

# **ST. RITA CATHOLIC SCHOOL**

## **2009-2010**

***Theme: “Filling the hearts of others with Kindness and Respect”***

### **PHILOSOPHY**

Embracing Gospel values, St. Rita Catholic School is called to nurture the whole person by promoting the spiritual, moral, physical and intellectual development of each student in a Catholic Christian educational environment. In full support of the Church's mission we are called to teach the message, to form a community of believers and to witness Christian values. Recognizing and affirming the presence of Emmanuel, “God-with-Us,” we strive to transform each minute of every day into a holy time—a holy place, a place that fosters a deeper relationship with Jesus Christ.

St. Rita Catholic School challenges the unique abilities of each student to enhance self-worth and to attain academic excellence. We believe that to educate students is to teach the necessary informational framework, life skills of communication, creative expression, critical thinking, problem solving, aesthetic appreciation and responsible decision making. We strive to prepare students to be confident, competent, faith-filled, responsible persons as they approach the sacred, accept themselves and reach out to others. We believe that a Christian value-centered education is the foundation for making moral decisions in life.

St. Rita Catholic School encourages students to serve others, to cherish family and country, and to respect the plurality of cultures and creeds. St. Rita Catholic School is committed to caring leadership, competent teaching and cooperative endeavors with parents. We believe that the best environment to educate children is when the entire community works together.

### **MISSION STATEMENT**

St. Rita Parish is a welcoming and diverse Roman Catholic community who celebrates and rejoices in the love of God and each other. Our Mission to the Parish and the larger community is to:

- Nurture personal and spiritual growth.
- Provide the highest standards of education.
- Worship and pray together
- Always reflect the face of Jesus Christ.

## **SCHOOL VISION STATEMENT:**

St. Rita Catholic School is committed to teaching authentic Catholic Christian doctrine, nurturing each child in a holy and safe environment and promoting the highest standards in education and self-discipline.

## **FAMILY GROUPS**

An important aspect of a Catholic school is forming community. The family is the child's first experience of community. Family groups within the school are one of the best ways to learn to live in the extended community.

The family group consists of members from each of the grades with junior high students sharing the role of parent. In this natural environment junior high students learn nurturing and leadership skills. Younger students learn how to interact with others and practice the skills of community.

Family groups celebrate liturgy together each week. During the year family groups also meet for seasonal activities and celebrations.

## **ADMISSION POLICIES**

1. No student is excluded from St. Rita Catholic School solely because of race, sex, color, religion, national origin, or ancestry.
2. Admission shall not be based solely on ability or achievement. However, since St. Rita Catholic School does not have the educational facilities to meet the instructional needs of the severely developmentally handicapped, or those with severe behavioral or learning disorders, they shall not be admitted unless special arrangements have been made between the parents and the school administration.
3. St. Rita Catholic School promotes and encourages racial integration in order to help provide for the total educational experiences of students in the school.
4. The following forms must also be submitted when a student registers at St. Rita Catholic School:
  - Birth Certificate
  - Social Security Number
  - Baptismal Certificate if Catholic
5. Parents sign a release of records form which allows St. Rita Catholic School to request a child's academic and behavioral records from the previous school.

Records from the previous school must be received prior to admission.

6. Kindergarten students must be 5 years of age by September 30th; students must be 6 years of age by September 30th to be admitted to Grade 1. Kindergarten students participate in a screening program in the spring prior to entrance into Kindergarten. Provided the child meets the age requirement, the parents can choose to start the child in kindergarten, postpone entrance until the following year, or consider a two year kindergarten plan.  
An underage child may be admitted pending the results of a psychological test. Enrollment is on a trial basis with a written statement to this effect signed by the parent. If the underage child does not make a satisfactory adjustment, a conference will be held to determine the child's continuation.
7. A new student entering St. Rita Catholic School must present documented proof that he/she has received all immunizations prior to the first day of school.
8. New students will be given an aptitude and an achievement test. The administrators will review the results of these tests as well as the student's academic, behavioral and other records. The admissions committee will determine whether or not the student is accepted. If the student is accepted, he/she will be placed by the administrators in the grade that he/she will be most successful at St. Rita Catholic School.
9. Following a quarter week probation period, an assessment by the admissions review committee will be conducted to determine if the current grade placement is correct, if the student should be placed in a different grade in order for him/her to succeed, or if the student's needs require a school other than St. Rita. The admissions review committee's determination will be final; if the parent does not support the decision, the parent will be asked to withdraw the student.

## **STANDARDS FOR ADMISSION**

For admission to St. Rita Catholic School, all of the following criteria must be met:

1. School records (academic and behavioral) from former school must be received by School office prior to acceptance. Completed transfer records must be received by the first day of school.
2. Acceptable behavior will be defined as having no suspensions or receiving an average of 3 or better in the 8 categories identified on the Behavioral Registration Information Form (based on a 5 point scale).
3. Completion of required aptitude and achievement testing with satisfactory scores that demonstrate an ability to succeed at St. Rita Catholic School.

4. Approval by Review Committee after review of testing scores, behavior and school records.
5. Submission of signed Contract by student and parent due on the first day of school.

## **STANDARDS FOR CONTINUED ENROLLMENT**

Weighted in the following order, the review committee will determine whether continued placement is appropriate for the student based upon a combination of the following factors. (Reviews will be held at the end of every quarter.)

1. Lack of compliance with the Academic/Discipline Policy.
2. 2 or more “insufficient effort” grades in the 5 core courses (religion, language arts, math, social studies and science) per quarter.
3. Lack of compliance with the student/parent contract obligations.
4. Yearly absences in excess of 15 during the school during the year.
5. Unexcused tardies over 5 per quarter and unexcused absences over 4 per quarter.

## **TUITION AND FEES**

The tuition and fees are recommended by the Parish Finance Committee in cooperation with the Parish Education Committee and approved by the pastor and Parish Pastoral Council. The registration packet is sent to each family in the early spring. It includes an application form for financial assistance to parishioner families.

Non-Catholic families pay the per-pupil cost. Fundraisers, parish support, and other income allow for a reduction in tuition for Catholic families. Those Catholic families who fulfill certain criteria are eligible for an additional reduction in tuition. For those Catholic families who are not members of St. Rita Parish, your pastors will be contacted each spring to see if these criteria have been met in determining your tuition rate for the subsequent school year. Special tuition rates are also offered to St. Rita Parish families with more than one child in our school.

The criteria for Catholic families to receive the lowest tuition rate are:

1. At least one parent and/or the student(s) must be baptized Catholics.
2. A family – *Catholic parents and children* – must regularly attend Sunday and holyday Masses at their parish.

- For St. Rita parishioners, regular attendance will be defined as attending Sunday and holyday Masses at St. Rita Church at least 45 of 60 days (Sundays, holydays of obligation, and the Paschal Triduum.)
- The use of stewardship envelopes will indicate attendance.
- A family supports the parish by verifiable means, i.e. through the use of envelopes on Sundays and holydays. All families are encouraged to financially support their parishes to the best of their ability. Due to varying financial statuses of families and possible sudden changes in expected income, St. Rita Parish does not require a certain amount of weekly financial stewardship from their families. The family may prefer writing a check once or twice a month, or put cash in the basket to remain anonymous. Please place empty stewardship envelopes in the basket to accurately indicate your Sunday and holyday Mass attendance.

**If you know in advance that due to family circumstances you will not be able to fulfill this criterion, please make an appointment with the pastor as soon as possible to ensure there will be no disruption in your child's education at St. Rita.**

## **TUITION PAYMENT POLICY**

Monthly tuition payments are due by the 15<sup>th</sup> of each month (10-pay plan) starting July 15<sup>th</sup> through April 15<sup>th</sup>. As a reminder, tuition statements showing the amount due will be mailed to all 10-pay plan families early each month.

If the payment is not received by the 15<sup>th</sup>, it is necessary that you call the Business Manager at 278-5815, ext. 101 to make definite arrangements for payment. It is the parents' responsibility to call if payment will be delayed.

Any tuition delinquency beyond 30 days can result in suspension from classes at the discretion of the Pastor.

All past-due tuition amounts must be paid in full by the end of each school quarter to enable your child(ren) to begin the next quarter. If you are not current with your payments, and no definite written plan of payment in place with the Business Manager, your child will not be admitted to classes until payment is received. Also, report cards from the prior quarter will not be issued until full payment is received by St. Rita.

If tuition is not paid in full, your child(ren) will not be admitted the following school year. If you enroll your child(ren) elsewhere, report cards will not be issued and records will not be forwarded to the new school until full payment is made.

Parents whose students tuition is paid by a third party provider (i.e. PACE, EdChoice Scholarship Program or other) must complete necessary paperwork during the year as

required by the provider and St. Rita Catholic School. If you are not current with your requirements, and therefore payments are not received by the school, your child will not be admitted to classes until requirements are met.

## **TUITION ASSISTANCE GRANTS**

In support of St. Rita Parish families, the parish has established annual tuition grants. Application for grants should be completed and filed early in the spring for the following school year. An associate to the parish reviews the application and makes recommendations to the pastor.

## **NON-CATHOLIC PARENT(S) IN PARISH R.C.I.A. PROGRAMS**

The tuition rates for non-Catholic parent(s) participating in the Rite of Christian Initiation of Adults (R.C.I.A.) are adjusted once they have registered in the parish and celebrated the Rite of Acceptance into the Order of Catechumens or Rite of Welcome.

## **FAMILY SERVICE HOURS**

Each family is encouraged to give at least 20 hours of volunteer service to the school/parish annually. Research supports that students perform better academically when their families are visible and actively participate in their school/parish.

*We strongly encourage each family to give at least four of their twenty hours of service working at the annual parish festival.* Volunteer hours help our school keep costs lower. If families do not volunteer at our school our costs will continue to rise. This rise of costs will be transferred into tuition.

St Rita parishioner families who are unable to support the parish financially are asked to appropriately and proportionately increase their hours of volunteer service.

Volunteer possibilities include but are not limited to:

- Homeroom parent
- Volunteering in the cafeteria, playground and library
- Summer time maintenance and cleaning
- Reverse Raffle
- Festival worker
- Stuffing bulletins for church
- Church cleaning on Fridays
- Working for school office
- Traffic direction
- Classroom helper
- School cleaning
- Celebration Committee
- Athletics
- Scrip
- Market Day
- Book Fair
- Magazine Sales

## **ADDITIONAL FEES**

Periodically specific events for divisions and/or grade levels require additional fees. Parents are notified well in advance of the event and cost.

## **POLICY AND PROCEDURES FOR NON-RESIDENTIAL PARENTS**

Recent court decisions in divorce cases have changed the term of custodial and non-custodial parents to shared parenting or residential and non-residential parent.

**STUDENT RECORDS:** The release of student records is controlled by federal and state law. The policy of the Archdiocese of Cincinnati is in compliance with the Family Education Rights and Privacy Acts (Ohio Revised 3319.321).

## **PROCEDURES CONCERNING RESTRICTIONS ON NON-RESIDENTIAL PARENT:**

1. At the time of registration or when there is evidence of dissolution of marriage, St. Rita Catholic School requires the residential parent to produce any court document that puts limitations on the rights of the non-residential parent.
2. A copy of this document will be kept in the student's file.
3. The school personnel, e.g., principal, secretary, student's teacher(s), who might have contact with the non-residential parent, will be made aware of any limitations on the rights of the non-residential parent that exist.
4. In the absence of such court documentation, both the residential and the non-residential parent will be accorded the same rights and privileges with regard to accessing their child's /children's records, teacher conference, etc.
5. St. Rita Catholic School does not assume the responsibility of duplicating records and other school related information.
6. When a conference is necessary, we ask that both parents come together to meet with the teacher.

## **PRIVACY OF RECORDS**

Parents are given access to all records of their children. Parents may request to see the records of their children at any time. Upon written parental consent, records can be released to other appropriate agencies.

## **ATTENDANCE**

Students are required to attend school punctually and regularly. Absentees miss valuable class instruction, discussion, and the continuity of skills. Parents must consider it a

serious obligation to have their children attend school daily. Students need to make up missed assignments/tests.

Students will not be permitted to leave school during school hours without authorization of persons indicated on the Dismissal Procedure Form/Emergency Card, which must be on file for every student. If there is a change in dismissal procedure, the parent is required to inform the school office in writing. The person picking up your child will be asked to verify his/her identification with a photo ID.

According to state attendance regulations, excused absences are permitted only for a death in the family or for illness. **All other absences are considered unexcused.**

In order for a student to be eligible to receive a perfect attendance certificate he/she must

- be present every school day
- be present everyday for some morning and afternoon classes
- not exceed a total of six hours off school for appointments
- have no more than 3 unexcused tardies for the year.

## **ABSENCE PROCEDURES**

1. For the safety and protection of your child, please call the office before 9:00 A.M. Parents should request homework at this time to allow teachers ample time to send work to the office. Homework may be picked up at the office between 3:00—4:00 P.M.
2. Each absence requires a written explanation submitted to the homeroom teacher. After 3 consecutive days sick, a student must have a written note from the doctor. This doctor's note is kept on file at school. **If a doctor/parent note is not received, the absence remains an unexcused absence.**
3. Students are required to make up missed work (See Homework Policy).
4. When appointments during the school day are necessary, a parent must sign the child out and back in at the office.
5. Any pupil who is unexcused absent more than 5 times in a quarter will be reported to the Montgomery County Juvenile Court truancy program. (The parent will be sent a letter from the school first to serve as a warning before being reported to the court truancy program.)
6. Any pupil who is repeatedly unexcused absent will also be referred to the admissions review committee.

## VACATIONS

Vacations that are planned on school days interrupt the continuity of the child's learning. For this reason, vacations that are scheduled on school calendar days are **strongly** discouraged. Parents who wish to take a child out of school for trips and other personal reasons must notify the principal and teachers in advance. Generally, work will not be given preceding a vacation. Upon return from vacation students should make arrangements with the homeroom teacher or subject teachers to make up missed work. If major tests are missed due to vacation at the end of the school year, a 0% will be given and averaged with other grades. All vacation days are unexcused absences.

## TARDINESS TO SCHOOL

A student is tardy if he/she arrives after the 7:55 A.M. bell. Children should enter the school on the north side of the Cascia Center. The student must pick up a tardy slip at the office. The natural consequence for tardiness is poor performance, lower grades and the interruption of learning for other students.

- An excused tardy is given for doctor's appointments, late buses, inclement weather conditions as decided by school administration. **All other tardiness is unexcused.**
- For every 4 unexcused tardies, the student will be recorded as one day unexcused absence.
- Students arriving after 8:30am **will be recorded as a half day unexcused absence.** After 8:30am, parents are required to sign their child in at the office. (Unless proper documentation is provided for those reasons accepted for excused absences.)
- Students who are dismissed earlier than 2:00pm will be recorded as a half day unexcused absent. (Unless proper documentation is provided for those reasons accepted for excused absences.)
- When a child has reached 5 unexcused absences in a quarter, the student and parents will be referred to the Montgomery County Juvenile Court truancy program. (The parent will be sent a letter from the school first to serve as a warning before being reported to the court truancy program.)

## TRUANCY

Truancy is a violation of the law of the state of Ohio. Therefore, students absent without a legitimate reason make themselves and their parents liable to legal action. Truant students will be reported to the Montgomery County Juvenile Court truancy program. In

cases of truancy, the student must make up the missed school time and missed assignments.

## **WITHDRAWALS**

Parents are asked to consult with the administration before withdrawing a child for any reason. Parents need to complete the official Withdrawal form at least 2 days prior to withdrawing their child. Records will be sent directly to the new school upon receipt of a "Release of Records" form if all tuition and fees have been paid.

## **ILLNESS/ACCIDENT AT SCHOOL**

If your child becomes sick or injured during school hours and needs to have special attention, the office will phone you or follow your directions as specified on the Emergency Card. **Please do not send a sick child to school.** The school may not give medical attention and is not liable for the care of a sick child. A record will be kept of all students reporting to the clinic for an illness or accident. The record will indicate the nature of the illness/accident and procedures taken.

## **ADMINISTRATION OF MEDICATION**

### *Prescription and Non-Prescription*

The law permits schools to allow administration of medication only under strict guidelines. In an effort to accommodate families, the school will in certain instances give required medicines to students during the school day. If at all possible, all medicine should be given at home. Parents may also come to school to administer medication to students as needed. If neither of these alternatives is possible and the health or welfare of other students is not affected, designated school staff may administer medicine when parents have made their request in writing and there is on file a written prescription from the doctor. This must be kept up to date and a new form completed if there is any change in dosage or medication. The necessary forms are available at your doctors' office.

Medication that must be given at school will be administered only in pill form or pre-measured liquid form. The school will not assume responsibility for administering liquid medication that must be measured, application of ointments or change of dressing.

Students must not carry medication to and from school. This applies to both prescription and non-prescription medications (includes cough drops). Parents or guardians must bring medications to school. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist.

All medicines must be kept in the school office. Asthmatic students may keep inhalers in their possession. Students, not school personnel, are responsible for coming to the office

for medication at the designated time.

## **ARCHDIOCESE OF CINCINNATI – DECREE ON CHILD PROTECTION**

The Archdiocesan Decree on Child Protection must be adhered to without any exceptions for the protection of our children and the adults who work with them.

### ***Orientation Sessions***

All persons – adults and teenagers, paid and volunteers – who work regularly with children must attend an orientation session ***before*** their activity starts.

- Regular volunteers include scout leaders, coaches, cafeteria workers, field trip chaperones, religious education catechists, youth ministry volunteers, etc...
- “Regular” is defined as anyone who works with children more than three hours a month or more frequently than once a month.

Once the orientation session is taken in the archdiocese, ***it does not have to be repeated*** when a person moves from parish to parish as long as there is verification of participation in the session.

### ***Fingerprinting***

- All adults who work regularly with children must be fingerprinted.
- Teens who work regularly with children must be fingerprinted on or shortly after their 18<sup>th</sup> birthday.
- Fingerprinting ***must be repeated*** when moving from parish to parish.

Verification of orientation and fingerprinting approval from the archbishop’s office must be received by the parish ***before*** regular contact with children begins. Anticipate at least ***two weeks*** between being fingerprinted and the parish receiving results.

### ***Two adults at all activities***

Two adults must be present at all times during activities with children. This should be two adult coaches/moderators/leaders, ***not*** one adult coach/moderator/leader along ***with*** an adult parent. If such parents have regular contact with children, they, too, have to fulfill the requirements of the Decree. Teenagers in high school, even if 18 years old or older, cannot be considered “second adults.”

Parents should be aware that there are always two adult leaders present at all activities involving your children. Do not drop-off your children for an activity and leave until you know there are two adults present. If two adults are not present, the activity will have to be cancelled.

If you have any questions or concerns about the observance of the Decree, or if you experience any violations of the Decree, please call the parish or school office immediately.

All suspected instances of any type of abuse or neglect shall be reported to the appropriate governmental agency. If this involves an agent of the parish or school,

archdiocesan authorities will also be contacted.

## **DRESS CODE**

Proper dress and grooming reflect a wholesome respect for the individual and the school. It helps to promote an educational environment. Student conduct and disposition for learning correlate highly with dress and grooming. Therefore, students in grades K—8 are required to wear the school uniform. The final decision for all uniform issues is made by the administration. *Websites addresses for acceptable uniform attire are listed below.*

### **St. Rita Dress Code for Boys and Girls**

**Slacks:** Standard pleated trouser pant or flat front all season pant (navy blue) with no outside pockets (two front inside pockets, one back inside pocket) worn properly at the waist. Students whose pants fall below the waist will be required to wear a simple black belt with no decorations of any kind. (No low riders, bell bottoms, wide leg pants or capris)

Possible Suppliers:

*Casual Image: 305 Smith Dr., Clayton, Ohio 45315 Phone: 832-7969*  
<http://frenchtoast.com> (1-800-frenchtoast.)

**Shorts:** Plain navy blue trouser shorts with no outside pockets worn properly at the waist, students whose shorts fall below the waist will be required to wear a simple black belt with no decorations of any kind. (Length—just above the knee, inside slit pockets are acceptable)

Possible Suppliers:

*Casual Image: 305 Smith Dr., Clayton, Ohio 45315 Phone: 832-7969*  
<http://frenchtoast.com> (1-800-frenchtoast.)

**Belts:** Plain black belt may be worn with a **small simple buckle with no decorations of any kind.**

**Plaid Skirt (Grades 5-8) for the girls:** The skirt must be in good condition and the hem line is just above the knee. (The skirt must touch the floor when the child kneels.) The skirt is to be purchased from School Belles at <http://www.schoolbelles.com/> or *1-888-637-3037 – St. Rita School code is 2035.*

**Jumper (Grades K-4) for the girls:** The jumper must be in good condition and the hem line is just above the knee. (The skirt must touch the floor when the child kneels.) The jumper is to be purchased from School Belles at <http://www.schoolbelles.com/> or *1-888-637-3037 – St. Rita School code is 2035.*

**Shirt:** Red polo shirt with St. Rita logo purchased from the official supplier must be tucked into pants, shorts, or skirt.

Suppliers:

Casual Image: 305 Smith Dr., Clayton, Ohio 45315 **Phone: 832-7969**

Point Printing: **Phone: 748-9164** <http://www.pointprinting.com/products.php>

**Undershirts:** Plain white with no lettering or artwork of any kind, must be covered entirely by the uniform shirt.

**Socks:** Plain white socks only (navy or white tights may be worn by girls during the winter)

**Shoes:** Traditional gym shoes with ties or Velcro only. The gym shoes must be in good condition. The shoes must be tied and if there is also Velcro it must be fastened.

**Name Badges:** St. Rita name badges will be issued within the first two weeks of school. Students are to wear their name badges. Name badges are not to be defaced or decorated in anyway. Name badges will be on lanyards for the junior high and clips for grades K-6. If the student loses his/her name badge, a replacement must be purchased. The following are the costs for replacement parts of the name badges.

Replacement badges	\$5.00
Lanyards	\$1.00
Clips	\$0.25

**Outer Garments:** For warmth, jackets, vests and sweat shirts from the approved uniform company with the St. Rita lettering may be worn. Students may also wear a navy blue cardigan sweater.

Suppliers:

Casual Image: 305 Smith Dr., Clayton, Ohio 45315 **Phone: 832-7969**

Point Printing: **Phone: 748-9164** <http://www.pointprinting.com/products.php>

**P.E. Uniform** (7—8<sup>th</sup> only): This uniform must be purchased from the approved company. No alterations of the uniform are permitted. Students will come to school in their PE uniform and will change into their regular uniform at the end of PE class.

- Shorts
- Sweat pants
- T-shirt

Suppliers:

Casual Image: 305 Smith Dr., Clayton, Ohio 45315 **Phone: 832-7969**

Point Printing: **Phone: 748-9164** <http://www.pointprinting.com/products.php>

**General Guidelines for Appearance:**

- Uniforms should be clean, in good repair, and fit properly.
- Shirts must be tucked in
- Hair should be clean, combed, and styled to keep hair out of the eyes with simple tie backs
- Make-up is not permitted and nails must be unpolished (no acrylic/fake nails of any kind)
- Jewelry is limited to a watch and a simple religious medal/cross necklace. One *small* stud earring is allowed in each ear (no larger than 1/8 inch). Rubber wrist bands are not permitted.

**Occasions when shorts are not permitted:**

- Mass/Other Liturgical Services
- Open House
- Announced Special Occasions

**GENERAL GUIDELINES FOR OUT-OF-UNIFORM DAYS**

Administrator or homeroom teachers will announce the appropriate attire for out-of-uniform days. No clothing should contain messages which contradict the values promoted by the school. If a student comes to school wearing inappropriate clothing, he/she will be issued a demerit and the parent will be called to correct the clothing situation. If a student forgets there is an out-of-uniform day, the student may not contact the parent.

**DRESS CODE VIOLATIONS**

We strongly encourage parents to give their children “the-once-over” before leaving home to insure they are coming to school in the designated uniform. Please be aware of weather forecasts so your child dresses appropriately. If a student is out of uniform, a demerit will be issued according to our disciplinary policy.

***Grades K-2***

If out of uniform, parents will be informed on the disciplinary notice that a demerit was given to the student. The parent is expected to fix the uniform problem. Upon the third demerit, the parent will be required to attend a conference with the teacher. See behavior policy.

***Grades 3-8***

If out of uniform, a student will be given a demerit and a disciplinary notice will be sent home with the child for a parent signature. If the student can correct the uniform violation himself/herself at school, they will be required to do so. An administrator will assign a demerit for the violation. See behavior policy.

## SCHOOL DAY

The school doors open at 7:35 A.M. Students go to their homeroom to organize and get ready for regular classes. Homeroom is quiet. School starts at 7:55 A.M. The school day ends at 2:50 P.M.

## TRAFFIC PATTERN FOR CARS

### Arrival

- Cars enter the south entrance and proceed around the school.
- The drop-off point is the sidewalk along Erdiel Drive. A staff member is on duty.
- A parent wishing to park should use the north lot.
- If you arrive late, drop your child off at the Cascia Center entrance. The child should press the entrance button and the office will unlock the door.

### Dismissal

- Buses have top priority at dismissal. Most will arrive before 2:50 P.M. and proceed directly around the school to Erdiel Drive. Late buses queue up in the car line.
- Cars enter the south drive and queue up as they enter. Cars remain in line until 2:55 P.M. At 2:55 P.M., the lead car proceeds around the school. It is important to respect other drivers and maintain order. Cutting in line is dangerous.
- When coming around the corner, follow the direction of the teachers. Cars keep moving until directed to stop. Students will come to the car after it stops. Do not stop where your child is standing on the walk. Cars pull away when directed.
- A parent who has a scheduled conference should park in the north lot.
- If a student is not waiting on the sidewalk when the parent pulls up, a teacher will direct the parent to the north lot and assist the parent in locating the child.
- If an emergency arises and you cannot pick up your child by 3:00 P.M., your child will be escorted to *Special Afternoons* for supervision. A nominal fee is charged for this service and **payment is due when you pick up your child**. The office cannot supervise children if you are late. You must enter the school at the Cascia Center doors and pick up your child in Lampe Hall. (Basement of Church)

## BEFORE AND AFTER SCHOOL CARE

Students arriving before school will be required to go to report to room 106 to be monitored by the assigned teacher starting at 7:00 A.M. A fee will be assessed. Payment is handled through the Special Afternoons Director 278-5515 or the Business Manager's Office: Mike Gallagher 278-5815.

The *Special Afternoons* program begins after the school day and runs until 6:00 P.M. Information is available at the school office.

Students not in *Special Afternoons* and who are not picked up by 3:00 P.M. will be directed to Lampe Hall for supervision. A fee will be assessed.

## **STUDENTS STAYING AFTER SCHOOL**

In order for a child to remain after school, teachers must give approval and parents must give WRITTEN PERMISSION. Parents must make arrangements to pick up the child at the designated time or arrange for the transfer of supervision to another adult. No student may remain after school unless proper notification has been made. **If the student is not picked up within 10 minutes of the after school activity, the student will be sent to Special Afternoons and a fee will be assessed.**

## **TUTORING**

If your child needs help in a particular subject, please contact the teacher who will seek to arrange tutoring after school by a peer or an older student. Some teachers also tutor students for a contracted fee. Payment is arranged with teachers individually. Please contact the office for information concerning which teachers are offering to tutor after school.

## **TRANSPORTATION**

### *BUSES*

There are three districts providing bus transportation for our students: Dayton City School District, Northmont School District, and Vandalia School District. Although each district is governed by its own transportation policies, the general guideline is that free bus transportation is available to all resident pupils who reside more than one mile from the school. These school districts reserve the right to suspend busing if there are not enough students from their district attending St. Rita.

Each district requires its students to follow specific directives, safety rules, and behavioral codes. Classroom teachers will also review these rules with students during the first two weeks of school. Bus drivers handle initial disciplinary problems. If a problem persists, a child will be written up and reported to the office. Bus referrals are entered into normal disciplinary procedures as well as earning a possible suspension from riding the bus for a certain number of days at the discretion of the principal. If you have a bus problem relating to routes, schedules, or drivers, please call the transportation department at the public school. Discipline problems should be referred to St. Rita Catholic School.

DAYTON CITY	542-4010	NORTHMONT	832-5050
TROTWOOD-MADISON	854-3050	VANDALIA-BUTLER	454-6140

*BUS PERMITS*

According to the policies of the transportation department of the public schools, only students who reside in the respective public school district may be transported on the school buses because of insurance.

Students who wish to go home with a friend must

- reside in that public school district,
- submit a note from the parents to the office by noon, and
- obtain a bus permit from the school office.

**SCHOOL CLOSINGS**

St. Rita students reside in many different school districts; consequently, it is not practical to follow any one district's plan for closing. **Therefore, the principal will make an independent decision on closing St. Rita Catholic School.**

Some school districts operate on delays. This does not affect the opening time for St. Rita Catholic School. Parents have a choice of bringing their children to school when roads are safe or come in on a delayed bus. These are excused tardies. However, if St. Rita is open and you choose not to send your child to school, it will be counted as an unexcused absence.

Announcements will be made on local TV, radio channels and by use of the One Call Now Communication Service.

**ONE CALL NOW COMMUNICATION SERVICE**

One Call Now is an automated Parent Notification Service that allows the St. Rita administration to contact all parents within minutes. St. Rita has implemented this service as a way to improve our ongoing and emergency information with parents. Information on the program will be sent home with your child at the beginning of the school year. Below is information to help you receive information and retrieve information from the system.

**Receiving Messages**

You may receive two different types of voice messages from the school:

- **Routine notification** calls which do not directly affect the safety of students, staff or parents. These messages may include details/reminders about upcoming events, delays in school transportation, weather cancellations/delays, and absenteeism.

- **Emergency notification** calls are used during critical incidents where a child, staff member, or parent's safety is in immediate jeopardy. These messages will include important information concerning lockdowns, evacuations and/or relocations.

### **Importance of Accurate Contact Information**

**The most important thing parents can do is verify the accuracy of their contact information.** Schools must have updated phone numbers and email addresses for One Call Now to work effectively and efficiently. Call your child's school during the operating hours to verify your information is correct. The One Call Now system will call your home, work, cell, or any phone number you choose.

### **Security**

Only authorized administrators on the school may activate the system. One Call Now keeps all of its clients' information confidential and secure. All data is password protected on secure servers accessible only by school administration. One Call now currently has over 35,000 schools, churches, sports teams, businesses, and municipal organizations that can attest to our commitment of privacy.

### **How to Retrieve a Missed Message**

Parents can easily retrieve or replay a message that was cut off from an answering machine, answered by a toddler, or received on a cellular phone that dropped the call mid-message:

- Call toll-free (877) 698-3261 or (866) 321-4255 from any touch-tone phone.
- At the greeting, press 1, and then enter the phone number that One Call Now dialed. This is the phone number that you have given to the school to reach you.

Your school can also request a touch-tone response during a message. For example, you may hear a message such as "This is Principal Smith from ABC School with a reminder of the School Play this Saturday at 7 p.m. Please press 1 if you plan to bring a dessert; press 2 if you plan to bring a beverage."

**Please note that if this message is left on voicemail or an answering machine, you will need to call back into the toll-free number to respond to it.** Simply dial (877) 698-3261 or (866) 321-4255 from any touch-tone phone, press 1, enter your phone number, listen to the message, and then respond by pressing 1 or 2.

**To add or change your phone numbers for the One Call Now contact list, please notify call the school office (937) 277-8978.**

To learn more: visit the website at [www.onecallnow.com](http://www.onecallnow.com)

### **MAKE UP DAYS**

If St. Rita Catholic School exceeds the allotted emergency days, students will make up

days in the following order:

- Martin Luther King Day in January
- President's Day in February
- End of the year in June

## **EDUCATIONAL FIELD TRIPS**

Educational field trips are to enhance the learning experience of students. Field trips are an extension of the subject matter taught in the classroom.

Parents will be informed through a Field Trip Permission Form of the nature of the field trip, departure time to and from school and the fees to be charged. For planning purposes, signed parent permission slips must be returned on the due date in order for students to participate in the field trip. The classroom teacher assumes the primary responsibility for the students.

Appropriate attire will be written on permission slips or announced by the teacher. If a child does not follow the dress code or rules for the field trip, the student will not be allowed to go on the trip and will forfeit any monies paid for the trip.

Students who have not turned in the necessary paper work and fees are required to come to school on the event day and will remain at school working on academic subjects.

## **LEARNING CENTER**

The Learning Center is comprised of a library and a computer lab. Students in K-8 are scheduled for computer lab and library time. The Learning Center staff coordinates lessons and activities with the classroom teacher.

### *Computer Teacher*

It is the goal of the Computer Teacher to teach the use of technology at an age appropriate level. The Computer Teacher will teach various programs to the students in order to help them use technology to support classroom activities, learn new information, research, and more. Students will learn to use the internet, Excel, Power Point, Word, and other programs to become efficient in technology.

### *Library Policies*

Children in grades 1-3 may borrow one book, video, or Christian music CD for one week. Students in grades 4-8 may check out materials for two weeks. Fines for overdue materials are assessed at \$.02 per day for each day the school is open. Each child is expected to return materials on time and in good condition. If the material is lost or destroyed, parents will be sent a notice requiring payment for its replacement cost. Please encourage children to return library materials on time. Children who owe fines or

have overdue materials will not receive their quarterly report cards until their obligations are met.

## **OFFICE PHONE CALLS**

The best time for parents to reach the school office is between 8:10 and 10:00 A.M. Prior to 8:10 the voice message system will take your call.

Absentees from school should be called in by 9:00 A.M.

### *When to Call the Office*

- absence from school and requesting homework
- change of address and/or telephone number
- unexpected dismissal changes
- change in a doctor's appointment
- emergency situation arises

*When Not to Call the Office:* Parents are highly discouraged from calling the office between 1:30 and 2:45 P.M. It must be an emergency situation to call the office at this busy time of day.

Students needing to use the phone will be charged \$0.10 per phone call.

## **PARENTAL VISITS**

For the safety of our children and staff, ***all persons must report to the office.*** State law requires that the office be aware of all visitors who come to the school. Visitors must pick up an identification badge from the office when visiting or volunteering in the school.

***At no time should parents or visitors go directly to a classroom.*** Parental disruption of the classroom is not permitted during school hours. Parents must schedule an appointment with the teacher through the office. Parents are expected to act in a Christian/respectful manner while on the school property. Parents who do not follow these policies may be asked to withdraw their children from the school.

On normal school days parents and/or guest students may visit for the day with prior permission from the principal and teacher(s).

## **CRISIS MANAGEMENT PLAN**

**FIRE DRILL:** St. Rita Catholic School complies with the Ohio Revised Code which requires that a fire drill be held in every school building at least once each month while

school is in session. A reporting system is established to ascertain that all persons have been evacuated and a record is kept of the date of each drill.

**HIGH WINDS:** Regular drills for high winds safety are also conducted. Our evacuation plan for high wind was reviewed by the Deputy Director of the Miami Valley Disaster Service Authority. Usually the Federal Emergency Management Agency recommends "in place" shelter, but with our school facility the Deputy Director concluded that our facility was inappropriate because "the building is oriented to receive maximum storm damage."

Because of this assessment and the additional time given through our early warning monitor, the main school building is evacuated. All persons go directly to the church basement area.

**LOCK DOWN:** Lock Down drills are held no less than once a year in compliance with federal law. Drills are coordinated with the police department and plans of the facility are on file. Lock down drills are also used for any strangers in the building or emergencies requiring us to keep students safe by this means.

**LIFE THREATENING FOOD ALLERGIES:** Food allergies can sometimes be life threatening. Parents are to get a Life Threatening food allergy form from the office, have it filled out by the child's doctor, and return form to our offices. The form is copied and given to all of the child's teachers. A safety plan is in place which includes handling incidents whether minor or major.

Visitors/Parents in the building at the time of drills are expected to participate in fire and high wind drills. They are to report to the supervisors running the drills so that the office is aware that they are safely out of the building.

Absolute silence is required during all drills.

## **CURRICULUM**

St. Rita Catholic School is chartered by the state of Ohio. The Archdiocese of Cincinnati provides the *Graded Course of Study* for the following curriculum areas: Religion, Language Arts, Mathematics, Social Studies, Science, Health, Music, Art, Physical Education and Technology.

**RELIGION:** Religion is given the highest priority in the curriculum. Our non-Catholic students participate in the religion program except for the reception of sacraments and certain liturgical ministries. Religious education has four dimensions: hearing the message, building community, serving others and celebrating the faith.

**PHYSICAL EDUCATION:** All students are required by law to participate in physical

education classes. If a child cannot attend Physical Education Class, a note stating the reason why is required from the parent. If Physical Education attendance is interrupted for a longer period of time, the state requires a doctor's note as to the reason and duration of the absence.

**BAND:** Band is available at an additional fee in 5—8<sup>th</sup> grades. The Chaminade-Julienne High School Music Department is in charge of the total administration of the instrumental music program at St. Rita School. This includes the supervision, teaching, and collection of fees.

**EFFORT HONOR ROLL:** Effort is highly promoted at St. Rita regardless of a student's ability level. Every student is encouraged to try their personal best. Students are eligible for the Effort Honor if their effort grades are: Commendable, Good, or Improving in all subjects.

## **SPECIAL ACTIVITIES**

### **SCHOOL SAFETY PATROL:**

Open to responsible students in grades 7-8. See the school office concerning this activity.

### **LITURGICAL ACTIVITIES:**

- Altar Attendants - open to Catholic students in grades 5-8
- Eucharistic Ministers - open to Catholic students in grade 8
- Music Ministry - open to any student in grades 3-8
- Children's Bell Choir – open to any student in grades 5-8
- Student Sacristans – open to any students in grade 5-8
- Service Ministry – open to any student in grade 7-8

### **ATHLETIC PROGRAM:**

Athletic Programs, including cheerleading, are sponsored and coached by the St. Rita Parish Athletic Committee. Call the school office 277-8978 if you have any questions or concerns.

Junior high students who wish to participate in the athletic program must be academically and behaviorally eligible. (See Sport Eligibility below)

**JUNIOR HIGH STUDENT TUTORS:** Open to qualified junior high students.

**SPIRIT CLUB:** Open to students in Grades 5-8.

## **HOMEWORK**

**PHILOSOPHY:** Homework is an essential teaching tool. It provides practice on daily skills and it measures how well the daily lesson is taught. It is also a means to broaden and extend the learning experience, thus meeting the individual needs and learning interests of the student. Homework is school work completed at home so the parent has the opportunity to supervise the child's work.

**HOMEWORK NOTEBOOKS:** Each student in grades 2-8 is required to keep a homework notebook. Teachers of Grade 1 will provide a weekly homework plan for students. Parents are expected to check their child's assignment notebook **daily** especially in Grades 2-6.

**COOPERATIVE HOMEWORK NOTEBOOK** is recommended when a student in grades 4 through 8 has a problem in submitting assignments on time. The guidelines for this intervention plan are explained at a conference with teacher, parent and student.

**TIME GUIDELINES:** The time allotment has the average student in mind. Weekend homework in grades 4 through 8 is generally for long term assignments. If uninterrupted homework time significantly exceeds or falls short of the specified time allotments, please contact the teacher to discuss the matter. Students who are highly motivated and interested in a subject matter may want to exceed the maximum, whereas students with low motivation may finish homework in record time.

Grade K	optional
Grades 1, 2	about 20 - 45 minutes
Grades 3, 4	about 45 - 75 minutes
Grades 5, 6	about 60 - 90 minutes
Grades 7, 8	about 75 - 120 minutes

Homework will not be assigned during Thanksgiving, Christmas and Easter vacations.

**HOMEWORK PROBLEMS:** Completing assignments on time encourages growth in content areas as well as the academic skills of self-discipline, self-motivation, and organization. Missing assignments cause serious side effects on academic learning, skill, and grades.

There are two types of homework: daily and long term {homework that may extend from 3 days to several weeks}. Both types are graded and counted. Penalties are given for all late work. Long term homework carries more weight in grading. Percentage points are deducted for each day the long term homework is missing and if it isn't completed by the last day of the quarter, it receives a 0. There are occasions when a student is unable to complete his homework due to illness or emergency. When these occasions arise, the student and/or parent needs to find out what should be made up and when the work is due.

## **GOVERNMENT PROGRAMS**

St. Rita Catholic School accepts both federal and state funds. Generally these funds are used for non-religious textbooks, instructional material and technological programs. Funds are also used for student services: L.D. tutor, speech and hearing specialist, school psychologist, reading and math tutor, and health services. Parents are informed of services on an as-need basis.

## **TESTING PROGRAM**

The Archdiocese of Cincinnati requires that students in grades 2, 4, 6, 8 participate in the *Terra Nova* testing. Special considerations are given to students with a service plan.

Students in grades 3, 5, and 7 are required to submit a writing sample to comply with state standards regarding competency based education.

Students in grades 5 and 8 are required to take the ACRE test, a religion test.

Ed Choice Scholarship students are required to participate in the Ohio Achievement Tests.

## **CONSIDERATION FOR SPECIAL STUDENTS**

The staff makes every effort to accommodate the needs of special students. The Auxiliary Service support staff works with the classroom teacher in meeting the students' needs.

Should the above efforts not be enough to help the child progress satisfactorily, parents will be asked by the administration to either provide an aide at the parent's expense to work with the child on a one-to-one basis for an agreed upon number of hours each day or enroll their child in an alternative educational program at another school.

## **ON-LINE GRADING PROGRAM**

St. Rita Catholic School subscribes to *Headmaster On Demand* on-line grading program. Within the first two weeks of school, parents will receive a username and password to access their student's grades/assignments on-line. (If you are not able to access the internet at home, libraries normally have free internet access.) At the end of each quarter, if tuition payments are not current, access to grades will be denied until paid in full.

## **REPORT CARDS**

The St. Rita quarterly report card reflects effort and skill mastery. The Archdiocese of Cincinnati's grading scale is printed on the report card for reference. Students are graded in relation to diocesan norms. St. Rita Catholic School also recognizes the diversity of our student population and their exposure to the Archdiocesan curriculum. Parents and teachers will confer on the child's ability and the effort he/she puts forth. Conferences are always encouraged especially if a child is experiencing difficulty.

Report cards are held in the office until quarterly fees are paid.

The final report card will be sent home with the child on the last day of school if all fees are paid.

## **MID TERM REPORTS**

In addition to quarterly report cards, mid term reports are sent in grades 3 – 8. The goal of the mid term is to inform parents of academic and behavioral progress.

## **SPORTS ELIGIBILITY**

In order for St. Rita junior high students to participate in sports (Catholic Youth Organization and Chaminade-Julienne High School feeder programs), they must demonstrate academic progress and honorable behavior from the first of the quarter to midterm, and from midterm to the end of the quarter. Progress is measured by

- 1) an increase in percentages in skill mastery,
- 2) effort grades that reflect satisfactory, good, commendable, or improved effort, and
- 3) no suspensions.

When midterms and report cards are available, the student, parents and coach will be notified if the athlete is ineligible for participation. If the student meets the academic and behavioral expectations by the next midterm and/or report card, notice will be given for the athlete's reinstatement in sports.

## **CONFERENCES**

There are two scheduled parent-teacher conference days on the school calendar in October and February. These are scheduled through the office. Teachers can conduct phone conferences during planning time or make arrangements to meet with parents after school. Parents are encouraged to e-mail teachers or use voice mail.

A teacher and staff e-mail and voice mail list will be sent home the first full week of school and are also available on the school website at [www.stritadayton.org](http://www.stritadayton.org)

## **END OF THE YEAR EVALUATION**

An end of the year recommendation for promotion, placement or retention is based on a compilation of data gathered from the following:

- child's ability
- child's representative work
- percentages
- conferences with parents
- midterms, report card, Standardized Tests, writing samples, psychological testing

**PROMOTED:** Students met grade level requirements.

- Students in K -2 are promoted to the next grade if satisfactory progress is made.
- Students in grades 3 - 8 will be promoted to the next grade if an average of 70% or above for four quarters of work is maintained.
- Students who do not maintain a 70% average, but have showed steady progress at St. Rita Catholic School will be considered for placement in the next grade after an end-of-the-year evaluation.

**PROBATIONARY PROMOTION:** Students who are required to attend summer school or receive tutoring must maintain a 70% or above average in the failed subject the first quarter to continue in the assigned grade.

**PLACEMENT:** Students who work to potential, but not to grade level requirements are placed. A student who is placed in the next grade is required to take summer school.

**RETENTION:** Students who did not meet grade level requirements or did not work to potential are retained.

### *Required Summer School / Tutoring*

Students who have not passed a subject are required to either attend summer school or twenty hours of tutoring per failed subject. The parent and teacher work out details of tutoring. A copy of the final report card is given to parents at the close of school in June. If the parent arranges a summer school program other than St. Rita's, the parent is responsible for providing the documentation of the program and proof of completion. All summer schools must be conducted through a certified program and/or teacher. After summer school records are reviewed the student's current academic status is determined.

### *Recommended Summer School / Tutoring*

The parent has the option to send the child to summer school or not. Recommendations are generally given because the teacher believes the child will increase his/her chances of doing better the following school year.

## **CODE OF CONDUCT**

It is expected that the students of St. Rita Catholic School exemplify attitudes and actions which reflect the values of the Christian message. Values that respect self and others in speech and actions are the goals toward which all must strive. By teaching values and social skills our students will know the behavior expected when learning in the classroom, adhering to school rules and interacting with adults and peers.

### METHODS OF TEACHING EXPECTATIONS

St. Rita Catholic School promotes student success through social skills instruction. The components include identifying the pro-social behaviors, instructional strategies to teach those skills, corrective teaching, effective praise and consequences.

### RULES

These rules are established for the safety of our school community and respect for others and the learning environment.

#### General rules

- Follow instructions
- Accept criticism or consequence
- Accept “No” for an answer
- Get the teacher's attention appropriately
- Make requests respectfully
- Disagree appropriately
- Use respectful language
- Walk, don't run
- Maintain silence in the hallways
- Follow the bus rules
- Respect teachers, staff, volunteers, visitors and other students

#### Playground rules for safety

- Stay in the designated area
- Treat others with respect by not fighting, kicking, shoving hitting, teasing, bullying, etc.
- Respect playground equipment

#### Personal Electronic Equipment for Safety Purposes

- Cell phones or pagers may be kept in lockers for after school use as long as they are turned off during the school day. Possession or use of such items during the school day results an automatic detention and the confiscation of the equipment for the parents to pick up. (No phone or pager will be returned to the child.) The school is not responsible for any lost or stolen electronic items of any kind.

#### Items that do not belong in school (see Infraction Rankings)

- Electronic games of any kind, ipods, and radios. These devices distract from instruction and are often stolen. We are not responsible for such devices if they

are stolen. Possession of such equipment results in an automatic detention.

- Weapons
- Tobacco, drugs, alcohol
- Pornographic material

### RESPONDING TO VIOLATIONS OF THE RULES

It is important that each student learns to follow the classroom and school rules in order to maintain a safe and holy environment for all. It is also important that students accept consequences grow in self-control and self-discipline. When a student breaks a rule, he/she will be given a Disciplinary Notice by the teacher to take to the Administrator. The Administrator will speak with the student concerning the matter and award the consequence according to the infraction ranking approved by the Education Commission and Parish Council. (See infraction rankings below) Students demonstrating significant problems with demerits, detentions and suspensions will be asked to withdrawal. **The administration reserves the right to determine the final decision in all discipline matters.**

### INFRACTION RANKINGS

#### MINOR INFRACTIONS:

Examples of minor infractions which normally will result in the student receiving at least one demerit include, **but are not limited to:**

Uniform violations (after the 3<sup>rd</sup> infraction as recorded by teacher)

- Not following instructions
- Disobeying classroom rules
- Minor disruptions
- Lying
- Cheating
- Gum chewing
- Violating the personal space of others
- Slouching/poor posture
- Talking out

#### CELL PHONES AND OTHER ELECTRONIC EQUIPMENT:

Cell phones, pagers, iPods and other electronic equipment will be confiscated if used in any way, seen or heard during the regular school day and may be checked for inappropriate content and activity. Unauthorized use will result in an automatic conference (grades K-2) and an automatic detention (grades 3-8). A parent will be required to claim the equipment. St. Rita Catholic School is not responsible for confiscated items.

#### **Other behaviors requiring an automatic after school conference (Grades K-2) or detention (Grades 3-8):**

Foul, obscene, vulgar or disrespectful language, gestures, or writing  
Disrespect of teachers, staff, or volunteers (minor)  
Disrespect of other students (major)

## **Grades K-2**

*3 demerits = a required conference with the parent*

*The 3<sup>rd</sup> conference for minor infractions will result in an administrative review for dismissal.*

## **Grades 3-8**

*3 demerits = detention*

*Upon reaching third detention = an out of school suspension*

**Required Parent Conference (Grades K-2):** The parent *conference must be scheduled within 48 hours of the incident.* If the parent fails to attend the conference, the student will not be admitted to school until the conference has been completed by the parent. Make up conferences may not extend longer than one week. If a conference has not been attended by the parent within one week, the administration will consider the child withdrawn from the school.

### **SERIOUS INFRACTIONS:**

Examples of serious infractions which normally will result in the student being suspended for at least one day include, but are not limited to:

- Repeated minor infractions
- Willful disobedience
- Major disruption
- Major disrespect of teachers, staff or volunteers
- Fighting
- Willful destruction of property (minor damage)
- Leaving the premises without permission
- Theft

*In the case of suspension: the parent will be called to pick up the child from school. In addition to the suspension, each child will be required to complete a 3 hour detention with a \$50.00 fee for oversight by a teacher. Upon reaching third suspension = administrative review for withdrawal from St. Rita Catholic School.*

### **MAJOR INFRACTIONS:**

Examples of major infractions which normally result in withdrawal/expulsion include, but are not limited to:

- Serious violence toward others
- Beating up another student
- Major sexual abuse or harassment
- Possession of weapons, drugs, tobacco products, or alcohol
- Willful destruction of property (major damage)
- Major theft
- Possession of any pornographic or sexually suggestive materials
- Any other dangerous, destructive or unlawful conduct

## **PROCEDURE FOR HANDLING PARENTAL CONCERNS**

St. Rita Catholic School takes parental concerns seriously. We encourage you to bring

your concerns to us. Teachers act *in loco parentis* (“in place of parents”) during the school day. As partners in your child’s education, the child is best served when parents and teachers support each other. If parents have a concern about any disciplinary action, please follow the steps below. Most issues can be resolved in a parent-teacher conference. There may be times when it is necessary to take the problem to a higher level.

**Step 1.** Call for a conference with the teacher. If the problem is not resolved at that level then proceed to step 2.

**Step 2.** Call for a conference with the principal and teacher. If the problem is not resolved at that level then proceed to step 3.

**Step 3.** Call for a conference with the pastor, principal and teacher.

*If a parent proceeds to Step 2 or 3 before speaking with the teacher, the principal and pastor will re-direct the parent to confer with the teacher.*

## **EDUCATION COMMISSION**

Meetings are normally held the second Tuesday of the month in the Emmaus Room in the Cascia Center. Visitors are welcome.

This Commission is established to recommend policies toward a unified program of Catholic education for St. Rita Parish (adult education, CCE, school, youth ministry). As an advisory body to the pastor, the commission will facilitate and solicit communication from the Parish-at-large in the generation of these policies.

- The Commission shall be a consultative body established to develop and define the policies which govern the operation of all Parish education programs and promote the implementation of said policies. It shall also provide counsel in the implementation of these policies.
- The Commission shall help determine the needs in the Parish, identify priority and make recommendations.
- The Commission shall facilitate communication, coordination, and cooperation among these educational programs.
- The Commission shall be representative of the Parish and accountable to the Pastor for appropriateness and effectiveness of recommended educational policies.

## **CELEBRATION COMMITTEE**

The Celebration Committee exists to benefit St. Rita Catholic School through its efforts to support the school community in its mission to witness the Gospel message, educate our children, and celebrate community events.

If you are interested in serving on the steering committee, please call the 277-8978 Mail Box 102 or e-mail at [vmurphy@stritadayton.org](mailto:vmurphy@stritadayton.org)

Members of the steering committee will give you ample opportunities to assist with celebrating events at St. Rita.

## **CAFETERIA**

St. Rita Catholic School serves a hot, well-balanced lunch each school day. Students buying lunch will be required to take every item served on the tray, including milk, to meet State approved Daily Nutritional Requirements.

Students who have life threatening food allergies will have a designated table in the cafeteria for close monitoring. Please inform the office immediately if your child has a life threatening food allergies.

Students allergic to milk are required to forward a letter from their doctor to the school office stating that fact so milk will not be put on the tray. You may choose to send a substitute drink from home, or the cafeteria will give your child water.

Students will be encouraged to try all food items served. With the help of their parents, children can decide to pack or buy meals by checking the monthly menu calendar ahead of time. We cannot honor special diets or seasonal requests. Therefore, it is most important to check monthly menu calendars and make sure to pack a lunch on days unwanted foods are served.

There will be no charging. Parents must keep their lunch credits current. There is a cafeteria information sheet in the Family Packet of materials. Please view your Headmaster on-line account to check cafeteria balances.

## **DIRECTORY INFORMATION RELEASE STATEMENT**

St. Rita School has designated the following information as directory information and will release this information for students in Grades Five through Eight to the Archdiocesan School Office for distribution to Catholic high schools in the archdiocese, unless the parent/guardian has submitted a Request to Restrict Directory Information form to the school office prior to September 1, 2009 or at the time of registration if after September 1, 2009 (forms available in the school office).

*Student name, Student address, Home phone number, Grade level, Gender and Parent e-mail*

Parents who wish to restrict directory information should realize that their students will not receive information regarding high school enrollment, information events and testing. This information is available from the individual high schools.

## **SCHEDULED FUND RAISERS**

- Magazine Sale/Cookie Dough      August/September
- Scholastic Book Fair                  Fall/Spring
- SCRIP                                        Ongoing
- Market Day                                Monthly
- Reverse Raffle                            February
- Festival                                      June

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