the student returns. Due to the variability of a typical school day, specific assignments may not be given prior to a planned absence. At their discretion, teachers may give general instructions ahead of time about material which will be covered during the student’s absence.

Volunteer Compliance Requirements

At times, teachers may ask for parent/guardian volunteers for classroom activities, field trips, etc. A parent/guardian wishing to drive, attend a field trip, volunteer in school or the classroom should contact the school secretary well in advance of the activity in order to fulfill specific compliance requirements mandated from the Diocese of Toledo.

Field Trips and Permission Slips

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 permission slip signed by a parent/guardian is required to be**

turned in (with payment, if necessary) on the specified due date in order for a student to participate in a field trip. Phone calls will not be permitted in place of a written permission form.

Money Sent to School

Any money designated for field trips, book orders, etc. should be in a sealed envelope with the child's name, purpose/amount clearly stated and turned into the child's teacher.

E. Student Progress and Communication

Office Communications

Weekly/monthly school newsletters and other information from the office are sent home for parents/guardians using a **brown envelope**. Please return the brown envelope to school the following day. The office also uses the **REMIND APP** to send important notification messages to parents/guardians. Information about the REMIND app is sent home at the beginning of the year and is available in the office if you change your phone or email address. **ALL RCCS PARENTS/GUARDIANS ARE EXPECTED TO BE ABLE TO RECEIVE IMPORTANT NOTIFICATIONS THROUGH THE REMIND APP.**

Communication of Student Progress

- **Gradelink** passcodes are provided to parents/guardians at the beginning of the school year to allow online access to student grades, assignments and/or comments. Grades are typically updated at least weekly. It is expected that parents/guardians will check www.gradelink.com often to monitor the progress of their child and contact teachers with any questions or concerns.
- **Midterm Progress Reports** are prepared for students in grades 1-8 half-way through each quarter. These are a snapshot of the student's academic progress for the first half of each quarter. Midterms are a means of communication to parents and students so that if improvement is needed, students have the opportunity to do so before official quarter grades are finalized.
- **Report Cards** are officially issued quarterly (approximately every nine weeks). The grading scale for core subjects in Grades 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 technology, music and physical education are assessed based on effort, cooperation and participation in developing skills. Similarly all students are assessed on their conduct and exercise of age-appropriate skills.

Parent-Teacher Conferences

- Formal Parent-Teacher Conferences are held at the end of the first quarter to provide an opportunity to discuss a student's progress and share observations and information to support student learning. **Parents/Guardians of all students are required to schedule and attend this conference.** Information is sent home in the school newsletter several weeks in advance for parents/guardians to request a time that is most convenient for them. Subsequently, confirmation of a specific time slot is sent home to parents/guardians prior to the conference date.
- *Conferences may be requested at any time during the school year by parents/guardians, teachers, or administration* to discuss student progress. Dates for formal Parent-Teacher Conferences are listed in the School Calendar provided at the beginning of the school year. A second Parent-Teacher Conference is held in the second half of the year, at the request of the teacher or administrator.

Communication with Teachers

- **Please keep your child's teacher informed of any major life/family changes that may cause stress for the child.** Any given day, children may feel unexpressed emotion if there has been an argument, a tragedy in the neighborhood, a relative who is sick or having surgery, or if the child has experienced any personal health issues, etc. If a child knows that a teacher is aware of what he/she is experiencing, it often helps a child to feel less anxious and able to focus on learning.
- **Parents/guardians will be notified when a child's work or behavior is below expectations and is impacting the student and learning environment of the class.** Parent/guardian support to address unsatisfactory behavior is usually the greatest motivation for student improvement. Similarly, if parents/guardians do not expect their children to take responsibility for their actions, it has a detrimental effect for the child.
- **At times, misunderstandings and disagreements may arise between teachers, students, and parents/guardians.** To help facilitate profitable communication, it is requested that parents/guardians:
 - **Consult first with the teacher most directly involved with the situation** in an attempt to seek clarification and resolve the issue. If the matter is not resolved to the satisfaction of parent/guardian and teacher, the next step is for parent/guardian and teacher to meet with the principal.
 - **If a situation initially provokes a strong negatively emotional reaction, it is advisable to postpone an immediate discussion or phone call until both parties are able to speak in a civil and mutually respectful tone of voice and listen to each other in order to come to a resolution.**
 - **Refrain from discussing disagreements or conflicts with a teacher in the presence or within hearing distance of the child or other students.**
 - ***Under no circumstances should a parent/guardian approach, accuse, or threaten a student/parent regarding a conflict with their child.*** The police may be contacted and the incident may result in legal action as well as automatic expulsion. All student issues should be brought to the attention of the teacher who will address the situation (see above).
 - **Kindly request an appointment/phone call with a teacher by contacting the school office to leave a message or by emailing the teacher directly. Please allow at least 24 hours for a response since teachers are responsible to be attentive to students during the school day and are typically unable to check messages until after dismissal.**
Initiating discussions with teachers when dropping off students in the morning will not be permitted as teachers are welcoming children and do not have the time needed to be fully present to listen and respond to your questions or concerns. Please do not try to speak with a teacher during dismissal in the parking lot or after school unless you have scheduled an appointment; please be respectful of the teacher's time by calling/emailing to schedule a time to talk.

Standardized Testing

RCCS is required to assess students throughout the school year.

- The Northwest Education Association *Measures of Academic Progress* (MAP Test) is conducted in the fall, winter and spring. Parents/guardians will receive their child's test results and teachers will be able to utilize test data to better understand and address specific academic areas of students.
- Students in grades 2-8 take the *Assessment of Religious Knowledge* (ARK) each year in the Spring.
- The Ohio Achievement Test, including the Third Grade Reading Guarantee, given in the Fall and Spring determine whether the student will be promoted to the fourth grade, according to Ohio law.

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.

Promotion Policy

Students who have successfully completed the educational requirements of each particular grade level, based upon the Ohio Minimum Standards and the Toledo Diocese Courses of Study, will be **promoted** (passed) to the next grade level. Parents/guardians of a student not meeting these requirements will be notified by the school in a reasonable time prior to a decision to either 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 parents/guardians to discuss alternative measures.

If a student does not complete the work of a particular grade level satisfactorily, the student could be **retained** in that grade level. 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. In this case, 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. The progress of the student is monitored during the first quarter of the new school year, with a follow-up consultation by early October. RCCS's philosophy concerning academic achievement is that children have diverse capabilities and individual patterns of growth and learning. An administrator may determine that RCCS does not have sufficient resources to address the specific needs of a student so it may be necessary for a student to attend a school where the child has the best potential to thrive.

F. Behavior Expectations and Consequences

Student Behavior

All who make up the RCCS community work together to form a ***Christ-centered climate of respect, self-discipline and responsibility*** so that students may do their personal best in all areas of learning and life. Classroom and school rules are reviewed with students on a regular basis to remind students and serve as a warning for those who choose to behave in an unfavorable way. Students who disregard the rules will have a consequence for their behavior. The age and maturity of the students as well as any special circumstances will be taken into consideration when violations occur. ***Regardless, Students have a right to learn; teachers have a right to teach; and parents/guardians have the right to expect a safe, respectful environment that is conducive to learning.***

- **Mild to Moderate Misbehavior**

Because we believe that students are still learning and developing, we know that there will be times when some type of correction is needed. **Usually this is carried out by the teacher in an informal way.** If the undesirable behavior continues, the teacher may inform or request the assistance of the administration as well as notify the child's parent/guardian. Consequences may be in the form of a conference, detention or some other course of action. When parents are notified, it is so that they may be aware, support consequences, and address the issue with their child.

- **Severe Misbehavior**

Serious misbehavior, repeated incidences, or an accumulation of violations justify stronger disciplinary action and are generally **referred to the school administration.** The following behaviors or any other behavior deemed harmful by the administration may result in suspension, another form of disciplinary action, withdrawal from school, or expulsion:

- **Disrespect of Authority**
 - Inappropriate or unacceptable words, actions, etc. directed toward a teacher/supervisor
 - Repeated disruptive behavior interfering with instruction and learning
 - Refusal to cooperate or disregarding directives of a teacher/supervisor
- **Harassment or Bullying**
 - Name-calling; racial or ethnic slurs; teasing; taunting
 - Deliberate ignoring or excluding others
 - Hitting, punching, kicking, tripping, pushing, pulling, shoving; inappropriate physical touch
 - Physical attack; fighting
 - Inciting disrespectful behavior; encouraging others to fight
 - Threatening harm to anyone; intimidation
 - Using foul language; cussing
 - Hostile behavior; retaliation
 - Making inappropriate sexual comments or gestures; sexual innuendos
 - Spreading cruel, offensive or threatening rumors, notes or electronic communications
- **Cruelty or Dishonesty**
 - Making offensive drawings, comments, etc.
 - Interfering with personal property; invasion of another's privacy; sabotage
 - Destruction of any property; graffiti
 - Forging a parent/guardian's signature
 - Cheating; copying another student's work; plagiarism; lack of academic integrity
 - Stealing
 - Lying; withholding the truth from a person in authority
- **Violation of Safety Policies: Weapons, Gang Culture, Alcohol/Drugs/Tobacco (see below)**

Reporting Harassment, Bullying, etc. and Retaliation

Students are encouraged to report incidents of harassment, bullying, and other disrespectful, harmful, dishonest, or illegal behavior promptly to school authority in order for immediate intervention and investigation so that appropriate disciplinary action may be taken. Students may also fill-out a bully report form and return it to the tamper-proof mailbox located outside the Brain Room (#21). Retaliation of any kind should also be immediately reported so that it may be disciplined. Behavior deemed inappropriate by the administration, whether at school or school-related events, are serious violations and will carry consequences which may include suspension, expulsion or other actions as determined by the Principal.

Suspension

Suspension is a short-term removal from school and/or exclusion from participation in some or all school day activities, and after school activities and athletics because of serious misbehavior. The administration reserves the right to place a student in an alternative school setting for conduct deemed inappropriate and contrary to the expectations of the school. This includes, but is not limited to, physical fighting. Prior to the suspension the student and parent/guardian will be notified of the specific reason for the suspension.

Expulsion

RCCS will do all within its power to assure its students the right to just and fair treatment, however, if cooperation is lacking from a student or his/her parent/guardian or if evidence of sufficient and sustained improvement is not demonstrated immediately, the administration may determine that it is not in the best interest of the school or the family to continue enrollment at RCCS. Expulsion includes exclusion from all school-related activities and athletics. Prior to expulsion the student, parent/guardian, and Director of CCMT Schools will be notified of the specific reason for the expulsion. If the student's parent/guardian feels the student was unjustly expelled, the parent/guardian may contact the Director of CCMT Schools within 24 hours of the notification.

Cafeteria Policy and Behavior

Breakfast and hot lunch are provided daily by a catering service at no cost to students. Menus for each month are included with the school newsletter.

- Students may not call to have a forgotten lunch dropped off; a school lunch will be offered
- Fast food may not be brought to school for breakfast or lunch
- A microwave is available for students to warm food (only), not “cook” food or make popcorn. Any food requiring the supervisor’s assistance to “make” such as lunchable pizzas, should be PREPARED at home first so it requires only warming at school.
- Birthday treats are distributed in the classroom only and may not take the place of a regular lunch
- Glass bottles are not permitted
- Bags of chips, candy, etc. larger than a single serving are not permitted and will be confiscated and taken to the office for pick-up at the end of the day

Students are expected to:

- Sit at their designated table, even after finishing the meal, until excused (except for an emergency)
- Talk in an acceptable volume. Loud or rowdy behavior is not permitted
- Eat their own food, not touch another’s food; not trade, sell or purchase food from another student
- Be responsible for picking up trash/garbage from their table and the floor before being dismissed
- Follow directions and respect cafeteria supervisors, self, others, and property
- Eat food only in the cafeteria. Students are not permitted to eat during recess or enroute to class

Students who choose to disregard expectations may be moved to a different table or area of the cafeteria, removed from the cafeteria and/or receive other consequences.

Recess Policy and Behavior

Students will go outside for recess when the outside temperature (with wind chill) is above 20 degrees. Students should have the appropriate outdoor attire to keep themselves warm. The only times students may be permitted to stay inside is if a child is requested to do so as requested for behavioral or academic issues, including lunch detention. If a health issue requires that a child stay inside, a note from a parent/guardian and/or doctor stating the reason is required. If rain or extreme temperatures prohibit students from going outside, indoor recess will usually be held in the gym, if available, or a classroom.

Students are expected to:

- Follow directions of the recess supervisors
- Stay in the designated area
- Use permitted equipment properly
- Speak and act in an appropriate and safe manner that respects self, others and property.

Students who choose to disregard these expectations may be removed from recess activity and/or receive other consequences.

Recognition of Positive Behavior

RCCS strives to recognize the positive behaviors that the majority of students display. These are expressed frequently by verbal compliments and other forms of recognition to individual students and entire classes.

Dress Code

Parents/Guardians are provided with the student dress code. It is the responsibility of parents/guardians and students to review and abide by the dress code. Dress code violations will be sent home for non-compliance; repeated disregard of the dress code will result in additional consequences. The Principal retains the right to make a judgment regarding the questionable dress of a student. Students may also participate in designated non-uniform days or be rewarded with non-uniform passes; as a general rule, non-uniform passes may not be used on a day the student attends Mass.

Cell Phone Policy/School Phone Use

If a parent/guardian wishes for their child to bring a cell phone to school, the following policy is observed: **Student cell phone use is not permitted on the school campus; it must be powered off upon arrival and remain off until the student is off the property. As soon as a student arrives at school, he/she is responsible to turn in his/her cell phone; it may be retrieved at dismissal.** If a phone is not turned in or is being used at any time on the school campus, it may be taken from a student and sent to the office. It will be released only to a parent/guardian. Students failing to cooperate with the cell phone policy will receive additional consequences. Students may use a School phone for a legitimate reason, with permission.

Lost and Found

If an article of clothing, outdoor-wear, etc. is found, it will appear in the designated Lost and Found area. Small items such as jewelry are taken to the school office. Parents/guardians are encouraged to write the student or family name on uniform sweatshirts, sweaters and jackets so they can be returned if misplaced or forgotten. Parents/guardians and students are encouraged to check the Lost and Found periodically. Articles not claimed within a reasonable amount of time will be considered a donation to the school or charity.

Birthday Treats and Party Invitations

Parents/guardians should check with their child's teacher prior to the child's birthday to arrange to provide a **simple** treat; this is especially important because of food allergies. Snacks that are individually wrapped or proportioned are easiest for students to distribute in the classroom. Birthday treats may not be distributed in the cafeteria, nor may they take the place of lunch. Balloons, flowers, etc. should not be sent to school for a student's birthday. If such items are sent, they will be kept in the office until the end of the day since these can be a distraction, cause hard feelings or competition among the students. Similarly, invitations to birthday parties may be distributed in the classroom as long as every student in the class receives an invitation.

Snacks & Beverages Outside of Cafeteria

Students are permitted to bring a snack in their lunch bag or backpack to eat during a classroom snack break but otherwise, food is not permitted in any areas other than the cafeteria. Water is the only beverage students may have to drink outside of the cafeteria. Parents are encouraged to provide healthy food instead of candy and chips; Gum is not permitted. No glass.

Items Not Permitted in School

Expensive or cherished jewelry, large sums of money, AirPods and other cell phone/tech accessories, toys, trinkets, or items that may distract from learning may be confiscated for a reasonable amount of time for a parent/guardian to claim. Otherwise they will be considered a donation to the school or charity. RCCS is not responsible for lost, damaged or stolen items. Students are not permitted to sell or purchase any items from other students.

G. School Safety Policies

Visitors Must Report to Office

RCCS's *School Safety Plan* requires **all parents/guardians, volunteers and visitors report to the office upon arrival. This is expected before, during and after school, regardless of the purpose.** If a parent/guardian is dropping off an item for a student, he/she is required to take the item to the office rather than the child's classroom. This limits distractions to teachers and classes and upholds our responsibility of safety and security for all. Visitors or those conducting school-related business are permitted to do so with the express permission from the office and/or the accompaniment of a staff member.

Change of Info for Parent/Guardian/Emergency Contact

Please keep the school office advised of any phone, address, and email changes for parents/guardians as well as emergency contacts. This enables us to keep our emergency contacts current. In an emergency, if RCCS staff is unable to contact the parent/guardian or emergency contact, depending on the situation, emergency medical personnel or local law enforcement will be called.

Child Abuse/Neglect Regulations

The welfare and safety of children is our priority. By law, teachers and administrators are mandated to report any suspicion of neglect or abuse to Children's Protective Services.

Confidences

Confidences, whether written or verbal, which threaten the life, health, property, or safety of anyone or involve criminal activity must be reported to proper authorities, or as prescribed by law.

Safety Drills

Students participate in regularly scheduled emergency safety drills, as required by the State of Ohio, in order to be prepared in the event of a fire, tornado, situations requiring a lockdown, rapid dismissal and/or relocation. Evacuation routes and shelter information are posted in each room near the exit.

Threat to School Safety

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

Conduct Detrimental to the School's Reputation

At RCCS, and all Catholic Diocesan Schools, conduct of students, parents/guardians, and faculty inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be addressed/disciplined according to the school's disciplinary code.

Alcohol/Drug/Tobacco Policy

Students who are suspected of possessing or using alcohol, tobacco, illegal drugs or drug paraphernalia will be subject to an investigation which may include the involvement of law enforcement, as deemed necessary by the administration. Consequences may include suspension, expulsion, or another course of action determined by the administration and/or law enforcement.

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" includes the entire campus-- buildings, gym, parking lots, and church property. 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.

Gang Culture Involvement

When teachers, staff, or school authorities become aware that any student enrolled at RCCS might have gang associations, the 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.

Search

In the interest of assisting students to be responsible, organized, etc., a staff member may search a student's desk, backpacks, etc. For the safety and protection of all students in our care, staff members have the authority to conduct a search if reasonable grounds exist for suspecting that a search will turn up evidence that a student has committed or is committing a violation of school rules and/or safety policies. **Anything** brought onto the school premises by a student is subject to search and/or seizure.

H. Health Policies

Emergency Medical Forms

Ohio law requires Emergency Care Authorization Forms be completed at the beginning of each school year and kept on file for each child. In case of emergency, 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. Please keep phone numbers up to date.

Health and Immunization Records

A record of student immunization dates are kept on file and must be up to date. In order for a child to be in compliance with state laws, he/she must receive the required immunizations by the fourteenth day of school. Parents/guardians will be notified if updated immunization records have not been received by the first day of school. Physical examination forms must include the day, month, and year of all immunizations and be signed by a physician.

Illness or Injury at School

When a child becomes ill during school, the child is sent to the school office or to the school nurse (if on campus). If it is apparent the child should be picked up from school, the parent/guardian will be contacted. Students may receive very minor injuries that can be handled with ordinary First Aid measures. In the case of a more a slightly severe injury, but one that does not required the child to leave school, the school will document the incident and an incident report will go home and/or a phone call will be made. If an injury prohibits a child from staying at school the parent/guardian will be contacted to arrange for the child to be picked-up from school. The school will follow the procedure outlined by parents/guardians on the Emergency Medical Form. The school does not call 911 or a doctor unless it is an immediate emergency.

Contagious /Communicable Diseases

If a student has a respiratory infection, severe sore throat, severe cough or any other symptoms of a contagious condition, the student should stay home from school. If a student has a fever or is vomiting, the student should be kept at home. Giving medication to reduce the fever does not make the child non-contagious; it merely makes the child more comfortable. A child should be free of fever and/or vomiting for 24 hours before returning to school. If a student is suspected of having a communicable disease, parents/guardians should notify the school immediately. This may include, but are not limited to: pink eye (conjunctivitis); stomach flu (norovirus); influenza; pertussis; scabies; head lice; hand, foot and mouth disease and measles. Please consult with a physician as to when your child may return to school.

Medication

School policy prohibits any student from keeping medication in his/her possession. Therefore, all medication, both over the counter and prescription, must be turned in to the school office by the parent, along with a signed authorization form, before school personnel can administer medication. Medication should be in the original prescription container and labeled with the student's name, name of medication, dosage, time for administration. A doctor's signature is required on the authorization form in order for a prescription medication to be administered by school personnel.

Pregnancy Policy

The Catholic Church teaches that sex is sacred and according to God's plan, sexual love is reserved for marriage. Therefore, premarital 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.

I. After School Activities/CYO Athletics

Extra-curricular Clubs and Activities

The weekly newsletter informs parents/guardians of opportunities available for students. Information may also be sent home with students. Supervisors have the authority to expect full cooperation of students and parents/guardians. If a student is absent during the school day for illness, he/she may not participate in after school activities/athletic practices, etc. Cooperation with rules and behavior expectations will determine whether a student may continue to participate in the activity. Parents are asked to remind children about transportation arrangements before arriving at school. *Students are required to be picked-up promptly at the end of an after school activity.* Student phone calls are reserved for emergencies only.

CYO (Catholic Youth Organization) Athletics

- Before a player is eligible to begin each sport practice he/she must submit required paperwork and fees, including a current physical, by the designated deadline.
- *Participation is contingent on acceptable academic performance and behavior.*
- Parents/guardians/siblings, etc. are not permitted to attend athletic practices.
- Supervision of students at after school activities is the responsibility of coaches and leaders.
- If an issue or conflict related to athletics arises, the lines of communication are with the Coach. If the issue is not resolved satisfactorily, the next level of communication is with the Athletic Director.

- ***CYO Athletic Policies and Procedures*** (see www.toledodiocese.org/CYO) govern RCCS' athletics. They include conduct expectations and disciplinary actions for coaches, students, parents/guardians and spectators who violate the following rules:

"All involved in a CYO program/event are expected to conduct themselves in a Christian manner, teaching and guiding the youth with a sense of fair play, sportsmanship, and acceptance of winning and losing in accordance with Christian ideals and the objectives of the CYO program..."

- *Good sportsmanship and proper conduct are integral parts of the CYO program. Any type of cheering, yelling or other similar actions which are done in a manner to disconcert or to be derogatory toward the opposing team or a specific opponent is considered inappropriate...*
- *Cheers and encouragement should always be directed toward your team and players to do well and NOT toward an opponent to fail.*
- *The head coach has the obligation to correct any assistant coaches, team members, parents/guardians, and/or spectators associated with his/her team for misconduct, foul language, etc.*

A coach, player, parent or spectator guilty of any flagrant or unsportsmanlike behavior will be penalized under the direction of the Director and/or Assistant Director of CYO Athletics, CYO Staff member(s), CYO Advisory Committee or the site supervisor... The coach, player, parent, spectator or team may be suspended from one game to the remainder of the season, or permanently if the offense warrants..."

J. Admissions and Registration Information

Application for Enrollment and Registration Process

- Parents/guardians of students whether Catholic or non-Catholic, wishing to inquire about RCCS are encouraged to visit our website and/or contact the school office for more information and to leave contact information so that follow-up information for Kindergarten Screening (in the Spring) or other enrollment application information may be forwarded.
- Students applying for enrollment in Kindergarten must be five years-old by September 30 and successfully meet Kindergarten Screening requirements.
- After reviewing the application for enrollment and the student's most recent report card and any other pertinent documents, an informal parent/guardian and student interview will be arranged with the principal prior to acceptance for registration. At this time parents/guardians must produce and IEP's or other educational plans that were in place at the previous school.
- All new students are admitted under a 60-day probationary period. Academic progress, adherence to RCCS policies, and the student's behavior/disciplinary record will be reviewed after the probationary period to determine if enrollment at RCCS may be continued or if the probation period will be extended. RCCS has the right to decline admission based on inability to accommodate the needs of a child.

Financial Policies

- **A non-refundable registration fee is due at the time of registration.**
- **Student Scholarships are available for those who qualify. Please inquire with the School Office about scholarship information and due dates.**
- The school tuition equals the cost to educate each student. Rates are reviewed annually by the CCMT Board. Parents/Guardians set up a Cost of Education payment plan. Failure to meet planned payments on time could result in a student's exclusion from school until payments are up to date.
- Outstanding bills (tuition, fees or fines) will result in withholding of report cards and transfer of records to a new school.

Student Records and Non-Custodial Parent Access

Parents/legal guardians have a right to request information regarding their child's education including report cards, school newsletters, communication with teachers, and access to information in a student's cumulative file, health file and permanent record file maintained by the school even after a student transfers to another school. ***Therefore, it is the responsibility of the custodial parent to present the school with court-ordered documentation if the non-custodial parent is denied access to such information and/or access to the student.***

Authorization for Media (Photo) Release and Publicity Policy

At times during the school year, news media, community organizations, school-related organizations, or school personnel may ask to interview, photograph and/or videotape our students. Parent/guardian consent is required to Rosary Cathedral Catholic School/CCMT and the Diocese of Toledo and partnering organizations to use any work, image, likeness, name and/or voice in any of our publicity publication(s) and may be distributed without limitation, and by any means.

Parents understand that there is no compensation for inclusion in any publication. Publications include (but are not limited to) the yearbook, newspaper, sports publications, school web, social media, alumni magazine, television-radio segments, press releases, and any school-approved republication thereof. Rosary Cathedral Catholic School, CCMT and the Toledo Diocese, its employees, agents, and assigns are released from all liability for any claims or any third party in connection with the use in the publication. Parents also agree that all materials furnished at either personal or otherwise authorized for such use without obligation. This includes the use of name, portrait/picture, voice, and biographical material for educational, project publicity, and organization promotional purposes.

Parents/guardians authorize consent annually. This authorization will remain in effect indefinitely unless otherwise revoked by the signer, who has the right to revoke authorization at any time by submitting a written request to the school principal. This revocation will be effective, except to those actions already taken in reliance on authorization.

Non-Discrimination Policy

Catholic schools of the Diocese of Toledo admit students of any race, sex, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, sex, color, national and ethnic origin in administration of educational policies, admission policies, scholarship and loan programs and athletic or other school administered programs, and in the hiring of school personnel.

Policy Statement on Gender-Related Matters (Diocese of Toledo June 3, 2019)

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons

and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created¹, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see *Catechesis Regarding Human Dignity and Gender-Related Matters* in the Appendix.

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

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

¹Pope Francis, *Amoris Laetitia* 56.

K. Principal's Discretion

Principal's Discretion

The RCCS Student-Parent Handbook states the general academic and behavior expectations of students and school policies and procedures. Parents/guardians are responsible to review and abide by its contents and ensure that their children understand and follow them as well. **Each family signs and returns the Parent-Student Handbook Authorization Signature Form;** even in the absence of a signed form, parents and students are obligated to abide by school policies by virtue of their enrollment at RCCS. Because not every situation, behavior or protocol can be listed, and circumstances may justify an alternate course of action than what is listed, the principal has the full and final decision-making authority in all matters pertaining to the school. The principal likewise retains the right to amend the handbook, for just cause, and parents/guardians will be given prompt notification typically through the school newsletter, if any changes are made.

Catechesis Regarding Human Dignity and Gender-Related Matters

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are.¹ Further, the Church is obligated to hand on to every generation all that she has received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times.

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

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

As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth.² Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

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

Catholic teachings envision biological sex as neither a politically defined nor socially constructed reality. It is an objective reality, a cornerstone of our createdness, and an invitation to enter joyfully and generously into what we believe to be the central mystery of the Christian faith, namely, that God is himself an eternal exchange of love emanating from the love shared between the Father, Son and Holy Spirit.³

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

¹*Gaudium et Spes* 27.

² Pope Francis, *Amoris Laetitia* 285.

³*Catechism of the Catholic Church* 221.

Student Technology Acceptable Use Policy

PURPOSE:

The purpose of technology at Rosary Cathedral CCMT Catholic School is perceived as a tool for lifelong learning and to facilitate communications in support of research and education. The use of these tools is a privilege, not a right, for the students.

THE INTERNET:

The students and faculty/staff of Rosary Cathedral CCMT Catholic School are offered access to the Internet as a means for gathering informational sources from distant computers. Rosary Cathedral CCMT Catholic School believes this technology only begins to open the door to many advanced educational tools and will help propel our school through the communication age.

INTERNET SAFETY:

All students' Internet access is filtered as in accordance with the Children's Internet Protection Act. The faculty/staff will also monitor the students' use of the Internet in school to prevent access to inappropriate material.

ELECTRONIC MAIL (EMAIL):

When electronic mail accounts are provided to students, they are solely for exchanging information consistent with the educational mission of Rosary Cathedral CCMT Catholic School. The email administrator will assign usernames and passwords. The email administrator will monitor all messages.

DISTANCE LEARNING:

Distance Learning is a way of acquiring information from professionals and other students from areas all across the United States. This way of learning serves as a significant source of communication with persons of various backgrounds and cultures.

SOCIAL LEARNING NETWORK:

GAFE (Google Apps for Education) will be used as a safe and easy way for students to connect and collaborate, share content, access homework and receive school notices. Students will be required to "share" all GAFE files with a teacher. GAFE accounts will be monitored by the Google Administrator.

MOBILE DEVICES:

Mobile devices are considered to be small handheld or wearable devices and include cell phones, iPods, iPads/tablets, Kindles, Nooks, Smart Watches, pagers, cameras, handheld gaming devices and media players. Cell phones must be turned off and turned into the school office before the school day begins. Cell Phones will be returned to students at the end of the day. Cell Phones use is not permitted before, during or after school while on the school grounds. No personal handheld devices are allowed to access the school's network.

EDUCATIONAL OBJECTIVES:

Electronic information research skills are now fundamental in education and future employment opportunities. Access to the Internet and Distance Learning enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging information with people around the world. Rosary Cathedral CCMT Catholic School expects the faculty to blend thoughtful use of the Internet and Distance Learning throughout the curriculum and will provide guidance and instruction to students in its use.

PRIVACY IS NOT GUARANTEED:

Rosary Cathedral CCMT Catholic School may, at any time, monitor, inspect, copy, and review all Student and Staff computer activity to ensure that users are acting responsibly. All such information files shall be, and remain, the property of Rosary Cathedral CCMT Catholic School. Privacy is not guaranteed.

ACCEPTABLE/UNACCEPTABLE USE:

The educational value of student technology use is the joint responsibility of the students, parents and faculty/staff of Rosary Cathedral CCMT Catholic School. The following are terms, conditions, and rules for use of Technology at Rosary Cathedral CCMT Catholic School.

ACCEPTABLE USE: Users shall

1. Show respect when using the provided equipment.
2. Use the Internet for educational purposes only.
3. Have email access only through the supervision of a teacher and only for classroom purposes.
4. Use proper network etiquette or “netiquette.”
 - a. Be polite
 - b. Be safe
 - c. Practice appropriate copyright procedures
5. Report Internet activity that is found offensive or uncomfortable, in any way, to a Rosary Cathedral CCMT Catholic School faculty/staff member.

UNACCEPTABLE USE: Users shall not

1. Access, erase, rename, or make unusable anyone else’s personal computer files.
2. Use the Internet without a supervising teacher being in the room.
3. Visit Internet sites that contain obscene, hateful, or other inappropriate materials.
4. Attempt to by-pass installed filter settings.
5. Give any personal information over the Internet, such as name, phone number, and address of yourself or others.
6. Download any software or large files.
7. Log-in to personal accounts.
8. Use the computer to annoy or harass others.
9. Tamper with preferences, control panels, or the hard drive as set by the administrator.
10. Intentionally damage the systems.
11. Install programs or files brought in from outside the school.
12. Print without Faculty/Staff approval.

DISCIPLINARY ACTION: Any inappropriate use of technology at Rosary Cathedral CCMT Catholic School may result in the revocation of privileges and potential disciplinary action of Students and or Staff. The use of a cell phone before, during or after school hours while on school property will result in the confiscation of the cell phone and it will be turned in to the school office. Parent/Guardian may pick up the cell phone at their convenience during school hours.

PARENT RESPONSIBILITY

Although a filtering service is in place, I understand that it is impossible for Rosary Cathedral CCMT Catholic School to restrict access to all controversial materials, and I will not hold the school or its staff responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child/children’s use is not in a school setting.

Student Withdrawal Procedures

NOTE: ONLY THE ENROLLING ADULT ON FILE CAN WITHDRAW A STUDENT

You will need to provide the following information:

1. Date you will be withdrawing your student – last day of attendance.
2. Reason for the withdrawal
3. Name and address of the school where you plan to enroll your student

We must verify that all textbooks, library books, and loaned/borrowed school materials have been returned, and any past due tuition, fees/fines have been paid.

Student records are only submitted to the new school upon receipt of a Request for Records from that school. Parents/guardians are not permitted to remove/transport records from Rosary Cathedral Catholic School.

These procedures are put in place to facilitate the withdrawal of your student.

1. Student Name _____ Grade _____

2. Parent/Guardian Name _____

3. Last day of attendance: _____

4. Reason for withdrawal: _____

5. Name and address of new school: _____

Parent/Guardian Signature _____ Date: _____

Please complete form and return to the office.