

2014-2015

Student/Parent Handbook

(REVISED JULY 2013)



**ST. RITA CATHOLIC SCHOOL
8709 PRESTON HIGHWAY
LOUISVILLE, KY 40219**



June 2013

Dear Friends,

As we begin our new school year we remind ourselves that this year has been proclaimed a **Year of Faith** by the Holy Father.

What does this mean?

It is recognized that there has been significant slippage of faith throughout the world; but most especially in Europe and North America. It would seem that the distractions and hectic life style of the West makes it more difficult than ever for people to focus on things which are most important and eternal. In order to address this challenge the Pope has asked Catholics to look at the wonderful gift of their own faith and share it with others.

How do we do this?

We embarked, with the whole church in an effort called the **New Evangelization**. Through this effort we seek to evangelize *ourselves* first of all. We may start by asking ourselves a few questions; what is my relationship with God? How am I growing in the faith? Am I really a full, active and participating member of my parish?

As we seek to come to appreciate our faith more, then the next logical step is to share the treasure of our belief with others. We may invite them to look at the web site “Catholics Come Home.org” or invite them to come to mass with us.

Finally it is recognized that one of the primary ways to evangelize is through Catholic education. It is in the schools that have a strong Catholic identity and are proud to share it that the faith comes most alive in the students and their families.

Blessings on this school year

Fr Joe

ST. RITA SCHOOL

A Gift for Life – A Life Fulfilled

June 2013

Dear Families,

Welcome to the 2014-2015 school year. As the new principal, I speak on behalf of the entire school community in thanking you for your choice in making St. Rita a part of your family. The future holds bright here, and the quality of education we have to offer will mold students in becoming productive citizens of the 21st century. The curriculum will challenge and inspire our youth to put their best foot forward, to seek out knowledge, and to use that knowledge to lead their life's path. Our special area classes provide students a window into the diverse and rich cultures of the world. Students will have opportunities to get involved in extracurricular activities to further extend the learning they already receive through daily classroom instruction. Most importantly, the curriculum, special areas classes, and extracurricular activities are all supported in the Christian faith, as we look to God to guide our school community.

The choice that our families have made to invest their child's education into St. Rita Catholic School will yield high dividends of spiritual and academic growth, social and global awareness, and a thirst for life-long learning. Catholic education is unique in that it requires parents, students, school faculty, parish staff, and all parishioners to work in partnership in order to succeed. We embrace this collaborative model, and because we act as a community, it becomes the invaluable quality of why families choose St. Rita School.

Finally, because parents play such a vital role in our community effort to educate children, it is important that you take the time to review the handbook, in full, with your child. By knowing these expectations, both you and your child will be able to start off the new school year with confidence and security. If there are any questions about the contents of this document, please contact us and we will assist in addressing your inquiries.

Thank you again for choosing St. Rita School and we look forward to a fantastic school year!

Neil Hulsewede

Principal

STUDENT/PARENT HANDBOOK

Table of Contents

Code of Ethics	1
St. Rita Faculty/Staff Directory	2
Mission Statement	3
Vision	3
Philosophy	3
Parent Commitment	3
Spiritual Development	3
Reconciliation	3
Confirmation	4
Eucharist	4
Daily Schedule	4
Morning Drop-Off	5
Afternoon Dismissal	5
Absences	6
Absence during the Day	6
Homework Assignments	6
Excessive Absences	6
Absence and Extracurricular School Activities	7
Tardiness	7
Dress Code	7
General	7
Girls	9

Boys	10
Out-of-Uniform: Jeans Day Dress Code	10
Out-of-Uniform: Dress-Up Day	11
Additional Dress Code Requirements	11
Inclement Weather Procedures.....	12
Communications	12
Mustang Express	12
Student Papers	13
Progress Reports	13
St. Rita School Website	13
Phone Calls	13
Conferencing with Teachers	13
Admissions Policy	13
Priorities for Admittance of Students into St. Rita School	13
Admission of Special Needs Students	14
St. Rita’s Procedures for Referral for Special Needs Services	14
Notice of Non-Discriminatory Policy	15
Tuition Information	15
Eligibility Requirements for the Active Rate at St. Rita	15
Emergency Financial Aid	16
Tuition Policies	16
Registration	17
Registration Fee Policy	17
Testing Program	17
Lunch Program	17

Health and Safety	18
Illness	18
Medication	18
Screenings	19
Medical Examination Requirements	19
Emergency Protocols	19
Fire Drills	19
Earthquake Drills	19
Tornado Drills	19
Asbestos	19
Pesticide Regulations	20
Search and Seizure	20
Items Brought from Home	20
Visiting the Classrooms	20
Internet & Electronic Mail User Agreement	20
School Patrol	20
Discipline	21
General Rules and Guidelines for Expected Behavior	21
No Exception Policy	26
Detention Discipline Policy for Grades K-8	27
Academic Programs	29
Primary Grades	29
All Grades	30
Grading – Grades 1 – 8	30
Conduct and Effort	30

Promotion/Retention/Transfer Policy	31
Resource Classes	31
Accelerated Reader Program	33
Counseling	33
Extracurricular Activities	33
Party Policy	34
Recognition and Awards	35
Lost and Found	35
Valuables at School	35
Curriculum Extensions – Field Trips	36
Field Trip Attendance Policy	36
St. Rita School Board and Parent Teacher Organization	37
School Board	37
St. Rita Parent/Teacher Organization (PTO)	38
School Board and Parent Teacher Organization	38
Athletics	39
St. Rita Booster Club Officers	39
Field Trip Request Form	Appendix II
Permission Form for Prescribed Medication	Appendix III

CODE OF ETHICS

St. Rita Parish and School Community believe that we are called to live out our baptismal commitment by proclaiming the Good News through our words and actions in homes, our parish, and in the community at large. To actualize our belief we hold these values as the core of our relationships with all our brothers and sisters.

FAITH in God the Father, the Son and the Holy Spirit; in each other.

RESPECT for others' ideas, choices, and differences.

HONESTY in the words that we speak and write; in our actions towards one another; in our efforts.

PRIDE in our individual abilities and accomplishments as they are used to support the mission of the school, parish, and community.

RESPECT and support for all human life, born and unborn; for self in the choices made; for individuals' rights; for the policies, rules that guide us in a productive manner; for those in leadership roles; for the environment.

SERVICE to others in a way that dignifies, encourages, and affirms.

JUSTICE for all people; to challenge those who are unjust; provide fair and equal opportunity to all students, staff and parishioners regardless of race, color, sex, age, national origin, or challenge.

COMMITMENT to our families, our parish and school, our work.

KNOWLEDGE that creates **UNDERSTANDING** which leads to **WISDOM**.

RESPONSIBILITY for one's choices and consequences.

PRUDENCE in using the information acquired in the course of doing school or church related business.

STEWARDSHIP in receiving, managing, and accounting for church and school resources; for keeping a safe and healthy environment.

St. Rita School Faculty/Staff Directory

Title/Class	Name	Voice Mail#	Email Address
Principal	Neil Hulsewede	201	nhulsewede@stritacatholicschool.
8	Madeleine Brzezinski	235	mbrzezinski@stritacatholicschool.com
7	Nathan Hughes	248	nhughes@stritacatholicschool.c
6	Natalie Quisenberry	238	nquisenberry@stritacatholicschool.com
5	Dana Nicholson	244	dnicholson@stritacatholicschool.com
4	Connie Frynmark	253	dnicholson@stritacatholicschool.com
3	Debbie Tucker	233	ctucker@stritacatholicschool.com
2	Tory Graham	231	tgraham@stritacatholicschool.com
1	Emily Brown	241	ebrown@stritacatholicschool.com
K	Erin Montfort	250	emontfort@stritacatholicschool.com
Pre-K	Sarah Deskins	239	sdeskins@stritacatholicschool.com
Librarian	Kristin Roberts	213	kroberts@stritacatholicschool.com
Computer Resource	Bucky Wilson	214	bwilson@stritacatholicschool.com
Coordinator	Barbara Bowles	204	bbowles@stritacatholicschool.com
Spanish	Nellie Garcia	245	bgarcia@stritacatholicschool.com
Counselor	Angela Simmons	252	asimmons@stritacatholicschool.com
Music	Holly Smith	217	hsmith@stritacatholicschool.com
Art (5-8)	Jim Terhune	242	jterhune@stritacatholicschool.com
	Denise Gahafer	242	dgahafer @stritacatholicschool.com
Secretary	Teresa Beeson	203	tbeeson@stritacatholicschool.com
Cafeteria Mgr	Toni Sowers	206	tsowers@stritacatholicschool.com
P. E. Teacher	Tony Gunn		tgunn@stritacatholicschool.com

To reach a faculty member's voicemail, call 966-9402 or 969-7067 and enter their box number from above. To shorten the wait time, add "7" immediately after the box number.

St. Rita Catholic School Family works together with our parish community to promote an active life of worship and service within the Body of Christ, while continuing the tradition of academic excellence through uniquely diverse learning experiences.

Vision

St. Rita School students will have a love of lifelong learning, practice the values of our Catholic Faith, and be productive citizens.

Philosophy

The faculty and parents, in keeping with the teaching of the Roman Catholic Church are dedicated to our mission to develop Christian faith formation and to provide a diverse curriculum that develops the complete person. St. Rita School challenges the abilities of all students while encouraging individuality and special talents and the love of lifelong learning.

St. Rita strives for excellence within our curriculum. We encourage continual service to our community. St. Rita seeks to guide students toward a life filled with the spirit of Christ.

Parent Commitment

Parents contribute to their children's education a great deal. Support of and encouragement to your children, along with cooperation with the school faculty and staff will help to provide your children success in the learning process.

Parents are expected to support the policies and guidelines set forth in this handbook by expecting their children to obey rules and to accept consequences in a respectful and timely manner.

Parents will show proper respect for all students, other parents, faculty, and parish and school staff. You are your child's primary role model. Questions, comments, and concerns are welcomed.

Spiritual Development

The primary reason for the existence of St. Rita School is the religious education and spiritual development of the students. Students will attend a weekly all-school liturgy on Fridays at 8:00am. Parents are always welcome. All Catholic students in grades 3-8 will receive Reconciliation once during Advent and once during Lent.

Reconciliation

Catholic students in grade two will receive the sacrament of Reconciliation in November. There is a parent/teacher/student preparation which includes attendance at parent meetings, an enrollment Mass, and the celebration of the sacrament. Students will work with the ***Sadlier Sacrament Program: First Reconciliation*** with follow-up home activities. This is a time of spiritual growth for the whole family.

Confirmation

Catholic students in the eighth grade will receive the sacrament of Confirmation usually during the month of March. The preparation program will consist of classroom instruction, a day of retreat, individual reflection papers, and service projects where the students are expected to serve the community by acts of charity.

Confirmation is an opportunity for the students to freely choose a life in the Church by reaffirming their Baptism, renewing their commitment to Jesus as Lord, and responding to the call of the Holy Spirit. Our program recognizes that parents are the primary communicators of our Faith. As such, we invite and encourage all parents/guardians to stay actively involved throughout the preparation program.

A general meeting for parents, sponsor and student will be held prior to the educational preparation.

Eucharist

Grade Two students will receive the sacrament of Eucharist in April. This is a Parent/Teacher/Student preparation program. It includes attendance at Parent meetings, an Enrollment Mass, in addition to the First Eucharist Mass. The students will have nine weeks of classroom work in the *Sadlier Sacrament Program: First Eucharist* with follow-up home activities. It is a time of spiritual growth for the whole family.

Daily Schedule

All students are to be in their **homerooms** at **7:45am** or they will be marked tardy.

Students are given lunch/recess break. The amount of recess/social time students receive varies depending on the age of the student.

On regular full days of school, the dismissal schedule is:

2:40 Announcements and closing prayer
2:43 Aftercare
2:45 Car riders
2:53 Walkers/bike riders

No student is to arrive at school prior to 7:00am

Students are monitored on school property from 7:00am until 2:53pm. Students should report to the dining room between 7:00am and 7:30am. Students report to classrooms after 7:30am. Students should not be on school grounds after 2:55pm, unless attending a supervised School or sport function or are helping a designated teacher or serving a disciplinary time. Students are expected to be picked up at dismissal time or at the end of the school activity. Teachers must monitor students until their rides come; late pick-ups create inconveniences for the teachers. Call the school office before 2:30pm if an emergency arises that will delay timely pick-up.

Morning Drop-Off

Cars transporting Pre-K – Grade 3 students should drop off at the Main Door. Enter by center drive or driveway at the far side of the church, come past the gym and turn left between the modular classrooms and the Child Enrichment Center building.

Cars transporting students only in grades 4 -8 may drive behind the Child Enrichment Center and exit through the drive between the school and the shopping center. This can only be done if arrival is after 7:30am.

Students dropped off between 7:00am and 7:30am must be dropped off at the Main Door. No exceptions.

For safety purposes, with or without parents, students may not walk across the driving lanes. If parents have business in the school, students should be dropped off first and the parents will then circle around and park.

Cars transporting a mix of students in grades PreK – 8 will drop students at the Main door after 7:30am. These cars should pull around between the modular classrooms and the Child Enrichment Center. **Under no circumstances should a PreK – 3 grade student be dropped off at the rear entrance of the school.**

Afternoon Dismissal

Students in grades Prek – 3 will exit via the main school door. Students in grades 4 – 8 will exit via the rear entrance onto the parking lot behind the Child Enrichment Center.

After dismissal, students are not allowed to return to the building without good reason. Additionally, if they do return they must be supervised by a teacher.

Absences

If it is necessary for a student to be absent from school, a parent or guardian must call the school before 8:00am to report the absence, and specify the arrangements for getting the student's work to him/her. You may also call voice mailbox #2037 to report a student's absence. A student's work may be picked up in the Office after dismissal and before 3:00pm. In the event the office has not received notification of the student's absence, the secretary or counselor will contact the parent or guardian. A note explaining the absence is required on the day the student returns to school.

Absence during the day

If a student is to be excused during the school day for any reason, he/she should present a note stating the reason and the time he/she is to leave and return (if applicable). The note should be given to the homeroom teacher BEFORE the school day begins. The note is then taken to the school office. The child should come to the office at the designated time and the parent/guardian MUST pick up and sign the student out FROM THE OFFICE. Parents/guardians cannot go to the classroom and retrieve the student.

In accordance with Archdiocesan policy, students who report to school after 8:30am or leave before 2:45pm are counted half-day absent.

Homework Assignments

Making up assignments missing for any reason is the responsibility of the student. Assignments should be made up the day after returning to school. For example, if the student is out on Monday and comes back to school on Tuesday, homework assigned on Monday will be due on Wednesday. If more time is needed, the teacher must approve the extension. A parent, brother or sister of the absent student should request assignments from the student's teacher(s) in the morning before school begins. These assignments can be picked up in the school office after 2:45pm. It is the student's responsibility to check with all teachers, including resource teachers (i.e. art, library, computer, music and Spanish) for missed assignments.

If a student is absent the day before a scheduled test, it does not excuse them from taking the test. Tests are made up at the discretion of the teacher.

Excessive Absences

Any student that is absent more than ten (10) days during a school year is required to present a doctor's statement. Any student absent for more than twenty (20) days during a school year may not advance to the next grade level and a truant officer will be notified.

The only exception to the aforementioned policy is if the student's absence is the result of a protracted illness or accident. A statement from the attending physician documenting the illness or accident must be given to the principal in a timely manner. Arrangements must be made with the principal for "at home study" during the duration of the absence. The parent or guardian must follow-up with the Principal verifying successful completion of the "at home study". Teachers will require make-up work and tests from a student for any day of absence regardless of the reason for the absence. The homeroom teacher will provide a make-up worksheet to the student upon the student's return to school.

Absence and Extracurricular School Activities

Any day a student has been absent for part or all of a school day, he/she may not attend or participate in extracurricular activities without permission of the principal. Please note permission will only be granted under the most extreme circumstances.

Tardiness

A student that arrives after 7:45am and before 8:30am is considered tardy. The student should report to the office when tardy and the reason for the tardy must be stated. Tardiness should be avoided and limited in frequency as repeat tardiness implies a lack of growth in responsibility. It also interrupts the smooth process of classroom activities and embarrasses the tardy student. There will be consequences for excessive tardiness. After the fifth (5th) tardy in each trimester the student will be required to serve a detention.

Dress Code

The St. Rita School Board has established the following dress code for students:

Students will begin wearing school uniforms on the first day of school. Out-of-uniform infractions will be given for non-compliance. The Principal has the right and responsibility to determine appropriate dress codes and will have the final decision in determining the appropriate disciplinary action for non-compliance.

General requirements

Pants

Slacks will have **NO** cross-stitch emblems, manufacturer's names, or patches (i.e. Guess, Dockers, etc.). Pants are to be straight leg, no cuffs or tapered legs and no pockets on the legs such as found on cargo pants. Slacks must be worn at the waist. No sagging will be allowed. Students in grades K through 5 shall wear navy blue Catholic uniform slacks; students in grades 6 through 8 shall wear khaki uniform slacks.

Shorts

Shorts are **OPTIONAL** and may be worn from August through October 31st and from April 1st until the end of the school year. **Slacks must be worn from November 1 until the end of March.** Students in grades K through 5 shall wear navy blue uniform shorts; students in grades 6 through 8 shall wear khaki uniform shorts. No other shorts will be permitted. Shorts must be Bermuda length (just above the knee). Shorts must be worn at the waist. No sagging will be allowed.

St. Rita Sweats will be allowed under uniforms from November 1st to March 31st.

Belts

Students must wear a belt with uniform pants and shorts. Belts must be brown, black or navy and solid in color.

Golf Shirts

Students may wear the uniform golf or polo shirt in place of the white button down shirt or the white blouse (girls). Elementary school students in grades K-5 have the option of wearing green, yellow, and white polos with the updated school logo. Middle school students in grades 6-8 are allowed to wear green, navy, and white polo shirts with the updated school logo. The updated school logo has the traditional "R" but also includes "St. Rita".

The golf/polo shirts can be purchased at Shaheens' or Parker School Uniforms.

Socks

Students must wear either plain navy blue or white socks (no bands, stripes or emblems are allowed). Socks must cover the entire ankle bone. If the shoes extend over the ankle bone, the socks must reach the top of the shoes and be seen.

Shoes

It is the parent's choice as to the type of shoe the student wears. If the shoe has shoestrings, they must be kept laced and tied. Uniform pants must cover the socks and shoes (in case of high tops). All shoes must have a solid heel and toe. The student must wear gym shoes for PE.

Boots are not allowed.

Sweatshirt

The OPTIONAL sweatshirt may be purchased from St. Rita School. The uniform sweatshirt is hunter green with the gold St. Rita logo embroidered on it. Uniform shirts must be worn under the sweatshirt. White turtlenecks may be worn under the school uniform sweatshirt, however, if worn the sweatshirt must remain on during school. No other sweatshirt may be worn in the classroom. Sweatshirts must be size appropriate. Oversized and sagging sweatshirts are not permitted.

The older sweatshirt with the large "R" is no longer permitted. Only 8th grade students may wear the numbered graduation year sweatshirt and it must be lettered with the current graduation year.

Sweater

Students may wear a navy blue cardigan. The sweater must be solid in color. Pullovers are not allowed.

Sweatpants

Only **GREEN** St. Rita sweatpants may be worn into school under jumpers and/or skirts. St. Rita Sweatpants may be worn anytime during school day between Nov. 1st and March 31st.

“Pajama” pants or any other type of pants are not permitted inside the school building or at any school sponsored event.

GIRLS

Jumpers/Skirts

Girls in grades K through 5 wear the green, gold and white plaid, V-neck style jumper from the uniform department at Shaheens or Parker Uniforms. Girls in grades 6 through 8 wear the Walker Skirt. The jumpers and skirts shall be hemmed at the kneecap and no more than **two inches** above the knee. Hemmed skirts and jumpers must pass the Flamingo Test.

White turtlenecks are **NOT** to be worn under the jumper or skirt **UNLESS** accompanied by a uniform sweatshirt.

Blouse

The blouse, if worn, must be tailored, short or long sleeve, round or pointed collar, broadcloth or oxford. The blouse must be buttoned appropriately and tucked in far enough for a belt to be visible. If desired, girls may wear a navy blue vest with the white shirt or blouse. The vest can only be purchased at Shaheens.

Tights

Solid navy blue or white cotton tights may be worn under skirts, jumpers or shorts.

LEGGINGS ARE NOT ALLOWED.

Jewelry

Girls with pierced ears are permitted to wear one pair of small button type earrings in the lobes only. Earrings must not exceed the size of a dime. “Dangly” or “hoop” earrings are not permitted. Body piercing, etc. is not permitted. Other jewelry is not permitted with the exception of a wristwatch. **THIS INCLUDES OUT-OF-UNIFORM DAYS.** A thin, plain, short chain with a small religious cross or medal may be worn.

Make-up

Absolutely **NO** make-up or colored nail polish is permitted (clear nail polish is allowed). Students are not allowed to wear artificial nails. Tattoos and/or body writing on students are not permitted. Eighth grade girls may use medicated foundation as long as there is a note from a dermatologist on file in the school office.

Hair

Hair must be neat and clean. No hair adornments, such as bows, large barrettes, etc, are permitted. Small barrettes are acceptable. No fad or extreme haircuts are permitted. No hair spray is to be brought to school. No student is to wear dyed or bleached hair.

8th grade only: Only natural colored highlights applied in moderation are permitted. Any hair treatments deemed inappropriate by the principal must be corrected within 24 hours.

BOYS

Shirts

Shirts must be white, tailored, short or long sleeved, broadcloth or oxford (**knits are not allowed**). Shirts must be buttoned appropriately and tucked in far enough for a belt to be visible. **No turtlenecks are allowed.**

Hair

Hair must be neat and clean. Hair length should not exceed the top of the shirt collar or cover the eyebrows or ears. **No tails, Mohawks, sculptured, fad or extreme haircuts (this includes extreme bowl cuts) will be permitted.** No facial hair is allowed. All young men are to be clean-shaven. Dyed or bleached hair is absolutely not allowed.

8th grade only: Natural colored highlights in moderate taste are permitted. Any hair treatments deemed inappropriate by the principal must be corrected within 24 hours.

T-shirts

Students may only wear solid white t-shirts under their uniform shirt. T-shirts with graphics or lettering or colored t-shirts are not permitted. **T-shirts should not show under the uniform shirt.**

Jewelry

In addition to wristwatches, one wristband per student may be worn that symbolizes a specific charitable organization or awareness. Faculty will decide on whether or not the wristband is appropriate for the Catholic School environment. If it is determined that the wristband should not be worn, faculty will advise the student to remove. Medical bands will also be permitted. A thin, plain, short chain with a small religious cross or medal may be worn.

Out-of-Uniform: Jeans Day Dress Code

Dress jeans are permitted. Jeans must not have holes, tears, or ragged edges. Socks and/or hosiery must be worn. All shoes must have a solid heel and toe.

Shirts, tops, and blouses must cover the shoulder, back and stomach ***at all times***. Tank tops, sleeveless shirts, net shirts, spaghetti straps, low necklines, muscle shirts, cropped shirts or sweaters are not permitted. Dresses/skirts must be no shorter than 2 inches above the knee. **No low cut jeans, slacks, shorts/skirts or tight pants/skirts are permitted.**

Girls with pierced ears are permitted to wear small button type earrings (not to exceed the size of a dime). “Dangly” and “hoop” earrings are not permitted. Girls are only allowed to wear one earring in each lobe. Earrings may not be worn in any other part of the ear but the lobe.

Eighth Grade Girl Privileges: Jewelry, nail polish and make-up are allowed.

T-shirts are permitted but must be suitable for Church and school. Hence, t-shirts may not advertise or refer to alcoholic beverages, tobacco products, use inappropriate language, convey openly or covertly unacceptable sentiments or themes for a Catholic school. Because of the offensive and inappropriate themes and graphics of some current musical groups, concert t-shirts or shirts advertising rock bands are not permitted. T-shirts must fit, not be over-sized and must be tucked in. White undershirts must be covered with an appropriate shirt. No oversized clothing of any type will be allowed. **Boys are not allowed to wear earrings.**

Out-of-Uniform: Dress-up Day

No jeans, shorts or “wind/jog” suits are allowed. All other out-of-uniform requirements as identified above apply on dress-up day.

Additional Dress Code Requirements

- The correct styles and colors of navy blue and khaki are available at Shaheens and Parker School Uniforms.
- The correct girl’s jumper or walker skirt is available at Shaheens and Parker School Uniforms.
- Coats, jackets, hats and gloves must be removed and placed on coat racks upon arrival to school.
- Sweatshirts and other items with the St. Rita logo are available for order/purchase during the August registration and through the school office in October.
- No coats, jackets, hats, gloves or non-uniform pants are allowed to be worn in the classrooms during class time or while changing classes.
- PE athletic shoes, shorts, and shirts must adhere to school guidelines.
- Flamingo Test: Stand with both feet flat on the floor. Lift one foot and bend the knee at a 90 degree angle; the other leg must remain straight and on the floor. If the back of the shirt/shorts touches the calf of the bent leg, the skirt/shorts are long enough. If the skirt/shorts do not touch the calf, the skirt/shorts are in violation of the dress code.
- Any article of clothing, fashion accessory, or manner of grooming that draws undue attention to a student or creates any type of disturbance will not be permitted. Students who choose to wear inappropriate clothing on out-of-uniform days will be provided a clean used uniform or other proper attire and will be given an out-of-uniform detention. Additionally, future out-of-uniform privileges will be forfeited.

Inclement Weather Procedures

When weather conditions cause school openings to be questionable, one of the following announcements will be made for Catholic Elementary Schools in Jefferson County:

- OPEN** This means **ALL** Catholic Parochial Schools in Jefferson County are open. **ST. RITA IS OPEN.**
- CLOSED** **ALL** Catholic Elementary Schools are closed. **ST. RITA IS CLOSED.**
- DELAYED** St. Rita begins at **9:45am**. The cafeteria will open at 9:00am to supervise early arrivals. **DO NOT DROP STUDENTS OFF BEFORE 9:00AM.** We cannot provide supervision until 9:00am. Lunch will be served but it may not be the lunch planned for the day.

Should severe weather conditions occur, St. Rita School will follow the directions of the Office of Lifelong Education and Formation (OLEF). Since **OLEF only announces Catholic high school closings**, St. Rita School will **close one (1) hour after the Catholic high schools early dismissal**. If you do not hear anything about the Catholic high schools, we will remain in session until 2:45. The various television and radio stations will broadcast these notices. **PLEASE DO NOT CALL THE RADIO STATION, THE RECTORY OR THE SCHOOL.** Listen to the news media.

LISTEN TO WHAS OR WAVE FOR ACCURATE INFORMATION

If you have signed up for reach alert you will also receive a message from the principal.

Communications

The Wednesday Update is the newsletter used by the school office and various parish organizations to notify parents of vital information concerning school events, lunch menus, PTO correspondence, etc. The Wednesday folder is sent home with each student.. Upon receipt, parents are to record their signature and date indicating they have read and are in possession of the enclosed materials. Prompt return of the folder (within 2 school days) to the homeroom teacher is considered a responsibility of each student in the family.

It is suggested that items sent home in the Wednesday Folder be kept in a secure location for future reference. Immediate attention should be given to any materials within the Wednesday Folder requiring a signature or reply from parents as the youngest student will be held accountable for their return. Parents who reside in a different household than their child should provide the office a self-addressed, stamped envelope so that they may receive the Wednesday Folder.

Student Papers

On a weekly basis, teachers will send home tests and other graded work in the Wednesday folder. Some papers will require a parent's signature to indicate that they have been reviewed and discussed at home. These papers should be considered an important method by which teachers communicate a student's progress and will ordinarily comprise a large part of the student's grade average when trimester grade reports are prepared. Signed papers must be returned within two (2) school days following receipt of the Wednesday folder.

Progress Reports

Progress reports or "report cards" go home at the end of each of the three (3) trimesters.

The School Board reserves the right to withhold any and all of a student's records until tuition payments/school fees are paid in full. This includes, but is not limited to, money owed to the PTO, the Student Council, and the library.

St. Rita School website

St. Rita School's website contains information about the parish and the school. The School's web address is www.stritacatholicschool.com.

Phone Calls

The telephone located in the school office is for conducting school business. Students may use the phone only in the case of an emergency and only with the permission of the principal and/or school secretary. Transportation arrangements between the parent and student **MUST** be made prior to the beginning of the school day.

Conferencing with Teachers

In addition to the regularly scheduled Parent/Teacher/Student conferences, parents may request a conference with any of the student's teachers at any time during the school year. Appointments may be scheduled by calling the school office or by sending a note to the teacher(s) involved. Unannounced afterschool visits, morning visits or group parent-teacher gatherings are inappropriate settings for effective conferences. **TEACHERS ARE NOT TO BE CALLED AT HOME OR ON CELL PHONES.** If you wish to speak to a teacher, you may leave a message in the teacher's voice mail. Please refer to the St. Rita School Faculty/Staff Directory for individual voicemail numbers for teachers. Please dial 962-9402 to reach the voicemail system.

Admissions Policy

Priorities for Admittance of Students into St. Rita School

1. Students of St. Rita, St. Luke, Mother Seton or St. Mary parishioners with other children currently enrolled at St. Rita, and any other parish without a school, who have paid the preregistration fee by February of the current school year.

2. Student of St. Rita, a St. Luke, Mother Seton or St. Mary parishioner whose family is new to St. Rita School and has paid the preregistration fee by February of the current school year.
3. Students from other Catholic parishes.
4. All others.

Admission of Special Needs Student

When enrolling a student who has been diagnosed with a disability prior to admission, the school will need to consider the following:

1. The severity of the disability.
2. The number of students with disabilities currently enrolled in the assigned grade. The level of training and experience the classroom teacher has teaching students with mild disabilities.
3. Special equipment and services that the student may require. The Office of Lifelong Formation and Education is not responsible for providing special equipment, specialists or services required by an individual student.

St. Rita's Procedures for Referral for Special Needs Services

If the classroom teacher or parent is concerned about a student, they may request the Special Needs Coordinator come into the classroom for a consultation. Once a request has been made and parental permission obtained, the following steps will be taken:

1. The teacher or Special Needs Coordinator will contact the parents informing them of his/her concern regarding the student.
2. The teacher will complete a questionnaire identifying the concerns he/she has along with strategies he/she has implemented in an effort to meet the needs of the student.
3. The Special Needs Coordinator will review the student records along with the completed questionnaire from the parents and the teacher.
4. The Special Needs Coordinator will observe the student and document classroom performance, behavior and relationships with adults and peers.
5. If necessary, the Special Needs Coordinator will conduct an informal evaluation of the student.
6. A conference will be held between the teacher and the Special Needs Coordinator to summarize the concerns of all involved and to formulate a School Strategy Plan.
7. Four weeks after formulation of the School Strategy Plan the student's progress will be evaluated.
8. If progress is not noted, referrals will be made to outside agencies. The Special Needs Coordinator will work with the parents to help them through the evaluation process.

Once a written report is received and the recommendation reviewed, a decision will be made by the principal, the Special Needs Coordinator and the teacher as to whether the student's need's can be addressed at St. Rita School.

If St. Rita School is equipped to deal with the needs of the student, a Section 504 Plan will be written by the teacher, the Special Needs Coordinator, and the parents. The parents will be expected to take an active role in the implementation of the program. The parents' role will be parallel with that of the teacher. The parents will be responsible for educating themselves on the special needs of their child. They will be instrumental in providing support to the student as well as the teacher. They will be responsible for providing the necessary materials for working with the student. If necessary, they will serve as the liaison between the tutor, the counselor, the doctor and the teacher. If the parents fail to follow the recommendations of the doctor, the counselor and the teacher, the student may be removed from the program and possibly the school.

It is possible that some students with special needs cannot grow and progress within the St. Rita School community. In such cases, other public and private organizations may be better equipped to assist these students. In those instances, the student's parents will be asked to enroll the student with the appropriate agency. This action will be taken in concert with the teachers, the principal and the pastor.

Notice of Non-Discriminatory Policy

St. Rita School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all other students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs or athletic and other school administered programs.

Tuition Information

Eligibility Requirements for the Active Rate at St. Rita

To be considered "active", St. Rita School families are required to volunteer a **MINIMUM OF 16 HOURS PER SCHOOL YEAR** toward activities that support the school as well as its students. Of those 16 hours, 8 hours **must** be worked during the St. Rita Parish Picnic. This year St. Rita's annual parish picnic will be held on Friday, August 9th and Saturday, August 10th. If you have not been contacted to work the picnic, please call the Rectory at 969-4579.

Only the student's parents, adult siblings and grandparents may work toward the 8 hour requirement. PLEASE NOTE IF THE FAMILY WORKS MORE THAN 8 HOURS AT THE PARISH PICNIC, IT DOES NOT EXCUSE THEM FROM WORKING AN ADDITIONAL 8 HOURS FOR A SCHOOL ACTIVITY.

Families that meet the minimum 16 hour requirement will be considered an active family and eligible to pay the active tuition rate in the following school year. Those who do not fulfill the minimum 16 hour requirement will be considered an inactive family and pay the inactive tuition rate in the following school year.

Families with a parent who serves on the St. Rita School Board, the Parish Council, the PTO Executive Board, or the St. Rita Booster Club Executive Board as well as CSAA registered coaches and assistant coaches of CSAA sports activities are required to work a minimum of 8 hours at the Parish Picnic but are excused from the additional 8 hours required for school activities.

Volunteer hours worked must be recorded and documented by the person in charge of each event on the volunteer sign-up sheet and returned to the school no later than April 28, 2014.

Volunteer activities that are required by other parish organizations (i.e. Booster Club concession duty) **CANNOT** be counted toward the 16 hour requirement. Some examples of eligible volunteer activities include, but are not limited to, the following activities.

Working with the school academic teams, assisting with the Spirit Store, any PTO event, school cleaning days (scheduled throughout the school year), lunchroom and playground monitors, painting/maintenance projects as needed (these will be announced), Market Day, set-up and take-down for school musicals and plays, and the Dinner Auction. Other school opportunities will be announced via the Wednesday updates.

Each family MUST complete and return an ACTIVE STATUS CONTRACT. Failure to do so will not excuse the family from working the minimum 16 hour requirement.

Emergency Financial Aid

During the school year, it is important that school families contact the Financial Aid Committee before they get delinquent tuition notices. The Committee realizes that emergencies occur in any family. **When emergencies occur that make it impossible for tuition payments to be made on time (job loss, illness, etc.), school families must write a letter stating the problem and exactly what kind of help they are requesting.** Please be specific; all financial matters are treated with the utmost confidentiality. Please do not place your child in an awkward position because of delinquent tuition.

Tuition Policies

The following are additional policies regarding school tuition:

- A school family entering St. Rita School on or before the 15th of the month will pay 100% of that month's tuition.
- A school family entering St. Rita School after the 15th of the month will pay 50% of that month's tuition.
- School registration fees are non-refundable.
- No school records will be transferred until tuition and fees are paid to date.
- School families receiving financial aid of any kind must be enrolled in the FACTS tuition program.

- All families with eighth grade students only and all non-catholic families are required to participate in the 10-month FACTS program or pay the annual tuition amount as a lump-sum payment.
- To receive the family rate, all new families must show proof of marriage.

Registration

Registration is required for all students. Registration for the 2014/2015 school year will be publicized at a later date. Contact the school office for additional details.

Registration Fee Policy

A \$75 registration fee will be charged for all current school families in grades Pre-K through the eighth grade with one child, payable during pre-registration in February. Two child families will be charged \$125.00 and three or more children in a family will be charged \$175.00. **The registration fee is non-refundable unless the student is not accepted into St. Rita.**

Testing Program

St. Rita students in the first through the eighth grade take the Terra Nova standardized test each year. The test, published and standardized by CTB McGraw Hill, is a nationally recognized test used by both public and parochial schools. The test is based on specific criteria and/or objectives expected to be mastered by students at a particular grade level. The Terra Nova results indicate the student's performance and mastery of specific content objectives as compared to students of their own age and grade level nationwide. Parents are provided with a copy of their child's test scores along with an interpretation of the results. Although a standardized test is generally a good indicator of how each student performs, it is not the only means used to assess performance. Because of the importance of this testing parents are urged to consult the school calendar to avoid any absences during this activity. Testing fees are included in the cost of tuition.

Lunch Program

St. Rita School participates in the federal school lunch program. The cost for a hot lunch including milk is \$2.50 per day. Milk can also be purchased separately. The cafeteria now utilizes automated payments for lunches. Each student is assigned a personal identification number (PIN) for his/her account. When parents submit a check for lunches, the funds are loaded to the student's account via the PIN. When the student purchases a lunch, it is charged to their account via the PIN.

Parents may add funds to student's accounts via a personal check (cash will not be accepted) paid weekly, monthly or annually. The check should include the student's name and their PIN. If payment is for more than one student, the check should include each student's name along with their respective PINs. If the check is for more than one student and it is not to be divided equally, please indicate the amount that should be added to each student's account.

Payments for prepaid lunches should be brought to the cafeteria Monday – Friday, 7:15 – 8:00.

Checks cannot be accepted during lunchtime as it slows the lunch line. All students are required to eat lunch every day. Lunches may be brought from home. However, fast food lunches and soft drinks may not be brought, nor may parents bring them when they come for lunch. Federal and nutritional guidelines are very specific on this policy. Failure to comply may jeopardize our participation in the federal lunch program which would result in higher lunch cost for everyone.

Visitor's lunches are \$4.00 and payable on the day of the visit. Parents and grandparents are invited to have lunch with their child/grandchild on specific visiting days, but may come any day with 48 hours notice (if possible). Each family pays an annual \$20 cafeteria fee and is included in the cost of tuition.

If you have any questions or concerns regarding the St. Rita School lunch program, please contact Toni Sowers at 969-4579, extension 206.

Health and Safety

Illness

It is recommended that students exhibiting signs of illness, fever, nausea/vomiting or rash be kept at home. Parents should notify the school office immediately to report any contagious disease the student may have.

If a student becomes ill or sustains an injury at school, the parent/guardian will be notified. Due to the threat of the H1N1 flu, St. Rita School finds it necessary to require parents to make arrangements for their child to be picked up by someone other than themselves in the event the parent is unavailable to come immediately. The school will call EMS if the situation requires emergency care.

Medication

The school will administer first aid but will not administer medication of any kind without parental permission. All prescription medication must be sent to school in its original container with the prescription label intact and identifying the physician's directions for dispensing. Non-prescription medications should also be sent in its original container with the student's name clearly identified. An authorization form signed by the parent is required before any medication can be given to a student. The information included on the form is the name of the student, the type of medication, the dosage and the frequency in which it is taken. The school office maintains a log that identifies each time a student is given medication.

Students are NOT allowed to carry medication with them during the school day. This applies to both prescription and non-prescription or over the counter medication. There is an exception. Upon doctor recommendation only, students may keep an inhaler in their possession. A note from the student's doctor must be brought to the school office where it will be kept on file.

Screenings

Vision, hearing and scoliosis tests are conducted each year to students in specific grades. Height and weight checks are conducted annually for all students. Health screenings are provided under the supervision of the PTO.

Medical Examination Requirements

State law requires that a medical examination form be completed by the family physician for all students new to St. Rita School. All immunization certificates must be up to date. All students entering the sixth (6th) grade are required to have a physical and a MMR booster shot before the beginning of the school year. The PTO is responsible for ensuring all student health records are up to date.

Emergency Protocols

Under the direction of the Kentucky Center for School Safety, Metro Louisville Emergency Management Association, and the Archdiocese of Louisville, St. Rita School has established and will regularly practice emergency protocols in the event of a natural, civil or medical emergency.

Fire Drills

Kentucky State law requires an average of one fire drill each school month. Students are required to leave the building in a quiet and orderly manner.

Earthquake Drills

Earthquake drills will be conducted periodically.

Tornado Drills

Students are required to **silently** exit their classrooms to designated areas and remain **silent** until they are instructed to return to their classrooms.

Security Procedure Drills

Students are expected to follow directions as they are given by faculty and staff.

Asbestos

In keeping with federal and state regulations regarding the presence of asbestos in school buildings, St. Rita School is hereby advising parents of the presence of asbestos in the school building. The specific areas have been identified and are inspected regularly to ensure they pose no health hazards. The complete inspection report and laboratory analysis for each location is available for review. Each year we are required to inform parents of the presence of asbestos.

Pesticide Regulations

The Kentucky Department of Agriculture has implemented new regulations governing the use of pesticides in schools. The new regulations were effective July 1, 2002. In addition to requiring those individuals that apply pesticides at St. Rita School to be trained and certified, KY State law now requires the school to provide 24 hours notice to parents prior to the application of the pesticide. Prior notice is only required to those parents that request it.

Search and Seizure

On very limited occasions, St. Rita School may have reasonable cause to search a student's property. If this occurs, the search will be conducted by the principal, the pastor or an individual appointed by the principal and a witness will be present during the search. If school administration suspects drugs, weapons and/or any other item perceived as dangerous or inappropriate for school, St. Rita has the right to search any and all items located on school property.

Items Brought from Home

St. Rita School and personnel cannot be held responsible for items brought from home that is misplaced, lost, stolen or broken during the school day.

Visiting the Classrooms

For the safety of everyone and to ensure minimal interruption of instructional time, **NO ONE** is permitted to visit the classroom without permission from the principal. Parents are welcome to visit classrooms but only after advance arrangements have been made with the principal and the teacher. Classroom visits during the school day cannot be used as an opportunity to conference with the teacher. During the school day, the teacher's primary responsibility is to the class. Non school age children are not permitted to visit classes during the school day. Open visitation is **ONLY** allowed during the annually scheduled Open House.

Internet and Electronic Mail User Agreement

As users of St. Rita School's computer network, students agree to comply with its internet and electronic mail rules and that all communication over the network is done in a responsible manner within all relevant laws and restrictions. Please see the internet and electronic mail student user agreement located in the back of this handbook.

School Patrol

Safety patrol students provide an invaluable service to the school. They direct the flow of traffic in the parking lot during morning drop-offs and afternoon pick-ups; they patrol the school halls and provide general assistance to other students. The entire school community; students and adults alike, should treat the safety patrol students with courtesy and respect and are obligated to listen and follow their directives.

While on duty, safety patrol students must wear their orange vests.

Discipline

SCHOOL RULES APPLY AS LONG AS THE STUDENT REMAINS ON SCHOOL GROUNDS FOLLOWING THE END OF A SCHOOL DAY.

SCHOOL ADMINISTRATION RESERVES THE RIGHT TO DISCIPLINE STUDENTS FOR CONDUCT OFF CAMPUS DURING A ST. RITA EVENT.

General Rules and Guidelines for Expected Behavior

Respect and Authority

As Christian individuals in a Catholic Christian school, students have an obligation to respect the rights, property and opinion of others. Any behavior violating the rules of common sense and safety are not acceptable even though such behavior may not be specifically stated in the Handbook.

Harassment

The Archdiocese does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment of any kind is prohibited. The prohibition against acts of harassment applies to all individuals associated with St. Rita School.

Sexual Harassment

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly, (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile or offensive learning/working environment.

Verbal Harassment

Verbal harassment includes derogatory comments, jokes, slurs and belligerent or threatening words spoken to another individual.

Physical Harassment

Physical harassment includes unwanted physical contact, assault, deliberately impeding or blocking the movements of an individual, or any intimidating interference with normal work or movement.

Physical Expressions of Affection

Inappropriate hugging and kissing among students is not acceptable on school property.

Visual Harassment

Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties or gestures.

Rough Contact

Any activity that could result in injury is not permitted at any time on school grounds. This includes tackling, pushing, keep way, etc.

Threatening Behavior

Threatening behavior is defined as intentional statements, gestures or actions meant to cause harm to another and/or damage to property. School officials may consider the following factors in determining whether behavior is threatening; history of inappropriate behavior, circumstances surrounding the behavior, nature of statements/gestures/actions, development stage of student and other relevant information.

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Parent/guardian is notified.
3. Student is suspended from school and may not attend any school activity or be present on school grounds.
4. School officials apprise pastor and Superintendent of Schools.
5. Should the threat involve death or serious injury to any student, teacher, volunteer, employee or any other person reasonably expected to be on school property, or involves the use of a weapon of mass destruction on school property, the local authorities will be contacted. The individual, who has been threatened, along with parents/guardians, are notified as soon as possible.
6. The parent/guardian of the student is required to seek and secure a mental health assessment conducted by an appropriately licensed mental health professional. Parent/guardian and/or school official may consult with the Family Counseling Office for assistance in determining an adequate mental health assessment.
7. Mental health assessment results and recommendations are shared with the principal so that a final decision can be made as to if and when the student is allowed to return to school. Before a final decision is made, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student and other relevant information. Furthermore, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow-up.

False Threats

Any student that falsely reports threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as notifying the local authorities of the false threat.

Consultation

The Superintendent and Director of Family Counseling are available to consult with schools that are experiencing threatening behavior.

Smoking

Smoking on school grounds or while on a field trip is prohibited. Any student caught smoking may be suspended.

Drugs

Students' use of intoxicants, including but not limited to, non-prescription drugs or other controlled substances, alcohol or inhalants, is prohibited. Any student choosing to use such may be subject to suspension and/or expulsion.

Criminal Activity

Any St. Rita student accused of a criminal offense may be subject to suspension, expulsion and/or home study until the matter is resolved by a court of law.

Matches, Lighters, Knives, Firearms, or Sharp Objects

Matches, lighters, firearms, knives and sharp objects of any kind, capable of causing injury to the individual or others, are prohibited on school premises. Any student choosing to bring a weapon of any kind to school is subject to suspension and/or expulsion.

Firearms and Dangerous Weapons

According to KRS Chapter 527, a person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses or carries, whether openly or concealed, for purposes other than instructional or school sanctioned ceremonial purposes, or the purposes permitted in subject (3) of this section, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field, or any property owned, used or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational instruction. The provisions of this section shall not apply to institutions of postsecondary or higher education.

As stated in the Kentucky Penal Code, Section 500.080, a "deadly weapon" means any weapon:

- a. From which a shot, readily capable of producing death or other serious physical injury, may be discharged; or
- b. Any knife other than a ordinary pocket knife or hunting knife; or
- c. A billyclub or nightstick; or
- d. A blackjack or slapjack; or

- e. Nunchaku karate sticks; or
- f. A shuriken or death star; or
- g. Artificial knuckles made from metal, plastic or other similar hard material.

While the Kentucky Penal Code, Section 500.080 does not define hunting knives or pocketknives as “deadly weapons”, they **are not permitted on school grounds unless prior permission has been obtained from the principal and the items are used for instructional purposes.**

Should a student be found in violation of the deadly weapon policy, the following steps will be taken:

1. The parent/guardian is contacted.
2. The student is dismissed from school.
3. The police are called.
4. The superintendent is notified.
5. The reason for dismissal is noted on the student’s permanent record.

Symbols

Any symbols (written, spoken, worn, etc.) that could be associated with gangs, hate groups and anti-Christian beliefs will not tolerated at St. Rita School.

Vandalism/Burglary

Any student caught vandalizing or burglarizing the school will result in suspension and/or expulsion (as determined by the Pastor) and will be required to make restitution for all damages. Additionally, the police will be notified.

Homework

Students may not complete written homework in the cafeteria during the period 7:00am–7:45am. This time is considered social time for the students and does not lend itself to quality study time.

TEACHERS SET CLASS GUIDELINES, CONSEQUENCES AND REWARDS. TEACHERS AT EACH LEVEL HAVE THE LATITUDE TO ESTABLISH AND IMPLEMENT A WARNING SYSTEM FOR MINOR INFRACTIONS AND THE RESULTING CONSEQUENCES.

Honesty

All students are expected to be honest; especially during homework, test taking, etc.

Halls

Students are expected to maintain appropriate behavior in the halls and restrooms.

Chewing Gum/Candy Under no circumstances are chewing gum and/or candy permitted on school property during school hours. This includes field trips. Chewing gum and/or candy tends to find its way into books, clothing and desks.

Dining Room

In the cafeteria during lunch, all students are expected to observe the rules of common courtesy. Additionally, students are expected to follow the direction of the cafeteria monitors.

Toys

Dolls, electronic games, trucks, laser lights, etc. are inappropriate for school and are not allowed to be brought to school without the expressed permission of the teacher for the purposes of a school related activity. Tape recorders may be brought to school with permission from the parent and teacher for the purpose of a specific assignment. If these items are brought to school without permission, they will be confiscated.

Cellular Phones

Any student seen with a cell phone or reported using a cell phone (**a cell phone ringing in a student's backpack will be considered as using the phone**) from the time he/she enters the school building in the morning until leaving at the end of the school day, including after school activities, will be given a **NO EXCEPTION** and the cell phone will be confiscated. The phone will not be returned until a parent picks it up from the office. St. Rita School will not be responsible for any loss or damages to the phone while in their possession. Additionally, any student receiving a **NO EXCEPTION** for a cell phone infraction may forfeit the privilege of attending any remaining school field trips.

Other Electronic Devices

Students will be permitted to bring personal electronic devices such as eReaders, tablets, or iPads for reading purposes only during school hours. These devices should be placed in airplane mode while on school property. The internet is not permitted to be accessed from these devices. No downloads or purchases are to be made on school property. Faculty reserves the right to further limit the use of personal electronic devices to prevent disruption of their learning environments. A form must be completed and returned to the school prior to the personal electronic device being brought. This form will outline its parameters of use for the devices and the liability policy regarding the devices. **The capturing of videos and pictures without the expressed permission of St. Rita School is prohibited. Any student caught engaging in such activity will be expelled.**

Foul Language

The use of inappropriate language and/or gestures is prohibited at St. Rita School.

Field Trips and Special Events

Field trips are earned privileges. Students on field trips or attending any activity sponsored by St. Rita School are expected to conduct themselves in accordance with all established guidelines. Failure to do so will result in the forfeiture of future field trip privileges. If a student is prohibited from attending a field trip for repeated behavioral or academic activity, the student must attend school on the day of the field trip.

Care of the Premises

Any damage or deliberate marring or defacing of St. Rita property, including desks, walls and restroom facilities is unacceptable and will be dealt with firmly and appropriately. No graffiti of any kind will be tolerated. The family of any student caught deliberately damaging St. Rita property will be required to pay any costs associated with the repair or replacement of such property.

Textbooks and Materials

Students damaging textbooks, equipment or other materials assigned to them will be required to pay any costs associated with the repair or replacement of such property. Textbooks must be covered at all times with a non-adhesive cover. Book covers are available in the school office.

Snowballs

Students are **not permitted** to throw snowballs on school property before, during or after school.

No Exception Policy

The NO Exception Policy governs unacceptable behavior. Students violating the rules governing unacceptable behavior will receive firm, consistent and timely consequences. It should be noted that the following examples of unacceptable behavior are not all inclusive.

- Disrespect can be shown through body language.
- Disrespect is the refusal to follow directions (repetitive behavior).
- Disrespect includes all types of HARASSMENT as identified in the Handbook.
- Any student exhibiting inappropriate verbal responses (e.g. talking back, arguing, profanity, etc.) is considered disrespectful.
- Any student exhibiting inappropriate behavior towards visitors to the school, individuals encountered on field trips, substitute teachers, etc is considered disrespectful.

Physical contact with peers;

- Physical contact is touching the hands, feet and objects of someone else.
- Physical contact is the pushing, kicking, tripping and pulling of others' clothes.

Dishonesty:

- Dishonesty is lying.
- Dishonesty is stealing.
- Dishonesty is cheating on a test or quiz.
- Dishonesty is forging a signature.
- Dishonesty is copying another student's homework or allowing yours to be copied.

Vandalism to property

- Vandalism is purposely destroying school property (books, desks, restrooms, etc.) **26**

- Vandalism is purposely destroying another student's property.
- Vandalism is purposely destroying one's own property.

No Exceptions

Violation 1: Detention
Conference: Parent – Teacher – Student

Violation 2: Detention
Conference: Parent – Teacher – Student – Principal

Violation 3: In school suspension and detention
Conference: Parent – Teacher – Student – Principal

Violation 4: Probation and detention
Conference: Parent – Student – Principal

Violation 5: Indefinite suspension (expulsion)

Detention Discipline Policy for Grades K – 8

Students in grades K – 2 receiving a detention for unacceptable behavior will serve 30 minutes and students in grades 3 – 8 will serve 60 minutes. Detentions are served either before or after school.

In – School Suspension

If a student receives an in-school suspension, the student:

1. Must complete assignments and will receive credit for such if completed in a timely manner.
2. Must take regularly scheduled tests.
3. May not participate in any school or parish activity on the day or evening of the suspension.

Expulsion

After the principal discusses the situation with the Pastor, the Pastor will make the final decision to expel a student. Certain serious actions as well as repeated acts of disrespect, as defined in the NO EXCEPTION Policy, may immediately lead to expulsion.

If a St. Rita School student is expelled from school for any reason, the student will forfeit the privilege of playing on any St. Rita sponsored team for the remainder of the school year. The school year is defined as the period September through August.

Grievance Procedures

Concerns and problems should always be addressed at the appropriate level. Minor infraction disagreements, including uniform and dress code detentions and minor behavior issues, are addressed by the principal. The St. Rita School Board will not entertain any grievance on this subject. Only expulsions are permitted to reach the grievance procedure level of the School Board.

The following outlines the Grievance Procedure steps:

1. The teacher is the first recourse and most problems and/or concerns are worked out at this level.
2. If a parent feels that the problem is not satisfactorily addressed, the parent and/or the teacher will notify the principal. The principal, teacher and parent will discuss the problem and work out a solution.

GRIEVANCES AT THE EXPULSION LEVEL MAY PROCEED AS FOLLOWS:

3. If the problem persists, the parent should notify the St. Rita School Board President of the concern. The notifications must be in writing and include the following information:
 - Specific details of the problem and/or concern.
 - Status of the problem/concern resolution; what has been done thus far. Please provide details regarding dates, times and all parties involved.
 - What outcome is the parent requesting?
 - The parent's home phone number and street address.
4. The School Board President, with approval of the Pastor, will select two (2) members of the Board to serve as a hearing committee. The hearing committee may schedule a meeting with all parties involved before responding to the grievance. This will provide an opportunity for all involved to present information. The parties involved include the School Board President, the hearing committee, school faculty members, and student's parents. If necessary, previous academic and/or behavioral information will be included in the proceedings.
5. If the parent is still not satisfied, they may appeal in writing to the Pastor.

If there are any concerns or grievances that cannot be resolved, the parent should request information on how to appeal beyond St. Rita Church.

It is important that all individuals involved in any grievance situation will strive to resolve the issue in the most simple and effective manner. All concerns/problems must be addressed in accordance with the guidelines outlined in the Handbook.

Academic Programs

Primary Grades

The philosophy of the primary grades (PreK – 2) is to evoke within each child a sense of belonging. St. Rita’s teachers and staff work closely with families to create an accepting environment where children can develop cognitive, physical, emotional, social and spiritual needs. Together the home, school and faith community will work together to instill each child with a positive self-image.

Homework Policy – PreK – 2

Students in the primary grades should not be given anymore than 15 – 30 minutes of homework each night.

Homework Policy – Grades 3 – 8

Students are expected to turn in all homework assignments on time. If the assignment is not turned in that morning, the student will receive consequences as determined by the teacher. Consequences vary according to grade level. Persistent failure to turn in homework may result in a parent conference as well as the loss of privileges, such as attendance at school assembly events and scheduled field trips.

Grade 3	30 – 45 minutes nightly
Grades 4-5	45 minutes nightly
Grades 6-7	60-75 minutes nightly
Grade 8	75-90 minutes nightly - Weekend assignments may be given.

The times identified above include written homework, accelerated reading (AR) and nightly studying. It does not include time for short or long-term assignments. If students need additional practice or they need to re-do an assignment, weekend time may be necessary.

IN CASES WHERE THERE IS A JUSTIFIABLE REASON FOR NOT TURNING AN ASSIGNMENT IN ON TIME, THE PARENT SHOULD SEND A NOTE TO THE TEACHER. JUSTIFIABLE REASONS INCLUDE ILLNESS, FAMILY EMERGENCIES, HOSPITAL RUN, ETC. FORGETTING BOOKS AT SCHOOL, FORGETTING AN ASSIGNMENT OR LATE SPORT PRACTICE ARE NOT CONSIDERED JUSTIFIABLE REASONS.

All Grades

All students should put their name and homeroom number on sweaters, sweatshirts, coats, lunchboxes, notebooks, binders, and backpacks. Students should not put their name on any supplies.

None of the student's supplies should be in the shape of toys (i.e. racecar erasers, bunny scissors, etc.). Parents should check with the student monthly to determine if additional supplies are needed. White out and permanent markers are **NOT** allowed.

Grading – Grades 1 – 8

A = 93 – 100 **B** = 85 – 92 **C** = 75 – 84 **D** = 70 – 74 **U** = below 70

Grading on an objective scale is accomplished through testing over various concepts learned. On a subjective scale, grading is accomplished through general participation and behavior of those involved. Both areas complement one another and are an equally important part of the grading process.

Conduct

- 5 – Excellent** (Excels in behavior; No behavior infractions or detentions)
- 4 – Good** (Good behavior; No more than 2 behavior infractions per trimester; No detentions; No discipline problems)
- 3 – Making Progress** (Acceptable behavior most of the time; No more than 1 detention per trimester; has never received a NO Exception)
- 2 – Needs Improvement** (Receives no more than 2 detentions per trimester)
- 1 – Unacceptable** (Unacceptable and disruptive behavior; receives more than 2 detentions per trimester; has received a NO Exception)

Effort

- 5 – Excellent** (No academic infractions or detentions; Completes all work requirements; Exceeds expectations)
- 4 – Good** (No more than 4 academic infractions; Completes all work requirements; Works somewhat above potential)
- 3 – Making Progress** (No more than 1 academic detention per trimester; Meets most work requirements; Works at or below potential; could put forth more effort)
- 2 – Needs Improvement** (Receives no more than 2 academic detentions per trimester; Does not meet all work requirements; Works below potential)

1 – Unacceptable (Receives more than 2 academic detentions per trimester; consistently fails to meet work requirements; Works below potential; Puts forth little or no effort)

Grades 5 - 8

3 behavior infractions = Detention; students receive behavior infractions for any misbehavior as identified in the handbook.

5 academic infractions = Detention; students receive academic infractions for missing or incomplete assignments.

Once a student has accumulated 5 detentions, regardless of whether they are behavior or academic, a NO EXCEPTION will be given.

Infractions start over each trimester, however, detentions do not. In other words, detentions accumulate throughout the school year.

Promotion / Retention / Transfer Policy

In order to pass any class, students must earn an average of 70% or above for the school year. If a student fails (U) any core subject, he/she must make up the class during summer school in order to advance to the next grade level. If he/she fails (U) two (2) core subjects, the student will not advance to the next grade level and will be required to repeat the current grade. It is the decision of St. Rita's principal as to whether a student will be allowed to repeat the grade at St. Rita School.

Parents are notified before the end of the school year if their child will be required to transfer schools or if he/she needs to attend summer school for remediation of material not mastered or to acquire skills necessary to advance.

Resource Classes

Computer/Technology

All students in PreK – 8 grades attend weekly computer classes. Computer classes are considered academic classes and all work is graded. In grades 4 – 8, any work missed due to an excused absence must be made up. On the day the student returns to school, they must contact the computer teacher for any missed assignments. If a student's work is late or they fail to make-up missing work, their computer grade will be negatively impacted.

Mastering basic computer skills is now considered a life skill. Students will be taught keyboarding as well as other skills appropriate to their grade level. Computer work is coordinated and integrated with regular classroom study. Enrichment work will be provided through a structured course of study.

Physical Education (PE)

The P.E. program provides opportunities for students in Grades K – 8 to develop physically, mentally and socially.

Throughout the year students participate in a variety of activities that include games, fitness, rhythmic activities, nutrition, and safety and health. These activities are designed to help students develop sportsmanship, cooperation, knowledge of good health habits, and the knowledge and skills necessary to be physically fit and active throughout their lives. Grades are given for subject matter, conduct and effort.

Music

Music is taught weekly for Grades PreK – 8.

Theory, music appreciation and music history are components of the total program. Grades are given for subject matter as well as effort (participation) and conduct. As a part of St. Rita's extra-curricular activities, students may participate in the Student Choir which performs during all school masses.

Art

Art is taught weekly in Grades K– 8.

Foreign Language (Spanish)

Because the world is growing smaller each day through worldwide communications and travel, it is important that students be exposed and encouraged to learn one other language besides English. Due to the ever-increasing population of Spanish speaking people in our St. Rita community, St. Rita School has selected Spanish as a second language. Students in Prek through grade 8 will have the opportunity to begin learning Spanish and develop an understanding of and appreciation for the traditions and values of other cultures. Spanish will be held weekly and homework will be assigned. Letter grades will be given for subject matter to those students in grades 4 -8. Conduct and effort grades will be given to students in grades PreK – 8.

Library

The primary function of the library is to provide materials which are consistent with the mission of the Catholic School and gives access to ideas essential to the student's development of skills needed for critical thinking and responsible decision making. The Library supports the religious formation and intellectual, ethical, cultural and social development of the student. The purpose of the Library is to enhance the education of each student as well as to promote reading.

Each homeroom in grades PreK through 4th visits the library weekly for a Library Skills class. All students in grades PreK through 3rd may check out one book and keep it for one week. All students in grades 4 – 8 may check out two books and keep them for two weeks. Reference books and magazines may only be checked out for overnight use.

There are no overdue fines. However, any student that has overdue materials will not be allowed to check out additional items until the overdue items are returned or paid for. Any student that loses or damages library materials must pay the cost of replacing such materials. The fee for a lost or damaged book is equal to the actual cost to replace the book. If at any time during the current school year the lost book/materials are found, the Library will reimburse the student for the amount paid.

Accelerated Reader Program

St. Rita has incorporated the Accelerated Reading (AR) program into our Language Arts program. The AR program is a system of computer generated quizzes for a pre-selected group of books. All students are required to participate in the AR program regardless of their reading abilities. Each student's AR reading range, point goal, and time frames to reach the goal is individually established by the teacher. Students select books from the AR collection and read independently. The student takes the computer generated quiz once they have completed the book. The AR program is in addition to the basal and literature reading programs. It aids in the assessment of the student's use of basic reading strategies in their independent reading. AR scores are part of the reading/literature trimester grades.

Counseling

St. Rita ensures counseling services are available to all students. The Counselor serves as an advocate for the student by providing assistance in meeting the individual needs of any student that may be experiencing personal, academic or social issues. The Counselor may also conduct guidance classes as well as addressing groups with specific needs. Parents will be notified of small group discussion opportunities via the Wednesday Update.

The Counselor is available to students, parents and faculty as a resource for assisting in the overall well being and healthy development of any student.

Referrals to the Counselor may be at the request of the principal, teacher, parent or student.

The principal may issue mandatory counseling for certain behaviors. Counseling may also be a mandatory part of probation during the fourth step of the "No Exception" Policy.

Extracurricular Activities

St. Rita students are encouraged to participate in activities that help broaden their learning experiences and develop social and leadership skills. A variety of activities are sponsored by St. Rita School, Parish and Booster Club. Students participating in these activities are governed by the following:

1. When a student is absent from school or leaves due to illness, they are not allowed to participate that same day or evening in any extracurricular activity sponsored by the Parish, School or Booster Club.
2. Participation in extracurricular activities is a privilege, not a right, and must be earned by appropriate conduct within the context of all school rules.
3. Siblings of the participating student may not be at school or in the gym/classroom during practice sessions. Sponsors and coaches are volunteering their time to teach students. They are not available to supervise siblings or friends of participating students.
4. Parents of students participating in any sponsored activity must sign an agreement with the sponsor or coach. The agreement details the expectations and guidelines as set forth by the sponsor or coach. The provisions of the agreement must not conflict with school or parish policies.

5. Students preparing to receive a sacrament are required to attend all preparation meetings. If the extracurricular activity is scheduled at the same time as the preparation meeting, the students **MUST NOT ATTEND THE EXTRACURRICULAR ACTIVITY.**

The following are some examples of extracurricular activities sponsored by the school and the parish.

School sponsored

B.E.T.S. (Academic enrichment)	Science Club	Service Projects
Book Bee	Spanish Club	Student Council
Book It	Honor Society	Young Authors
Choir	Quick Recall	
Computer Club	Safety Patrol	

Parish sponsored

Altar Servers	Scouts
Service Projects	
Youth Group	
Sports	

Activities may be added or deleted throughout the school year. Please refer to the Wednesday Update for information on all extracurricular activities.

Eligibility for Extracurricular Activities

The students' continued eligibility for participation in extracurricular activities sponsored by St. Rita School/Parish may be affected by their conduct within the context of the school rules (No Exception Policy). When a student's conduct becomes inappropriate, probation or suspension from extracurricular activities may be necessary. Also, receiving a "1" or "2" in conduct or effort at mid-trimester or trimester grading periods may be suspended from extracurricular activities.

Party Policy

At the discretion and direction of the homeroom teacher, students in grades PreK – 6 will celebrate Halloween and Christmas with simple classroom parties.

Junior High students will celebrate Christmas.

Students' birthdays will be celebrated with songs and well wishes. **No candy or cakes please.**

Invitations to parties held outside of school are not to be distributed at school unless an invitation is extended to all students in that class or grade. In that case, the invitations should be placed in each student's folder.

Recognition and Awards

Honor Roll (Grades 4 – 8)

Opportunities for recognition of academic achievement occur at the end of each trimester and school year. St. Rita School students earning all A's will receive the honor of Principal's List. Those students earning A's and B's will receive First or Second Honors. All Honor Roll recipients must also have 5's, 4's and 3's in effort.

Mustang Spirit Award (Grades 4 – 8)

Students conducting themselves in an exemplary manner as well as displaying both positive attitude and earning 5's and 4's in conduct will be awarded the trimester Mustang Spirit Award.

Students in grades 2 – 3 will only receive the Mustang Spirit Award at the end of the school year.

Leader in Me Award

This award will be presented to those students demonstrating exemplary qualities in leadership.

Spirit of St. Rita Award

This award is presented monthly to select St. Rita students from each classroom exemplifying the spirit through conduct, service, effort and attitude.

Other Awards (Annual)

Perfect attendance, outstanding leadership and service participation in extra-curricular activities, such as Young Authors, Book Bee and Quick Recall are recognized at the end of the school year. Also, students that participate in the Choir and as Altar servers, safety patrol, and the St. Rita Broadcast receive awards at the end of the school year.

Special annual awards include the Mark Bonderski "Outstanding Peace Builder" Award, the Sarah Hick's "Zest for Life" Award and the Outstanding Graduate Award.

Lost and Found

The Lost and Found is located in the hallway leading into the cafeteria. It should be checked periodically for lost articles. Please make sure all sweatshirts, jackets and coats are marked with the student's name. At the end of each school year, all unclaimed articles are donated to charity.

Valuables at School

Toys, radios, walkman tape players or radios, cameras, jam boxes, pages, and all other items of play are not appropriate for school unless expressed permission is given by the principal or a faculty member. If the aforementioned items are brought to school without permission, they must be surrendered to school personnel. The confiscated items will be kept in the office until the end of the school year or sooner if a parent comes to the school to retrieve. The school will not be held responsible for any loss of money or items brought in by students. If a student must bring money to school, it may be left in the school office while school is in session. Please make sure all money is secured in a sealed envelope and marked with the student's name.

Curriculum Extensions – Field Trips

Field trips are educational activities that help reinforce classroom studies. They are part of the instructional unit and are included to strengthen and enhance the students' understanding of the material. Students are given an assignment to complete and an assessment is made of the information gathered during the field trip.

Field Trip Attendance Policy

Based on the following behavior, St. Rita School may determine that a student has not earned the privilege of participating in a field trip.

- (a) Excessive tardiness and/or absenteeism.
- (b) Excessive behavioral/attitude problems during the school year (see zero-tolerance program).
- (c) Consistent failure to complete assignments.
- (d) Misbehavior during a previous field trip.

In the event that a student is denied the privilege of participating in a field trip, the student's parents will be notified. If this occurs, the student is expected to attend school and complete special assignments provided by their teachers. If the student is absent from school on the day of the field trip, they will lose the privilege of participating in the next field trip and be given a detention.

During all field trips, the rules governing St. Rita School will be in effect at all times. While participating in a field trip, any student violating the rules will be sent home at the parent's expense. St. Rita School maintains a supervisory role while on field trips.

Only the St. Rita School Field Trip Permission Form is acceptable for those students' participating in field trips. In the event a student or parent misplaces the original permission slip distributed by the teacher, an extra copy may be found in the back of the handbook. St. Rita School will not accept permission given by a parent via the telephone or a note. Teachers are required to verify that the signature granting the student permission to participate in the field trip actually belongs to the parent.

All chaperones must follow the guidelines identified below while accompanying a class on a field trip. Chaperones are not allowed to sign students out early following the end of the field trip. This creates a disruption in the classroom.

**CHAPERONES MAY NOT BRING NON-SCHOOL
AGE CHILDREN ON FIELD TRIPS.**

St. Rita School Board and Parent Teacher Organization

School Board

The School Board is called to serve by the pastor and the parish community. Furthermore, the School Board is charged with providing a quality Catholic education for those families electing to take advantage of such. The School Board works in concert with the parish's mission statement, programs and policies as established by the pastor and Parish Council. It is the responsibility of the School Board, through the Formation Committee, to inform the Parish Council of all matters that breach the confines of the programs in which the Board is responsible. Additionally, by way of the Formation Committee, the Board should communicate regularly to the Parish Council the accomplishments and needs of the school's educational programs.

In general, the School Board has the following responsibilities:

- Work to ensure that the school's mission aligns with the parish's vision for formation and education.
- Share the school's long-range plan with the parish's Formation Committee.
- Ensure that the school's religious education, sacramental preparation and family life programs are in alignment with parish policies for formation and education.
- Prepare, approve and submit an annual school budget to the Formation Committee.
- Monitor the goals and objectives of the school's long-range plan. Report accomplishments to the Formation Committee.
- Report to the Formation Committee the assessment results of students' performance.
- Formulate policies to provide guidance on administrative actions. It is not the role of the school board to administer the school but rather to formulate policy.
- Develop plans to finance the educational programs, including establishment of tuition rates, development of fund-raising efforts, allocation of resources and monitoring budget and operating statements.
- Public relations – communicate with various groups regarding the school's programs, recruitment of students and promotion of school's educational programs.
- Evaluate progress the school is making towards its goals, plans and objectives.

The School Board does not have the authority or responsibility to discuss or initiate disciplinary actions taken by the principal or pastor against a member of the school staff.

The members of the School Board share the desire and hope to serve the St. Rita community (school and parish) to the best of their abilities. Please feel free to approach any member of the School Board at any time with suggestions, comments, concerns or questions.

2013/2014 School Board Members

Chairperson	Rob Weikert	
Vice Chairperson	Stephanie Lake	
Secretary	Lisa Heggie	
Members	Stephany Mockus(PTO Rep.)	Eric Troutman
	Debbie Russ (Booster Club Rep.)	Lisa Heggie
	Debbie Tucker, (Faculty Rep)	Nancy Collett
	Jennifer Fellmeth	Angie Miller
	Brian Weigel(Parish Council Rep)	Yvonne Dunagan
Ex-Officio Members	Fr. Joe Rankin	Parish Pastor
	Neil Hulsewede	School Principal

St. Rita Parent/Teacher Organization (PTO)

The purpose of the PTO is to foster better communication and to establish a means for coordinated activities on the part of the total school community.

The Church considers the primary role of parents to be the formation of their children.

Therefore, the PTO assumes an important role in the continuing cooperation of parent education and professional development of teachers. The principal is expected to work closely with the leadership of the PTO.

The five major activities of the PTO are to:

1. Promote communication.
2. Provide parents and teachers with information.
3. Promote good will and cooperation.
4. Direct and coordinate parent support.
5. Organize political action of parents as advocates on local, state and federal legislation that affects Catholic schools.

You may email the PTO at pto@stritacatholicschool.com

2013/2014 PTO Members

President	Stephany Mockus
Vice-President	TBD
Secretary	Jill Reverman
Treasurer	TBD
Health	Stephanie Wright
Hospitality	TBD
Communications	Iryt Troutman

School Board and Parent Teacher Organization

The School Board is concerned with policy recommendations pertaining to the School. The PTO is responsible for maintaining good communications between the home and school, for providing a vehicle through which parents can provide service to the school (i.e. volunteers and fund-raising), for offering a mechanism for parent education, and for serving as a structure for political action when needed (i.e. letter writing, phone calls, visits to legislators). The Board

works closely with the officers of the PTO in order to understand more fully parents needs and concerns.

Athletics

St. Rita Booster Club Officers 2013/2014

President	Carolyn Patton
Athletic Director/Girls	Carolyn Patton
Athletic Director/Boys	Tim Schneider

The athletic program at St. Rita is managed in accordance with the ideas, policies and regulations set forth by the Catholic School Athletic Association (CSAA). It is the intention of St. Rita's Booster Club to provide the opportunity to participate in organized sports to as many students as possible.

St. Rita Booster Club sponsors the following sports programs:

<u>Sport</u>	<u>Grades</u>
Football	3 – 8 (boys and girls)
Cross Country	3 – 8 (boys)
Basketball	3 – 8 (boys and girls)
Volleyball	1 – 8 (girls) 5 – 8 (boys)
Softball	3 – 8 (girls)
Cheerleading	5 – 8 (girls and boys)
Pee Wee Basketball	1 – 2 (boys and girls)
Pee Wee Cheerleading	2 – 4 (boys and girls) may open to 1 st grade during basketball
Track	5 – 8 (boys and girls)
Baseball	3 – 8 (boys)

After reading the handbook, please sign and return this form to the school acknowledging such. Please note that St. Rita School reserves the right to change policies and procedures as outlined the handbook. Notification of changes will be provided if and when any changes are made.

Failure to sign and return this form does not excuse the student from his/her responsibilities contained herein.

I have read the St. Rita Handbook and understand the contents of same. I also understand that I will be governed by said policies and procedures.

Student **Date**

Student **Date**

Student **Date**

Student **Date**

Field Trip Request Form

I request that St. Rita School allow my son/daughter to participate in the following field trip. I give my permission for (student's name) _____ to attend and participate in:

Field trip

to: _____

Approximate departure time and

date: _____

Approximate return time and

date: _____

Chaperones: _____

In consideration of the making of arrangements for the trip by the school, I hereby release and save harmless the school for any and all liability of injuries, loss, or other claims arising or resulting from the trip.

Parent(s)

Signatures(s) _____

Date: _____

Other: _____

The student is both capable and responsible for self-administering this medication:

No Yes - Supervised Yes - Unsupervised

The student may carry this medication: Yes No

Appendix III

Please indicate if you have provided additional information:

On page 2 of this form As an attachment

Date: _____ Signature: _____

Physician's Name: _____

Address: _____

Phone Number: _____

To the School: Please report any concerns about medication(s) or disease to the physician noted above.

To be completed by parent/guardian:

I give permission for (student's name) _____ to receive the above medication at school according to the standard school policy. (ALL MEDICATION MUST REMAIN IN ITS ORIGINAL CONTAINER.)

Date: _____ Signature: _____

Relationship: _____

Parent/Guardian Phone Numbers: **Home:** _____ **Work:**

Cell: _____ **Emergency:**

Additional Information

Appendix III - page 2 Acceptable Use Policy Internet and Electronic Mail 2013-2014

Access to electronic mail and the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, St. Rita School has set the following standards for using on-line information sources:

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent's permission is required and access is a privilege - not a right.
2. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect any files stored on school servers to be always private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their son/daughter with information sources such as books, periodicals, television, telephone, movies, radio and other potentially offensive media.
4. The following are not permitted:
 - Revealing personal information online (name, phone number, address).
 - Sending, receiving or displaying offensive messages or pictures.
 - Using obscene language.
 - Harassing, insulting or threatening others.
 - Damaging computer systems or networks.

- Altering network or system settings.
 - Violating copyright laws.
 - Submitting documents from the Internet as one's own work.
 - Using another person's password.
 - Trespassing in someone else's folder, work or files.
 - Intentionally wasting limited resources.
 - Using the network for commercial purposes.
 - Propagating chain messages.
 - Making unauthorized downloads.
 - Participating in personal chat or instant messaging.
5. Violations may result in the loss of internet access as well as other disciplinary action.