



ST. ROSE CATHOLIC SCHOOL

Handbook 2014-15



Faith - Knowledge - Service

Table of Contents

Table of Contents (for Website)	2	Violation of the Weapon Policy	11
St. Rose Faculty and Support Staff	3	Possession and/or Use of Tobacco	11
Education Commission Members	3	Search/Seizure	11-12
Mission Statement	4	Harassment	12
Belief Statements	4	Stealing	12
Philosophy	4	Vandalism	12
Values	4	Cafeteria	12
Compliance Agreement with Policies	4-5	Church Behavior	12-13
Enrollment	5	Playground Regulations	13
Non-Discrimination Statement	5	Profanity	13
Non-Catholic Families	5	Student Behaviors	13-14
Registration	5	Suspension and Expulsion	14
Registration for Kindergarten	5-6	Dress Code	14-17
Admission for Transfer Student	6	Dress Code Violations	17
Child Custody	6	Education Programs	17
Student Records	6	Academics	17
Non-Custodial Parent Access	6	Religious Education	17
Withdraw/Transfer of Students	6	Homework Guidelines	17-18
Tuition	7	Standardized Testing	18
Tuition Reimbursement	7	Progress Reports	18
Attendance	7	Grade Placement, Promotion or Retention	18
Tardiness	7	Library and Media Center	18
Bus Service	8	Graduation	18
Inclement Weather	8	Guest Speakers	18
Crisis Plan	8	Classroom Parties/Student Birthdays	19
Fire and Tornado Drills	8	Health, Safety and Confidentiality	19
Communications	8	Health Requirements	19
Phone Calls	9	Minimum Immunization Requirements	19
Cell Phones	9	Physical Examination	19
Directory Information	9	Vision Screening/Hearing Acuity	19
E-Mail	9	Communicable Diseases	19
Change of Address, Telephone & E-Mail	9	Injury and Illness	19-20
Teacher Conferences	9	Emergency Card	20
Discipline/Student Behavior	10	Administration of Medicine to Students	20
Code of Conduct	10	Student Safety and Safety Patrol Program	20-21
Behavior Off Campus	10	Classroom and School Visitors	21
Procedures for Conduct Violations	10-11	Wellness Policy	21
After School Detention	11	Technology Policy	21
Violations of the Drug and Alcohol Policy	11	Diocese of Columbus Technology Acceptable Use Policy	21-23

ST. ROSE FACULTY AND SUPPORT STAFF

St. Rose School Office 342-3043
St. Rose Parish Office 342-1348
www.stroseblueknights.org

Pastor	Father Jim Csaszar
Associate Priest	Father John Reade
Principal	Roxanne Demeter
Admn. Assistant	Teresa Medaugh
Kindergarten	Mrs. Beth Fondale
First Grade	Ms. Kindra Ervin
Second Grade	Mrs. Bernadette Shumaker
Third Grade	Mr. Sean Ewing
Fourth Grade	Mrs. Laura Ewing
Fifth Grade	Mrs. Gail Finck
Sixth Grade	Mr. Jonathan Medaugh
Seventh Grade	Fr. Jim Csaszar
Eighth Grade	Ms. Margaret Nelson
Phys. Ed./Computer Technology	Mrs. Megan Reed
Librarian/Educational Aide	*
Title I Reading	Mrs. Debbie Russell
Auxiliary Clerk	Mrs. Vicki Householder
School Nurse	Mrs. Kelsi Luning
Cafeteria	Mrs. Tina Merckle
Custodian School	Mr. Mitch Nash
Custodian PCC	Mr. Scott Richards

EDUCATION COMISSION MEMBERS

Judy Smith, President
Fr. Jim Csaszar
Fr. John Reade
Mike Boley
Allison Fisher
Rick Hubble
Josh Reed
Melissa Sheets
Marissa Ward
Gail Finck (Teacher Liaison)
Beth Fondale (Teacher Liaison)
Mrs. Janie Halaiko (AdHoc)

The Education Commission meets the 2nd Wednesday of each month in the school library.

The Education Commission is a regulatory body to implement the policies of the Diocesan Board of Education and responsible for evaluating the effectiveness of the educational program, to create a better understanding and support of Catholic Education, and to aid and advise all policies and budgetary matters pertaining to the education programs.

WELCOME TO ST. ROSE CATHOLIC SCHOOL

May the wisdom of God's spirit guide all of us as we carry out the mission of Catholic education. May our faith make us strong and God's peace dwell in our hearts, among our families, and within our community.

MISSION STATEMENT

St. Rose School shares in the Catholic Church's mission to make and be disciples of Jesus. Our school is dedicated to fostering a community of Faith, Knowledge and Service.

BELIEF STATEMENTS

At St. Rose Catholic School (SRCS), we believe that

- Catholic beliefs and practices are the foundation of our school.
- We believe each student is a valued individual.
- We believe that a variety of instructional approaches support individual learning.
- We believe a student's self-esteem is built with high expectations and recognition of personal responsibility and accomplishment.

PHILOSOPHY

The role of SRCS is to assist parents in the education of their children. It is a cooperative endeavor of the school community (administration, faculty, staff, and parents) to promote the growth of children. St. Rose Catholic School provides a structured learning atmosphere in which every person feels valued and successful.

SRCS believes in establishing fundamental habits promoting sound moral character, physical health and mental being,

acquainting students with the heritage they share in common with the human race and which belongs to them by reason of their American citizenship. We assist students in developing their interests and aptitudes for useful contributions in contemporary America, and educate our students to enjoy culture and appropriate leisure times and activities.

VALUES

SRCS promotes the following:

- Reverence in God
- Respect for self and others; honor for the opinion of others
- Responsibility to self and others
- Service to the school, parish and community
- Freedom from violence and substance abuse
- Challenging academic program
- Moral development of children and youth
- Diversity in community and a curriculum that reflects the cultures of our nation and world
- Professional development of faculty, administration and staff

COMPLIANCE AGREEMENT WITH POLICIES

SRCS adheres to the Columbus Diocesan Policies and Educational Codes. Parents and students are required to know all of the information, policies and regulations contained in *this* handbook. Ignorance can never be accepted as an excuse for the violation. This handbook should be kept at home where it is available to both student and parents. Please make yourself and your student(s) thoroughly familiar with it. A copy of the Columbus Diocesan policies and goals is available in the St. Rose School office.

Acceptance of admission/enrollment to St. Rose School entails compliance with all school rules and policies. **A statement**

indicating agreement by students and their parents is to be signed and returned to the school at the beginning of each school year. **This agreement accompanies this handbook.**

ENROLLMENT

The basic purpose of Catholic schools is to assure that Catholic truths and values are fully integrated with the student's life and academic program. Students should not apply unless they desire and intend to participate as fully as possible in the religious program of the school.

NON-DISCRIMINATION STATEMENT

SRCS admits students of any race, color, gender or ethnicity to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency or disability in the administration of its educational programs and extra-curricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school initiated desegregation. The school is open to students of families who sincerely seek the religious nature of our program. While preference is given to parish members, others are welcome as space follows. New admissions are subject to the approval of the Principal who will exercise discretion so as to assure enrollment for good and proper reasons, consistent with the school's philosophy and mission. SRCS will not enroll a student for whom financial obligations to this or other schools of the Diocese remain unpaid.

NON-CATHOLIC FAMILIES

SRCS welcomes non-Catholics who express a desire for a Catholic school program and environment. Since the Catholic School is defined by its religious character, enrollment assumes involvement in the religious life of the school (e.g. religion classes, liturgical services and service programs). However, this participation will not compromise the fundamental

principal of an individual's freedom and dignity.

REGISTRATION

The registration of new students takes place in the school office. Registrants must visit the school in person to complete the registration process. Health forms for each new student are provided in the packet given at the time of registration. These forms must be completed and returned to the school office within the first week of school.

All custodial forms, in the case of guardianship, separation or divorce must be supplied by the registrant and forwarded to the school office within the first week of school.

EMERGENCY FORMS FOR ALL STUDENTS MUST BE COMPLETED AND RETURNED TO THE SCHOOL OFFICE BY THE SECOND DAY OF SCHOOL.

REGISTRATION FOR KINDERGARTEN

Registration for Kindergarten takes place with the school secretary and Principal. Registrants must provide copies of the student's Baptismal Certificate (for Catholics), birth certificate, immunization record and social security number to the office at the time of registration.

NOTE: A child must be five years of age by August 1 to begin Kindergarten that year.

Each prospective student must participate in a Kindergarten screening to assess the child's readiness for our program. This screening is scheduled in April of the preceding school year. For late registrations, a screening is given in August, before the start of the school year. All applicants for Kindergarten are required to take a readiness test. A readiness test will be given

by a team including the Principal, Kindergarten teacher, the Speech/Language teacher and the Physical Education teacher. The nurse will test vision and hearing. The Kindergarten teacher will review test results with the parents. If doubt exists on a child's readiness, the Kindergarten teacher will consult the child's preschool teacher.

ADMISSION FOR TRANSFER STUDENTS

Registration for transfer students begins with an interview with the school Principal and/or Pastor. The parents must bring a copy of the child's last report card. Registration will be a temporary acceptance until all records have been transferred to St. Rose School. For students transferring in Grades 1-8, previous records and the sending principal's recommendations will be received prior to acceptance. The principal will consult with the sending school from the Columbus Diocese as to the status of tuition payments. All students transferring into Grade 1 must have attended Kindergarten.

Although SRCS does its best to accommodate the learning disabled students, it does not have a learning disabilities program nor does it have a teacher licensed to teach learning disabled children.

CHILD CUSTODY

Parents have the obligation to inform the school immediately anytime the custody of a child changes. School officials will need a copy of the court ordered document for the child's permanent record. Both the custodial and the non-custodial parent are entitled access to their child's records and to conferences with the teacher, unless the court has ruled otherwise. However, the non-custodial parent may not visit the child at school or remove the child from the premises without the expressed written and verbal permission of the custodial parent. Written permission must be provided to the office

before the child(ren) will be released. Step-parents have no legal right to records, reports or conferences without written permission from the custodial parent.

STUDENT RECORDS

Student records are confidential and are protected by the "Privacy Act." Only the school staff and the child's natural parents or legal guardians have access to the records. Directory information on the child is not protected by the "Privacy Act." Directory information includes name, address, phone number and age. Parents may request that directory information not be released.

NON-CUSTODIAL PARENT ACCESS

Divorce or change in custody does not change the rights of the natural parent to their child's records. A non-custodial parent may request and receive a copy of the child's report card, permanent record and the right to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Step-parents have no rights to records, report cards or conferences unless the custodial parent confers these rights on them.

WITHDRAW/TRANSFER OF STUDENTS

State law requires that parents sign a Release Form before student records may be sent from one school to another. **School records will not be released until school tuition is paid in full.** Parents of students who withdraw before the end of the year must inform the school office in writing of the effective date of withdraw and must also fill out a request for records at the receiving school. Should the school office remain uninformed of withdraw, the student will remain enrolled and marked as absent until a request for transfer of records is received.

TUITION

By choosing to send your child to St. Rose School, you enter into a contract to fill your obligation for the cost of tuition. Parents must register with FACTS, a company that manages tuition billing. This will allow SRCS to meet financial obligations in a timely manner; automated accounting will eliminate overdue delinquencies that create problems for the school and families. With increased costs related to salaries, benefits and utilities, SRCS has obligations to meet regularly; therefore, we depend on your promised payments. As we pledge to provide a quality education for your child(ren) we appreciate your faithful adherence to the terms of your particular tuition contract. Each family has been given a scholarship amount of \$250.00. In order to receive the scholarship bonus, you must perform 40 hours of volunteer time between June 1 and May 31 of each year. Volunteer hours for participation at the St. Rose Festival in June are credited to the upcoming new school year.

TUITION REIMBURSEMENT

The school office should be notified immediately of withdraw of a student from St. Rose School. Tuition is pro-rated by days of attendance.

ATTENDANCE

Attendance is one of the most important parts of your child's education, since learning cannot take place if the child is not at school. In school, punctuality and regular attendance are necessary for success. Students who do not maintain good attendance may be required to repeat a grade, lose certain privileges and/or be taken to court. Students who fail to attend school regularly or accumulate numerous absences can be deemed truant and will be reported to the proper authorities. School begins at 8:30 a.m. The school will not be responsible

for student supervision until 8:15 a.m. **Between 8:15 a.m. and 8:30 a.m., children are to stay on the playground supervised by a faculty member.**

A child who has been absent must present a note of explanation from parents or guardians unless a note or excuse was presented before the absence. Families should schedule vacations that coincide with the scheduled student school vacation days. Attendance is one of the most important parts of your child's education and every effort needs to be made for your child to attend school regularly.

Parents are asked to call the school office before 10:00 a.m. each day the child is going to be absent or late due to illness, dentist, doctor or other delays.

If a child arrives after 10:00 a.m. or leaves before 2:00 p.m., he or she is considered absent for 1/2 day. Children are to assume responsibility for all make up work so that they may make continuous progress. Students must see their teacher or teachers to ascertain what class work needs to be completed after an absence. Students missing 28 days or more within one school year will be obliged to make up the material missed or successfully demonstrate knowledge of subject matter before being promoted to the succeeding grade. Parents are encouraged to keep in contact with the school office regarding absences.

TARDINESS

Students should be at opening exercises on the playground by 8:30 a.m. A child is marked tardy when he or she is not in the classroom by 8:40 a.m. Arriving after 8:40 a.m., students must report to the office and receive Tardy Admit Slip. Children will not be considered tardy if bus transportation is late or if the child served at the daily mass.

BUS SERVICE

The following school systems provide transportation for SRCS students.

New Lexington City Schools
Crooksville Exempted Village Schools

Each year the local papers publish rules and regulations for proper behavior on the bus. All SRCS students are expected to observe the rules and exemplify Christian conduct while riding the bus. Any child who is a disturbance, (i.e. fights, disrespectful, uses improper language, etc.) can be suspended from riding the bus and will be asked to find another way to and from school. Proper conduct will enable the bus driver to drive carefully, to be pleasant, and to promote safety to all.

Children will not be permitted to ride a different bus unless a parent has made a special request in writing or by calling the school office.

INCLEMENT WEATHER

Any decision made by the New Lexington City School System regarding the closing or delay of school and early dismissal due to weather condition may be abided by SRCS. These decisions are announced by radio, website or TV and the School Reach System. The following stations will carry announcements or delays, early dismissals and school closings.

WCLT	100.3 FM
WCMH	4 TV
WHIZ	92.7
WBNS	10 TV

SRCS participates in the School Reach Program which allows St. Rose to notify/contact parents either by email, cell phone or phone, about changes in the school day. Parents can choose which communication network they prefer for these messages.

CRISIS PLAN

If an evacuation to another location is necessary, the students and teachers should walk to the Parish Community Center (PCC) and will remain there until the emergency is over or the parents or legal guardians sign the student(s) out.

Parents should go to a check-in table when they arrive at the PCC. **STUDENTS WILL BE DISMISSED ONLY TO THOSE AUTHORIZED PERSONS LISTED ON THE EMERGENCY MEDICAL CARD.**

FIRE AND TORNADO DRILLS

By law, fire and/or tornado drills must be held monthly. For the safety of all, students are expected to walk quickly and silently to the proper exit or tornado area. Once outside, students assemble at designated areas on the edge of the playground. No one should re-enter the building until the signal has been given. During tornado drills, students are to go to the designated areas and are expected to assume a protective posture.

COMMUNICATIONS

SRCS strives to keep the lines of communication open between parents and teachers and to keep parents of upcoming events and particular information regarding the school. Classroom teachers send home class newsletters and the Home and School Association will send home announcements as well. This information is also available on the website, www.stroseblueknights.org. Parents are always invited to call the school office at 342-3043 if they have questions or concerns.

PHONE CALLS

Students who forget their homework, books or other materials for which they are responsible for will not be permitted to call home without expressed permission of their teacher. Parents are asked to support school efforts to build a sense of responsibility in the children by refusing to make extra trips to school for such things.

CELL PHONES

Students are not to use cell phones while at school. If a student needs to contact a parent, he/she will be permitted to use the phone in the school office. If cell phones are used during school hours, they will be collected by the teacher and placed in the principal's office. The cell phone will only be released to the parent.

DIRECTORY INFORMATION

Directory information regarding students will be released in various formats unless a parent notifies the school that such information is not to be released regarding his/her child.

Directory information includes names of students, address, phone number, and grade level. The school, school employee, school organizations or the Diocese may publish information in various formats including websites under the following conditions:

- If proper notice is given and parents of a student do not object, directory information may be released. Directory information may include names of students, grade level and activities.
- The Personal Identifiable Information Release Form" must be signed and dated by the parent of a student prior to releasing personal identifiable information as defined in the Columbus

Diocese Policy 5126.0. Personal identifiable information includes a picture with or without names, addresses, ID numbers, personal characteristics (height, weight, etc.), and educational records. Parents will be contacted regarding the specific information to be released, the reason, and how the information will be released. Parent consent will be obtained before the information will be released to a third or subsequent party.

E-MAIL

At the beginning of the year, the school will ask for e-mail addresses of families so that teachers and parents can communicate quickly with one another. Teachers will provide e-mails to parents so that they may contact them.

CHANGE OF ADDRESS, TELEPHONE, & E-MAIL

NOTIFY THE SCHOOL OFFICE when there is a change of address, e-mail address or telephone numbers (home, work, emergency numbers) so that the records remain current and receipt of information from the school will be in a timely manner.

TEACHER CONFERENCES

Parent/Teacher conferences are scheduled in October and March. Parents can request a conference anytime. Please call the school office to schedule the conference. The teacher will be notified and return the call to arrange a suitable time. Please do not contact a teacher at home unless the teacher has requested this contact.

DISCIPLINE/STUDENT BEHAVIOR

The Code of Conduct at SRCS exists to ensure students the best possible atmosphere for learning and to direct students toward self-discipline. SRCS allows students to make choices in a guarded and loving environment.

The school is committed to maintaining high standards of academics and behavior for all students. Administration, faculty and staff take their responsibilities very seriously and they enlist the cooperation of families in supporting these policies.

CODE OF CONDUCT

1. Students will treat self, other students and adults with respect and courtesy.
2. Students will respond to teachers and other staff in an obedient, positive manner.
3. Students are to be respectful of the building and the property they use.
4. Students will participate meaningfully and respectfully in the liturgy and other religious activities.
5. Students are to be in uniform according to the dress code with all necessary supplies, books and assignments which prepare them to meet the day's demands.
6. Students will participate in the classroom learning process; complete assignments on time and in an acceptable manner; cooperate with the teachers and others in getting the best advantage from their education.
7. Students will conduct themselves with dignity at all times in and out of the classroom, library, lunchroom, playground and other locations.
8. Students will act responsibly at all times and refrain from actions contrary to Christian practice or actions which might endanger the health, safety or well-being of others.
9. Students who are aware of serious violations of the school rules will report them to the principal or teacher in an

honest and direct manner.

10. Students will use acceptable language. Offensive or obscene language and gestures are unacceptable in the school environment. The school reserves the right to decide what is "obscene" in disputed cases.
11. Bullying behaviors on school grounds or at any school activity on or off grounds will not be tolerated. Consequences for students who bully may include detention, parent conference, suspension, counseling, and/or expulsion, depending on the results of the investigation.

BEHAVIOR OFF CAMPUS

The Diocese of Columbus has a concern with the conduct of students at school and/or away from the school that may bring discredit or harm to the name of the school or reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the laws, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the discretion of the school Principal.

PROCEDURES FOR CONDUCT VIOLATIONS

CLASSROOM TEACHER AND STUDENT

- Conference between student and teacher at a mutually convenient time. Not during class time. OR
- Noon detention, to be served during the half-hour lunch recess period. OR
- A parent conference initiated by parents, teacher or administrator. OR
- Telephone conferences to check on behavioral and/or

academic progress or to discuss potential difficulty in patterns or behavior, attitude, attendance, tardiness, dress code violations and non-completion of assignments.

AFTER SCHOOL DETENTION

After school detention is initiated when other procedures have not worked or for serious and/or repeated offenses. Major violations of school rules occurring on school grounds, in the vicinity, on the buses and/or at school related activities, and any actions which are deemed contrary to the basic philosophy to SRCS or Catholic Church, may warrant a detention.

Detentions will be given at the discretion of the teachers or the principal. A slip will be sent home to be signed and returned to school. NO DETENTION WILL LAST PAST 4:30 p.m. Parents will be expected to provide transportation home after the detention.

VIOLATIONS OF THE DRUG AND ALCOHOL POLICY

A student shall not knowingly possess, use disseminate or be under the influence of any alcoholic beverage, tobacco product, amphetamine, barbiturate, hallucinogenic drug, marijuana, narcotic drug or controlled substance. Violations will result in an immediate telephone call to the parents or guardians. The student will be suspended from school in accordance with established suspension policies. Re-admission will only take place after a meeting with the student, parents or guardians, and the Drug Intervention Team (consisting of the Principal, school nurse, homeroom teacher, and others as may be appointed by the Principal) has taken place and an action plan has been accepted by the parents or guardians and the student. The assessment/evaluation plan developed by the Drug Intervention Team may recommend the student's suspension from school for a period of up to five days. The student must follow all recommendations made by the Drug Intervention

Team. Any further violations following re-entry to school will result in automatic expulsion from St. Rose School.

VIOLATION OF THE WEAPON POLICY

No student will use, possess, handle or conceal any object which is, or can be, considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object determined to be a threat to the safety or security of any person, are prohibited on school premises and at school related functions. (Diocesan Policy #5140.11). If a student is found to be in violation of this policy, any or all of the disciplinary actions listed below may be imposed by the Principal depending on the severity of the offenses as well as the previous record of the student:

- Detention
- Counseling/family counseling
- Approved school community service
- In-school suspension
- Referral to juvenile court and/or other appropriate law enforcement agency
- Suspension from school
- Expulsion from school
- Diversion programs

POSSESSION AND/OR USE OF TOBACCO

Possession and/or use of tobacco in any form (cigarettes, chewing tobacco, cigars, or snuff) are prohibited on school grounds, school buses or at school related activities. This violation of school rules results in a three day suspension and subsequent expulsion.

SEARCH/SEIZURE

School officials may search a student's personal effects, desk, and book bag without the student's permission. Such action

may be taken whenever school officials have reasonable cause to believe that the search will uncover stolen property or an item or substance which may be illegal, dangerous to the student or to others, or disruptive of the safe and orderly environment of the school.

HARASSMENT

Diocesan Policy 5240.05 states harassment can take many forms. Harassment can occur at any school activity, and/or in the classrooms, halls, cafeteria, even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his or her race, color, religion, gender, sex, national origin, age or disability. It is the policy of the Catholic Schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, what they believe is harassing or intimidating conduct must bring it to the attention of an appropriate school person, principal or pastor. A complaint will be filed in writing. In the event that an individual alleges harassment by the principal or pastor, the individual may file the complaint with the superintendent of the Catholic Diocese. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. It may result in the recommendation of the student receiving:

- Detention
- Counseling/family counseling
- Approved school community service
- In-school suspension
- Referral to juvenile court and/or other appropriate law enforcement agency
- Suspension from school
- Expulsion from school
- Diversion programs

STEALING

Stealing is against the law and will not be tolerated. Any violation of this rule renders the violator subject to a parent conference with the principal and a possible one day out of school suspension. Further incidences can result in dismissal from SRCS.

VANDALISM

Any student guilty of deliberately defacing school property will be required to pay for the repair or replacement necessary. Any violation of the policy renders the violator subject to suspension or expulsion.

CAFETERIA

Students are expected to demonstrate good conduct while in the cafeteria. This behavior includes:

- Display courteous table manners
- Be respectful
- Stay seated throughout the lunch period except to use the restroom
- Talk in normal speaking tones
- Before leaving the lunchroom, clean up eating area and wait to be dismissed by the adult in charge
- Always walk in the lunchroom and PCC.

CHURCH BEHAVIOR

Parents are the primary instructors in appropriate church behavior and participation in the liturgy. The practical application of this instruction occurs when students participate with their classes in masses and prayer services. At such times, the following behaviors are expected:

- Answer prayers with correct responses and participates in singing
- Receive the Eucharist reverently
- Attend quietly without disturbing others before and during Services.

PLAYGROUND REGULATIONS

The playground is the concrete area behind the school. The adult on duty must be obeyed and given respect at all times. No one may leave the school grounds without permission from the office and must be signed out of the school by parents or guardians of student(s). If a ball bounces into the street or alley, the student will report to the adult on duty. Only the adult on duty can give permission to get the ball. Be mindful of the classes in session and play away from the building, especially at recess and physical education times.

Teachers and students are responsible for any sports equipment that leaves the building. After recess, lunch or physical education, sports equipment will be returned to the playground basket.

- Basketballs, soccer balls, softballs, kick balls and footballs are limited in use to their proper areas
- No baseballs or other piece of playground equipment that may be harmful to children are permitted
- Tackle football, tackling in general, shoving or hitting, name calling, and play such as “take away” are never permitted
- The hillside is “off limits” during recess or physical education periods
- No snowballs are to be made or thrown on school property

When the first bell rings, all play stops. Students are to stand in place. Two bells remind the students to line up quietly according to grade.

If a child needs to be disciplined due to an infraction of the playground rules, the adult in charge is to uphold the following:

- Explain the deserved punishment to the student so that he or she can understand the violation.
- Provide consistent and constructive methods of discipline
- For minor infractions, choose the punishment to fit the offense. For example: sit quietly in eyesight of the adult in charge.
- For major infractions, the adult should bring the child to the office.

PROFANITY

In a Christian environment, the use of God’s name in vain or the use of vulgar and/or disrespectful terms or actions will not be tolerated. Parents are asked to reflect on conditions that may lead to children hearing words that do not reflect acceptable language for Christians. Does your child have unsupervised access to various media? What type of humor is permitted in your home in the presence of children? While children cannot be protected totally from society, some standards can be set which explain that even society fails, profanity is unacceptable in the home and school environment.

STUDENT BEHAVIORS

Other student behaviors that could result in suspension or dismissal include, but are not limited to the following:

- Intimidation
- Lying
- Forging and/or altering notes
- Fighting
- Inappropriate use of computer hardware and/or software

- False Alarms, including fire, bomb threats etc.
- Arson or attempted arson to any school building and property
- Actions that endanger the physical well-being of self or others

SUSPENSION AND EXPULSION

Suspension of 1-10 days may result from a major violation of rules. Participation in extra-curricular activities during days of suspension are not permitted. If a student is suspended, the principal will notify the custodial parent or guardian on the telephone and in writing. Diocesan policy will be followed in the event of a suspension or expulsion. A specific procedure is detailed in the Diocesan Policy book and would be strictly followed. If the parents or legal guardian considers the expulsion unjust, they may petition the Superintendent of the Columbus Diocese to review the decision.

DRESS CODE

GENERAL INFORMATION ABOUT UNIFORMS

Organizational uniforms (Boy Scouts, Girl Scouts, etc.) may be worn on meeting days. No jeans if they are part of the organizational uniform.

School uniforms will be required from the first day of school through the end of the school year. On special occasions, students will be given permission to wear clothing other than school uniforms. On such occasions, notices will be sent home to parents. If it is necessary for a child to come to school out of uniform, a note of explanation must be sent or a phone call made to explain the situation. Clothing must be neat, clean and in good repair. If unsure about the correct color or style of uniform clothing, check with the school office before sending your child to school so that no problems arise for you or your

child.

School clothing may be purchased at any store that carries a true color of navy blue, white or khaki.

ALL SHIRTS MUST BE TUCKED IN AT ALL TIMES.

Any item not covered in the Student Handbook shall be handled at the discretion of the Principal and/or Pastor.

GIRLS GRADES K-4

Jumpers— May wear plaid jumpers all year. Jumpers must be of appropriate length—no more than 2 inches above the knee.

Slacks—May wear navy blue slacks all year. No denim or cargo-style pants.

Shorts—May wear navy blue walking shorts from the beginning of school year through October 31 and April 1 through the end of the school year. Shorts are to be no higher than 2” above the knee.

Shirts—May wear long or short sleeve white or navy blue shirts. Only white t-shirts may be worn under the shirts.

Sweaters and Sweatshirts—May wear solid white or navy crew neck sweatshirt with approved St. Rose embroidery or plain white or navy crew neck sweatshirts may be worn. Gray sweatshirts with plaid “R” are available at The School Closet may be worn. May wear navy blue or white cardigan sweaters. **Sweatshirts with hoods are not permitted.**

Shoes—All shoes, dress or tennis, must be solid in color, either brown, black, or white. Boots for winter can not be worn outside the pants. Boot top must fit under each pant leg.

Socks—Plain black, navy blue, tan or white knee high or crew socks or tights. No sport or short-type sock. No logos on

socks.

Belts—Navy, black or brown belts must be worn. Belts must be worn with belt-looped pants. No belts necessary for Kindergarten students.

Hats/Coats—Hats, coats or jackets may not be worn in the classroom during class time. Sweatshirts with hoods are not permitted.

Jewelry—A pair of small post earrings are permitted to be worn in the ear lobes. Necklaces with crosses or religious medals are allowed. No other jewelry is allowed for class time.

Makeup—No makeup or nail polish may be worn.

Hair—Hair should be clean, neat, and conservative in style. Extreme styles, dyed and highlighted hair is not permitted. Bows, barrettes, and headbands should be color coordinated with the uniform.

GIRLS GRADES 5-8

Jumpers/Skirts—May wear plaid jumpers or skirts all year. Jumpers and skirts must be of appropriate length—no more than 2 inches above the knee.

Slacks—May wear navy blue or khaki slacks all year. No denim or cargo-style pants.

Shorts—May wear navy blue or khaki walking shorts from the beginning of school year through October 31 and April 1 through the end of the school year. Shorts are to be no higher than 2" above the knee.

Shirts—May wear long or short sleeve white or navy blue shirts. Only white t-shirts may be worn under the shirts.

Sweaters and Sweatshirts—May wear solid white or navy crew neck sweatshirt with approved St. Rose embroidery or plain white or navy crew neck sweatshirts. Gray sweatshirts with plaid “R” are available at The School Closet. May wear navy blue or white cardigan sweaters. Sweatshirts with hoods are not permitted.

Shoes—All shoes, dress or tennis, must be solid in color, either brown, black, or white. Boots for winter can not be worn outside the pants. Boot top must fit under each pant leg.

Socks—Plain black, navy blue, tan or white knee high or crew socks or tights. No sport or short-type sock. No logos on socks.

Belts—Navy, black or brown belts must be worn. Belts must be worn with belt-looped pants.

Hats/Coats—Hats, coats or jackets may not be worn in the classroom during class time. Sweatshirts with hoods are not permitted.

Jewelry—A pair of small post earrings are permitted to be worn in the ear lobes. Necklaces with crosses or religious medals are allowed. No other jewelry is allowed for class time.

Makeup—Clear nail polish may be worn. No other makeup is permitted.

Hair—Hair should be clean, neat, and conservative in style. Extreme styles, dyed and highlighted hair is not permitted. Bows, barrettes, and headbands should be color coordinated with the uniform.

BOYS GRADES K-4

Slacks—Navy blue slacks all year are allowed. No denim or cargo-style pants.

Shorts—May wear navy blue walking shorts from the beginning of school through October 31 and April 1 through the end of the year.

Shirts—May wear long or short sleeve white or navy blue shirts. Only white t-shirts may be worn under the shirts.

Sweaters and Sweatshirts—May wear solid white or navy crew neck sweatshirt with approved St. Rose embroidery or plain white or navy crew neck sweatshirts. Gray sweatshirts with plain “R” may be worn and are available at The School Closet. May wear navy blue or white cardigan sweaters. Sweatshirts with hoods are not permitted.

Shoes—All brown, black tan or white. No sport or ankle height socks. No visible logos on socks.

Belts—Navy, black or brown belts must be worn. Belts must be worn with belt looped pants. No belts necessary for Kindergarten students.

Hats/Coats—Hats, coats or jackets may not be worn in the classroom during class time. Sweatshirt with hoods are not permitted.

Jewelry—No earrings are permitted. Small chains with crosses or religious medals are allowed.

Hair—Hair should be neat and conservative in style. Hair may not touch the shirt color or be longer than earlobe length. Hair may not be longer than eyebrow area. No long sideburns.

BOYS GRADES 5-8

Slacks—May wear navy blue or khaki slacks all year. No denim or cargo-style pants.

Shorts—May wear navy blue walking shorts from the beginning of school through October 31 and April 1 through the end of the year.

Shirts—May wear long or short sleeve white or navy blue shirts. Only white t-shirts may be worn under the shirts.

Sweaters and Sweatshirts—May wear solid white or navy crew neck sweatshirt with approved St. Rose embroidery or plain white or navy crew neck sweatshirts. Gray sweatshirts with plain “R” may be worn and are available at The School Closet. May wear navy blue or white cardigan sweaters. Sweatshirts with hoods are not permitted.

Shoes—All brown, black tan or white. No sport or ankle height socks. No visible logos on socks.

Belts—Navy, black or brown belts must be worn. Belts must be worn with belt looped pants.

Hats/Coats—Hats, coats or jackets may not be worn in the classroom during class time. Sweatshirt with hoods are not permitted.

Jewelry—No earrings are permitted. Small chains with crosses or religious medals are allowed.

Hair—Hair should be neat and conservative in style. Hair may not touch the shirt color or be longer than earlobe length. Hair may not be longer than eyebrow area. No long sideburns are permitted.

NON-UNIFORM DAYS ONLY

- Jeans and casual slacks are permitted. No hip hugger or low rider pants. No holes are permitted in pants.
- Sweatshirts are permitted provided there is no inappropriate language or designs. Sports team logos

are permitted.

- No tank tops, crop tops, spaghetti strap tops, basketball jerseys or sweatpants are permitted.
- Shorts may be no higher than 2” above the knee.

DRESS CODE VIOLATIONS

With minor infractions, there will be a notice sent home to the parents. When a student receives three notices, he/she will receive an after school detention. Major infractions will result in a student being sent home to change to become uniform compliant.

EDUCATION PROGRAMS

ACADEMICS

SRCS adheres to the Columbus Diocese’s Kindergarten through Grade 8 courses of study, which have been approved by the Ohio Department of Education. Application of sound educational policies and procedures by a well-being qualified staff, and adherence to a competency-based educational program promote academic excellence.

RELIGIOUS EDUCATION

According to the General Directory for Catechesis (1998) the purpose of religious education is to call people to a personal encounter with Jesus, make them disciples and help them to make a permanent commitment to think and live as Jesus lived. Religious education not only informs, it forms our faith. A comprehensive program of religious education is at the heart of the school’s educational program. All students participate in formal instructions in Catholic doctrine; they participate in worship, character formation and service. Religion texts reflect the teaching of the Catechism of the Catholic Church (1994) and the Diocesan Course of Study in Religion.

Sacramental preparation is an integral part of religious education for First Reconciliation, Confirmation and First Eucharist. Second graders prepare for Confirmation and Eucharist. Third and fourth graders prepare for First Reconciliation which is usually celebrated in Advent. Home study and family involvement are key elements in these preparations. Knowing that parents are the primary religious educators of their children, the administrators and faculty encourage parents, by their example, to take seriously their God given responsibility for faith development. The example of parent’s regular attendance at Mass and their participation the life of the parish are important to the child’s faith development. Formally, students and teachers pray at the start and end of the school day; pray before lunch. Students assist in the planning of the Friday mass at St. Rose Church, which the student body attends weekly. Parents are invited and encouraged to attend the student mass. Throughout the year, students have opportunities to extend themselves in service to others. They make and send notes and cards to shut-ins and those in nursing homes; collect canned goods for the poor; sacrifice and make offerings for the needy children of the world. In all these exercises, they are reminded that Christians are called to live the gospel.

HOMEWORK GUIDELINES

Students at SRCS are expected to do homework. Assignments supplement class work and reinforce learning. Homework will be within the range of the student’s ability and will be definite as to the kind and amount of work required. Time guidelines for each grade are listed below:

Kindergarten	10 minutes
First Grade	20 minutes
Second Grade	20-30 minutes
Third Grade	30 minutes
Fourth Grade	40 minutes

Fifth Grade	50 minutes
Sixth Grade	60 minutes
Seventh Grade	70 minutes
Eighth Grade	80 minutes

STANDARDIZED TESTING

Diocesan regulations for testing follow the Terra Nova Tests in Grades 3 through 8. These tests help measure individual and class growth, evaluate teaching effectiveness, and help design curriculum. Grade 8 test results are used by high schools to help in placement. Results of these tests are always shared with students and parents.

PROGRESS REPORTS

Interim reports will be sent home with each child halfway between each of the four school quarters. Quarterly Progress Reports will be sent home at the end of each of the nine weeks grading period. Life skills will be sent at the discretion of the principal or teacher.

GRADE PLACEMENT AND PROMOTION OR RETENTION

Final decision as to the child's grade placement rests with the principal, based primarily upon teacher recommendation and in conference with parents. Marks alone may not be the sole determination of a child's placement. Other factors such as maturity, basic skills, acquisition or predictable success factors may be considered in this decision. Such decisions do not necessarily imply that a child's "passed" or "failed" but may involve some determination as to the likelihood of a child's success in a given grade. These factors will be considered both for students returning to SRCS and for students entering the school for the first time. Parents will be notified of the possibility of retention by the end of the third quarter.

GRADUATION

Graduation exercise is held for students completing Grade 8. In order to receive a diploma, a student must be in good standing academically and have satisfied the requirements for Grade 8. Diplomas may be withheld when tuition and other fees are not paid in full. Graduation exercises are considered a privilege for students. Participation may be denied to students when flagrant violations of the code of conduct are evident, in which case the diploma will be sent via U.S. mail to the student. For the graduation mass, girls are to be dressed in Church attire. Dresses may not be strapless or low cut. Spaghetti strap dresses are not permitted. Boys should be dressed in a suit or dress pants, a shirt and tie, and socks and dress shoes.

LIBRARY AND MEDIA CENTER

The school enjoys a library media center that is growing and developing. Students are encouraged to visit the library and check out books regularly. A student is to return the book he/she has taken out before getting another book. Students can take the book out for a week with the option of renewing it, if needed. Students will be held responsible for the loss or damage of any library materials loaned to them.

GUEST SPEAKERS

Since speakers can bring an added dimension to learning, teachers incorporate speakers into their study programs under proper supervision and with prior approval of the principal according to established guidelines. Parents are welcome to share their interest, hobbies and expertise with students. They should contact the principal or classroom teacher to arrange a visit to share their talents.

CLASSROOM PARTIES/STUDENT BIRTHDAYS

Special days such as Halloween, Christmas or St. Valentine's Day may be observed with a classroom party or treat. Parties are scheduled for the last 30 minutes of the day. Teachers will not plan parties without the permission of the Principal.

Birthday treats are still permitted but the treat must be wrapped or contained in a plastic baggie so that it can be easily distributed at the close of the day.

There will be no exchange of gifts among students at Christmas. This causes undue hardships for families. The distribution of party invitations will not be permitted during the school day.

HEALTH, SAFETY AND CONFIDENTIALITY

HEALTH REQUIREMENTS

Students enrolled in Kindergarten through Grade 8 are required to have written proof on file that they have been immunized against diphtheria, tetanus, pertusis, poliomyelitis, measles, mumps and rubella as set forth in Section 3313.671 of the Ohio Revised Code. Students who are not in compliance are to be excluded from school attendance no later than 14 days after admission.

MINIMUM IMMUNIZATION REQUIREMENTS

- Four or more doses of DPT, DT (pediatric) or TD (adult) vaccine or a combination thereof. The third dose must be after the fourth birthday of a fifth dose is required.
- Three or more doses of trivalent oral polio vaccine

(TPOV). The third dose must be after the fourth birthday or a fourth dose is required.

- One dose measles vaccine; one dose mumps vaccine; one dose rubella vaccine.
- Children entering Kindergarten are required to have three doses of Hepatitis B vaccine.
- Students entering Grade 7 must have verification, signed by a doctor, of a second dose of the measles, mumps and rubella vaccines. This law came into effect August 1992.

PHYSICAL EXAMINATION

A physical examination is required by the Diocese (Policy #5115) for admission of all Kindergartners and for any new students.

VISION SCREENING/HEARING ACUITY

Students in Grades K, 1, 3 5 and 7 will be screened for vision. Students who fail the initial hearing test will be re-checked before notices are sent home to parents. Screening for hearing acuity will be done in Grades K, 1, 3 and 5.

COMMUNICABLE DISEASE

Parents are encouraged to refer to the communicable disease chart, available at registration or through the school nurse when sending back to school after an illness. These regulations apply to both major and minor disease and nuisance diseases such as head lice. The school nurse is responsible for complying with local regulations and will act on them accordingly. Refer to the nurse with questions as to specific regulations or advice.

INJURY AND ILLNESS

In case of injury or illness, parents will be called by the nurse,

principal or school Administrative Assistant. If a student needs to go home because of illness or injury, permission will be granted only after contact has been made with a parent or the emergency contact person listed on the emergency card.

A child will be sent home if he/she has:

- A temperature of 100 degrees or greater
- Vomited
- An undiagnosed disease
- Suspected contagious disease
- Pediculosis (Head Lice)

Before a child can return to school he/she must be:

- FEVER FREE FOR 24 HOURS
- On medication, if prescribed, for 24 hours
- Treated and nit free with regards to head lice
- Free of contagious disease (a doctor's note may be required)

Parents and guardians are asked to refrain from sending children to school if in the morning or during the previous night, if they show early symptoms of possible communicable disease.

Parents must enter the school and sign their child out if the child is being sent home ill.

EMERGENCY CARD

An Emergency Card (one per student) and emergency authorization form will be sent home the first week of school. Please report any health problems your child is experiencing at that time. Emergency forms must be on file in the school office and must be returned the second day of school. If any information on the student's emergency card changes during the year, please notify the school office.

ADMINISTRATION OF MEDICINE TO STUDENTS

When medication is prescribed for a student, parents are encouraged to discuss with the physician the possibility of a medication schedule outside of school hours. We recognize, however, that there are situations where this is not in the best interest of the child. Any student possessing or using a prescribed medication must have on file in the office, a medical authorization form, properly completed, signed by the parent and accompanied by a physician statement. These forms are available in the school office and from the school nurse. Such medication must be in its original container and have an affixed pharmacy label with the student's name. **The school will not administer prescribed medication unless these guidelines are strictly followed.**

The possession or use of nonprescription, over the counter medication is discouraged (e.g. cough drops, Tylenol, etc.) The school will consider administering such medication if parents provide a signed, written request for such, which includes the specific dosage and the times at which the medication is to be administered. In most cases, school personnel will not honor a request to exceed the label instructions without a physician's statement. Any such medication should be sent to the school office in its original container, where it will be held for the day. The student or parent should report to the office at the end of the day for unused medication. The school will not administer aspirin under any circumstances, due to the connection with Reye's syndrome.

STUDENT SAFETY AND SAFETY PATROL PROGRAM

The safety of all students is best assured when the policies and practices explained in this handbook are followed. The discipline code emphasizes that safety is everyone's concern and responsibility. The school maintains a safety patrol program. Students on patrol are to be regarded as authorities in

their duties. Their directions at the crosswalks and school parking are to be obeyed by all students.

FINGERPRINTING AND PROTECTING GOD'S CHILDREN

“Protecting God’s Children” is a seminar to heighten an individual’s awareness of sexual abuse. It is the responsibility of each of us to help prevent child abuse. Anyone who volunteers or work with our children is required to attend this training (additional information and registration for the session may be found online at www.virtus.org, **be fingerprinted and have a clear BCI report** (background check). Please contact the office for fingerprinting information.

CLASSROOM AND SCHOOL VISITORS

Parents are welcome to visit classes for special presentations. Drop in visits, however, tend to be disruptive. When parents wish to see a student during the school day, they must stop at the office and obtain a visitor’s pass. By law, visitors must report to the school office first upon entering the school building. This includes anyone entering the building, dropping off lunches, picking up homework, and meeting children for appointments. For the protection of the students, anyone found in the building or on school property without authorization will be asked to leave immediately.

WELLNESS POLICY

SRCS has adopted a school-wide wellness plan. This plan calls for a school council to develop, implement, monitor, review and revise school nutrition policies, physical activity policies, staff wellness policies, staff development policies, and at-risk behavior policies. St. Rose Cafeteria has made adjustments to follow healthier guidelines in the lunch program. We are asking that students who pack their lunch to please pack a nutritional one; i.e. fruits, vegetables, sandwich, cheese, 100% fruit juice or water. The entire plan is available

in the school office.

TECHNOLOGY POLICY

SRCS provides computer equipment, computer services and internet access. With faculty guidance, all students are able to use modern electronic technologies to enhance learning. All students are expected to abide by all current copyright laws. Students may not use equipment for any illegal activity. Students may not use the equipment to transmit, download or receive any materials, which could be considered slanderous, sexist, racist or otherwise inappropriate. No student may install, upload or download software with permission. Any software having the purpose of damaging other student’s accounts of the Diocesan network (e.g. computer viruses) is specifically prohibited. In class, students are to work only on programs assigned by the teacher. Students are asked to use the printing facilities judiciously as unnecessary printing adds expense and shortens the life of the equipment. Any student who misuses the internet or e-mail is subject to the termination of use and other action in compliance with the school’s discipline code. A signed copy of the Technology Use Policy must be on file for each student prior to internet use.

THE PRINCIPAL IS THE FINAL RECOURSE AND RESERVES THE RIGHT TO AMEND THIS HANDBOOK. PARENTS WILL BE GIVEN PROMPT NOTIFICATION.

6140.0

Diocese of Columbus
Technology Acceptable Use Policy

Please read this document carefully before signing.

Catholic schools within the Diocese of Columbus have implemented voice, data and electronic communication system that will allow unprecedented

educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication and maintenance may require review and inspection of network activity.

TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE:

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Office of Catholic Schools. While some materials accessible via the Internet may contain information that is inappropriate or inaccurate, the Office of Catholic Schools believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children would follow when using network resources.

Acceptable Use of the Internet

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the generally adopted rules of network etiquette:

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, or multi-user environment including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access listservs; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.

- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude onto other people's files.
- Do not waste school resources by printing excessively or

consuming limited hard drive space or network space.

- Do not use the Internet in any way which disrupts service or its operation for others.

Consequences for Inappropriate Use of the Internet

Since internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

TERMS AND CONDITIONS FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE OF SCHOOL OWNED MATERIALS:

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software scanners, printers, digital cameras, video cameras and much more. Students will be required to act appropriately when utilizing technology equipment and work areas.

Acceptable Use of Networks and Technology Equipment:

Students are responsible for appropriate behavior when using diocesan or school technological resources. Students are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students should take special care with physical facilities, hardware, software, and furnishings.
- Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Do not attempt to gain unauthorized or illegal access to diocesan

- technology resources or any other technology resources.
- Do not attempt to gain access to the diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not use Diocesan resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Office of Catholic Schools
Catholic Diocese of Columbus

Adopted 8/07
Reviewed 8/02
Revised 10/01

Consequences for Inappropriate Use of Networks or Technology Equipment

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of access to Diocesan technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of Diocesan or school equipment.

Conclusion:

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner.

The Diocese makes no guarantee that the functions or the services provided by or through the Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruption of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The Diocese will not be responsible for financial obligations arising from unauthorized use of the system.

