

# St. Rocco Parish School

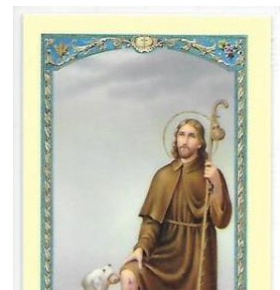
*“A Christ-centered community committed to excellence!”*



## 2020-2021 FAMILY HANDBOOK



*“Celebrating 93 years of education on Cleveland’s West side, 1927-2020”*  
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## **LIFE OF SAINT ROCCO**

Saint Rocco was born of noble parents about 1340 in Montpellier, France. At birth it was noted that he had a red cross-shaped birthmark on the left side of his chest. As a young child, Saint Rocco showed great devotion to God and the Blessed Mother. At an early age, his parents died leaving him under the care of his uncle, the Duke of Montpellier. Soon after, Saint Rocco distributed his wealth among the poor and took a vow of poverty.

Saint Rocco dressed in the clothes of a pilgrim and departed for Rome. At that time, Italy was battling the bubonic plague and Saint Rocco cured many of this dreaded disease by praying for them and making the sign of the cross.

During his travels, he too contracted the plague which was seen by an open sore on his leg. Saint Rocco was banished from the city and took refuge in a cave. Here he slept on leaves and drank water from small stream. Miraculously a dog that refused to eat, faithfully brought him bread to keep him alive. The dog was from a nearby castle and the Lord of the castle followed him one day and discovered Saint Rocco. He took pity on him and brought him back to his castle where Saint Rocco was cured.

Saint Rocco traveled through Italy for a couple more years before returning to Montpellier. He was so weak from suffering that the townspeople did not recognize him and he was thrown into jail as a spy. He was in prison for five years. On August 16, 1378, a guard entered his cell and found Saint Rocco near death. The cell was illuminated with a blue light radiating from his body. Upon hearing this, the governor wanted to know his identity. Saint Rocco faintly replied, "I am your nephew Rocco." Only one thing could prove that so he took off his robe and the cross-like mark was visible on the left side of his chest. The governor and the townspeople then believed and a voice from paradise was heard announcing that Saint Rocco's soul had earned immortal glory in heaven. Even after his death, Saint Rocco performed many miracles.

Saint Rocco is venerated in the Roman Catholic Church as the protector against the plague and all contagious diseases. The statue of Saint Rocco is considered unique because it depicts him with his left hand pointing to an open sore on his leg since most images of saints do not expose any afflictions or handicaps. His body is enclosed in a glass tomb in the church of Saint Rocco in Venice, Italy. Saint Rocco's feast day is August 16<sup>th</sup>. Saint Rocco Parish celebrates his feast on the Sunday before Labor Day during the annual parish festival.

## **HISTORY of SAINT ROCCO PARISH & SCHOOL**

In 1914, Italian immigrants from the near west-side of Cleveland gathered to pray to Saint Rocco. In 1922, the parish of Saint Rocco was established. In 1924, the Order of Mercy, the Mercedarians, came to serve the parish with Father Sante Gattuso, O. de. M. as pastor. The school opened on September 6, 1927.

## **MISSION STATEMENT**

**We are a Christ-centered community committed to excellence!**

## **BELIEF STATEMENTS**

- + We believe we are all God's children.
- + We believe we are a Christ-centered community.
- + We believe excellence is on purpose.
- + We believe each students' learning is a unique and developmental process: academically, spiritually, emotionally, socially and physically.
- + We believe in life-long learning.

## **PHILOSOPHY OF CATHOLIC EDUCATION**

At Saint Rocco Parish School, we affirm that which the Church has instructed about Catholic Education:

- ♥ All people of whatever race, condition or age, in virtue of their dignity as human persons, have an inalienable right to education (Gravissimum Educationis, 1).
- ♥ Community is at the heart of a Christian education not simply as a concept to be taught but as a reality to be lived (To Teach as Jesus Did, 23).
- ♥ The Catholic school is at the heart of the Church (The Catholic School on the Threshold of the Third Millennium, 11).
- ♥ The Catholic school participates in the evangelizing mission of the Church and is a privileged environment in which Christian education is carried out (11).
- ♥ In the Catholic school's educational project there is no separation between time and learning and time for formation, between acquiring notions and growing in wisdom. The various school subjects do not present only knowledge to be attained, but also values to be acquired and truths to be discovered (14).
- ♥ In the Catholic School, "prime responsibility for creating this unique Christian school climate rests with the teachers, as individuals and as a community." Teaching has an extraordinary moral depth and is one of man's most excellent and creative activities, for the teacher does not write on inanimate material, but on the very spirit of human beings (19).
- ♥ Possessed by charity both toward each other and toward their pupils, and inspired by an apostolic spirit, (teachers) should bear testimony by their lives and their teaching to the one Teacher who is Christ (8).

### **RELIGIOUS EDUCATION PROGRAM**

Daily prayer, religious lessons, Eucharistic celebrations, sacramental preparation, seasonal prayer gatherings and service projects support our Catholic mission. All students, no matter what their religious preference or the preference of their parent/guardian, are expected to participate in religion class and functions during school hours. All students receive a grade in Religion.

#### **Sacramental Programs:**

- + **First Penance and First Holy Communion** are celebrated in second grade. Contact the school or parish office if an older student wishes to receive the sacraments.
- + **Confirmation** is celebrated in seventh/eighth grade every other year.
- + **Sacrament of Penance** is celebrated at least once a month during the school year.
- + **Liturgy/Mass** is celebrated every Wednesday, First Friday and other special days.
- + As students are preparing to receive the sacraments of Baptism, Penance, Eucharist and Confirmation, parents are encouraged to participate in a program of religious instruction.

#### **Servers:**

- + Beginning in fourth grade, Catholic male students may be trained to be altar servers

#### **Sunday Mass Obligation:**

- + All Catholics families are expected to attend Liturgy every Saturday night or Sunday.

#### **Prayers:**

- + As children progress through their years in a Catholic school, they should learn certain prayers by heart. Parents/guardians and teachers are encouraged to work with the children to ensure they know these prayers now and for a lifetime.
- + Here is the list of prayers by grade level:

First Grade:	Sign of the Cross, Grace before Meals, Our Father, Hail Mary and Glory Be
Second Grade:	Prayers of First Grade, Act of Contrition, Angel of God
Third Grade:	Prayers above, Apostle's Creed, Fatima Decade Prayer, Morning Offering
Fourth Grade:	Prayers above, Most Holy Rosary (all mysteries), Hail Holy Queen
Fifth Grade:	Prayers above, Act of Faith, Hope and Love, Stations of the Cross, Nicene Creed
Sixth Grade:	Prayers above, use of spontaneous prayer
Seventh Grade:	Prayers above, Come Holy Spirit, Angelus, Regina Coeli
Eighth Grade:	Prayers above, Knowledge of Litanies and Novenas

### **FACULTY AND STAFF of SAINT ROCCO PARISH SCHOOL**

Pastor	Fr. James Mayer, O. de M.	<a href="mailto:jmayer@strococleveland.com">jmayer@strococleveland.com</a>
Principal	Mrs. Renee Cerny	<a href="mailto:racerny@srsk8.net">racerny@srsk8.net</a>
Office Manager	Mrs. Beth Armbruster	<a href="mailto:barmbruster@srsk8.net">barmbruster@srsk8.net</a>
Prekindergarten	Mrs. Julie Diggs	<a href="mailto:jdiggs@srsk8.net">jdiggs@srsk8.net</a>
Kindergarten	Miss Monika Gyerman	<a href="mailto:mgyerman@srsk8.net">mgyerman@srsk8.net</a>
Grade 1	Mrs. Theresa Adams	<a href="mailto:tadams@srsk8.net">tadams@srsk8.net</a>
Grade 2	Miss Erin Hayes	<a href="mailto:ehayes@srsk8.net">ehayes@srsk8.net</a>
Grade 3	Miss Mariah Magistrelli	<a href="mailto:mmagistrelli@srsk8.net">mmagistrelli@srsk8.net</a>
Grade 4	Ms. Alexandria Brown	<a href="mailto:abrown@srsk8.net">abrown@srsk8.net</a>
Grade 5	Mr. Patrick McIntire	<a href="mailto:pmcintire@srsk8.net">pmcintire@srsk8.net</a>
Grade 6	Mr. Maxwell Rees	<a href="mailto:mrees@srsk8.net">mrees@srsk8.net</a>
Grade 7	Mr. Brent George	<a href="mailto:bgeorge@srsk8.net">bgeorge@srsk8.net</a>
Grade 8	Miss Margaret Lysobey	<a href="mailto:mlysobey@srsk8.net">mlysobey@srsk8.net</a>
Intervention Specialist	Mrs. Amy Zupan	<a href="mailto:azupan@srsk8.net">azupan@srsk8.net</a>
Intervention Specialist	Miss Mickey Kustra	<a href="mailto:mkustra@srsk8.net">mkustra@srsk8.net</a>
Physical Education	Mrs. Pat Bailes	<a href="mailto:pbailes@srsk8.net">pbailes@srsk8.net</a>
Technology	Mr. John Mago	<a href="mailto:jmago@srsk8.net">jmago@srsk8.net</a>
Music	Mr. Frank Prado	<a href="mailto:fprado@srsk8.net">fprado@srsk8.net</a>
Spanish	Mr. Brenden Vanover	<a href="mailto:Spanish@srsk8.net">Spanish@srsk8.net</a>
Guidestone Counselor	Miss Maggie Hannan	<a href="mailto:Margaret.hannan@ohioguidestone.org">Margaret.hannan@ohioguidestone.org</a>
Title I Instructor	Mrs. Wendy Fiala	<a href="mailto:wjfiala70@gmail.com">wjfiala70@gmail.com</a>
Nurse	Ms. Toni Brown	
Lunch Program	Mrs. Cogar & Ms. Collad	

## **COVID19 POLICIES for 2020-2021**

### **PREKINDERGARTEN:**

- ◆ Prekindergarten will ONLY be in-school learning.
- ◆ Guidelines from the Ohio Department of Education, the Ohio Department of Health and the Cuyahoga County Board of Health will be followed. Childcare guidelines can be found at <https://coronavirus.ohio.gov/static/responsible/Sector-fact-sheet-8-Child-Care.pdf>
- ◆ Masks are not required, but parents may have their child wear a mask during the day

### **MASKS:**

- Students in prekindergarten will not wear masks (parents may decide if the child wears a mask)
- Students in grades Kindergarten through Grade 8 will wear a mask when not at their desk or in close proximity to others
- Teachers will wear mask when working with students one-on-one/groups in close proximity
- Teachers may wear a face shield when in front of the room providing direct instruction
- The school will provide cloth masks to be used at school only; masks will have the child's name on it. They will be washed with detergent, Clorox 2 and dried each day.
- Students will need to wear a mask to enter and leave the building—provided by family
- Considerations when making these decisions:
  - The science regarding the viral load of children
  - The science regarding the ace 2 receptors of children
  - The asymptomatic conditions of Covid19 that are possible with children and adults
  - The need to see the face of and clearly hear the voices of other people, especially the teacher

### **PHYSICAL DISTANCING:**

- We are able to physically distance the students in Kindergarten through eighth grade classrooms based on the recommendations from the American Association of Pediatrics and the Cuyahoga County Board of Health.
- All extra furniture will be removed so that desks can be spaced throughout the room and all desks are facing the same way for direct instruction
- Students will eat breakfast and lunch in their classrooms as they did last year.
- All specials teachers will be moving to the classrooms this year.
- In Junior High, there will be minimal movement between classrooms with sanitizing between those movements

## **CLEANING the SCHOOL:**

### **STUDENTS WILL**

- Practice good hygiene including: washing hands frequently, using hand sanitizer
- Help to disinfect their personal desktop throughout the day
- Wear masks when indicated/instructed

### **SCHOOL WILL**

- Disinfect the entire school before the first day of classes
- Disinfect and sanitize monthly
- Continue the daily cleaning of the school building
- Add times of disinfecting restrooms throughout the school day

## **BEGINNING of the DAY:**

### **PARENTS WILL:**

- Send their healthy kids to school each day
- Will refrain from giving children fever reducing medications to disguise illness
- If child is absent, give details of reasons—including if student is really ill or staying home is parent choice
- Be sure children have all necessary supplies: homework, lunch, etc. to eliminate extra trips back into the school by adults
- No visitors will be allowed past the lobby area in the school building at this time

### **SCHOOL WILL:**

- Take temperature of each student and adult (including staff) before entering the school building; if the student has a fever at this time, they will go home with parent immediately
- Those with a temperature at 100 degrees F or higher with a no contact thermometer will be rescreened with a more accurate thermometer
- Those with a confirmed fever will remain in a secondary “clinic” until an adult on the Emergency Form is able to pick-up child immediately

## **PROCEDURE FOR ENTERING THE BUILDING IN THE MORNING:**

- The Main Entrance will be the only way INTO the building
  - Masks must be worn by anyone entering the building during the school day
- The single door WEST of the main entrance will be the EXIT door
- Students will stand on marked places outside of the school building
- Students will have temperature taken when exiting car in the morning; students with no fever will proceed into building and go directly to their classroom.
- For the safety of students and staff, parents will be permitted to walk child to main entrance but NOT be permitted to enter the building

## **ABSENCE:**

### **PARENTS/GUARDIANS WILL:**

- Call the office by 9am with the exact reason(s) for absence
- Will notify school if there is a positive Covid19 case with their child or if a Covid19 positive person is living in the house with the child
- Will only send a recovered positive Covid19 child back to school when the student has met the guidelines of the Cuyahoga County Board of Health

### **SCHOOL WILL:**

- Notify the school community if there is a Covid19 case—protecting the privacy of the person much like if there is a communicable disease case in the school
- Notify the Cuyahoga County Board of Health if there is someone who tests positive for Covid19 in school and follow their directions
- Allow students synchronous learning while absent

### **LUNCH/RECESS:**

#### **LUNCH:**

- Lunch will be delivered to the classroom
- Lunch will be eaten in the classrooms with desks being cleaned before and after eating
- Students will wash and sanitize hands before and after eating

#### **RECESS:**

- Children will not need to wear masks during recess as long as social distancing guidelines are being followed
- Students will be taught new recess games that do not involve close proximity for lengthy times
- Each grade will have a basket of equipment for their classroom only which will be sanitized after each use.

### **WATER and RESTROOM BREAKS:**

- Students will bring their own water bottles to school to be filled at school as needed
- Students will follow the restroom schedule created by teachers
- Students will wash their hands with soap and water for 20 seconds after using the facilities
- Students will use hand sanitizers regularly
- The school will disinfect restrooms regularly throughout the day
- The school will reinforce hand washing protocol with the students

### **SYNCHRONOUS LEARNING:**

\*\*\*\*Students must choose synchronous learning for the ENTIRE quarter. At the end of each quarter, community conditions will be reassessed.\*\*\*\*

### **EXPECTATIONS of Students and Families for SYNCHRONOUS LEARNING:**

- Students will need to be ready to learn by 8:05am every day and follow their classroom schedule as if they were in school. Students may break for lunch, return in the afternoon, and be dismissed at 3:00pm.
- Students need to be dressed for school (uniform shirt at the very least-pajamas are NOT acceptable.)
- Students need to be in a location at home that is a “school space”—not in bed.
- Students will log into their Google Account at the beginning of the day-attendance WILL be taken in each class
- Students will BE PRESENT with face shown for each class. The teachers need to SEE the students on their screen in school. Video must be on-no name only or picture to take the place of the student’s face.
- Students will be a part of the classroom. Teachers will give direct instruction and students will be able to ask questions of the teacher.
- Students will complete assignments as students in person would turn in school work or homework.

- If a student is absent, a parent/guardian MUST call the school office by 9:00am to report the absence.
- Parents/guardians must be present to monitor and supervise students during the school day.
- Your choice is locked in for the ENTIRE first quarter. At the end of the first quarter, we will reassess the Covid19 situation.

**EXPECTATIONS of Saint Rocco School for SYNCHRONOUS LEARNING:**

- To provide instruction and ability for students to log on for learning in real time
- Provide technology (Chromebook) to students who do not have technology at home.
- To teach students at home as best they can and as if they were at school in person
- Record direct instruction only
- Live stream class-time (no recording) when students are working independently (an opportunity to ask questions of the teacher)
- Expect students learning synchronously to participate in class and complete assignments
- To provide feedback regarding assignments
- To use the same grading scale for ALL students

The welfare and health of the students and staff of Saint Rocco School is our highest priority. As a result, and in accordance with the State of Ohio COVID-19 Health and Prevention Guidance for Ohio K-12 Schools, all students will be expected to comply with the following policies and instructions, the purpose of which is to reduce the risk of exposure to COVID-19 and to help prevent its spread. Please read this policy carefully.

1. **Daily Health Check at Home.** Prior to coming to school each and every day, parents shall conduct a health check of their child to assess whether the child is experiencing symptoms of COVID-19. The daily health check shall consist of the following:
  - a. Taking the child’s temperature.
  - b. Through discussion with the child and personal observation of the parent, assess if the child is experiencing one or more of the following symptoms:
    - i. Fever of over 100 °F
    - ii. Chills
    - iii. Cough
    - iv. Shortness of breath or difficulty breathing
    - v. Fatigue
    - vi. Muscle or body aches
    - vii. Headache
    - viii. New loss of taste or smell
    - ix. Sore throat
    - x. Congestion or runny nose
    - xi. Nausea or vomiting
    - xii. Diarrhea

For up to date information about COVID-19 symptoms and for an interactive symptom checker/self-assessment tool, parents and guardians should visit the website of the Center for Disease Control (“CDC”) at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

If the child has a fever of greater than 100°F or is experiencing any other symptom listed above (or as updated from time to time by the School), the child must stay home from school and the parent must



notify the school. The student may return if Covid19 free and has been fever free for 72 hours (without the use of fever reducing medicine).

Pursuant to Ohio Department of Health guidelines, families, caregivers and staff shall, as soon as possible, notify the school (i) if they have been exposed to COVID-19, (ii) they, or any members of their households, have been diagnosed with or presumed to have COVID-19, or (iii) they are quarantined. Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days or as otherwise advised or instructed by the local health department. Students who travel to a location with known community spread may choose to self-quarantine at home for 14 days.

For a list of COVID-19 testing facilities, please consult your health care professional or go to <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/testing-ch-centers/>.

2. **Temperature Check at School.** Student temperatures will be taken each day as students enter the building or as may otherwise be in accordance with the guidance of the county board of health. Students who have a fever of greater than 100°F or who have other symptoms may not remain at school. Such students will be immediately directed to a designated spot to be isolated from others except for the staff designated to monitor and care for such students until they go home.
3. **Hand Washing & Sanitizing.** Students are expected to wash their hands frequently for at least 20 seconds, including if their hands are dirty, before and after eating, after using the restroom, at other appropriate times (e.g., after blowing their nose/coughing/sneezing, and after touching garbage), and as otherwise instructed. Hand sanitizer, provided by the school at various places around the school, should be used by students to supplement hand washing, including when entering the school or entering or exiting a classroom. Parents and guardians should discuss handwashing with their child. For instructions and information about hand washing and sanitizing, parents and guardians should visit the CDC website at <https://www.cdc.gov/healthyschools/bam/child-development/how-to-wash-hands.htm>.
4. **Social Distancing.** Students must practice social distancing whenever possible. Social distancing means:
  - a. Maintaining six feet of space between oneself and others at all times possible, including in classrooms, hallways, restrooms, cafeteria, and pick-up and drop-off areas.
  - b. If maintaining six feet of space is not possible, maintaining as much space between oneself and others.
  - c. Following all directions and instructions given or posted regarding social distancing.
  - d. Follow all floor or other markings indicating the designated flow of traffic in hallways, rooms, and elsewhere.
  - e. Avoid when possible sharing items, materials, and spaces with others.
  - f. Maintain social distancing if possible on the bus to and from school.
5. **Face Masks and Coverings.** Face masks or coverings shall be worn by students if and when required by any law, regulation, or governmental order. If no law, regulation, or governmental order requires students to wear face masks or coverings, all students in grades Kindergarten and up are strongly encouraged to wear face masks or shields throughout the school day as well as when being transported to and from school on the bus unless the student is unable to do so for health, safety, developmental, or practical reasons. To be effective, face masks should cover the nose, mouth, and chin of the student and should be made of cloth. Parents and guardians are expected to talk with their child about the importance of wearing masks and to instruct the child on the proper wearing of a mask.

**ALTERNATE POLICY (if student masks required):** All students in Kindergarten and up are required to wear face masks throughout the school day as well as when being transported to and from school on the bus unless the student is unable to do so for health, safety, developmental, or practical reasons. Students are permitted to wear face shields in the following circumstances: (1) where cloth masks might present a safety hazard (for example, in a science lab); or (2) where the student has difficulty wearing a cloth face covering verified by a note from the student's parent or legal guardian. Face masks or coverings shall be worn by all students if and when required by any law, regulation, or governmental order. To be effective, face masks should cover the nose, mouth, and chin of the student and should be made of cloth. Parents and guardians are expected to talk with their child about the importance of wearing masks and to instruct the child on the proper wearing of a mask.

6. **Students who become Sick at School.** A student who, while at school, develops a fever of greater than 100°F or exhibits any one or more of the symptoms of COVID-19 (not including anything that the school administration reasonably believes to be unrelated to illness, such as seasonal allergies, or isolated incidents of coughing or sneezing) may not remain at school and must be picked up and taken home at the earliest opportunity. Such students will be immediately directed to a designated spot to be isolated from others except for the staff designated to monitor and care for such students until they go home. In the case of a suspected or confirmed COVID-19 case, the school will call the local health department to report the matter and obtain guidance. Any student who has a suspected or confirmed case of COVID-19 may not return to school until such student meets the CDC's criteria for returning to school. Others who may have been potentially exposed will be notified in accordance with the directives or advice of the local health department.

**\*\*\*\*\*COVID19 policies and procedures may change depending on new information from the Center for Disease Control, the Ohio Department of Health, the Cuyahoga County Board of Health and the State of Ohio\*\*\*\*\***

## **GENERAL INFORMATION**

### **ADMISSION POLICY**

1. Saint Rocco Parish School admits students of any race, color, national origin and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.
2. When students seek admission to Saint Rocco Parish School into the normal entry grades, Saint Rocco Parish School assumes that the requested admission is for legitimate and proper reasons.
3. Admission is made through a formal registration process which may include an interview with the principal. A non-refundable registration fee, original birth certificate, Baptismal certificate (if applies), immunization records, and custody papers need to be presented at the time of registration. Dates for registration are published on the school website, school correspondence and church bulletin.
4. A child entering Kindergarten must be 5 years old by August 15<sup>th</sup> of the year he/she starts school.
5. A child entering Prekindergarten must be 4 years old by August 15<sup>th</sup> of the year he/she starts school.
6. All **new** students are accepted on a probationary basis for the first quarter he/she enters OR longer if necessary to assess whether or not the school program will best support the student's learning and development.
7. Enrollment for all students is one year and may be reconsidered the following year for academic or behavioral reasons. This determination will be made by the pastor and principal.

8. When necessary, a student may be placed on academic and/or behavioral probation. If for any reason the student does not comply with the probation contract, his/her parents/guardians will be asked to withdraw him/her from Saint Rocco Parish School.

### ARRIVAL AND SCHOOL DAY PROCEDURES

- The school day begins at 8:05 am and ends at 3:00pm
- Breakfast is served between 7:30 am and 7:55 am
- Students may enter the school building at 7:30 am, pick-up their breakfast and are to **go directly to their classroom.**
- No child will be permitted to enter the building or his/her classroom prior to this time unless he/she has made arrangements with a specific teacher to come in before school starts, i.e. tutoring, conference with a parent/teacher.

#### Arrival Procedures:

- **Bus Riders:** Bus riders must wait outside the building with masks on and wait until a staff member has taken their temperature to enter the building. If a bus rider student has a temperature, their parent will be called to pick them up.
- Students arriving by car should be dropped off at the main school entrance. Parents/guardians are to remain in their car and students should exit the vehicle to have their temperature taken and okayed BEFORE the parent/guardian leaves.
- Arrival directives:
  - Enter from Fulton Road and proceed SLOWLY to the temperature checkpoint.
  - Once your child(ren) have exited the vehicle, pull up and exit out onto W. 33<sup>rd</sup>.
- Students who arrive after 8:05 am are considered late for school and must report to the office before going to their classroom. Additionally, if the student is late, they will need to be brought into the school building by his/her parent/guardian and signed in at the office (student's temperature will be taken before the parent may leave).

### DISMISSAL PROCEDURES

#### Walkers:

- Walkers will be dismissed first from the main doors of the school building. Students are to go directly home and at all times be respectful of the neighbors' property along the way home.
- Any student that walks home (even periodically) needs to have a letter of permission to walk home from his/her guardian on file in the school office.

#### Bus Riders:

- Bus riders will be dismissed and walked to their buses on St. Rocco Ct.
- Students are expected to be respectful of the drivers and to behave in accordance with the school's Code of Conduct while riding the bus.

#### Car riders:

- Car riders will be dismissed from the main entrance.
  - THIS YEAR we will call out the grades one-by-one and then dismiss to cars. Please be patient.
- Dismissal directives:
  - Enter from Fulton Road and proceed SLOWLY. Pull up to the end of the modular building to allow children to enter to their vehicles. Children should then walk on the sidewalk to their vehicle.
  - Once your child(ren) have entered your vehicle, pull up and exit out onto W. 33<sup>rd</sup> gate.
- Four copies of a family identification number will be provided to each family.

- Students will only be released to vehicles displaying the family number provided by the school.
- If a driver does not have a number, the child will not be released. The driver will need to report to the main office so identification may be verified.
- If you lose your car tags, please contact the school office and we will make new ones for you.
- Students need written permission to be dismissed to other families.
- Students should not be in any classroom after dismissal unless previous arrangements have been made with the teacher.
- No student may come back into their classrooms after 3:30 pm for forgotten materials.

### **EMERGENCY CLOSINGS**

In case of bad or severe weather, Saint Rocco Parish School is closed whenever Cleveland Municipal School District schools are closed. Other emergency school closings may arise to unforeseen circumstances, i.e. no heat, water, electricity. With all closures, families will receive an Option C phone/text/email blast and the closing will be listed on local television channels/websites.

If an emergency occurs during the school day, students will be supervised by school staff while parents are contacted.

### **LOST AND FOUND**

***Students are asked to have all items marked with their names.*** The Lost and Found is located in the school office. Students/Parents/Guardians are encouraged to check the Lost and Found as soon as possible after an item has been lost. All articles unclaimed within a reasonable period of time are given to charity

### **CARE OF SCHOOL PROPERTY**

**BOOKS:** Since books are expensive both to purchase and maintain from year to year, parents/guardians are urged to help children be responsible for all books used. Book bags or backpacks should be used at all times. Hardbound books are to be covered with a book cover. It is suggested to cover workbooks with clear contact paper.

**COMPUTERS/TABLETS/IPADS:**

Families are to agree to the Acceptable Use Policy as it applies to all computers/electronics equipment in the school in order for the students to have access to these tools in the classroom or computer lab. **Families are financially responsible for the loss or damage of electronic equipment.**

**LIBRARY:** Students have regularly scheduled library periods and are encouraged to withdraw and read the books. Please respect the books and return them in the condition they were loaned out in.

### **CHANGE OF FAMILY INFORMATION/TRANSFERS/WITHDRAWALS**

Should a family change their phone number(s), place of residence, or if any changes occur within the family unit, please notify the school office *as soon as possible*. If a transfer of schools is necessary, the parent/guardian must sign a release of records form before student records will be sent to the receiving school.

## **STUDENT RECORDS**

***Permanent Records:*** Accurate and complete individual, permanent and cumulative records shall be maintained for each student enrolled at Saint Rocco Parish School. These records will include students' attendance records, final grades for each subject in each grade level completed, testing scores and reports from professionals or other pertinent information which is relevant to the students' tenure at Saint Rocco Parish School.

***Access to Records:*** Saint Rocco Parish School will implement the requirements of the Family Educational Rights and Privacy Acts (FERPA). Legal parents/guardians of any student who is or has been in attendance at Saint Rocco School have the right to inspect and review the educational records of their children. Access to educational records shall be made to parents within 45 days after a written request is submitted to the principal. With the exception of the legal parent/guardian and those employees of Saint Rocco Parish School who would have access to educational records within the normal course of business, *all student records shall remain confidential.*

## **VISITORS/VOLUNTEERS**

### **UNTIL FURTHER NOTICE THIS YEAR:**

**No visitors will be allowed beyond the school lobby doors.**

Parent/Guardians are welcome to visit the school. The teaching/learning process is valued time and we choose to support its routines and activities. Therefore, we ask that appointments be made to visit the classrooms.

The success and effectiveness of our school and parish activities depend upon the generosity of time from volunteers. Please be generous with your time for the benefit of the school and parish throughout the year.

Virtus Training from the Diocese of Cleveland is required for all faculty/staff/volunteers. Visit the website [www.virtus.org](http://www.virtus.org) and then follow the directions to complete the program. A copy of your certificate of completion for Virtus training must be kept on file in the school office.

ALL volunteers must enter through the office and obtain a Visitor Pass. The Visitor/Volunteer must wear the badge at all times while in the building and/or on the school/church grounds during school hours.

## **ATTENDANCE**

### **ATTENDANCE POLICY**

Parents/Guardians must accept full responsibility for regular attendance. Regular attendance and punctuality are vital in developing habits and attitudes of responsible behavior for success not only in school but also for life. **Remote learners are expected to be on-time and "in-class" daily.**

Attendance in school is compulsory according to state law, Ohio Code 3321.01 and 3321.03. **After 10 absences, the parents/guardians will be contacted by the principal. After 15 absences, a conference will be required. Students absent for 25 or more days in a school year will have their academic records for the year reviewed by their teacher(s) and administration before promotion to the next grade level.** An "excused absence" such as illness, funerals, emergencies, shadowing, etc. count as a day of absence.

## **ABSENCE**

**EACH day the student is absent from school, the parent/guardian is responsible for contacting the school office at 216-961-8557 by 9:00am to state the reason for absence. THIS IS THE SAME FOR REMOTE LEARNERS.** Calls may be made 24 hours a day with the voicemail system. If a call is not received, the office will call the home or place of work to verify the student's absence. When a student returns to school, a dated excuse note from the parent/guardian should accompany the student—even if you have called the school.

**In accordance with senate Bill 82, “Alianna’s Alert,” if parents/guardians have not alerted Saint Rocco Parish School of an absence or tardy, Saint Rocco Parish School will notify parents/guardians within 120 minutes of the school day beginning.**

Parents/Guardians should request absent work to either be sent home with a sibling or picked up in the Office after school. If a student comes to school late due to an appointment or leaves school for an appointment, the parent/guardian is asked to come into the building and sign out his/her student.

**Absences not due to illness/Vacations:** It is the responsibility of the parent/guardian to notify the school office and the teacher in advance by email or written note. Since it is difficult to predict the amount of schoolwork accomplished during the student's absence, all assignments will be given to the student upon his/her return to class. Students/Parents are responsible for contacting their teacher(s) regarding schoolwork missed and will be given appropriate time to complete work upon their return to school.

\*\*There are many days/times off throughout the school and calendar year, therefore family vacations should be planned to coincide with the school calendar.\*\*

## **TARDINESS**

Any students arriving after 8:05am must report directly to the office for a tardy slip. Tardiness not only disrupts the school routine, but also negatively impacts a student's ability to come to school ready to learn. **Remote learners not logged in to class by 8:05am will be considered tardy.**

Chronic and habitual tardiness is contrary to the mission of the school and is a violation of the Educational Neglect Bill (Senate Bill 181). Parents/guardians have a legal responsibility for making sure each of their children arrives to school on time.

**For every 3 tardies a student receives, he/she will serve one after school detention.** If a student is repeatedly tardy, further consequences may include but not be limited to: parent-principal conference and/or the parent/guardian being reported to the proper authorities.

Absences/Tardies will be recorded as follows:

- Tardy after 8:05 am
- ½ day absent if arrive after 10:30 am
- ½ day absent if leaves on or before 12:30 pm
- 1 day absent- excused when parent calls in absence

## **ACADEMIC PROGRAM**

The State Board of Education of Ohio has approved the standards presented by the Ohio Catholic School Accrediting Association (OCSAA) for maintaining accreditation for Catholic Schools. Saint Rocco Parish

School is accredited and engages in strategic planning toward a vision of high performance implementing a course of study that meets diocesan requirements for each subject.

The school's curriculum follows the Diocese of Cleveland Curriculum which is aligned with the National Common Core Standards. Teachers follow these standards to guide specific content to be mastered, the skills to be developed, and the means of assessment at each grade level.

Schedules for the students include the following curricular areas:

Religion	Science	Social Studies	Art	Music
Reading	Mathematics	Language Arts	Technology	Health
Foreign Language		Physical Education		

Correlated Areas of Study include:

Character Education	Substance Abuse Education	Study Skills
Multicultural Education	Career Education	

### **JON PETERSON SPECIAL NEEDS SCHOLARSHIP PROGRAM**

Saint Rocco Parish School is a provider for the Jon Peterson Scholarship Program. Students who have or become eligible for an Individual Education Plan (IEP) qualify for this scholarship. For additional information, visit the Ohio Department of Education website.

### **HOME EDUCATION/ HOMEWORK**

Homework extends the learning begun in the classroom, promotes independent study, encourages individual initiative, provides extra practice needed to perfect fundamental skills, makes use of resources outside the school, recognizes individual differences and enriches learning.

Suggested time to be spent on homework each school day:

GRADES K- 1	15-20 minutes
GRADES 2-3	20-30 minutes
GRADES 4-5	30-60 minutes
GRADES 6, 7, 8	60-90 minutes

- Students in grades 2-8 are required to keep a daily assignment notebook
- Parents/guardians are encouraged to use the websites (Option C, Class Dojo) to verify daily assignments
- Individual teachers set the homework policy for their classes.
- Students are not permitted to return to their classrooms after 3:30pm to retrieve forgotten materials

### **ASSESSMENT**

Assessment is an important component of the teaching and learning process. Evaluation helps teachers determine student progress and the effectiveness of current teaching strategies and methods. Fair and accurate assessment of the student is best achieved when various types of techniques are consistently used. Assessment of learning may be tests, quizzes, homework, projects, and the standardized testing program.



Assessment may also include: classroom participation, cooperative group learning projects, hands-on experiences, techniques reflecting multiple intelligence learning, observation and other activities where the student is actively engaged in the teaching and learning process.

**GRADING SCALE**

A+	100-98%	B+	92-90%	C+	84-82%	D+	76-75%
A	97-95%	B	89-87%	C	81-79%	D	74-72%
A-	94-93%	B-	86-85%	C-	78-77%	D-	71-70%

Honors will be awarded to students in Grades 4-8 quarterly using the following criteria:

<b>First Honors</b>	A+, A, or A- in every subject	Good effort and conduct
<b>Second Honors</b>	All As and Bs in every subject	Good effort and conduct
<b>Merit Honors</b>	As, Bs, and two Cs in every subject	Good effort and conduct
<b>Principal’s Award</b>	Awarded to any student whose grades have improved from the previous quarter	Good effort and conduct

Computer and physical education classes will be included in the equation for honors.

*Students receiving two or more disciplinary incidents in one quarter will not be eligible for Honors that Quarter. At the end of the quarter, the administration will review disciplinary infractions regarding Academic Honors on a student-by-student basis. Decisions made by the administration are final.*

**PROMOTION AND RETENTION**

The Principal, after consultation with the teacher and parent, makes the final decision as to the promotion or retention of a student. Retention is based on several conditions (such as behavior, effort, and homework completion AS WELL AS academic scoring) and is considered to be a serious matter. Completion of a Summer School Program does NOT automatically permit promotion to another grade. Students that transfer to our school from another location who are not in their regular grade due to retention may not be placed in their regular grade based upon request or circumstance. Saint Rocco Parish School follows the same regulations of the Ohio Department of Education.

**TESTING PROGRAM**

Participating in standardized test programs offers data to assist the administrators and teachers in a systematic evaluation of the academic program to provide a high-quality education for the students. Saint Rocco Parish School participates in the following standardized tests:

Ohio Department of Education Testing

TESTING DATES for 2020-2021

ELA	Oct 19 <sup>th</sup> –Oct 30 <sup>th</sup>
Math, Sci, SS	Mar 22 <sup>nd</sup> - Apr 23 <sup>rd</sup>
	Mar 29 <sup>th</sup> - May 7 <sup>th</sup>



## NWEA Measures of Academic Progress (MAP) Tests

Kindergarten – 8

TESTING DATES for 2020-2021

Reading &  
Math

Sept  
Jan  
Apr

28<sup>th</sup> – Oct. 8<sup>th</sup>  
12<sup>th</sup> - Jan 28<sup>th</sup>  
19<sup>th</sup> - May 7<sup>th</sup>

It is SO IMPORTANT that your student(s) are ON TIME and IN SCHOOL during testing periods. Please make every effort to have your child in school during these times-as well as each and every other school day.

### ACADEMIC HONESTY

A student in a Catholic School is expected to be engaged in the academic process and rise to the challenge of a demanding curriculum. The goal is acquisition of basic knowledge and demonstrated skills that form the foundation of further studies. A student who accepts responsibility for his/her own performance practices the policy of academic honesty.

Academic dishonesty is cheating or the dishonest acquisition of assigned work or test/quiz results. A student who cheats on homework, class work, projects, tests, or quizzes is guilty of academic dishonesty. Copying someone else's work removes the learning component and invalidates the homework. Plagiarism is "copying, either verbatim or in substance, the words or even the thoughts and opinions of another without crediting the author." All sources must be referenced including literary courses, computerized sources and another student's work.

### ENRICHMENT OPPORTUNITIES

Extracurricular opportunities are very important in a student's development. Extracurricular activities have been shown to improve academic performance, help learn time management skills, allow for learning new skills, instill a sense of commitment and can be just plain fun.

Saint Rocco Parish School will be providing monthly clubs moderated by our teachers. A list of these clubs and sign-up sheets will be made available in September of each year.

Participation in Saint Rocco Parish School extra-curricular activities is contingent on acceptable grades and behavior.

### PREKINDERGARTEN PROGRAM

Saint Rocco Parish School offers a Prekindergarten program to children who are 4 years old by Aug 15<sup>th</sup>. The prekindergarten program is licensed and monitored by the Ohio Department of Education. The State of Ohio provides a written curriculum which describes developmentally appropriate activities, learning environment and approaches which meet the individual needs of children.

Saint Rocco Parish School Prekindergarten offers children an opportunity for interaction with other children and adults in an atmosphere of Christian love and concern. The program promotes spiritual, intellectual, social, emotional, and physical growth of the young child in a creative learning environment. Age-appropriate developmental experiences and play activities support the following program goals:

- ♥ Foster an awareness of being a child of God and growing in His love
- ♥ Develop a positive self-image
- ♥ Provide experiences in the five modalities: auditory, fine and gross motor, language and visual
- ♥ Practice basic social skills

- ♥ Develop a sense of age-appropriate independence, interaction, sharing, and cooperation
- ♥ Embrace a desire to and a love of learning

All lessons, materials and resources are developed to support a holistic, hands-on approach to learning. The curriculum includes:

Religion:

- + Positive self-image as a child of a loving God
- + Loving acceptance of self and others
- + Being made aware of God's wonderful world
- + Participating in school prayer experiences and daily prayer

Personal Development:

- + Being toilet trained is mandatory before enrolling in the Prekindergarten program
- + Knowing name, age, address, telephone number, birthday is taught and learned throughout the year.

Language:

- + Communication skills: speaking and listening
- + Transferring thoughts into words
- + Expressing a sense of self-awareness
- + Visual and auditory discrimination
- + Listening and participating in stories, poetry and finger plays

Mathematics:

- + Recognizing colors, shapes, patterns, sets, numerals
- + Developing quantitative concepts of counting, sizes, differences

Motor Skills:

- + Gross Motor Skills
  - o Creative expression in games, dance, music and art
  - o Physical education
- + Fine Motor Skills
  - o Learning to hold and use writing utensils properly
  - o Using scissors and other eye-hand coordination activities
  - o Manipulating clay, beads, pasting, coloring, painting, gluing and lacing

Rules for Prekindergarten children are simple and appropriate for their developmental age. Praise and rewards are always given for appropriate behavior. If inappropriate behavior occurs, the Prekindergarten child will be:

- Reminded of the rules
- Invited to cooperate
- Guided toward self-correction
- Helped to understand why the inappropriate behavior should change

A prekindergarten staff member in charge of a child or group of children shall be responsible for their discipline. The Ohio Department of Education Preschool Licensing Rules requires that actual methods of discipline shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking, or biting.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No discipline shall be delegated to any other child.

- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself, or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding rest, food, or toilet use.
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well ventilated space.
- The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Parents/Guardians will be made aware of any inappropriate behavior.

Communication between home and school is vital and is offered regularly through phone calls, emails, notes, conferences, newsletter and website news.

Prekindergarten class follows the school calendar year. Attendance, tardiness, special dismissal and all health procedures are the same as the elementary school. Ohio law dictates that all Prekindergarten children have a physical examination and medical form on file in the school clinic.

Parents/Guardians provide transportation for Prekindergarten children. Children will only be released to individuals indicated on the Pick-up Authorization Form.

Parents/Guardians are always welcome to visit at any time by coming to the school office to sign in and receive a visitor's pass. They may also review the latest inspections and are welcome to contact the Ohio Department of Early Education (614-466-0224).

Prekindergarten children do not wear uniforms. Prekindergarten students are to wear play clothes appropriate for the weather conditions and tennis shoes each day. Proper outdoor clothing and snow boots are necessary for winter outdoor play.

## **COMMUNICATION**

Communication between home and school is vital and is offered regularly through Thursday mail, school and teacher websites, school and teacher newsletters, email, notes, phone calls, conferences, etc. If you are sending an important message needing immediate attention, a phone call to the office is best. Emails and faxes are difficult for teachers and staff to check during the day. Please allow *two business days* for faculty and staff to respond to a phone call or email.

### **Change of Routine**

If there is a change in a student's usual routine regarding transportation, absence, after school care participation, or another circumstance, please send a note/email to school the morning of the change.

### **Change of Family Information/Transfers/Withdrawals**

Should a family change their phone number(s), place of residence, or if any changes occur within the family unit, please notify the school office *as soon as possible*. If a transfer of schools is necessary, the parent/guardian must sign a release of records form before the student records will be sent to the receiving school.

## **Telephone Usage**

Students may not call or text for assignments, forgotten P.E. clothes or other materials. They may ask permission from the office staff to make calls for other approved reasons. Except for an emergency, the office staff will take messages for teachers and students from parents/guardians.

## **Cell Phones**

Saint Rocco Parish School understands that cell phones are an important communication tool. However, students DO NOT need them during the school day. Cell phones have become a distraction to daily classroom learning.

Students in grades 2-8 are to put their cellphones (or any other communicative device, i.e. Apple Watch, Kid Call Watch) into a classroom basket each day when they enter the classroom. After end of the day announcements, students will receive their phone/device back. **\*\*During Covid19 period, phone will be put in a Ziploc bag with student's name on it.)**

Cell phones may not be used until the completion of dismissal and the student has left the Saint Rocco Parish School grounds. If a parent/guardian needs to get in touch with his/her child(ren), please call the school office. If a student does not follow this procedure, code of conduct consequences will apply. Students are responsible for loss or damage to cell phones/devices.

## **Thursday Mail**

Each Thursday, memos from the office, graded papers, information from teachers, etc. will be sent home in a special folder for every student or through Option C (for remote learners). Folders will need to be reviewed, signed and returned on Friday and for remote learners we will check to see that the email has been opened. Copies of school information will be available on the school website.

## **Websites**

- [www.saintroccoschoolcle.org](http://www.saintroccoschoolcle.org) is the school's main website and is a valuable resource for parents. Information about school news/events, calendars, various forms, lunch program, Thursday folder contents, etc. can all be found there. We strive to keep this information current for our school families. Please check the site regularly.
- [www.OptionC.com](http://www.OptionC.com) In Option C parents/students can view assignments: future, missing and late; conduct records (any demerits/detentions) attendance, and notifications from teachers/administration. Parents can send and receive private messages with teachers and staff. Conferences can be scheduled. Receive important alerts from the school via email, text and phone call. Report cards can also be viewed in OptionC.

## **Child Custody**

Each year a legal custody form is to be completed by each family and will be kept on file in the school office. In a case where custody papers are applicable, the school must receive documents from the courts naming the custodial parent/guardian. In the case of divorce, a copy of the final court decree is to be kept on file. Pertinent information for the school and diocese is custodial/parental sharing plans and educational financial responsibility—other information may be redacted.

The school will abide by the court orders regarding custody and sharing of information regarding the student(s). Further to ensure the safety and well-being of our students, any changes regarding custody issues need to be brought to the immediate attention of the Principal/Office.

### **Child Abuse Referral Guidelines**

All school employees are mandated reporters under Ohio Law (OR 2151.421) and shall report all known or suspected child abuse or neglect by contacting the County Department of Children and Family Services or a municipal officer.

### **Conferences**

Communication between home and school is essential and supports the growth and development of the child. In order to strengthen the relationship of home and school, we ask that parents/guardians always contact the school office personnel to clarify any questions. **Parents/guardians are asked to participate in yearly conferences—October and March—with teachers.**

If you would like to schedule a conference with your child's teacher at other times, please contact that teacher directly by email, note or phone call.

### **Field Trips and Forms**

**UNTIL FURTHER NOTICE, THERE WILL BE NO FIELD TRIPS SCHEDULED.**

Each time your child leaves the building for a field trip, a written permission slip, signed by the parent must be on file in the office. No child will be allowed to attend any field trip unless a signed permission slip is on file before the class leaves for the trip. Field trips are arranged by teachers with the approval of the principal. Field trips within our county and to nearby points of interest are scheduled by various classroom teachers throughout the year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. A fee may be requested from each student to cover transportation or facility use costs.

### **Addressing School Concerns**

If a concern should arise with a teacher, staff member and/or a classmate, please

- Contact the teacher/staff member to discuss the concern. If the concern is NOT resolved...
- Contact the principal to discuss the matter

All concerns will be respectfully listened to and addressed according to proper procedures. They will also be kept confidential.

## **HEALTH AND SAFETY INFORMATION**

Saint Rocco Parish School staffs a nurse once a week on Thursdays. It is essential that parents/guardians keep the school office informed of their child(ren)'s medical condition including documented allergies and any/all medications prescribed to them.

### **Emergency Forms**

**Families must fill out an emergency authorization form at the start of each school year.** These forms are kept in a locked file cabinet in the school office. The form which is due the first day of class, directs the school's course of action in the case of an emergency. **It is the responsibility of the parent/guardian that they immediately notify the school of any changes that may occur during the course of the school year (phone numbers, medical history, emergency contact information, etc.) so that this information is always up-to-date.**

## **Medications**

Students may not keep any type of medications (including over the counter) with them during the school day, other than those students with a Self-administration or Administration form on file in the school office (i.e. Epi-pen, inhalers). Appropriate forms and procedures that follow diocesan and state guidelines for the administration of medications will be followed. Forms are available in the school office.

## **Immunizations/Physicals**

Students are required by Ohio State Law to have all necessary immunizations. Questions regarding vaccinations are to be directed to the school nurse. Also, children entering the Prekindergarten, Kindergarten or new to our school are required to have a physical examination on file in the school office.

## **Screening**

During the school year, the school nurse completes the following health screenings:

- ⇒ Vision Screening
- ⇒ Height and Weight
- ⇒ Gross Dental Exams
- ⇒ Postural Screening
- ⇒ Hearing Screening

All concerns regarding the screenings will be addressed with parents/guardians.

## **Illness/ Emergency During the School Day**

If a student becomes ill during school hours, he/she will be sent to the office or nurse's office. In the case of a "mildly ill" child, as well as children exhibiting signs or symptoms of illness, the school office or nurse may contact the parent/guardian. Together they can decide on whether the student is to remain in school or be discharged.

If the student is involved in a medical emergency, the office/nurse will follow the directives given by parents/guardians as indicated on the emergency medical form which is completed by each family at the beginning of the year.

## **Contagious Disease**

All staff members are trained in the recognition of signs and symptoms on communicable diseases. All staff members and children follow required hand washing procedures by using antibacterial soap and paper towels/electric hand dryers. Reminders to this effect are posted. Classroom and staff members regularly disinfect tables, chairs, cots, material and equipment, etc.

Please note:

- A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/ her parent/guardian: Vomiting, Diarrhea, severe coughing, difficult or rapid breathing, yellowish skin or eyes, conjunctivitis (pink eye), temperature of 100 degrees Fahrenheit when combined with other signs of illness, untreated infected skin, unusually dark urine and/or gray or white stools, stiff neck, evidence of lice, scabies or other parasitic infestation.
- Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the administration and the parent/guardian. The child, while isolated, will be carefully watched for symptoms listed above as well as:

unusual spots or rashes, sore throat or difficulty swallowing, elevated temperature, and vomiting.

- Parents/guardians are asked to contact the school office and/or nurse when his/her child has been diagnosed with a contagious disease. This includes ringworm, strep throat, chicken pox, measles, mumps, scarlet fever, impetigo, conjunctivitis and head lice.
- When a child has been home with an illness, the child may not return to school until free of symptoms and temperature has been normal for 72 hours without taking fever reducing medicine.
- Additionally, students who have been absent from school due to illness and are not well enough to participate in regular classroom activities or outdoor recess should remain at home until they are well enough to fully participate in the school day.
- Students who miss 5 consecutive days due to illness are required to have a doctor's note upon return to school.

## **Nutrition**

### **Breakfast and Lunch**

Students are provided with breakfast and lunch daily. Students may also bring their lunches to school. Students bringing lunches should have his/her name clearly marked on the lunch bag.

Please remember that glass containers, gum and candy are not to be brought to school. Please instruct your child(ren) in proper eating habits and manners.

**Treats:** Until further notice, please no birthday treats.

Birthday treats may be brought to the school to be distributed as a lunch time treat. When sending in treats, please try to avoid peanut products. In fact, consider a non-food item as a birthday treat as well. Please check with teacher for student allergies/food considerations.

## **Safety Drills**

Safety drills including fire, tornado, lock down, evacuation and other emergency drills are held in accordance with local, state and federal regulations. Building, fire and safety inspections are conducted yearly and reports are on file in the school office.

## **DRESS CODE**

The uniform dress code for students as explained in this handbook provides for **function, simplicity, respect, and modesty.**

## **UNIFORM A**

**Students in Grades K-8 wear a school uniform.**

### **GIRLS Grades K, 1, 2, 3, & 4**

- Girls wear a Saint Rocco Parish School maroon plaid uniform jumper with a standard white or maroon blouse or polo. Only plain white t-shirts may be worn under uniform shirts.

### **GIRLS Grades, 5, 6, 7, & 8**

- Girls wear a Saint Rocco Parish School maroon plaid skirt and a white blouse or a white/maroon polo. Banded polos may be worn with the uniform skirt. Blouses and unbanded polos must be fully tucked into the skirt waistband. Only plain white t-shirts may be worn under uniform shirts.

### **ALL GIRLS**

- Uniform plaid jumpers/skirts are purchased from Schoolbelles. As your child grows, please adjust the hem on the jumper/skirt. Jumpers/skirts must be no shorter than 2" above the knee. Jumper/Skirt length will be monitored throughout the school year. Please help in promoting modesty of dress at school.
- During the winter months, girls may wear black, or navy dress/uniform pants along with a blouse, polo, or banded polo. Jeans, stretch pants, or yoga pants MAY NOT be worn. Black leggings MAY be worn under jumper or skirt during the cold months of the year. Blouses and unbanded polos must be fully tucked into the pants.

### **BOYS Grades K, 1, 2, 3, 4, 5, 6, 7, & 8**

- Boys wear black or navy dress pants with a white or maroon polo shirt. All boys may choose to wear a white dress shirt and a solid, black, navy or maroon tie. All shirts must be fully tucked into the pant waistband. Only white t-shirts may be worn under uniform shirts.
- Solid black, brown or navy belts must be worn with pants with belt loops. The only exception is for Kindergarten.

### **UNIFORM B—FALL and SPRING—ALL STUDENTS**

- This option may be worn in AUGUST, SEPTEMBER, MAY and JUNE.
  - Uniform B consists of blue or black walking/uniform shorts and a white/maroon polo shirt.
  - School shoes must be worn with this option

### **PHYSICAL EDUCATION DRESS CODE**

#### **All students Grades K-8:**

- A red or white t-shirt; with or without the Saint Rocco logo.
- Solid black or navy shorts or sweatpants.
- NO jewelry is to be worn on PE day.
- Tennis shoes and white crew type socks.
- Students must wear their Physical Education uniform on their assigned PE day. Black or navy sweatpants may be worn over shorts.

#### **All Students Grades K-8**

- For all students, sweaters or sweater vests of solid-colored white, maroon, gray, black or navy may be worn (NO hoods or logos/insignias).
- Students are to wear clothing appropriate to their size.
- GIRLS wear solid-colored white, maroon, gray, black or navy knee-high socks, above-the-ankle socks, or opaque tights. Sport socks, two-toned socks, socks with logos/insignias, ruffles or other embellishments, sheer tights or nylons may not be worn.
- BOYS wear solid-colored white, maroon, gray, black or navy above the ankle socks. Sport socks, logos/insignias and two-toned socks may not be worn.
- ALL STUDENTS must wear solid-colored black, brown or navy dress shoes OR ALL black tennis shoes (black upper, soles, laces, and logos). NO metallic, glitter, sequins, sparkles on any shoe. NO slippers, moccasins, boat shoes (Sperry's), light-up, or high-top style shoes may be worn with the uniform.
- All students are asked not to wear jewelry including wrist bands or have body piercing or tattoos. Students may wear regular wristwatches (No Smart/Apple watches). Girls may wear one set of small post earrings (no dangling) in the ear lobe only. Students are asked not to write on their skin, wear make-up, have tattoos-henna or otherwise, colored nail polish or artificial nails.
- Saint Rocco Parish School does not accept or permit hair hairstyles that are fads or overly trendy in nature. No shaved messages, tails, bi-level cuts, "man-buns," or attention getting hairstyles are



permitted. If there are braids, they may be no longer than the natural hairline. Students' hair is to remain its natural color and may not be dyed or highlighted. Boys' hair must be above the ears, out of the eyes and off the collar. No facial hair is permitted. Hair accessories must be complimentary to the school uniform. Hair accessories such as extensions, bandanas, feathers, oversized bows/flowers are not permitted.

**Special Dress Days**

- There are two types of modified/out of uniform days. They are “Half & Half” days and Dress Down Days
  - Half & Half Days: At various times throughout the year, students will be able to wear appropriately themed clothing and accessories with their uniform. For example, Christmas, Valentine’s Day, St. Patrick’s Day, Indians/Browns Day. Students will be notified ahead of time in school and a notice will be posted on our website.
  - Dress Down Days:

	DO WEAR	DON'T WEAR
<b>SHOES</b>	TENNIS SHOES, LOAFERS, DRESS SHOES, BOOTS	CLOGS, FLIP-FLOPS, HIGH HEELS, CROCS, ANY SHOW WITHOUT A BACK
<b>SOCKS</b>	SOCKS	
<b>SHIRTS</b>	T-SHIRTS, SWEATSHIRTS, SPIRIT WEAR, POLOS. SHIRTS SHOULD BE APPROPRIATE IN LENGTH	TANK/HALTER TOPS, BELLY/CROP TOPS, SPAGHETTI STRAPS, BACKLESS/CUT-OUT, TIGHT/UNDERSIZED TOPS, LOW CUT TOPS, RUDE OR PROFANE MESSAGES/IMPROPER ADVERTISING (i.e. bars, drinking, drugs, etc.)
<b>PANTS</b>	APPROPRIATELY SIZED JEANS, SWEATPANTS, CAPRI PANTS, NYLON/POLYESTER ATHLETIC PANTS  **SHORTS MAY BE WORN IN SEPTEMBER, MAY AND JUNE AND MUST BE APPROPRIATE IN SIZE AND LENGTH (RANGE: NO SHORTER THAN BELOW THE FINGERTIPS RESTING AT SIDE OF LEG OR TO THE TOP OF THE KNEE**	TIGHT FITTING PANTS, YOGA PANTS, LEGGINGS, PANTS WITH HOLES, SAGGING/OVERSIZED PANTS
<b>MAKE-UP</b>	NO MAKE-UP IS ALLOWED	TATTOOS/HENNA, BODY GLITTER, NAIL POLISH
<b>HAIR/JEWELRY</b>	NO CHANGE FROM TYPICAL SCHOOL UNIFORM DAY	JEWELRY, HAIR PAINT/COLOR

PLEASE NOTE:

- If a Half-and- Half day is during Uniform A (Oct through April)—SHORTS may not be worn.
- Students who do not follow the dress code at any time will receive a consequence outlined in the Code of Conduct. If a student continually does not follow the dress down and half & half policies, he/she will lose this privilege and will have to follow the regular dress code on these days.
- Families who need assistance with uniforms please contact the school office.
- The Administration reserves the right to make the final decision as to what is appropriate or inappropriate. The Dress Code can be amended by the administrations at any time during the school year.

### **CODE of CONDUCT**

One of the most important objectives of the faculty and staff of Saint Rocco Parish School is to educate all students in a Catholic Christian atmosphere with a spirit of dignity and justice.

We believe in order to students to meet the challenges that they will face in our society and to grow in genuine adult maturity, the development of self-discipline and individual responsibility is essential. We further believe that with a desire to follow the teachings of Jesus, the students will develop a personal code of moral values and will practice these values that will serve them all their lives as well as benefit those with whom they work and live.

The conduct and discipline policy of Saint Rocco Parish School has been established in order to ensure the rights of each student in a calm, safe, and secure environment and to provide guidelines for appropriate behavior. Students are expected to respect these rules in school, on the playground, at bus stops, on field trips, at school-sponsored events or anywhere the students are representing Saint Rocco Parish School. The support and cooperation of parents/guardians is central in promoting and affirming appropriate student behavior and in accepting the consequences of code violations.

Students who hear or know a school discipline violation must report this immediately to a school faculty/staff member. The violations of the conduct and discipline codes that will result in disciplinary action, detention, suspension or expulsion include but are not limited to the following:

1. Bullying, disrespect, fighting, assault, intimidation, threats, sexual harassment.
2. Cheating, plagiarism, forging signatures, falsifying information, extortion.
3. Vandalism, destruction of property, theft, initiating false alarms.
4. Profanity, obscenity, any gang-related activity.
5. Possession and/or use of weapons, firearms, matches, lighters, knives, fireworks, inhalants, drugs, drug-paraphernalia, alcohol, tobacco, white-out, aerosols, laser pointers.
6. Disruptive behavior or misconduct in church, classroom, bus, playground, halls, gym, during safety drills or on field trips.
7. Violation of Acceptable Use Policy.
8. Continual lack of responsibility regarding classwork and class policies.
9. Habitual tardiness, unwarranted absenteeism and truancy.
10. Leaving or being absent from the room or area without permission from a supervising adult.
11. Inappropriate display of affection.
12. Chewing gum, eating outside of designated classroom without permission.
13. Dress Code violation.
14. Family Handbook Violation.

Students who do not follow the rules will be provided and appropriate consequence, which may include one or more of the following:

1. Verbal reprimand.
2. Teacher/student conference.
3. Call or note home to parent/guardian.
4. Appropriate Code of Conduct Violation.
5. Detention: Parents will be notified at least one day prior to detention. Parents will be responsible to make arrangements for getting the student home.
6. Teacher/student/parent conference.
7. Teacher/student/parent/principal conference.
8. Teacher/student/parent/principal/pastor conference.
9. In-school Suspension: This may be deemed necessary when other disciplinary measures have been utilized. A phone/in-person parent/principal and/or pastor conference will occur.
10. Out-of-school Suspension: This may be deemed necessary when other disciplinary measures have been utilized. A phone/in-person parent/principal and/or pastor conference will occur. Students will not be permitted to make-up work on this day.
11. Students who threaten to inflict harm to self or others will be suspended and not considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist. A written report from the health care professional will be provided to the principal to determine whether the student does or does not pose a danger to self or others. The principal and pastor will then make a decision regarding the re-admission of the student to the school.
12. Expulsion: Expulsion of a student is a serious matter and will only be used when absolutely necessary. In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in an immediate expulsion from school.

### **LUNCH AND RECESS PROCEDURES- SEE COVID19 PROCEDURES on p.7**

Each day students will have a 40-minute lunch/recess period (20 minutes to eat and 20 minutes for recess). We expect students to be outside daily whenever the temperature (including the wind-chill) is above 32 degrees Fahrenheit. Therefore, students should come to school properly dressed for the weather.

#### **Lunch:**

- ⇒ Students should sanitize their hands
- ⇒ Students should WALK into line and WALK with their lunches
- ⇒ Students should eat healthy foods provided before eating sweets or purchasing extras from “a la carte.”
- ⇒ Please remember that NO GLASS CONTAINERS of any sort may be brought to school.
- ⇒ After eating, clean up your area, and WALK to the garbage can to dispose of your trash. Do not throw trash from your seat (or any other location) into the garbage can.

#### **Recess:**

- ⇒ Playground equipment is supplied by the school; therefore, additional toys should not be brought from home.
- ⇒ All equipment must be used in a safe and appropriate manner. The student who took it out is responsible for returning it after recess.
- ⇒ Students are to stay within the designated playground area and must ask a faculty/staff member to leave for ANY reason.
- ⇒ At first bell, students are to stop playing and “freeze.” At second bell, they are to WALK into line. Classes are then to WALK quietly into the building.
- ⇒ During indoor recess, all students will be monitored by a faculty/staff member.
- ⇒ Students may not have food of any kind on the playground or in their classroom during recess.

## **SERVICE FOR OTHERS**

*“Whoever serves me must follow me; and where I am, my servant will also be. My father will honor the one who serves me.” John 12:26*

As we live to fulfill the kingdom, Saint Rocco Parish School children will be encouraged to participate in charitable service projects throughout the year, especially during Advent and Lent. These opportunities foster leadership on all grade levels, allow students to interact with peers on other grade levels and promote awareness of the needs of the Church and society. These projects are an integral part of Christian student life. Service projects will be announced in school and information also sent home to parents/guardians.

## **FINANCES**

### **TUITION**

1. Registration fee (non-refundable): \$100 per family; Technology Fee \$30 per family; School supply fee: \$5 per child.
2. Tuition is \$4,650 per student
  - a. Tuition payments may be made monthly-\$465 for ten months: Aug to May
  - b. Cash or money order only please
3. Tuition Assistance
  - a. The Cleveland Scholarship Program, EdChoice and EdChoice Expansion are available to families. The scholarship window is usually in February through April.
  - b. EdChoice and EdChoice Expansion are income based scholarships.
  - c. Saint Rocco Parish School is a provider for the Jon Peterson Scholarship Program. Students who have or become eligible for an Individual Education Plan (IEP) qualify for this scholarship. For additional information, call the school office and/or visit the Ohio Department of Education website.
  - d. Local Tuition Assistance considers families registered and active in Saint Rocco Parish at least one year prior to registration. This includes regular attendance at Sunday Mass and Holy Days of Obligation as well as financial and spiritual parochial support. Non-parishioners who have children enrolled at Saint Rocco Parish School who, though registered in Saint Rocco Parish, actively support the parish community through regular participation at parish functions and include financial parochial support will be considered.
  - e. Diocesan Tuition Assistance may be applied for through the FACTS system.
  - f. Other scholarships are limited and amounts may vary should they be available.
4. Delinquent Tuition and Financial Suspension
  - a. Failure to meet tuition payments or other financial obligations will result in legal action.
  - b. Report Cards will not be issued if accounts are not current. Further, if a student transfers with a financial obligation, records will NOT be sent to the next school.
  - c. Eighth Graders may not attend graduation or end-of-the-year activities unless all financial obligations have been met.
5. Refund policy for Self-Paying Families
  - a. Tuition refunds due to withdrawal from school will be made on a prorated basis.
  - b. Tuition refunds will not be paid if any other fees or responsibilities are owed.
  - c. When submitting withdrawal, a written request for tuition refund is required.
  - d. Refunds will not be given to anyone leaving after April 1<sup>st</sup> of the school year.

**FUNDRAISERS\*\* Until further notice, in-person fundraisers are suspended.\*\***

Fundraisers are an important contribution to Saint Rocco Parish and School. ***It is expected that ALL families participate and support these events since the money supports the school and parish.*** There are many opportunities to volunteer and support our activities. Below are some of the opportunities available. Families will always receive communication from the school regarding these events.

Time of Year	Event	Participation Expected
Labor Day	Saint Rocco Parish Festival	Sell raffle tickets; volunteer a shift or more during the five-day event (Adults).
September	School Candy Sale	Each student sells 1 box of candy
Lent	Parish Fish Frys	Volunteer to set-up, serve and clean-up; Both parents and students
February	Pancake Breakfast	\$10 per family; And, each family is asked to buy or sell \$10 worth of meal or raffle tickets
April	Spaghetti Dinner	Volunteer to set-up, serve and clean-up (Adults); And, each family is asked to buy or sell \$25 worth of dinner or raffle tickets.

**DIOCESAN POLICIES**

**ACCEPTABLE USE OF TECHNOLOGY**

**Student Acceptable Use Policy 2020-2021**

Saint Rocco Parish School  
Diocese of Cleveland

**Saint Rocco School** (the “School”) makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy (“Policy”) is intended to minimize the likelihood of such harm by educating the School’s students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

**Definition of school technology system:** The school systems and networks (collectively, “System”) are any configuration of hardware and/or software whether used on or off school property. The System includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software including without limitation video conferencing software;

- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi;
- school provided Chromebooks;
- school provided personal digital assistants (“PDAs”), tablets, IPADs and similar devices;
- school issued access to third party websites (i.e., Google apps, Zoom, Flipgrid, Dojo, etc.) ; and
- new technologies as they become available.

**Acceptable Use:** Students are responsible for appropriate behavior on the System just as they are in a classroom or on a school playground. Communications on the System are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy, whether on or off of school property. A student is personally responsible for his/her actions in accessing and utilizing the school’s computer resources in accordance with Student Code of Conduct and may be subject to discipline for misuse of the System.

**Access to communication system:** Access to the school’s electronic communications system, including the Internet, shall be made available to students for educational and instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children’s Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Access to the School’s computer/network/Internet is a privilege, not a right, and may be revoked at any time.**

**Scope of Use:** The System is intended for use for educational and instructional purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school’s operations and mission, and not in excess or to the exclusion of the student’s studies or school responsibilities.

**Inappropriate Use:** Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of the System or any components that are connected to it.

Transmission on the System, including through email (personal or school accounts), social media, web pages, blogs and/or forums, of any material in violation of any federal or state law or this Policy is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

**Vandalism or Mischief:** Tampering with or theft of components from the System may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer:** Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited and may result in discipline and/or the revocation of access to the System.

**Student Access:** System access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. When student is in a classroom setting on school property, student Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following guidelines when using the System on or off of school property:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
  - d. Decline to record any individual, educational instruction or any portion of communications without prior written consent of teacher or school administration.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices as posted.
  - b. Report security risks or violations to a school administrator, teacher or network administrator.
  - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users as appropriate.
  - e. Get appropriate pre-approval before accessing the network with personal devices.
  - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
  - a. Refrain from copyright infringement (making illegal copies of educational lessons, music, games, or movies).
  - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
  - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.
5. Abide by the Student Code of Conduct in the use of the System at all times.

**School Email and Communication tools:** Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to this Policy.

**The Use of Video Conferencing:** Staff and students may from time to time use video conferencing software for educational purposes, including without limitation Zoom and Google Hangouts. Video conferencing is a way that students can communicate with teachers, other students, speakers, others from their school, local community, and/or other parts of the country and the world, in real time. All students agree to the following related to use of video conferencing software whether or not on school property during use:

- a) Videoconference sessions may be videotaped by school personnel or by a participating school involved in the exchange in order to share the experience.
- b) Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session.
- c) Students are only permitted to transmit audio/video images using the System when all of the following conditions are met (i) it is under teacher's direction, (ii) it is for educational purposes, (iii) it is sent only to other classmates or school staff members, and (iv) it is sent during classroom hours.
- d) Students shall not record any portion of a video conferencing session without prior written approval from teacher or school administration.
- e) Students shall not save, share, post or distribute in any way any part of a videoconferencing session or any photos or audio recording from a videoconferencing session without prior written approval from teacher or school administration.
- f) All sessions must be set up solely by school personnel and communicated to students and/or parents privately and not through any public domain.
- g) Classroom and school rules apply to all remote learning experiences.

**The following guidelines must be adhered to by students using a personally-owned telecommunication device at school or with the System whether on or off school property:**

- a. All personally-owned telecommunication devices must be registered with the Technology Teacher/Mr. John Mago prior to use.
- b. Internet access is filtered by the School on personal telecommunication devices in the same manner as School owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of any service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- c. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- d. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- e. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
- f. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- g. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- h. An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

**Subject to Monitoring:** All School System usage on or off school property shall not be considered confidential or private and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, from both school-issued and personal accounts, transmitted through or stored in the System, will be treated no differently than any other electronic file. The School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

**Students have no expectation of privacy with respect to use of the System whether on or off school property and whether the device s are school or personally owned. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline,**



or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed.

All computers, chromebooks, devices, laptops, Chromebooks, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.

**Consequences for Violation:** Students have the responsibility to use the System in an appropriate manner which complies with all school policies. Violations of these rules or any school policy may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources and/or discipline. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action, appropriate legal action may be taken.

**Agreement Form:** In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at the School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this Policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student. Upon its discretion, the school reserves the right to request student/parent complete additional forms prior to the distribution of any electronic devices.

**STUDENT USER AGREEMENT / PARENT PERMISSION FORM**  
**Both Signatures Required**

By signing below, I agree and acknowledge that I have read the terms and conditions of the Student Acceptable Use Policy and I understand that it is a violation of the Policy to use the System, on or off of school property, to, among other things:

- Bully, harass, threaten, intimidate or engage in discriminatory or abusive conduct or language, including through the use of social media;
- Access websites or content that are inappropriate for the school environment, including without limitation websites or content that are pornographic or obscene;
- Vandalize or tamper with school equipment and/or System settings
- Engage in criminal or illegal conduct; and/or
- Violate the Student Code of Conduct.

I also understand that:

- Technological resources are provided for instructional and educational purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school's operations and mission, and not in excess or to the exclusion of the student's studies or school responsibilities; and

- My access and use of the System whether on or off school property, including without limitation all devices used by me to access the System, whether personally or school-owned, are subject to monitoring and search and that I have no expectation of privacy in my use or accessing of the System.

I agree to abide by the terms and conditions stated in the **Student Acceptable Use Policy**. I understand that I am responsible for the consequences of inappropriate use of the System, including the Internet, both on and off of school property and those consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and/or legal action.

## **AIDS**

OTHER INFORMATION AIDS Acquired Immune Deficiency Syndrome (AIDS) Should a child with Acquired Immune Deficiency Syndrome (AIDS) seek enrollment in Prekindergarten through Grade 8, he or she shall be permitted to attend school in a regular classroom setting providing the following:

1. The health of the child, as documented by his / her physician, allows participation in regular academic activities.
2. The child behaves in an appropriate manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are frequent evaluations of the child's physical condition with written certification from his / her physician allowing continuing participation in regular academic school activities.

Parents/Guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex) or other illness caused by HIV (Human Immune Deficiency Virus), the virus that causes AIDS also known as THRIVE or LAVA. In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition will be the minimum necessary to assure proper care of the child. Based on the condition of the child and the expected type of interaction with others, the principal, after consultation with the proper authorities, may limit the child's participation in school activities.

Each case will be handled on an individual basis. The pastor and principal will confer with all appropriate persons and consult with the Diocesan Assistant Superintendent before the pastor makes the final decision.

## **BULLYING/ANTI-HARASSMENT**

Saint Rocco Parish School believes in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

The principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build the school's capacity to maintain a safe and healthy learning environment. Teachers discuss this policy with their students in age appropriate ways and should assure them that they need not endure any form of bullying. 48 Harassment, intimidation, or bullying behavior by any student/school personnel at Saint Rocco Parish School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are

prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that may have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Saint Rocco Parish School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school sponsored events, or from any computer/ computing device not on school property.

### *Definition*

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
  - Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
  - Sending abusive or threatening instant messages;
  - Using camera phones to take embarrassing photographs of students and posting them online; and
  - Using Web sites to circulate gossip and rumors to and about other students;
  - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

### *Procedure for the Alleged Victim*

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

- Tell a teacher, counselor or principal; and
- Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
  - o What, when and where it happened;
  - o Who was involved;
  - o Exactly what was said or what the harasser did;
  - o Witnesses to the harassment;
  - o What the student said or did, either at the time or later;
  - o How the student felt; and

- o How the harasser responded.

Complaint Procedure Saint Rocco Parish School expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. “A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy.” (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator. The complainant completes an *Anti-Harassment/Bullying Complaint Form*. Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of 50 bullying will be promptly investigated. The principal or the investigator, with the approval of the principal, has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an *Anti-Harassment/Bullying Witness Disclosure Form*. Information received during the investigation is kept confidential to the extent possible. Saint Rocco Parish School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

#### *Investigation Procedure*

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

#### *Resolution of the Complaint*

Following receipt of the investigator’s report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal’s discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

*Points to Remember in the Investigation*

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

*Conflicts*

If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

**Chemical Abuse**

The Saint Rocco Parish School community recognizes that chemical dependency is a treatable illness. The school has a dual responsibility in cases of chemical dependency. First, the school recognizes its responsibility to direct the student and his/her family to seek professional help. School personnel will assist the family with referral to a helping outside agency. Second, the school has a responsibility to hold the student accountable for his / her actions by appropriate disciplinary actions as determined by the principal and pastor. The same measures will be taken if a student offers and / or sells alcohol, drugs, weapons, etc.

\*\*Lockers and desks are property of the school and are subject to a search at any time. The student’s person or property will be searched when reasonable suspicion exists that a violation of a school rule has occurred.\*\*

**COPPA Policy**

**PARENT/GUARDIAN CONSENT FORM**  
**CHILDREN’S ONLINE PRIVACY PROTECTION RULE**

Saint Rocco School (the “School”) would like to provide your student with the most effective web-based tools and applications for learning both in school and remotely, therefore we must abide by federal regulations that require parental consent as outlined below.

For educational purposes, the School utilizes computer software applications and web-based services operated by third parties including the following:

Google accounts, Class Dojo, Zoom and others as needed, (hereinafter, collectively “Third Party Sites”).

The privacy policies for the Third Party Sites can be found at the following links:

<https://policies.google.com/privacy?hl=en-US>, <https://www.classdojo.com/privacy/>,  
<https://blog.zoom.us/zoom-privacy-policy/>.

In order for students to use Third Party Sites, certain personal identifying information, generally the student’s name and email address must be provided to the Third Party Site. Under the Children’s Online Privacy Protection Rule (COPPA), the Third Party Sites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. Based on COPPA, the School is permitted to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to Third Party Sites.

Please complete the section below related permission for Third Party Sites to be used as part of your child’s educational experience.

Name of Parent(s) / Legal Guardian(s): \_\_\_\_\_

Name of minor child: \_\_\_\_\_

1. \_\_\_\_ **I consent and grant permission** to the School to provide personal identifying information of my child consisting of first name, last name, email address and user name to Third Party Sites in order to establish an account for my child. I understand that I may ask for my child's account to be removed at any time.
2. \_\_\_\_ **I DO NOT consent and grant permission** to the School to provide personal identifying information of my child consisting of first name, last name, email address and user name to Third Party Sites. I understand this means my child will **NOT** receive access to the Third Party Sites.

*I agree to supervise my child's participation in any Third Party Sites. I further agree to ensure that my minor child's use of any Third Party Sites complies with the terms and conditions of such software and/or platforms along with the terms and conditions of the School's Acceptable Use Policy.*

**By signing below, I acknowledge that I am the parent or legal guardian of the above named minor child, that I have authority to sign this agreement on my minor child's behalf, and I have read, understand, and agree to the terms and conditions stated above.**

Name of Parent or Guardian \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Covid19 Policy**

**POLICY OF LIABILITY, ACKNOWLEDGMENT AND ASSUMPTION OF RISK AGREEMENT FOR PRESCHOOL**

Name(s) of Child(ren): \_\_\_\_\_ (Please Print)

On March 11, 2020, COVID-19, a highly contagious disease that is spread through person-to-person contact was declared a worldwide pandemic by the World Health Organization and on March 13, 2020, U.S. President Donald Trump declared the COVID-19 outbreak a national emergency. On March 25, 2020, the Director of the Ohio Department of Health (“ODH”) issued an order closing facilities providing Preschool services. On May 29, 2020, the Director of ODH issued an order for reopening facilities providing Preschool services, with exceptions.

**Saint Rocco Parish School (the “Parish”)** has put in place preventative measures to reduce the spread of COVID-19. Even with these measures, the Parish cannot guarantee that children attending its preschool program (“Preschool Program”) and parents or other individuals using the Parish’s facilities in connection with the Preschool Program will not become infected with COVID-19.

By signing this agreement, I, on behalf of myself and my minor child(ren), agree to all of the following:

1. Participation in the Preschool Program is voluntary.
2. I and my minor child(ren) agree to follow and comply with all safety rules and procedures as described in the Parish’s Rules and Safety Procedures (see **Attachment A- School Plan and Policy**), as the same may be amended from time to time.
3. I understand that it is my responsibility to evaluate carefully all risks inherent in using the Parish’s facilities and participating in the Preschool Program. I, on behalf of myself my spouse (if any) and my

minor child(ren), voluntarily assume full responsibility for the risk that I or my child or other family members may be exposed to or infected by COVID-19 or other communicable diseases, among other risks, and that such exposure or infection may result in personal injury, illness, permanent disability, death or other damages or expenses.

4. I understand that the risk of becoming exposed to or infected by COVID-19 or other communicable diseases or other risks of accident or injury may result from the actions, omissions, or negligence of others, including, but not limited to, the Parish's Preschool Program participants and students, staff, volunteers, and guests.
5. I, on behalf of myself, my spouse (if any) and my minor child(ren), assume all of the foregoing risks and accept sole responsibility for any injury to such persons including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense, of any kind, that such person(s) may experience or incur in connection with the use of Parish facilities or participation in the Preschool Program ("Claims").
6. I, on behalf of myself, my spouse (if any) and my minor child(ren) release and agree to hold harmless and indemnify the Parish, the Catholic Diocese of Cleveland, and the Bishop or Administrator of the Catholic Diocese of Cleveland and their respective members, employees, and agents, from any and all liability, arising from negligence or otherwise, and any damages as a result of the use of the Parish's facilities or participation in the Preschool Program, including but not limited to property damage and any mental or physical bodily injury, including death.
7. This release includes any Claims based on the actions, omissions, or negligence of the Parish, its pastor, employees, agents, and representatives, whether a COVID-19 infection or other injury occurs before, during, or after use of the Parish's facilities or participation in the Preschool Program.
8. The foregoing WAIVER OF LIABILITY, ACKNOWLEDGMENT, AND ASSUMPTION OF RISK AGREEMENT is intended to be as broad and inclusive as is permitted by the laws of the State of Ohio and that if any portion thereof is held invalid, it is agreed that the remaining provisions of this Agreement shall, notwithstanding, continue in full legal force and effect.

We, the undersigned, have read the above carefully, understand its significance, and voluntarily agree to all of its terms. For divorced/separated parents, the parent/guardian signing below attests that he/she has legal authority to provide consent for the minor child(ren) to attend the Parish's Preschool Program and use its facilities and to execute this Waiver of Liability, Acknowledgment, and Assumption of Risk Agreement on behalf of the minor child(ren).

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Gang-Related Activity**

YOUTH GANGS and GANG-RELATED ACTIVITY ARE PROHIBITED. A gang is defined as a non-school sponsored group, usually secret and / or exclusive membership, whose purpose or practices include the commission of illegal acts, unlawful or anti-social behavior, violation of school rules, establishment of territory or "turf", or any action that threatens the welfare of others or substantially disrupts the orderly operation of the school.

Gang activity includes recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or



clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of weapons or explosive materials, possession, use or sale of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known member commit a crime, or any other action directly resulting from membership, interest in, promotion or furtherance of a gang. If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted
2. A behavior contract will be prepared stating the conditions of the student remaining in the school.
3. Student may be referred to counseling (personal and/or family).
4. Students may be referred to Children Services or other welfare or child care agencies.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Police, Juvenile Court and other appropriate authorities will be notified for violence and/or illegal activities.
7. Students may be suspended and/or expelled following school and Diocesan protocol.
8. Parents/guardians/students will be held liable and financially responsible for all forms of vandalism.

### **Pregnancy**

An unmarried student who becomes pregnant is not to be automatically dismissed from school. The principal will decide on continued attendance and subsequent return of both the boy and/or girl involved, after counseling with the student(s) and consultation with the parents. Consultation with other persons (priest, physician, social worker) who are assisting the student(s) is also recommended.

Each case will be determined individually considering the welfare of the student(s), the protection of the unborn child, and the welfare of the school.

### **Sexual Abuse/Harassment**

The administration and staff of Saint Rocco Parish School believe that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. Saint Rocco Parish School will not tolerate harassment of any kind, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion. Peer sexual harassment includes, but is not limited to the following:

- verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct
- jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse or demean an individual or group.

Upon receiving a complaint from either a student or a school employee, the principal will discuss the allegations with the complainant to obtain a statement of the facts. All complaints will be taken seriously. It is the responsibility of the principal to investigate promptly and impartially all claims of sexual harassment and to take appropriate and equitable action.

- Parties shall be given an opportunity to present witness(es) or other evidence during the investigation.
- Information regarding an investigation of sexual harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process
- No one shall retaliate against any employee or student because he/she filed a sexual harassment complaint, assisted or participated in a sexual harassment charge or because he or she has opposed language or conduct that violates this policy. Retaliation will result in discipline. If the investigator is the alleged harasser or witness to the incident, an alternate investigator shall be designated.



- When a crime has been committed, the local police department shall immediately be notified by the designated administrator.

After the investigation is complete, notice of the outcome shall be given to the complainant and alleged harasser consistent with the mandates of the Family Educational Rights and Privacy Act. Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment.

### **Student Threats**

1. Any and all student threats to inflict any harm to self or others will be taken seriously and responded to immediately.
2. Whoever hears threats should report it immediately to the principal.
3. In appropriate cases, the police should be notified immediately.
4. If the police are notified, the student who threatens will be kept in the office under supervision until police arrive.
5. Parents / Guardians of a student who has made a threat will be notified.
6. Any adult or the parent/guardian of any students, who have been mentioned verbally or in writing as potential victims, will be notified.
7. The student who threatens will be suspended and not be considered for readmission to school until a comprehensive mental health evaluation / risk assessment has been conducted by a psychiatrist/psychologist Ph.D. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist Ph.D. for psychological consultation and/or testing. If a psychologist Ph.D. performs the primary evaluation, he / she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of Ohio Revised Code 2305.51.
8. The principal shall provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
9. The principal shall receive a written comprehensive, detailed evaluation and report, and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he or she determined that the student is not / does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal, who will share them with legal and mental health care consultants and administration assisting the principal in his/her decision regarding the readmission of the student to school. The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school, and shall provide the principal with a copy of the follow up assessment and/or evaluation. The mental health care professional shall inform the principal if therapy, counseling and/or treatment will be needed and / or provided.
10. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
11. Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and / or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent / guardian, graduation or non-readmission before being destroyed.

### **Wellness, Food and Beverage Policy**

Catholic education has as its goal the total development of the individual as a responsible member of the family, the Catholic faith community and the global community in which we live. Good health is essential to wholesome growth through the spiritual, mental, physical and social development of the individual as well as the community.

A major theme of Catholic social teaching, Human Dignity and the Value of All Life, carries the responsibility to care for the health and well-being of not only oneself, but of others. The concept of wellness is a core principle undergirding both health and physical activity. The parable of the talents indicates that we are expected to develop our potential and our gifts. Another of the justice themes calls us to Care for God's Creation. There is a direct relationship between the health of the planet and the health of its human inhabitants. The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. The schools of the Diocese of Cleveland, and the community itself, have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns.

### **Statement of Policy**

The schools of the Diocese of Cleveland are committed to providing school environments that promote and protect children's health and well-being. It is the policy that:

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis and school staff will be encouraged to role model healthy eating behaviors.
- To the extent practicable, schools will participate in available school meal programs and students will be provided access to a variety of affordable, nutritious and appealing foods that meet their health and nutrition needs, while accommodating the religious, ethnic, and cultural diversity of the student body in clean, safe, and pleasant surroundings with adequate time to eat.
- Food and beverages sold or served throughout the school day will meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations as well as, to the maximum extent possible, incorporate the Dietary Guidelines for Americans.
- Schools will maintain a food safety program that is based on the principles of Hazard Analysis and Critical Control Point (HACCP) system implemented with the intent of preventing food-borne illnesses.

### **Commitment to Nutrition- Minimum Requirements**

#### General

- Administer Child Nutrition Programs by school food service staff members that are properly qualified according to current professional standards.
- Offer school meal programs using the traditional meal pattern that meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and the Ohio Department of Education, Office of Child Nutrition Programs.
- Encourage increased participation in the available federal Child Nutrition programs (e.g. school lunch, breakfast and milk programs).
- Establish food safety as a key component of all school food operations based on Food Code requirements for licensed facilities.
- Encourage students to make healthy food choices by emphasizing menu options that feature baked items (will limit fried foods), whole grains, fresh fruit, and vegetables, and reduced-fat dairy products.
- Provide school food service staff routine professional development training opportunities.
- Follow USDA Child Nutrition Program regulations restricting competitive food sales and serving of foods of minimal nutritional value.
- Encourage school-based organizations to use non-food items and/or healthful foods for contests and fundraising programs.
- Ensure all foods made available on campus comply with state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented as required by Child Nutrition Program regulations regarding school meals.
- Ensure water is available to students during mealtimes at no charge. If water fountains are not available in eating or adjacent readily accessible areas, water will be offered via other means such as pitchers, coolers, etc.

- Monitor all food and beverages sold or served to students outside of the federally regulated child nutrition programs (i.e. vending, school stores, fundraising efforts) by school administration to ensure compliance with all local, state, and federal statutes and regulations. Nutrient density and portion size will be considered before permitting food and beverages to be sold or served to students. State provided software (if provided and available) or Alliance for a Healthier Generation guidelines and software will be utilized to determine acceptability of items in relation to specific nutrition guidelines.

### **Nutritional Quality of Foods and Beverages Sold and Served on Campus**

#### School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- Be appealing and attractive to children;
- Be served in clean and pleasant settings;
- Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulation;
- Offer a variety of fruits and vegetables;
- Serve only low-fat (1%) and fat-free white milk, fat-free flavored mild, and nutritionally equivalent non-dairy alternatives (when required and to be defined by the USDA)
- Ensure that half of the served grains are whole grain.

**Foods and Beverages Sold Individually** (i.e. all foods sold outside of reimbursable school's meals, such as through vending machines, cafeteria a la carte lines, fundraisers, school stores, etc.)

The schools of the Diocese of Cleveland will ensure that student access to foods and beverages meet federal, state, and local policies and guidelines, including Ohio Senate Bill 210 requirements for evaluating food and beverage items to sell a la carte. Schools will comply with the most recent guidelines for competitive food sales issued by the Alliance for a Healthier Generation in respect to the sale of a la cart food items.

Additionally, Senate Bill 210 includes specific guidelines and restrictions on beverages that must be followed.

A food item sold individually will have: (\*See the Alliance's School Competitive Food Guidelines, Appendix A)

- No more than 150 calories for elementary students, 180 calories for middle school 57 students, and 200 calories for high school students;
- No more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated fats with zero trans-fat;
- No more than 35% of its weight from added sugars;
- No more than 230 mg of sodium per serving for snack items (chips, cereals, crackers, French fries, baked goods, etc.), no more than 480 mg of sodium per serving for pastas, meats, and soups.

A beverage item sold individually: (\*See Senate Bill 210- Beverage Restrictions in Appendix B)

- Elementary K-4: Limited to water, milk, and 8 ounces or less of 100% fruit juice (or fruit/water blend with no added sweeteners) with no more than 160 calories per 8 ounces. **NO OTHER BEVERAGES ALLOWED.**
- Elementary 5-8: Same limitations as K-4 except 10 ounces of juice are allowed with no more than 160 calories per 8 ounces.
- High School: Water, milk, and up to 12 ounces of juice with no more than 160 calories per 8 ounces. Other beverages are allowed as long as they are 12 ounces or less with no more than 66 calories per 8 ounces (larger size beverages are allowed but are limited to 10 calories per 8 ounces.)

### **Commitment to Comprehensive Health Education- Minimum Requirements**

- Provide ½ Carnegie unit of comprehensive health education for graduation.
- Offer comprehensive health education in grades K-8. Include in each grade level, as stated in the Graded Course of Study, the five strands related to real life choices, nutrition, growth and

development, disease prevention and control, safety and first aid, health issues and dangerous substances.

### **Commitment to Physical Activity – Minimum Requirements**

- Provide physical education opportunities for all students in grades K-8.
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Create wider opportunities for students to voluntarily participate in extracurricular physical activity programs.
- If the schedule allows, provide for physical activity before the lunch period.
- Promote school-wide challenges in conjunction with charitable events such as Walk for Diabetes or Hoops for Hearts.

### **Commitment to Healthy School Environment- Minimum Requirements**

- Provide clean, safe, enjoyable meal environment for students.
- Provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events, e.g. school registration, parent-teacher conferences, PTU meetings, open houses, health fairs, book fairs, teacher in-services, sporting and other events.
- Ensure an adequate time for students to enjoy eating healthy foods with friends. Schools shall provide at least 10 minutes from the time the student sits down until the end of the period to consume lunch. However, following the National Association of State Boards of Education recommendations, every effort will be made to provide students with 20 minutes after sitting down to eat lunch.
- Schedule meal periods at appropriate times with not less than three hours between breakfast and lunch. Lunchtime as near the middle of the school day as possible, preferably between 11 am and 1 pm.
- Make efforts to schedule recess for elementary grades before lunch so children will come to lunch less distracted and ready to eat.
- Make available drinking fountains or other accessible drinking water in all schools so that students have access to water at meals and throughout the day.
- Refrain from using food as reward or punishment for student behaviors.
- Avoid scheduling tutoring, club/organization meetings, and other activities that interfere with appropriate mealtime allotments whenever possible. Activities that are scheduled during mealtimes should be structured to accommodate an appropriate mealtime for students.
- Annually, before the beginning of the school year, review with staff and students the safety and crisis plans of the school.
- Review emergency procedures with parents.
- Update parent and faculty handbooks on a regular basis to reflect health and safety concerns.

### **Commitment to Implementation- Minimum Requirements**

- Conduct a review of the progress toward Health and Wellness Policy goals each year to identify areas for improvement.
- Review implementation of wellness policy in conjunction with the ongoing OCSSA accreditation process.

**\*\*Saint Rocco Parish School reserves the right to change or amend this handbook. Advance notice will be given for any change.\*\***

# Saint Rocco Parish School



## 2020-2021 PREKINDERGARTEN FAMILY HANDBOOK



*“Celebrating 93 years of education on Cleveland’s West side, 1927-2020”*  
3205 Fulton Road Cleveland, OH 44109  
(216) 961-8557 Fax (216) 238-0152

## **MISSION STATEMENT**

We are a Christ-centered community committed to excellence!

## **ADMISSION POLICY**

1. Saint Rocco Parish School admits students of any race, color, national origin and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.
2. A child entering Prekindergarten must be 4 years old by August 15 of the year he/she starts school.
3. Admission is made through a formal registration process which may include an interview with the principal. A non-refundable registration fee, original birth certificate, Baptismal certificate (if applies), immunization records, and custody papers need to be presented at the time of registration. Dates for registration are published on the school website, school correspondence and church bulletin.

## **LICENSURE**

The prekindergarten program is licensed by the Ohio Department of Education. Compliance reports are available in the school office.

## **PREKINDERGARTEN PROGRAM**

**2020-2021 Covid19 policy, Please reference the Responsible RestartOhio guidelines for Child Care:**  
<https://coronavirus.ohio.gov/static/responsible/Sector-fact-sheet-8-Child-Care.pdf>

Saint Rocco Parish School offers a Prekindergarten program to children who are 4 years old by Aug 15<sup>th</sup>. The prekindergarten program is licensed and monitored by the Ohio Department of Education. The State of Ohio provides a written curriculum which describes developmentally appropriate activities, learning environment and approaches which meet the individual needs of children.

Saint Rocco Parish School Prekindergarten offers children an opportunity for interaction with other children and adults in an atmosphere of Christian love and concern. The program promotes spiritual, intellectual, social, emotional, and physical growth of the young child in a creative learning environment. Age-appropriate developmental experiences and play activities support the following program goals:

- ♥ Foster an awareness of being a child of God and growing in His love
- ♥ Develop a positive self-image
- ♥ Provide experiences in the five modalities: auditory, fine and gross motor, language and visual
- ♥ Practice basic social skills
- ♥ Develop a sense of age-appropriate independence, interaction, sharing, and cooperation
- ♥ Embrace a desire to and a love of learning

All lessons, materials and resources are developed to support a holistic, hands-on approach to learning. The curriculum includes:

Religion:

- + Positive self-image as a child of a loving God
- + Loving acceptance of self and others
- + Being made aware of God's wonderful world
- + Participating in school prayer experiences and daily prayer

#### Personal Development:

- + Being toilet trained is mandatory before enrolling in the Prekindergarten program
- + Knowing name, age, address, telephone number, birthday is taught and learned throughout the year.

#### Language:

- + Communication skills: speaking and listening
- + Transferring thoughts into words
- + Expressing a sense of self-awareness
- + Visual and auditory discrimination
- + Listening and participating in stories, poetry and finger plays

#### Mathematics:

- + Recognizing colors, shapes, patterns, sets, numerals
- + Developing quantitative concepts of counting, sizes, differences

#### Motor Skills:

- + Gross Motor Skills
  - o Creative expression in games, dance, music and art
  - o Physical education
- + Fine Motor Skills
  - o Learning to hold and use writing utensils properly
  - o Using scissors and other eye-hand coordination activities
  - o Manipulating clay, beads, pasting, coloring, painting, gluing and lacing

Rules for Prekindergarten children are simple and appropriate for their developmental age. Praise and rewards are always given for appropriate behavior. If inappropriate behavior occurs, the Prekindergarten child will be:

- Reminded of the rules
- Invited to cooperate
- Guided toward self-correction
- Helped to understand why the inappropriate behavior should change

A prekindergarten staff member in charge of a child or group of children shall be responsible for their discipline. The Ohio Department of Education Preschool Licensing Rules requires that actual methods of discipline shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking, or biting.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No discipline shall be delegated to any other child.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself, or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding rest, food, or toilet use.
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well ventilated space.
- The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.



Parents/Guardians will be made aware of any inappropriate behavior.

Communication between home and school is vital and is offered regularly through phone calls, emails, notes, conferences, newsletter and website news.

Prekindergarten class follows the school calendar year. Attendance, tardiness, special dismissal and all health procedures are the same as the elementary school. Ohio law dictates that all Prekindergarten children have a physical examination and medical form on file in the school clinic.

Parents/Guardians provide transportation for Prekindergarten children. Children will only be released to individuals indicated on the Pick-up Authorization Form.

Parents/Guardians are always welcome to visit at any time by coming to the school office to sign in and receive a visitor's pass. They may also review the latest inspections and are welcome to contact the Ohio Department of Early Education (614-466-0224).

Prekindergarten children do not wear uniforms. Prekindergarten students are to wear play clothes appropriate for the weather conditions and tennis shoes each day. Proper outdoor clothing and snow boots are necessary for winter outdoor play.

### **TUITION**

- ♥ Registration fee (non-refundable): \$100 per family; Technology Fee \$30 per family; School supply fee: \$5 per child
- ♥ Tuition is \$3,330 per student
  - Tuition payments may be made monthly: \$370 for ten months- Sept to May due on the 15<sup>th</sup> of each month
  - Bi-monthly payments of \$185 due on the 15<sup>th</sup> and 30<sup>th</sup> of each month
  - Cash or money order only please
- ♥ Delinquent Tuition and Financial Suspension
  - Failure to meet tuition payments or other financial obligations will result in legal action.
- ♥ Refund Policy
  - Tuition refunds due to withdrawal from school will be made on a prorated basis.
  - Tuition refunds will not be paid in any other fees or responsibilities are owed.
  - When submitting withdrawal, a written request for tuition refund is required.
  - Refunds will not be given to anyone leaving after April 1<sup>st</sup> of the school year.
- ♥ Tuition Assistance is available through the Ohio Department of Jobs and Family Services. Please contact the school office for the application.

### **SCHOOL DAY PROCEDURES**

#### **ARRIVAL PROCEDURES:**

- Students arriving by car should be dropped off at the main school entrance. Parents/guardians are to remain in their car and students should exit the vehicle to have **their temperature taken and okayed BEFORE the parent/guardian leaves.**
- Arrival directives:
  - Enter from Fulton Road and proceed SLOWLY to the temperature checkpoint.
  - Once your child(ren) have exited the vehicle, pull up and exit out onto W. 33<sup>rd</sup>.



- Students who arrive after 8:05 am are considered late for school and must report to the office before going to their classroom. Additionally, if the student is late, they will need to be brought into the school building by his/her parent/guardian and signed in at the office.

## DISMISSAL PROCEDURES

### Walkers:

- Walkers will be dismissed first from the main doors of the school building. Students are to go directly home and at all times be respectful of the neighbors' property along the way home.
- Any student that walks home (even periodically) needs to have a letter of permission to walk home from his/her guardian on file in the school office.
- behave in accordance with the school's Code of Conduct while riding the bus.

### Car riders:

- Car riders will be dismissed from the main entrance.
  - THIS YEAR we will call out the grades one-by-one and then dismiss to cars. Please be patient.
- Dismissal directives:
  - Enter from Fulton Road and proceed SLOWLY. Pull up to the end of the modular building to allow children to enter to their vehicles. Children should then walk on the sidewalk to their vehicle.
  - Once your child(ren) have entered your vehicle, pull up and exit out onto W. 33rd gate.
- Four copies of a family identification number will be provided to each family.
  - Students will only be released to vehicles displaying the family number provided by the school.
  - If a driver does not have a number, the child will not be released. The driver will need to report to the main office so identification may be verified.
  - If you lose your car tags, please contact the school office and we will make new ones for you.
- Students need written permission to be dismissed to other families.
- Students should not be in any classroom after dismissal unless previous arrangements have been made with the teacher.
- No student may come back into their classrooms after 3:30 pm for forgotten materials.

## ABSENCE

- **EACH day the student is absent from school, the parent/guardian is responsible for contacting the school office at 216-961-8557 by 9:00am to state the reason for absence.** Calls made be made 24 hours a day with the voicemail system. If a call is not received, the office will call the home or place of work to verify the student's absence. When a student returns to school, a dated excuse note from the parent/guardian should accompany the student—even if you have called the school.
- In accordance with senate Bill 82, "Alianna's Alert," if parents/guardians have not alerted Saint Rocco Parish School of an absence or tardy, Saint Rocco Parish School will notify parents/guardians within 120 minutes of the school day beginning.
- Parents/Guardians should request absent work to either be sent home with a sibling or picked up in the Office after school. If a student comes to school late due to an appointment or leaves school for an appointment, the parent/guardian is asked to come into the building and sign out his/her student.
- **Absences not due to illness/Vacations:** It is the responsibility of the parent/guardian to notify the school office and the teacher in advance by email or written note. Since it is difficult to predict the amount of schoolwork accomplished during the student's absence, all assignments will be given to the student upon his/her return to class. Students/Parents are responsible for contacting their teacher(s) regarding schoolwork missed and will be given appropriate time to complete work upon their return to school.

\*\*There are many days/times off throughout the school and calendar year, therefore family vacations should be planned to coincide with the school calendar.\*\*

### **EMERGENCY CLOSINGS**

In case of bad or severe weather, Saint Rocco Parish School is closed whenever Cleveland Municipal School District schools are closed. Other emergency school closings may arise to unforeseen circumstances, i.e. no heat, water, electricity. With all closures, families will receive an Option C phone/text/email blast and the closing will be listed on local television channels/websites.

If an emergency occurs during the school day, students will be supervised by school staff while parents are contacted.

### **COMMUNICATION**

Communication between home and school is vital and is offered regularly through Thursday mail, school and teacher websites, school and teacher newsletters, email, notes, phone calls, conferences, etc. If you are sending an important message needing immediate attention, a phone call to the office is best. Emails and faxes are difficult for teachers and staff to check during the day. Please allow *two business days* for faculty and staff to respond to a phone call or email.

#### **Change of Routine**

If there is a change in a student's usual routine regarding transportation, absence, after school care participation, or another circumstance, please send a note/email to school the morning of the change.

#### **Thursday Mail**

Each Thursday, memos from the office, graded papers, information from teachers, etc. will be sent home in a special folder for every student. These will need to be reviewed, signed and returned on Friday. Copies of school information will be available on the school website.

#### Websites

- [www.saintroccoschoolcle.org](http://www.saintroccoschoolcle.org) is the school's main website and is a valuable resource for parents. Information about school news/events, calendars, various forms, lunch program, After Care information, Thursday folder contents, etc. can all be found there. We strive to keep this information current for our school families. Please check the site regularly.
- [www.OptionC.com](http://www.OptionC.com) In Option C parents/students can view assignments: future, missing and late; conduct records (any demerits/detentions) attendance, and notifications from teachers/administration. Parents can send and receive private messages with teachers and staff. Conferences can be scheduled. Receive important alerts from the school via email, text and phone call. Report cards can also be viewed in OptionC.

#### **Child Custody**

Each year a legal custody form is to be completed by each family and will be kept on file in the school office. In a case where custody papers are applicable, the school must receive documents from the courts naming the custodial parent/guardian. In the case of divorce, a copy of the final court decree is to be kept on file. Pertinent information for the school and diocese is custodial/parental sharing plans and educational financial responsibility—other information may be redacted.

The school will abide by the court orders regarding custody and sharing of information regarding the student(s). Further to ensure the safety and well-being of our students, any changes regarding custody issues need to be brought to the immediate attention of the Principal/Office.

### **Child Abuse Referral Guidelines**

All school employees are mandated reporters under Ohio Law (OR 2151.421) and shall report all known or suspected child abuse or neglect by contacting the County Department of Children and Family Services or a municipal officer.

### **Classroom Roster**

A roster will be prepared annually for each group of children in the program. This will include the name, address and telephone number of each child and parents/guardians. This will be prepared only after each parent/guardian has signed a statement indicating whether they desire to be included in the roster. This roster will be available upon request and will be furnished to no other persons but the parents/guardians and school administration.

### **Conferences**

Communication between home and school is essential and supports the growth and development of the child. In order to strengthen the relationship of home and school, we ask that parents/guardians always contact the school office personnel to clarify any questions. Parents/guardians are asked to participate in yearly conferences— October and March—with teachers.

If you would like to schedule a conference with your child's teacher, please contact that teacher directly by email, note or phone call.

### **Addressing School Concerns**

If a concern should arise with a teacher, staff member and/or a classmate, please

- Contact the teacher/staff member to discuss the concern. If the concern is NOT resolved...
- Contact the principal to discuss the matter

All concerns will be respectfully listened to and addressed according to proper procedures. They will also be kept confidential.

### **Program Transition Policy**

To transition from prekindergarten to kindergarten a student must satisfactorily meet the standards in the Diocesan Pre-Kindergarten 4 and 5 year-old Progress Report (2020).

The whole child will be considered as well by the Administrator, Lead Teacher, parents and other staff that may have been involved with the child's progress throughout the school year.

## **HEALTH AND SAFETY INFORMATION**

Saint Rocco Parish School staffs a nurse once a week on Thursdays. It is essential that parents/guardians keep the school office informed of their child(ren)'s medical condition including documented allergies and any/all medications prescribed to them.

## Emergency Forms

Families **must** fill out an emergency authorization form at the start of each school year. These forms are kept in a locked file cabinet in the school office. The form which is due the first day of class, directs the school's course of action in the case of an emergency. It is the responsibility of the parent/guardian that they immediately notify the school of any changes that may occur during the course of the school year (phone numbers, medical history, emergency contact information, etc.) so that this information is always up-to-date.

## Medications and Procedures

Prior to administering any medication, food supplement, modified diet or fluoride supplement, the preschool shall: Secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement. Each time medication is administered; a written record or log including dosage, date and time shall be made. The record or log shall be kept on file for one year.

## Management of Communicable Diseases

If a child has more than a runny or stuffy nose, he/she should not come to school. Please follow these guidelines when your child is ill: Please keep your child home 24 hours after a fever breaks.

If your child is sick during the night or before school, please keep them home. If you suspect strep throat and have a culture taken, please do not send them back to school until you receive the negative result of the culture.

If your child has an auxiliary temperature of 100 or more, skin rash, diarrhea, vomiting, or evidence of lice, the parent will be called. The child will be isolated in the nurse's office until the parent arrives. Children may return to school after symptoms are gone or with a note from the doctor, depending on the illness.

Please inform us if your child becomes ill with a contagious illness. Notes will be sent home with the other children to warn parents of contact and incubation of communicable diseases. The staff is trained in communicable diseases, as required by the State of Ohio. They will observe all children upon arrival. If any communicable disease symptoms are present, the child will be escorted to the nurse for further observation. If a communicable disease has been verified at St. Rocco School, a letter from the school nurse will be sent home with the students, informing the parents of the nature of the disease; as well as, symptoms and preventative measures.

## **LIST OF THE MOST COMMON COMMUNICABLE DISEASES**

**Chicken Pox**- Fever; Rash appears in the form of small pimples which in a day fill up with clear fluid. The incubation period is between 14-21 days. Isolation period of at least 7 days.

**Measles** (Rubella)-Cold in head, feverishness, watery eyes, sneezing. Blotchy red rash appears on forehead, face and body. The incubation period is between 7-14 days. Isolation period is at least 5 days from time rash appears.

**Mumps**-Fever; Swelling of side of face and jaws as glands become swollen and tender. The incubation period is between 12-26 days. Isolation period until swelling of glands has disappeared and patient has recovered.

**Scarlet Fever and Streptococcal Sore Throat-Fever**; headache, sore throat, vomiting. A fine rash appears with scarlet fever. The incubation period is 2-5 days. Isolation is required for 48 hours after start of antibiotic treatment. May be re-admitted to school upon written statement that the child has been treated. The name of the physician should be included.

**Impetigo**-Blister like lesions that later develop into crusted pus-like sores that are irregular in outline. Incubation is 2-5 days, occasionally longer. Impetigo is communicable from the onset of symptoms until sores

are healed. Child will be excluded from school until adequately treated and sores are no longer draining. **Conjunctivitis**-Redness and swelling of the membranes on one or both eyes with burning or itching, sensitivity to light, and a discharge. Immediate medical treatment. Exclusion from school until clinical recovery. Communicable during course of infection and until discharges from infected mucous membranes cease.

The following precautions shall be taken for children suspected of having a communicable disease. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian.

1. Diarrhea (more than one abnormally loose stool within a 24 hour period.)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.
5. Conjunctivitis.
6. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness.
7. Untreated infected skin patches.
8. Unusually dark urine and/or grey or white stools.
9. Unusual spots and or rashes
10. Sore throat and difficulty swallowing and or elevated temperature
11. Stiff neck.
12. Evidence of lice, scabies or other parasitic infestation.
13. Elevated temperature
14. Vomiting

### **Immunizations/Physicals**

Students are required by Ohio State Law to have all necessary immunizations. Questions regarding vaccinations are to be directed to the school nurse. Also, children entering the Prekindergarten, Kindergarten or new to our school are required to have a physical examination on file in the school office.

### **Screening**

During the school year, the school nurse completes the following health screenings:

- ⇒ Vision Screening
- ⇒ Height and Weight
- ⇒ Gross Dental Exams
- ⇒ Postural Screening
- ⇒ Hearing Screening

All concerns regarding the screenings will be addressed with parents/guardians.

### **Illness/ Emergency During the School Day**

If a student becomes ill during school hours, he/she will be sent to the office or nurse's office. In the case of a "mildly ill" child, as well as children exhibiting signs or symptoms of illness, the school office or nurse may contact the parent/guardian. Together they can decide on whether the student is to remain in school or be discharged.

If the student is involved in a medical emergency, the office/nurse will follow the directives given by parents/guardians as indicated in the emergency medical form which is completed by each family at the beginning of the year.

## Contagious Disease

All staff members are trained in the recognition of signs and symptoms on communicable diseases. All staff members and children follow required hand washing procedures by using antibacterial soap and paper towels/electric hand dryers. Reminders to this effect are posted. Classroom and staff members regularly disinfect tables, chairs, cots, material and equipment, etc.

Please note:

- A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/ her parent/guardian: Vomiting, Diarrhea, severe coughing, difficult or rapid breathing, yellowish skin or eyes, conjunctivitis (pink eye), temperature of 100 degrees Fahrenheit when combined with other signs of illness, untreated infected skin, unusually dark urine and/or gray or white stools, stiff neck, evidence of lice, scabies or other parasitic infestation.
- Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the administration and the parent/guardian. The child, while isolated, will be carefully watched for symptoms listed above as well as: unusual spots or rashes, sore throat or difficulty swallowing, elevated temperature, and vomiting.
- Parents/guardians are asked to contact the school office and/or nurse when his/her child has been diagnosed with a contagious disease. This includes ringworm, strep throat, chicken pox, measles, mumps, scarlet fever, impetigo, conjunctivitis and head lice.
- When a child has been home with an illness, the child may not return to school until free of symptoms and temperature has been **normal for 72 hours** without taking fever reducing medicine.
- Additionally, students who have been absent from school due to illness and are not well enough to participate in regular classroom activities or outdoor recess should remain at home until they are well enough to fully participate in the school day.
- Students who miss 5 consecutive days due to illness are required to have a doctor's note upon return to school.

## Nutrition

### **Breakfast and Lunch**

Students are provided with breakfast and lunch daily. Students may also bring their lunches to school. Students bringing lunches should have his/her name clearly marked on the lunch bag.

Please remember that glass containers, gum and candy are not to be brought to school. Please instruct your child(ren) in proper eating habits and manners.

### **Treats**

Birthday treats may be brought to the school to be distributed as a lunch time treat. When sending in treats, please try to avoid peanut products. In fact, consider a non-food item as a birthday treat as well.

## Safety Drills

Safety drills including fire, tornado, lock down, evacuation and other emergency drills are held in accordance with local, state and federal regulations. Building, fire and safety inspections are conducted yearly and reports are on file in the school office.

## VISITORS/VOLUNTEERS

### UNTIL FURTHER NOTICE THIS YEAR:

**No visitors will be allowed beyond the school lobby doors.**

Parent/Guardians are welcome to visit the school. The teaching/learning process is valued time and we choose to support its routines and activities. Therefore, we ask that appointments be made to visit the classrooms.

The success and effectiveness of our school and parish activities depend upon the generosity of time from volunteers. Please be generous with your time for the benefit of the school and parish throughout the year.

Virtus Training from the Diocese of Cleveland is required for all faculty/staff/volunteers. Visit the website [www.virtus.org](http://www.virtus.org) and then follow the directions to complete the program. A copy of your certificate of completion for Virtus training must be kept on file in the school office.

## ADDITIONAL PREKINDERGARTEN INFORMATION

**Birthdays: Until further notice, please no birthday treats.**

Celebrating birthdays is fun! If you would like to bring in a special treat for your child's class, please speak with the teacher to discuss what would be appropriate. Some children have food allergies and we never want to exclude anyone from the celebration.

### Extra Clothing

Please bring a change of clothing for your child that will remain at school until they need to be used. Please put in a gallon zip-lock bag with your child's name on it. Clothes will be returned at the end of the school year.

### Names

All personal items that are brought to prekindergarten must be CLEARLY marked with your child's name. This includes bookbags, coats, hats, boots, change of clothing and rest items.

### Rest Time

Rest time is for all children during the day. Please send a blanket and pillow to school to be used for this time. Each child may bring ONE stuffed animal to rest with. Blankets and pillows will be sent home on Fridays to be washed and need to return to school the following Monday.

### Toys from Home

Please DO NOT send toys from home to school. The exception would be if there is a "Show and Tell" day. Parents will be notified in advance of the "Show and Tell" Days.

**\*\*Saint Rocco Parish School reserves the right to change or amend this handbook. Advance notice will be given for any change.\*\***



# St. Rocco Parish School

*“A Christ-centered community committed to excellence!”*

**2020-2021 SCHOOL YEAR**

**ACKNOWLEDGEMENT OF PROGRAMS, POLICIES, AND PROCEDURES**

*It is required that all families complete, date and sign this page of the Family Handbook.*

FAMILY NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Father/Guardian’s Signature: \_\_\_\_\_

Mother/Guardian’s Signature: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

*“Celebrating 93 years of education on Cleveland’s West side, 1927-2020”*

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