

# **ST. RITA SCHOOL**

# **PARENT HANDBOOK**

## **2018-2019**



**Exceptional Catholic Education Since 1949**

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## Who Is Saint Rita?

### **The Precious Pearl/The Story of Saint Rita of Cascia (Abridged) by Michael DiGregorio, OSA**

Antonio and Amata Lotti, natives of Roccaporena, Italy - a tiny village in the Umbrian Hills of the republic of Cascia - welcomed their only child, Margherita, in 1381. In the local dialect, her name meant “pearl” and she was known as Rita. Baptized in the church of St. Augustine in Cascia, Rita became acquainted with the local Augustinian nuns of St. Mary Magdalene and was attracted to their way of life. But her parents arranged a marriage for her in order to provide safety and security, and so Rita obediently married Paolo Mancini with whom she had two sons. In the climate of the times, there was often open conflict between families, and her husband Paolo was murdered. Her sons were young, but the expectation would be for them eventually to avenge the murder of their father to defend family honor. Rita, influenced by the peacemaking example of her parents, pledged to forgive her husband’s killers. She faced a steep challenge, however, in convincing her sons to do the same. Tradition has it that she often pointed out to them the image of the crucified Christ and the fact that he forgave those who killed him. Within a year, however, both sons succumbed to a deadly illness leaving Rita not only a widow, but also childless. Following these tragedies, Rita placed her trust in God, relying on her deep faith to find her way. After eighteen years of marriage, Rita felt called to a second but familiar vocation, to religious life in the Augustinian convent.

But the Sisters were hesitant and refused her request. However, Rita was not discouraged, convinced that she was called to the contemplative community. The Sisters even more firmly refused, citing that although Rita had forgiven her husband’s killers, her family had not. There were members of the rival family in the convent; her presence would be detrimental to community harmony. And so, Rita set out to make peace between the families. She went to her husband’s family and exhorted them to put aside their hostility and stubbornness. They were convinced by her courage and agreed. The rival family, astounded by this overture of peace, also agreed. The two families exchanged a peace embrace and signed a written agreement, putting the vendetta to rest forever. A fresco depicting the scene of the peace embrace was placed on a wall of the Church of Saint Francis in Cascia, an enduring reminder of the power of good over evil and a testament to the widow whose forgiving spirit achieved the impossible.

At the age of 36, Rita finally was accepted into the Augustinian convent. She lived a regular life of prayer, contemplation and spiritual reading, according to the Rule of Saint Augustine. Fifteen years before her death, on Good Friday 1442, she had an extraordinary experience. In contemplation before an image of Jesus, she was moved by a deeper awareness of the physical and spiritual burden of pain which Christ so freely and willingly embraced for love of her and of all humanity. With the tender, compassionate heart of a person fully motivated by grateful love, she spoke her willingness to relieve Christ’s suffering by sharing even the smallest part of his pain. Her offer was accepted, her prayer was answered, and Rita was united with Jesus in a profound experience of spiritual intimacy, a thorn from his crown penetrating her forehead. The wound it caused remained open and visible until the day of her death.

Toward the end of her life, Rita progressively weakened physically. Several months before her death, she was visited by a relative from Roccaporena who asked if she could do something for her. Rita at first declined, but then made a simple request to have a rose from the garden of her family

home brought to her. However, it was January, the dead of winter in the hills of Umbria. But upon her return home, the relative passed Rita's family garden and found to her astonishment a single fresh rose in the snow-covered garden on an otherwise barren bush. She immediately returned to the convent where she presented it to Rita who accepted it with quiet and grateful assurance. For the four decades she had spent in Cascia's convent she had prayed especially for her husband Paolo, who had died so violently, and for her two sons, who had died so young. The dark, cold earth of Roccaporena, which held their mortal remains, had now produced a beautiful sign of spring and beauty out of season. So Rita believed God had brought forth, through her prayers, their eternal life despite tragedy and violence. She now knew that she would soon be one with them again.

Rita died peacefully on May 22, 1457. An old and revered tradition records that the bells of the convent immediately began to peal unaided by human hands, calling the people of Cascia to the doors of the convent, and announcing the triumphant completion of a life faithfully lived. The nuns prepared her for burial and placed her in a simple wooden coffin. A carpenter, who had been partially paralyzed by a stroke, voiced the sentiments of many others when he spoke of the beautiful life of this humble nun in bringing lasting peace to the people of Cascia. "If only I were well," he said, "I would have prepared a place more worthy of you." With those words, Rita's first miracle was performed, as he was healed. He fashioned the elaborate and richly decorated coffin which would hold Rita's body for several centuries. She was never buried in it, however. So many people came to look upon the gentle face of the "Peacemaker of Cascia" that her burial had to be delayed. It became clear that something exceptional was occurring as her body seemed to be free from nature's usual course. It is still preserved today, now in a glass-enclosed coffin, in the basilica of Cascia.

St. Rita became known as the Patron Saint of the Impossible because she accepted the difficulties and crosses in her own life with grace and obedience to God. St. Rita's feast day is May 22<sup>nd</sup>.



## St. Rita School Coat of Arms

### What Does It All Mean?



The red shield of our Coat of Arms represents charity and martyrdom and commemorates the sufferings of St. Rita during her lifetime.

The half gold, half silver annulet (circle) in the center of the red shield commemorates St. Rita's life in her married and religious states.

The half gold, half silver roses (the 4 pentagon-shaped designs) are symbols of joy and have long been associated with St. Rita and recall her deathbed request for a rose. Again, the colors of gold and silver reflect St. Rita's life in her married and religious states. The Roman numeral year at the bottom-MCMXLIX - recognizes that St. Rita School was established in 1949.

### ST. RITA ALMA MATER

To Saint Rita School we sing and we promise to be true.  
Our faith and spirit shining through in everything we do.  
To Saint Rita School we sing and with friends we're here today  
Our Falcon pride is in our hearts as we learn to live and pray.  
Our Falcon pride is in our hearts as we learn to live and pray.



## Daily School Prayers

### Morning Prayer – Kindergarten through 8<sup>th</sup> Grade

All students participate in the Morning Announcement prayers. The Morning Announcements include the following:

- Reading from the Children’s Daily Prayer book which is based on the Liturgy of the Hours
- Prayer Reflection based on the reading
- Information about the Saint of the day
- Intercessory prayer

Students are lead in the Pledge of Allegiance and Character Pledge.

#### Character Pledge

God created us to be good. Christ became one of us to show us we are good. The Holy Spirit reminds us, through the church, that we will always be good.

Because of the goodness of God, we will respect others.  
We can also expect others to be respectful of us.

Because of the goodness of God, we will strive to make our school safe by being kind to one another.  
We can also expect others to be kind to us.

Because of the goodness of God, we will listen to others and not make fun of them.  
We can also expect to be listened to and not made fun of.

My faith in God calls me to follow Christ and be the Hands of Jesus.  
I promise to do this each and every moment to the best of my abilities.

Glory be to the Father and to the Son and to the Holy Spirit, as it was in the beginning,  
is now, and every shall be, world without end. Amen

During the months of October and May (which are months dedicated to Mary, our Blessed Mother), we pray one decade of the Rosary each day).

Morning prayers are also said in the individual classrooms on a daily basis.

#### Lunch Prayer

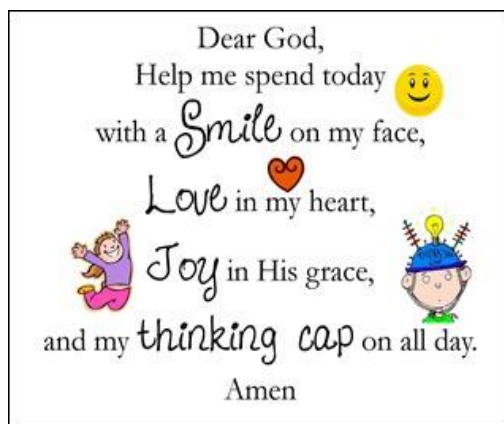
Bless us, O Lord, and these Thy gifts, which we are about to receive, from Thy bounty through Christ Our Lord, Amen.

#### End of Day Prayer

After a brief examination of conscience of the day’s events, all students pray the **Act of Contrition**:

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against You, whom I should love above all things. I firmly intend with Your help to do penance,

to sin no more and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In His name, my God, have mercy. Amen.





## **Philosophy of St. Rita School**

St. Rita School exists to teach the doctrine of Christ, to build a Christian Community, to prepare the students for Christian service, and to guide the child to a level of faith that is constantly active and open to growth.

Our educational programs center on the development of a unique individual and the creation of an environment that allows each student the experience of developing a positive self-image to the best of his/her abilities.

With the cooperation of the parents, we strive to promote lasting Christian attitudes and practices, which will enable the students to adapt to our changing world.

### **Belief Statements**

We believe in educating the whole child in a Christ centered atmosphere.

We believe that each child can learn.

We believe each child is unique and we celebrate his/her difference.

We believe in every child reaching his/her fullest potential.

We believe in accommodating different learning styles to facilitate success academically, socially, and morally.

We believe that learning is a life-long process and strive to instill a love of learning.

We believe that each of us is a gift from God and deserves to be treated with respect and dignity.

We believe in fostering a strong relationship with God that leads each child to deepen his/her own faith.

We believe each individual possesses certain God given talents which can be used for the service of others and provide the foundation for future success.

We are empowering our students to build the Catholic Church of tomorrow.

## **Faith Formation**

The religious formation of the children is the central focus of the curriculum of St. Rita School. Prayer is an integral component of our faith and is encouraged throughout the day. In addition to daily religious lessons that teach the basics of faith, the curriculum is infused with gospel principles. Each week students attend a scheduled class mass or an all school liturgy. During each liturgical season other forms of prayer experiences and projects are undertaken to increase the understanding and love of our traditions and faith. The school's prayer and sacramental life should only serve to enhance a family's prayer and sacramental life and should never be considered a substitute.

Parents are the most influential agents of religious education for their child. They have a unique responsibility for the formation of their child's faith; they are the first teachers. Parents teach their child through their witness of Christian living, love of the faith, participation in the life of the Eucharist (especially Sunday Eucharist), reception of the sacraments (Reconciliation in particular), willingness to evangelize and serve, and dedication to daily prayer. The catechesis given by the parents with the family precedes, accompanies, and enriches all other forms of catechesis.

In regards to the reception of the sacraments, there are two main types of preparation: remote and immediate. All students of the school are given remote preparation, which includes learning about the sacraments and the sacramental life of the Church.

It is the responsibility of the student's home parish for immediate preparation, which includes direct education and formation for a specific sacrament (Reconciliation, Eucharist, Confirmation, etc.). First reception of a sacrament is always done at a student's home parish. Parents and students are encouraged to celebrate the sacraments often in their home worshipping communities.

Religious education instruction at St. Rita School is based on the Catechism of the Catholic Church and is thoroughly integrated into the curriculum, the philosophy of the administration, and the daily life of the faculty and students. The faculty serves as the key, vital component in achieving the educational goals of the school. The effectiveness of religious instruction is closely tied to the personal witness given by the teacher and the lived experience of prayer. The faculty of St. Rita School are men and women of faith capable of giving witness to the gifts of God and eager to work with our parents in passing those gifts on to our students.

## **Parental Responsibility**

As the primary educator of your child/children, you have chosen to send your children to St. Rita School because you want them to be educated in a Catholic Christian environment. This environment is to be a continuation of the Christian upbringing the children have received and are continuing to receive at home. Having chosen St. Rita School, it is vital that you support the educational efforts of the administration and teachers by your cooperation and involvement in the established policies.

It is our expectation that parents:

- Show courtesy and respect for administration, teachers, support staff and students;

- Support decisions of the school administration especially in regard to disciplinary matters;
- Resolve any academic conflicts with the classroom or departmental teacher(s), then principal;
- Pay tuition fees in a timely manner;
- Follow the rules of the school and the provisions of this handbook;
- Attend special and regular conferences;
- Respect the instructional time in the classroom;
- Do not go directly to the classrooms during the school day as it is disruptive to the educational process;
- Understand our secretaries in the Primary and Middle School Office are available to relay messages to students and teachers.

## **Code of Conduct**

St. Rita School students are expected to act as Christian young ladies and gentlemen at all times. Our belief is that school discipline should be firm, fair, and understanding. We expect everyone in the school community to always show a Christ-like respect for themselves and others. Discipline problems seldom arise from a single instance. Usually they result from a series of minor, but aggravating offenses. Misconduct disrupts the learning process of students and infringes on the rights of others. Misbehavior, which reflects negatively on St. Rita School, is prohibited. The code of conduct and other disciplinary measures may apply to actions off campus. The destruction of property or threats made to the safety of others will not be tolerated. Disrespect of any kind will not be tolerated.

St. Rita School believes that the learning environment should be structured to ensure the maximum development of each student's potential growth in self-awareness, self-discipline, respect for the uniqueness of individuals and implementation of Christian gospel values. We strive to provide such a climate in a Christian, moral, and ethical framework.

## **Goals, Objectives and Implementation**

Daily we accept the challenge of preparing the child to succeed in our ever-changing society and to build the Catholic church of tomorrow. We emphasize the following:

- The development of students who, not only know the Christian message, but utilize its values in their daily lives.
- The development of a faith community whereby faculty, students and parents worship, work and socialize together.
- The provision of an orderly and enriched learning environment whereby students may experience academic success in all subject areas and aesthetics based on their individual needs and learning style.
- The development of socially aware Christians who appreciate others and their culture, and are committed to service of their fellow brothers and sisters.
- The development of an appreciation of all human cultures.

We will implement these goals and objectives through:

- Personal and corporate awareness of the mission of St. Rita School.
- Teachers and parents collaboratively working in the education process and mission of the school.
- Continuous provision of opportunities that encourage each student to accept personal responsibility.

## Admissions Policies

St. Rita School will accept students of any race, color, or ethnic origin with priority given to active registered members of St. Rita Parish followed by the members of a supporting parish, which would be Our Lady of Perpetual Help and the Church of the Resurrection. Priority will be given to brothers/ sisters who are already enrolled.

Admission is made through formal registration. All prospective students will be assessed in the areas of Language Arts, English and Math to determine admission and proper placement in all classes. An interview with the principal and a review of the student's school record will be made before any confirmation will be issued.

At the time of final registration the following is required:

- Evidence of active membership in a supporting Parish
- Birth certificate
- Baptism certificate (if Catholic)
- Record of physical examination
- All required immunizations and health forms

In the case of students transferring from other private schools, all financial obligations must be met at the previous school before acceptance. Admission and re-admission to St. Rita School are on an annual basis. Re-admission is at the discretion of the school administration.

It is the goal of St. Rita School that classroom enrollments not exceed 30 students. New applicants will be accepted on the above said basis. Acceptance of new students is on an individual basis. A waiting list is established once class size is reached.

**Kindergarten:** Children entering kindergarten must be five years of age by September 30<sup>th</sup>. All incoming children will be screened to determine readiness for the kindergarten program.

**First Grade:** Children entering First Grade must be six years of age by September 20<sup>th</sup> and/or provide evidence of successfully completing a year of kindergarten in an accredited school.

**Grades 1-8:** Transfer students will be required to present their previous report card. Acceptance will not be complete until academic and health records as well as interview with the principal. A letter of recommendation may be required from the pastor or principal of the former school. All new and transfer students will be assessed for proper placement in classes.

## Little Falcon Learning Center (Preschool)

The Little Falcon Learning Center (LFLC) preschool program is fully accredited and follows the state

mandated curriculum. The Little Falcon Learning Center preschool program begins the first Tuesday after Labor Day. Please refer to the LFLC Handbook for policies, procedures, and tuition rates. For further information contact LFLC Director, Faith Kirtley at 440-248-1350 x256.

## Finances

Total operating cost to educate a student at St. Rita School exceeds the tuition amount. Fundraising efforts (both school-sponsored and grant/donor solicited) are important elements that offset the true cost of a St. Rita education. It is expected that each family commit to providing volunteer service to the School. If a family, for whatever reason, does not choose to give volunteer service, they may be subject to additional assessments.

The Little Falcon Learning Center (LFLC) preschool program is fully accredited and follows the state mandated curriculum. The Little Falcon Learning Center preschool program begins the first Tuesday after Labor Day. Please refer to the LFLC Handbook for policies, procedures, and tuition rates. For further information contact LFLC Director, Faith Kirtley at 440-248-1350 x256.

## Attendance – Reporting Absence

- In regard to the Missing Child Act, the police will be called if the family cannot be reached by 2:30 p.m. The principal will contact children services concerning cases of truancy. (This includes excessive unexcused tardiness.)
- Tardiness is when a student arrives late for school in the morning or leaves early at the end of the day. Tardiness is disruptive to the learning environment of the classroom. Students who are tardy must report to the school office and obtain a pass. A teacher is not to allow entrance until the pass is shown. A student must be in the classroom and seated by 8:05 a.m.

Children between the ages of 6 and 18 are required to attend school regularly. Reasons for lawful absence may be personal illness, death in the family, or family emergency (if discussed with and approved by the principal). It has been found that effective educational programs include a positive high percentage of student attendance. The State of Ohio includes the attendance record as an integral part of the State Report Card issued to each system. We, at St. Rita School, certainly want to reflect the same expectations from our families. The families must model the importance of the educational process by assuring their child(ren) are present and on time unless a “lawful” exception (see above definition) is involved. Absence from school is to be reported to the school office through a phone call, email or by a note (through another student) by 9:30 a.m. **Primary School – Karen Djukic 440-248-1350 x106 [kdjukic@stritaschool.com](mailto:kdjukic@stritaschool.com) Middle School – Carole Wenzel 440-248-1350 x106 [cwenzel@stritaschool.com](mailto:cwenzel@stritaschool.com)** Procedures for absence to be followed by respective offices:

- If no call, email or note is received, the office will call the home, or place of work to verify absence.
- No tardy: Student is late due to a school bus running late or being detained by a school official thus causing the student to not be seated by 8:05 a.m.;
- Excused tardy: Medical appointments.
- Unexcused tardy: Student is late for other reasons.
- When a student accumulates ten (10) UNEXCUSED TARDIES, a detention will be issued.

**Marking of Student Attendance:** The attendance record is kept carefully and is a record of student presence at school. This record is often used in legal proceedings. Absence is when a student is missing from school for a portion of or a whole day.

Absence is counted each quarter in the following manner:

**1 day** 3.5 or more hours missed

**½ day** 1 hour to 3.5 hours missed

**Tardy** Student misses less than 1 hour of school for any reason. This includes arriving late or leaving early for doctor appointments, etc.

Repeated absence and/or tardiness can be a serious threat to learning and can be cause for retention, probation, and referral to outside agencies for assistance and/or disciplinary measures.

Children may not leave the school grounds during the school day without the written permission of the parents and the approval of the principal.

Appointments, which require absence from school, are discouraged and are marked against a child's attendance record. **THIS INCLUDES LEAVING EARLY AT THE END OF THE DAY.**

More than ten (10) absences or tardies without doctor verification is considered excessive and a conference with the principal will be scheduled. This situation may also be reported to Cuyahoga County Children Services. Copies of the letters to these agencies will be sent to the home and will be placed in the student file. Failure to improve attendance/punctuality could affect financial assistance or prompt a request that the student not return to St. Rita School.

## **General Safety and Health Concerns**

School doors are kept locked and visitors are to go to the main doors to enter and announce themselves to the office staff. This is a state law. If a visitor is expecting to go to a classroom, they must secure a visitor or volunteer badge from the secretary. No parent should be in the classroom or locker areas during school hours. All materials that a student forgot at home should be left at the office and the student's teacher will be contacted.

## **Child Custody**

In the case of divorce or separation, a certified copy of the entire and most current court order stating who has custody of the child and other issues that relate to custody is to be sent to the principal. The court order shall contain the signature of the judge and clerk of court filing stamp. This information should be kept current. If custody or arrangements that affect the child change, a new copy should be provided. The school isn't the place to exchange custody or begin visitation.

- A child is released only to the custodial parent, persons designated by them on the emergency card, or per specific written request signed by the custodial parent.
- Nonresidential parents have the same right of access to the child's records as the residential parent unless specified limits are indicated in the legal custody agreement.

Information about the child and scheduled conferences are communicated to the residential

custodial parent who shares it with the other parent according to their court agreement.

### **Emergency Medical Authorization Forms (EMA)**

Each year you will be required to sign an Emergency Medical Authorization (EMA) form for each of your children. This form can also be downloaded from the school website. Emergency forms must be updated yearly or whenever relevant information such as cell phone numbers, business or home telephone numbers, email addresses or residential addresses change. Forms from a previous school year are not acceptable.

Upon receipt, please take the time to completely fill out the form FOR EACH CHILD and return ASAP. It is imperative to your child's health and safety to have these cards on file. In the case of illness or accident, parents are notified and contacted as described on the emergency forms. Failure to return the Emergency Medical Form by Labor Day will result in your children not attending classes until the form is returned.

### **Internet Acceptable Use Policy**

We believe that technology is a vital means to assist those who carry out the educational ministry of St. Rita School. We are pleased to offer students access to our computer network, including access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return to the School Office an Acceptable Use Policy Form listing all Internet Rules to be followed to the School Office. The form to be signed can be found on the St. Rita website under **PARENT RESOURCES/FORMS**.

### **Photo Release and Authorization**

The Photo Release and Authorization gives the parent/guardian's consent and authorization for St. Rita School to release, publicize, disseminate, distribute, use, and/or reproduce any and all photographs and/or videos taken of their child during his/her enrollment at St. Rita School by an employee, agent, or representative of St. Rita School or by an independent contractor. The form to be signed can be found on the St. Rita website under **PARENT RESOURCES/FORMS**.

### **Parent Request for Administration of Medication by School**

Forms may be obtained on the school website under **PARENT RESOURCES/FORMS** or through the school nurse's office. No medication will be given without the proper forms filled out and signed by parents/guardians and physician indicating dosing and other pertinent information. **IF YOUR CHILD IS HIGHLY ALLERGIC OR HAS A SEVERE MEDICAL CONDITION, PLEASE CALL THE SCHOOL PRIOR TO THE FIRST DAY OF CLASSES AND ASK THE CHILD'S PHYSICIAN TO PROVIDE THE SCHOOL WITH WRITTEN DOCUMENTATION AND ADVISORY INFORMATION.** This applies to all over the counter drugs such as Tylenol, sinus medicine, etc. A medical plan must be on file at the school and outlined for teachers and administration for students that have allergies that require use of an epi pen, diabetes, and other medical conditions that a higher level of care is required.

### **Medical Policies**

**Fever Policy** - If a child has a fever of 99 or above, the student may not attend school and cannot



return to school until child is fever free for 24 hours.

**Strep Throat Policy** - A child may not return to school following a positive strep throat culture until they have completed a full 48 hours of medication and have been fever free for 24 hours.

**Conjunctivitis Policy** - A child must leave school and be seen by a doctor if they have a suspected case of conjunctivitis (pink-eye). A child may not return to school until they have had a complete 24 hours of treatment and there is no discharge coming from the eyes.

**Head Lice Policy** - St. Rita has a no-nit policy. This means a child found to have head lice may not return to school until all nits (eggs) and bugs are completely removed from the student's hair. Upon returning to school, students must be checked by the nurse when she arrives at 9:00 am, before returning to his/her classroom. Parents need to be vigilant as well, especially during outbreaks.

**Aids Policy** - Children with AIDS enrolled or seeking enrollment shall be permitted to attend school provided the following health considerations stated are met:

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

Parents and guardians have the obligation to report to the school administration when a child has been diagnosed as having AIDS, ARC or other illness caused by the Human Immune Deficiency Virus. In order to protect confidentiality, when a child with AIDS is enrolled in the school, personnel who are made aware of the child's condition will be the minimum necessary to assure proper care of the child. Based on the condition of the child and the expected type of interaction with others, the principal, after consultation with the proper authorities, may limit the child's participation in school activities. A student with AIDS who is excluded from school will be provided with an alternative means of catechetical instruction through his/her parish.

## **Pupil Personnel**

The administration, teachers and staff will work together in providing a total school program for the students. Every teacher is dedicated to Catholic education. All are state-certified and fully qualified. Through federal and state funding we also have fully certified assisting personnel, who provide services in speech therapy, nursing, psychology, counseling, intervention specialty, tutoring, and learning disabilities. Trained volunteers work within the school and provide important assistance as teacher aides, supervisors of small groups, playground/lunchroom supervisors, etc.

## **Standardized Testing**

It is imperative students get sound restful sleep and eat a good breakfast during testing. A quiet,



non-rushed time in the morning sets the tone for the day, and the children are more focused. The ITBS test results will be distributed within the final report card.

The following testing programs are designed to serve the needs of students as well as meet State standards in testing:

Kindergarten	Early Prevention of School Failure
Grades 1-8	Measures of Academic Progress (MAP) Testing
Grades 5 and 8	Assessment of Catechesis/Religious Education Test (ACRE)

## Field Trips

Field trips are pre-planned educational experiences related to the curriculum and followed by evaluation. Although field trips are educationally based, students may be denied participation if they fail to meet behavior standards or parental permission requirements. A substitute assignment or project will be given to a student who cannot attend a class field trip.

## Communications

**Report Cards** - Report cards are given quarterly to students as a measure of their academic progress. Each child is evaluated according to his/her own performance, progress, and ability. Daily class participation, test scores, home and classroom assignments and effort are taken into consideration when grades are given. Report cards are to be signed by parents/guardians each quarter and returned to school within one week.

**Progress Reports** - Progress reports are sent between report cards to those students who are deficient in any particular academic area. Progress reports will be sent home in the primary building to students working at or below satisfactory level (S). Progress reports will be sent home in the middle school building for students working at or below a C level. These reports are to be signed and returned to the student's homeroom teacher. Parents may check HeadMaster throughout the year to monitor progress for grades 1 through 8.

**Parent-Teacher Conferences** - Parent-teacher conferences are scheduled twice a year, once in each semester. We schedule conferences in November. If a conference is desired at any other time, however, parents are to contact the teacher through a written note or email. Teachers can then assign a time and notify the parents.

**Additional Communications** - School communications, calendars and newsletters will be sent via email through the Principal's Newsletter. St. Rita School has a very user-friendly website. Visit [www.stritaschool.com](http://www.stritaschool.com) often to read about current events, find important forms, access HeadMaster, and much more.

St. Rita School also utilizes Constant Contact to send newsletters and important messages by email. Your email address is added to the database when you register your student at St. Rita School.

## HeadMaster

HeadMaster is accessible to all students in grades K through 8. Parents should log in frequently to view student grades, homework, progress reports, and teacher-posted announcements (grades 1 through 8). HeadMaster also allows parents to order lunch and make payments directly into their family account to pay for lunch. Registration and re-registration is also done via HeadMaster. (grades K through 8).

## Homework

Homework is intended to promote independent study, provide extra practice in basic skills, enrich learning, and teach responsibility. No definite time limit can be determined for all, since children work at different rates of speed. Parents can assist by providing quiet time and a place conducive to study, checking for neatness and accuracy, and listening to oral recitation. Please also monitor the time on task factor for efficiency and productivity of homework time. Many times a student will “work” in her/his bedroom to the distraction of TV, telephone, computer, etc. If you notice students spending too much or too little time on homework, please discuss this with the classroom teacher. Students' grades 4 through 8 can view their homework assignments using HeadMaster or Google Classroom.

## Absent Work

Absent work due to illness or family emergency is allocated one day per day of absence for the students to complete and turn in assignments. Points may be deducted for overly late work. **All work must be picked up in the respective offices. No work will be transported between buildings.**

## Family Vacations

Scheduling a vacation during a time when school is in session causes a serious interruption in the instructional process and cannot be reproduced by a workbook page. At times when this is unavoidable, parents must notify the school in writing and a vacation request form will be sent home. The days that a child will not be present in school should be stated, along with other requested information. If parents decide to take students out of school for vacation, they may check their teachers' homework and assignment postings on HeadMaster while away. Teachers are not required to give work and assignments individually ahead of time.

We strongly discourage taking children out of school for vacation. If a student is taken out of school, the student is responsible for all class work and homework missed due to absence. It is the teacher's discretion whether to send homework with students on vacation or have them complete it upon return. If makeup work is given in advance, it is due the first day upon the student's return to school. Absent work policy does not apply for vacations

## Assignment Notebooks

Assignment notebooks are provided by the school. Students are encouraged to use their assignment notebooks on a daily basis. It is our hope that you review daily your child's planner to keep him/her on track.

## Academics

### Grading Scale – Grades 4-8

<b>First Honors:</b>	3.7-4.0
<b>Second Honors:</b>	3.5-3.69
<b>Merit Roll:</b>	3.2-3.49

Honor students reflect a desire to learn. Each semester, special recognition is given to students who have earned honors. Honors are based upon the following point system:

<b>A+</b>	<b>4.0</b>	<b>100-98</b>
<b>A</b>	<b>4.0</b>	<b>97-95</b>
<b>A-</b>	<b>3.67</b>	<b>94-93</b>
<b>B+</b>	<b>3.33</b>	<b>92-90</b>
<b>B</b>	<b>3.0</b>	<b>89-87</b>
<b>B-</b>	<b>2.67</b>	<b>86-85</b>
<b>C+</b>	<b>2.33</b>	<b>84-82</b>
<b>C</b>	<b>2.0</b>	<b>81-79</b>
<b>C-</b>	<b>1.67</b>	<b>78-77</b>
<b>D+</b>	<b>1.33</b>	<b>76-75</b>
<b>D</b>	<b>1.0</b>	<b>74-72</b>
<b>D-</b>	<b>.67</b>	<b>71-70</b>
<b>F</b>	<b>0</b>	<b>69-0</b>

<b>Religion</b>	<b>5</b>	<b>Computer</b>	<b>1</b>
<b>Social Studies</b>	<b>5</b>	<b>Art</b>	<b>1</b>
<b>Math</b>	<b>5</b>	<b>Spanish</b>	<b>1</b>
<b>Reading</b>	<b>5</b>	<b>Music</b>	<b>1</b>
<b>Science</b>	<b>5</b>	<b>Phys. Ed.</b>	<b>1</b>
<b>English</b>	<b>5</b>	<b>Spelling</b>	<b>1</b>
		<b>Health</b>	<b>1</b>

Grade point average is calculated as follows: Grade times class value = points for class (i.e. Religion grade B+; class value 5 points – 3.3 x 5 = 16.6 points) Repeat this process for every class. The GPA is calculated by adding up all the points and dividing that number by 36 credits (35 if no Spanish).  $115/36 = 3.19$  GPA.

### Grading Scale – Grades K-3

<b>O</b>	<b>100-93</b>
<b>S+</b>	<b>92-87</b>
<b>S</b>	<b>86-79</b>
<b>S-</b>	<b>78-76</b>
<b>N</b>	<b>75-70</b>
<b>U</b>	<b>69-0</b>

Effort and Conduct will also have the possibility of + or -.

Basic classroom instruction is supplemented in many ways. Students at all grade levels receive instruction from physical education, music, art, computer and Spanish instructors each week. These co-curricular professionals assist the classroom teachers by supporting the curriculum in the holistic development of the child. Grades K-6 have time scheduled for use of the library each week.

## **Promotion and Retention**

Promotion is based on the satisfactory completion of the respective grade level work. Retention is considered in individual cases after thorough discussion by the teacher, principal, and parents. Retention may be considered for the following reasons:

**Kindergarten:** Social and emotional immaturity.

**Grades 1-3:** Failure to master fundamental skills of reading and math.

**Grades 4-8:** Failure in an individual subject is defined as receiving a grade of an F in two or more quarters or a D average in the year.

Failure must be remediated by summer school or by a tutor approved by the administration, for promotion to the next grade. Parents will be notified in early April about situations where remediation will be necessary. Parents will then give the school written notice of their plans for remediation by June 1st of the school year. Parents will also supply the school with written verification of the remedial work done by August 15 in order that the student may be admitted to the next grade. Failure to comply with this procedure will make re-admission to St. Rita School impossible.

## **Class Assignment**

Students are assigned to classrooms after consultation between teachers and principal at the end of the school year and when a new student is enrolled through the course of the year. Changes will not be made, unless in rare exceptions for the betterment of student academic performance, as the students are placed in the grade and homeroom in which they are hoped to have the greatest success educationally. Teachers take into consideration all aspects of a child's educational development when determining placement. Class assignments are generally posted a few days prior to the first day of school at the middle school

## **Daily School Schedule**

7:45 a.m.	All students enter buildings
8:05 a.m.	Tardy bell/morning announcements
8:10 a.m.	Classes begin
11:00-11:35 a.m.	Lunch Grades 4-8 Recess Grades K-3
11:40-12:15 p.m.	Lunch Grades K-3 Recess Grades 4-8
2:40 p.m.	Afternoon announcements
2:45 p.m.	Dismissal of car riders, walkers, and students attending After School Childcare Buses called upon arrival

## **Emergency Closing**

If the Solon or Twinsburg School Systems are closed, St. Rita School is closed. If Aurora, Bedford and Kenston are closed due to severe weather, there is NO busing to St. Rita School from these districts but we will remain open if Solon or Twinsburg has not closed.

St. Rita School follows the Solon and Twinsburg School Districts for school closings due to inclement weather. If either school district is closed, St. Rita School is also closed.

Parents are advised to do one of the following if they suspect St. Rita School is closed: check the local news broadcast for school closings OR listen to the radio. St. Rita School also utilizes an automated phone call service that will notify families of all school closings. You will be given an opportunity to opt-out of this automated phone service if you choose not to participate.

**Delayed Start:** If a district calls a delayed start, please keep in mind that St. Rita School does not follow that schedule. If your home district is on a delayed start, you must either drive your child to school or send your child on the bus at the delayed time. If you choose the delayed time, your child will be responsible for any make-up work he/she missed.

## **Playground/Recess**

Play equipment is provided by the school for recess. Students must follow the directions of the recess monitors. Toys should not be brought from home. St. Rita School is not responsible for any toy or games brought to school. The Principal or his/her designate shall determine whether recess will be outdoors. Anytime the temperature is below 20 degrees, recess will be held within the classrooms. Wind chill will also be considered in the decision.

## **Recess Rules and Expectations**

- Student health and safety is our primary concern.
- The buildings are off limits during recess except for restroom use. NOTE: Student must obtain permission from the playground supervisor to use the bathroom.
- Students have access to all visible areas of the grass and black top.
- During the months of December through March, children will play on the blacktop only.
- Students are to remain within the marked areas on the playground.
- Students should speak to one another in a kind and respectful manner.
- Keep hands, feet, and body to oneself.
- Students are never to leave the playground without permission from a playground supervisor.
- Soccer or playground balls may only be kicked while on the grass or blacktop.
- Dangerous, expensive toys/objects/electronics must be left at home, i.e., bats (wood or metal), hard balls, sharp objects, radios, game boys, DS, etc.
- There will be no tolerance for physical or verbal abuse. Students will be strongly reprimanded for using threatening words such as "I am going to kill you."
- All games and activities are open to anyone who wishes to participate, including those involving playground balls brought from home. Game participation restrictions by grade

level may be approved by the playground supervisor.

- If an appropriate ball is brought from home, it should be labeled plainly with the student's name and homeroom.
- Throwing or kicking of rocks, sticks, pine cones, snowballs, etc. is a danger to other students and is not allowed.
- Only playground balls that are 6" in diameter or larger are allowed for play by the primary students during recess.
- Dangerous games are not allowed. These include tackling, kicking, piggyback, tripping, wrestling, pushing, games involving a ball being thrown at someone, and any other activity designated as dangerous by the playground supervisors.
- No play or pretend fighting is allowed.
- The participation in recess activities is a privilege; therefore, any inappropriate play will result in the loss of these privileges.

Students are responsible for knowing and abiding by these rules. Infractions will be dealt with by the supervisor on recess duty. Repeated offenders will be instructed to report to the teacher or principal to determine a fair consequence depending upon the frequency and severity of the infraction(s)

### **Trading Cards (Pokemon, Sports, etc.)**

Trading cards are not to be brought to school for any reason. They are not permitted in the classroom, at lunch or recess, or in aftercare. There has been too many instances of cards disappearing and coerced trading. If trading cards are brought to school, they will be taken from the student and the parent will have to pick the cards up in the office.

### **Electronics**

No MP3 players, magazines, cameras, iPods, laser pointers, or electronic games may be brought to or used during school or recess. Students found disobeying this directive are subject to immediate disciplinary action. In the event of loss or theft the school is not responsible for financial reimbursement of personal property.

**Cell Phone Policy:** Cell phones may only be brought to school under the following conditions:

- Phones must be kept in the OFF position and in a backpack in the locker during school hours, including recess and field trips.
- No cell phones may be used for picture taking or recording.
- No harassment or threatening of persons via the cell phone is permitted.
- Cell phones may not be used for game playing, Internet, e-mail, texting, gambling or making purchases of any kind, taking pictures or texting to cheat.

A report of a student using a cell phone during school hours or the ringing of a cell phone during the school day will result in the confiscation of the offender's phone, a detention issued, and parents being required to pick up the phone in the school office.

If a second violation of the rules regarding cell phones occurs, the student will be issued a detention and banned from bringing a cell phone to school for the rest of the year.

## **Movement between Buildings**

Students are monitored when moving between buildings. The adult appointed to be in charge will supervise the students during all school activities that require outdoor movement.

## **Food Service**

St. Rita School provides a hot lunch program for all students. Students who bring their lunch may purchase milk and snacks. No soda in any type of container may be brought to school. **FAST FOOD BEING DROPPED OFF AT LUNCH IS NOT PERMITTED.** Monthly menus can be found online via HeadMaster. Lunch payments are made online via HeadMaster.

## **Care of Books and Technology**

Children are to assume responsibility for the books and technology they borrow from the school. Personal backpacks/book bags are to be used for carrying books to and from school. Parents are financially responsible for the loss of or damage to textbooks, technology, and library books borrowed by the student. Backpacks on wheels are not permitted for safety reasons.

## **Birthday Celebrations**

A student may bring a **non-edible treat** on the day of his/her birthday celebration. Non-edible treats with a \$1.00 limit per item (pencils, pens, stickers, etc.) allow all the children to take part in the treat. Please keep it simple. Students may choose to dress up or dress down according to student dress code guidelines.

Please note that invitations to special events need to be mailed from the home. Invitations are not to be passed out in school where other students may be hurt by not receiving one. **BALLOONS OR FLOWERS MAY NOT BE DELIVERED OR BROUGHT TO THE CLASSROOM. THIS IS DISTRACTING TO THE EDUCATIONAL PROGRAM. FAST FOOD LUNCH MAY NOT BE BROUGHT IN FOR A TREAT AT ANY TIME.**

## **Personal Property/Clothing**

All items/clothing should be clearly labeled with the student's full name. In the event of loss or theft, the school is not responsible for financial reimbursement of personal property.

## **Early Sign Out**

Although early sign out is discouraged at St. Rita School, when appointments do occur during the school hours, parents and guardians must sign out before leaving the building. Parents are to park in the Primary School or Middle School parking lots. A parent is asked to report to the office and make the request for early dismissal. The respective secretary will call for the student and the student will meet the adult in the office. Early dismissal will be marked as a tardy for the student. If a student is taken out of school for a doctor appointment during the day and returns, he/she will also be marked tardy.

## **After School Activities**

No students have permission to be on the property after school closes unless they are involved in an extra-curricular activity under the supervision of an adult.

## **Elastic Clause**

**Because it is impossible to foresee all problems that arise, this clause empowers the faculty and administration to take disciplinary action for any behavior which violates the spirit, mission, and philosophy of St. Rita School even though not specified under conduct and discipline. The guiding principle is to insure a safe, nurturing environment conducive to learning. The definition of what constitutes serious behavior is determined by the administration with assistance from the Diocesan guidelines. The order in which steps are taken in following the school's disciplinary actions are determined by the administration and when necessary by a faculty member, as deemed necessary for the circumstance at hand.**

## **Discipline Policy**

Demerits and detentions may be issued to students in grades 4 through 8. Kindergarten through 4th grade will follow their classroom discipline policies. However, a detention may be issued for serious violations in grades Kindergarten through 3rd grade at the discretion of the principal.

The following acts of misconduct by a student on school premises, or off-school premises at a school-sponsored activity, shall constitute sufficient cause for disciplinary action. Disciplinary action includes, but is not limited to: written or verbal warning, demerit(s), parent meeting, behavioral contract, suspension (out of school), and/or expulsion.

## **Demerit and Detention Violations**

Demerits may be given for the following reasons:

- Food outside of the cafeteria
- Chewing gum
- Littering
- Dress code violations (including physical education class and non-uniform days)
- Disrespect toward peer
- Disruptive behavior during emergency drills
- Failure to return a signed demerit may result in an issuance of a second demerit

Five demerits are equivalent to one detention. Detentions are served the next day after school. Signed detention slips must be returned the next day. Detentions may be issued for the following reasons:

- Habitual infraction of demerit violation (for example, five demerits for chewing gum = detention; next violation for chewing gum = detention)
- Verbal fighting
- Disrespect toward an adult, faculty or staff



- Vandalism or graffiti on any school or personal property (restitution is expected)
- Improper language
- Forgery
- Academic dishonesty (cheating, plagiarism, etc.)
  - Cheating may result in no credit given for an assignment
  - Copying and pasting someone else's work, whether from an internet source or classmate, is considered plagiarism
- Throwing objects such as food, snowballs, books, etc.
- Leaving the classroom, school building and/or property without permission
- Consistently disrupting class and/or failure to follow classroom rules
- Entering a restricted area (teacher desk, faculty lounge, work room, etc.)
- Misconduct away from school (school functions, field trips, or school sponsored activities)
- Bullying (based on nature of violation, see pages 25 and 26 of the handbook)
- Grades 4 through 8: failure to place and leave cell phone in lockers prior to first period of class.

**Three detentions are equivalent to one out-of-school suspension and/or losing field trip privileges. Parents will receive notification when a student has received two detentions and is close to receiving the third detention.**

## **Program of Discipline**

In order to maintain a Christian learning environment, St. Rita School firmly and fairly endorses the following discipline code. It is operative on school property, the playground, cafeteria, bus, and at all school-sponsored functions, including sports and class trips.

A high standard of conduct is expected of the students at St. Rita School. Children are expected, by their actions and in their speech, to contribute to our goal of a positive, safe, learning environment.

Discipline is ordinarily handled by the classroom teachers and is set to develop habits of responsibility. It is positive in nature, not punitive, and based on classroom and school guidelines of which the students have been informed. In more serious instances, students are referred to the administration. Some reasons for referral include, but are not limited to: fighting, truancy, physical or verbal abuse of staff or students, profanity, smoking, possession of cigarettes, lighters, matches, drugs, alcohol, alcohol-based substances, possession of weapons, damage to school property or the property of others, or any criminal behavior. Discipline problems arise more often as a result of a series of minor, but aggravating offenses (e.g. talking, gum chewing, failure to complete assignments, being out of uniform, etc.) When unsuccessful efforts have been made to correct these behaviors, a student may be referred to the school office.

## **Student Behavior**

- Immediate in or out-of-school suspension pending investigation and resolution.
- If student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at school.
- The probation agreement may include professional counseling, participation in a

community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program after recommended consultation with legal counsel and your area assistant superintendent.

**Harassment, intimidation, or bullying behavior** by any student in St. Rita School is strictly prohibited. Such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying" in accordance with House Bill 276, is defined as any intentional written, verbal, graphic, or physical act, including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know, will be the effect of:

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

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

Examples of conduct that could constitute prohibited behaviors include:

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

## Procedure for Reporting

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher.
    1. What, when and where it happened;
    2. Who was involved;
    3. Exactly what was said or what the harasser did;
    4. Witnesses to the harassment;
    5. What the student said or did, either at the time or later;
    6. How the student felt; and
    7. How the harasser responded.

## Complaint Procedure

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

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

The principal may appoint an investigator. The complainant completes a form provided by the principal. Any evidence of the harassment, including but not limited to letters, tapes, and pictures should be turned over to the principal. The principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete a form provided by the principal. Information received during the investigation is kept confidential to the extent possible.

St. Rita School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

**Sexual Harassment:** For the purposes of this policy, sexual harassment includes, but is not limited to, the following:

- Disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures transmitted through cell phones or the internet or other literature;
- Having such material in one's possession in the school, on school grounds or at school-sponsored activities;
- Obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature;
- Spreading sexual rumors/innuendos;
- Obscene T-shirts, hats, or buttons;
- Touching oneself sexually in front of others;
- Obscene and/or sexually explicit gestures; and
- Any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient.

The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment (as listed above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

**Sexual Violence:** Some acts of sexual harassment may also be criminal in nature. If an incident of sexual violence occurs, the principal, pastor or other school authority is required under state law to report the incident. (O.R.C. 2151.421). The Department of Human Services and the police will be contacted immediately if there is any knowledge or suspicion that sexual abuse or violence has occurred involving a child less than eighteen years of age. Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including: Gross Sexual Imposition (O.R.C. 2907.05), Sexual Battery (O.R.C. 2907.03), Rape (O.R.C. 2907.02), Importuning (O.R.C. 2907.07, Voyeurism (O.R.C. 2907.08), Public Indecency (O.R.C. 2907.09 or Felonious Sexual Penetration (O.R.C. 2907.12).

**Gender/Ethnic/Religious/Disability Harassment:**

- Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member or other person associated with the school;
- Conducting a "campaign of silence" toward a fellow student, staff member or other person associated with the school by refusing to have any form of social interaction with

the person

**Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the school.

**Physical Contact:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the school.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student should contact with the principal.

The student may make contact either by a written account, by telephone, or by personal visit. During this contact, the reporting student should provide the name of person(s) whom he/she believes to be responsible for the harassment/bullying and the nature of the harassment/bullying incident(s). A written summary of such report will be prepared promptly and a copy forwarded to the pastor.

Each report will be investigated in as timely and confidential a manner as possible. While under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject under investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent continuance of the harassment or its recurrence.

Given the nature of the harassing/bullying behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment/bullying allegations or charges.

**Student Threats:** Any and all student threats to inflict any harm to self or to others will be taken seriously and immediate action will take place. Action will be as follows:

- Threats reported to the principal will be investigated in a timely manner.
- The student will remain in the principal's office under supervision.
- The parent/guardian of the student who has made the threat shall be notified immediately.
- The student may be placed on "home study" or suspended until a comprehensive mental health evaluation or risk assessment has been conducted by a psychiatrist and/or psychologist (PhD). Upon completion of the primary evaluation, the psychiatrist/psychologist shall determine the need for psychiatric consultation. The evaluation shall comply with the provision of O.R.C. 2305.51.
- The principal shall provide the mental health care professional (psychiatrist and/or psychologist (PhD)) with all relevant facts, including but not limited to, aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

- The principal shall receive a written, comprehensive, detailed evaluation and report and address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her documented treatment plan in accordance with O.R. C. 2305.51. The mental health care professional's opinion (reached by factual and risk factors and testing results) will help to determine if the student poses a danger to self or others. The report shall also make an evaluation regarding the readmission of the student to school. If the student is readmitted to school, the psychiatrist or psychologist (PhD) shall provide a follow-up assessment of the student within thirty (30) days. This assessment shall be provided to the principal and shall inform him/her if therapy, counseling, and/or treatment will be needed and/or provided.

Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation, or non-readmission before being destroyed.

### **Drug Policy: Regarding Possession, Sale, Use or Abuse**

Possession of controlled substances is a crime. If drugs or evidence of drugs are found, the police will be immediately contacted.

We recognize that alcohol and drug abuse is a serious societal problem, not limited to any age group. The dependency stage of alcohol and drug abuse is a treatable illness and we strive to support our families should this illness be identified. We also provide an educational program that addresses the challenges and responsibilities of alcohol and drug abuse use in the effort to steer our students to make healthy, life-giving choices. We also recognize that we have an obligation to the individual child as well as the welfare of the entire student body.

Continuing education programs for parents, students and teachers convey the message that drug and alcohol abuse is harmful and usage is not permitted. Prevention programs are implemented at all grade levels.

**Searches:** All property of the school, including students' desks and lockers as well as their contents may be opened, searched or inspected at any time and without notice. School personnel have an unrestricted right to search these structures as well as any containers, backpacks, purses or articles of clothing as well as other containers left unattended on school property.

**Youth Gangs:** A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, unlawful or anti-social behavior, violation of school rules, establishment of territory or "turf," or any action that threatens the safety or welfare of others or substantially disrupts the orderly operation of the school.

**Consequences:** If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activities, or has been approached for recruitment, any or all of the following steps may be taken:

- Parents/guardians will be contacted immediately and appropriate intervention initiated.
- A behavior contract will be prepared stating the behavior conditions for the student in order to remain in the school.
- Student may be referred to counseling (personal and/or family).
- Student may be referred to Children Services or other welfare or childcare agencies of the respective county.
- Student may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
- Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.
- Student may be suspended and/or expelled as already outlined in the school discipline policies.
- Parents/student will be held liable and financially responsible for all forms of vandalism.

**Weapons:** St. Rita School prohibits the use, possession, sale, or discharge of any weapons, dangerous objects, dangerous ordinances and instruments or explosive devices in the school, on school grounds or at school-sponsored activities. This policy applies to all students, participants in parish programs, teachers, administrators, volunteers, and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, dangerous object, object used as a weapon, deadly weapon, or an object that is indistinguishable from a deadly weapon, or explosive or incendiary device. An object that is indistinguishable from a deadly weapon is prohibited if a person indicates that he/she possesses the object and further indicates that it is a deadly weapon or the person brandishes or displays the object and indicates that it is a deadly weapon. A deadly weapon is any “instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed and used as a weapon” (O.R.C. 2923.211(A)). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition includes any pistol, rifle, or other device that uses air or gas propelled projectiles.

Violators of this policy usually warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator shall immediately call the police department and the area superintendent before confronting the individual. If it is determined that this policy has been violated, the parents of the violator will be immediately contacted and must cooperate with the disciplinary procedures.

**Bus Conduct:** The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver, and other drivers on the road and to ensure the safety and proper maintenance of school buses.

Students will:

- Adhere to the rules of the school district that operates the bus.
- Be careful in approaching bus stops – walk to the left, toward oncoming traffic; be sure the road is clear both ways before crossing the highway.



- Be on time for the bus in order to permit the bus to follow the time schedule.
- Sit in assigned seats: bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.
- Reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving.
- Obey the driver promptly and respectfully at all times.
- Keep the bus clean and sanitary; no eating on the bus at any time including chewing gum, candy or soft drinks.
- Do not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Be courteous to fellow students and the bus driver.
- Treat bus equipment as they would treat valuable furniture in their home.
- Remain seated until the bus stops to unload and wait for the signal from the bus driver and then cross the road in front of the bus.
- Only bring items on the bus that can be held on the lap. Larger items will need to be transported in another way.
- Aurora, Bedford, Kenston, Solon and Twinsburg do not permit bus passes for nonresidents of their respective district. A district may allow a resident student to take a different bus home. Parents are advised to contact the appropriate school district regarding their bus pass rules. The school has no control over the rules of the various school districts.

### **Dress Code General Guidelines (All Students)**

The wearing of a school uniform encourages discipline, concentration on learning, unity and eliminates competition. Putting on a uniform provides students with visual and subconscious cues that work is ready to begin. To promote good grooming and pride in oneself, students' clothing is to be clean, neat, and sized appropriately. If a style is in question, and it does not meet the requirements, parents will be called and a request will be made for proper attire to be brought to school.

The following discipline will be used in the event of a dress code violation:

- A demerit or dress code violation will be issued if a student violates the school dress code.
- Three demerits or dress code violations are equivalent to one detention. Signed detention slips must be returned the next day.
- A detention will be issued for habitual infraction of demerit violations (for example, three demerits for chewing gum = detention; next violation for chewing gum = detention).
- Refer to page 30 for Dress Code Violations

### **NEW SCHOOL UNIFORM RULES**

**St. Rita School has adopted a new uniform beginning in the 2017-2018 school year. The process for changing over the uniform will be grandfather over three years. Incoming Kindergarten and incoming Fourth Grade students and any students new to the school will have to purchase the**



**new uniform. Any student who has outgrown the old uniform will also have to purchase the new uniform. We will not have a uniform exchange with the navy and red uniform. We will continue to have the uniform exchange for khaki pants and the gym uniform.**

### **Grade K, 1, 4, 5 and New Students - Boys**

- **Pants** - black or khaki with belt; elastic waistband permitted for grades K and 1 only
- **Belt** - brown or black **leather** (belt is required in grades 2 through 8)
- **Shorts** – black or khaki walking shorts to the knee with belt; elastic waistband permitted for grades K and 1 only
- **Shoes** – black or brown – leather loafer or oxford
- **Socks** - white, brown, khaki or black - must cover the ankle
- **Shirt** - black or red with collar; short or long sleeve with school monogram – **MAY BE PURCHASED FROM SCHOOLBELLES OR LANDS END.**

### **Grades K, 1, 4, 5 and New Students - Girls**

- **Kindergarten:** black, red and white checked jumper - drop waist - **PURCHASED FROM SCHOOLBELLES ONLY.**
- **Grade 4:** black, red and white checked skirt – wrap skirt or kick pleat skirt - **PURCHASED FROM SCHOOLBELLES ONLY.**
- **Pants** - black or khaki
- **Shorts** – black or khaki walking shorts to the knee
- **Grade 4:** shirt – red or black banded shirt (short or long sleeve) - **PURCHASED FROM SCHOOLBELLES ONLY.**
- **Kindergarten:** shirt - peter pan or oxford style - white only; white turtleneck – **banded shirts are not permitted for grades K through 3.**
- **Shoes** - black, or brown - leather loafer, oxford or Mary Janes (1" inch or less heel)
- **Socks** – black or white (must cover ankle)
- **Tights** - white or black only
- **Hair Accessories** - solid white, black, red, gray or St. Rita plaid

### **Grades 2-3 Boys**

- **Pants** - navy or khaki with belt; elastic waistband permitted for grades K and 1 only
- **Belt** - brown or black **leather** belt is required in grades 2 and 3
- **Shorts** – navy or khaki walking shorts to the knee with belt; elastic waistband permitted for grades K and 1 only
- **Shoes** - black, brown or navy – leather loafer or oxford
- **Socks** - white, navy, brown, khaki or black - must cover the ankle
- **Shirt** - white or navy with collar; short or long sleeve with school monogram – **PURCHASED FROM SCHOOLBELLES OR LANDS END.**

### **Grades 2-3 Girls**

- **Jumper** – blue, red and white plaid drop waist – **THIS PLAID CAN NO LONGER BE**

**PURCHASED FROM SCHOOLBELLES. WHEN A STUDENT NEEDS A NEW UNIFORM, THEY MUST PURCHASE THE NEW BLACK, RED AND WHITE PLAID.**

- **Pants** - navy or khaki
- **Shorts** - navy or khaki walking shorts to the knee
- **Shirt** - peter pan or oxford style - white only; white turtleneck – **banded shirts are not permitted for grades K through 3.**
- **Shoes** - black, brown or navy - leather loafer, oxford or Mary Janes (1" inch or less heel)
- **Socks** – white or navy (must cover ankle)
- **Tights** - white or navy only
- **Hair Accessories** - solid white, black, navy, red, gray, or black; St. Rita plaid only

### **Grades 6-8 Boys**

- **Pants** navy or khaki – docker style pant - belt must be worn
- **Shorts** - navy or khaki walking shorts to the knee - belt must be worn
- **Belt** - black or brown **leather** belt
- **Shirt** - white or navy polo with collar; short or long sleeve with school monogram
- **Shoes** - black, brown or navy – leather loafer or oxford
- **Socks**- white, navy, brown, black or khaki – must cover the ankle
- **Boys in Grades 6-8 will be required to wear white oxford shirts (long or short sleeve) AND the St. Rita tie purchased from Schoolbelles on All School Mass Days.**

### **Grades 6-8 Girls**

- **Skirt** - blue, red and white plaid kick pleat or wrap style - to the knee - **THIS PLAID CAN NO LONGER BE PURCHASED FROM SCHOOLBELLES. WHEN A STUDENT NEEDS A NEW UNIFORM THEY MUST PURCHASE THE NEW BLACK, RED AND WHITE PLAID.**
- **Shirt** - navy blue collared shirt banded at the bottom with school monogram
- **Pants** - navy or khaki
- **Shorts** - navy or khaki walking shorts to the knee
- **Shoes** - black, brown or navy – leather loafer, oxford, mary janes (1" heel height or less)
- **Socks** - white or navy - must cover ankle;
- **Tights** - white or navy only
- **Hair accessories** – solid white, black, navy, gray or red, St. Rita plaid

### **Gym Attire – Grades K-4**

- **Shirt** - grey t-shirt purchased from RDP Sports
- **Shorts** - black with St. Rita logo - purchased from RDP Sports - **to the knee**
- **Sweatshirt** - black with St. Rita logo - purchased from RDP Sports - worn in colder months
- **Sweatpants** - black with St. Rita logo - purchased from RDP Sports - worn in colder months
- **Shoes** - tennis shoes
- **Kindergarten through fourth grade wear gym uniform to school on gym days.**

## Gym Attire – Grades 5-8

- **Shirt** - grey t-shirt purchased from RDP Sports
- **Shorts** - black with the St. Rita logo - purchased from RDP Sports - **to the knees**
- **Shoes** - tennis shoes
- **Students in grades 5 through 8 transport their gym clothes to school and change before class.**

We do have used gym clothes available to any family that may be interested. Please call Karen Djukic at 440-248-1350 x106 or email [kdjukic@stritaschool.com](mailto:kdjukic@stritaschool.com) to inquire about availability.

## All School Mass Dress Code

Students are to be in full dress uniform on any All School Mass day. Primary school students are to wear school uniforms even on gym days. If student attends gym on this day – please pack sneakers to bring to school. Junior High Boys will wear a white oxford shirt (short or long sleeve) AND the St. Rita striped tie on All School Mass days.

## Spirit Day Shirt

On Fridays (except for All School Mass days), the students are permitted to wear St. Rita shirts or tee shirts other than the uniform shirt. This includes team jerseys for CYO sports.

## Out-of-Uniform Days

Students may be out-of-uniform for birthdays and any other days designated by the principal.

## Grades K-8:

- No tanks, sleeveless shirts, or shirts with narrow straps.
- No tops that are revealing, have low cut necklines, or expose bare midriffs when sitting, stretching, stooping, etc.
- No yoga pants, pajama pants, knit pants, tear away pants, leggings, jeggings, no pants with holes in them, or any pants with writing on the back or sides. Pants may not be worn low-waisted or sagging. **Capris may be worn.** No skirts or dresses shorter than the middle of the knee. If a dress or skirt is being worn with leggings or tights, the dress or skirt must be to the knee.
- No shorts except school shorts may be worn on out-of-uniform day accept for Field Day, unless otherwise designated.
- Shoes may be school, athletic or dress shoes; No flip flops, slides, sandals without backs, shoes with wheels, or crocks.
- No inappropriate words, designs, pictures, or gestures on any clothing.

## Additional Dress Code Guidelines

**Hair:** is to be well groomed with styles appropriate for school. **NO FAD HAIR STYLES SUCH AS MOHAWKS, SHAVED PARTS OF HEAD, DESIGNS, OR INITIALS, ETC.** No unnaturally dyed hair

permitted. Boys' hair is to be above the collar, eyebrow, and ears and no more than 2" in length from the scalp. Ears and eyes must be completely visible. Boys will be clean shaven. Sunglasses, hats, and baseball caps are not permitted in school.

**Make-Up:** is not permitted. Eye make-up including eye shadow, eye liner and mascara is not permitted. Tattoos and body piercing are NOT permitted. Wearing of perfume is also not permitted.

**Birthdays:** On birthdays, students may dress up or dress down using the given guidelines.

**Jewelry:** One set of small post earrings only are permitted for the girls. Boys may not wear earrings. Only one necklace or chain may be worn. One ring and a watch may be worn. Bracelets are limited to no more than one on each wrist. (ANY JEWELRY WORN THAT IS NOT IN ACCORDANCE WITH THESE GUIDELINES WILL BE KEPT IN THE OFFICE UNTIL PICKED UP BY A PARENT OR GUARDIAN.) MAKEUP AND JEWELRY RULES STILL APPLY ON DRESS DOWN DAYS.

### **Dress Code Violations**

**Grades K-6:** Dress Code Violation slips will be issued for a student not in proper dress code. After three Dress Code Violation slips, a detention will be issued.

**Grades 7-8:** Dress Code Violation slips will be issued for a student not in proper dress code. A punch to the student's demerit card will also occur. After three Dress Code Violation slips and punches to the demerit card, a detention will be issued.

### **Purchase Gym Uniforms**

St. Rita School Gym Wear is purchased through RDP Sports Plus. You can find the order form on the St. Rita website under **Uniforms**. Online orders/payments are available by going to **www.rdpssports.com** and clicking on the "St. Rita" option. The school password is: rita2013. RDP Sports Plus is located at 9261 Ravenna Road, Suite B-8, Twinsburg. Questions can be directed to Carol Harney at RDP Sports: 330-405-3501

### **Purchase Plaid School Uniform**

School uniforms are purchased from Schoolbelles. The plaid uniform **MUST BE PURCHASED FROM SCHOOLBELLES**. Parents may also choose to purchase uniform pants, shorts, and white blouses at local retailers such as Old Navy, Kohl's or Target. The monogrammed polos may be purchased from Schoolbelles or Lands End (boys only).

Schoolbelles is located at 4501 Mayfield Rd, South Euclid, OH 44121. Call the store at 216-291-0568 for hours of operation. Orders can also be placed online at [www.schoolbelles.com](http://www.schoolbelles.com). At the prompt, type in our school code-S0011--and only St. Rita School uniforms will be displayed.

### **Purchase Monogram Logos**

The monogrammed polos may be purchased at **SCHOOLBELLES or LANDS END (boys only)**.

## After School Childcare

The After School Childcare program at St. Rita School was created out of an expressed need for convenient, quality and affordable childcare for our K-6 students and their families.

**After School Childcare is provided from 2:45 p.m. – 6 p.m. daily.** On days when school dismisses early, childcare will be provided from the early dismissal time and will run until 6 pm.

After School Childcare is located in the Primary School basement which is an ideal location as it is spacious enough to allow freedom of movement, and allows enough table space to support the students in completing their daily homework assignments. In addition, a “quiet classroom” is provided from 3pm to 4pm for students wishing to complete homework without distraction.

Weather permitting, the children will spend time outside to unwind and play. Healthy snacks are provided, as well as crafts and activities for all After School Childcare students. Adult instructors are certified in First Aid and CPR.

To enroll your child(ren) simply fill out a registration form and return to the Primary School office with your nonrefundable registration fee. Registration forms can be found in the Main Office or at [www.stritaschool.com](http://www.stritaschool.com) – **Click on Parent Resources/Forms.**

### Annual Registration Fee

One Child	\$25
Two or more children	\$35

#### Fee Per Visit (snack included)

\$10 for first child (add extra \$5 on early dismissal days) \$5 for each additional child (add extra \$2.50 on early dismissal days)

Families will be asked to sign a payment agreement. Payment by check or money order is payable to St. Rita School (no cash please) and due by the last day that your child(ren) attend for that week. Parents will need to provide each child’s homeroom teacher with a written note specifying whether their child will be attending After School Childcare for the week or for certain days.

**PLEASE NOTE:** Pick up time is 6 pm. A \$1 fee for every one minute late will be billed. Upon registration, an Emergency Contact Card and Pickup Authorization Form **MUST** be completed and on file with the Director of the program, Mrs. Rosanne Stark. Please be sure all contact information is kept up-to-date and accurate. The safety of our students is our top priority. These forms will be distributed at the beginning of the school year.

### Cherub Choir After School Childcare Option

After School Childcare is available to Cherub Choir members with supervised transport to practice on Mondays from 2:45-3:45 pm.

A special rate of \$5 is due at the beginning of the week if Monday will be the **ONLY** day that your child will require After School Childcare.

Each Monday that your child attends Cherub Choir/After School Childcare, you must send a note to

your child's homeroom teacher along with your payment. Checks are to be made payable to St. Rita School and sent to the attention of Mrs. Rosanne Stark, c/o Primary School Office.

The After School Childcare Registration Form can be found on the school website at [www.stritaschool.com](http://www.stritaschool.com) under **Parent Resources/Forms tab**. Please be sure to check the 'Cherub Choir Member' box. By completing the registration form, you are also giving permission to the Choir Directors to pick up your child(ren) from After School Childcare and walk them across the parking lot to St. Rita Church for choir rehearsals. Parents are then responsible for picking up their children at 3:45 in the Church following choir rehearsal. If your child needs to return to After School Childcare, then you will be charged the full childcare fee of \$10 for that Monday.

### **Before School Childcare Option**

Before School Childcare will be provided from 7 am - 8 am each morning in the Little Falcon Learning Center, located in the Middle School. At 8:00 am your child will be escorted to the appropriate homeroom prior to the first bell. Before School Care does not start until the Tuesday after Labor Day.

Registration is preferred, but not required. We welcome last minute drop-ins since we understand parent schedules can quickly change.

To gain entrance to the School at 7:00 am, please use the buzzer marked, "Preschool" to the right of the entrance door.

To register, contact Mrs. Faith Kirtley at 440-248-1350, Ext. 256 or email, [fkirtley@stritaschool.com](mailto:fkirtley@stritaschool.com). Registration forms can be found online under the **PARENT RESOURCES/FORMS** tab.

**Cost:**           \$5.00 for one child  
                      \$6.50 for two children  
                      \$8.00 for three children

**Payment:** You will receive a bill after your child attends. **No child will be turned away from either Before or After School Childcare due to financial constraints. Contact Mrs. Grgic if you need assistance.**

### **Student Referral Policy**

**Family Referral Credit** - St. Rita School is happy to announce that we will continue the policy that will reward any of our current families who recruit and recommend another family to enroll their children in St. Rita School. A \$500 referral credit, per child, will be split between the family who is making the recommendation and the new family who is enrolling in St. Rita School.

The referral credit will be applied to each family's tuition bill after October 1st. There are limitations to this policy. It will not apply to preschool tuition. \$1,500 is the maximum total tuition credit that will be split for any one new family referral. A single St. Rita family may recommend several new families, but the maximum referral credit would be the total amount of that St. Rita family's tuition bill. If a St. Rita parishioner who does not have students in the school makes a recommendation that results in a new family enrolling in St. Rita School, only the new family will receive their portion of the referral credit. We will thank the non-school parent parishioner in an alternate fashion.

**Important:** Any family who wishes to take advantage of this policy must realize that it all begins with a recommendation phone call to Mrs. Kirtley, Admissions Director (440-248-1350, ext.256) where you will make an appointment to introduce the new family to the School and complete the referral form. Mrs. Kirtley will be responsible for forwarding the completed referral forms to the Business Office. The first family to introduce a new family is the only family that will receive the credit.

**Early Childhood Credit** - St. Rita School believes we have the best Early Childhood Education program in the area – aligning milestone grade levels into convenient learning environments.

Pre-K and Kindergarten, because of their close proximity, can now work closely to monitor each student's progress and tailor his/her learning directly to his/her capabilities. Grades 1-4 are now housed together in the Primary Building, allowing teachers to work together planning your child's educational needs from year to year.

To reward parents for entrusting us with their children's education during these formative learning years, we are offering you an Early Childhood Education Tuition Credit Reward!

### **How the Tuition Credit Reward Works**

- Register your current Little Falcon Learning Center Pre-Kindergarten child for Kindergarten at St. Rita School, and you will receive a **\$300 tuition credit** reward on October 1 of the 2016-2017 academic year.
- Register your current St. Rita School Kindergarten student for First Grade at St. Rita School, and you will receive a **\$400 tuition credit reward** on October 1 of the 2016-2017 academic year.

This Tuition Credit Reward will automatically be credited to your family's tuition account. All you need to do to receive the Tuition Credit Reward is complete and return your child's 2016-2017 Registration Form.

**Uninterrupted educational time between our teachers and your child, during this most pivotal time in your child's educational journey, is the ultimate goal of our Early Childhood Education Program.**

### **Completing the St. Rita Merit Scholarship Application**

To **RENEW** your St. Rita Merit Scholarship Award from the previous year, you **MUST** complete PART 1 of the St. Rita Merit Scholarship application and submit a new **SMART** form online. For consideration, you **MUST** also complete Part II of the Merit Scholarship for **EACH additional child**.

**IMPORTANT** - You are to return the completed Merit Scholarship **ONLY** to the St. Rita Middle School Office.

**NEW APPLICATION** - You **MUST** complete Part II and Part III for **each** child, Part IV is **ONE** per family. You will only be required to fill out ONE Smart application per family, regardless of whether you are applying for just the St. Rita Merit Scholarship or for both the St. Rita Merit Scholarship AND Diocesan Financial Aid.



## **SMART AID ACCESS APPLICATION (available online after January 2, 2018)**

**Access application** - <https://smartaidforparents.com> **School ID-** St. Rita: 13660. Application and supporting documents due: **March 1, 2018**

**Eligible Grades-** Kindergarten through 8th Grade

Smart Aid Application Fee: \$27.00 (**St. Rita School will pay this fee**)

**Important:** For Diocesan Aid you must use the **2018** documents as stated below. **For the Merit Scholarship ONLY you can use 2017 documents.**

Required Supporting Documentation - applications submitted without documentation will not be processed.

- Most recent pay stubs
- 2018 W-2 forms for all jobs
- 2018 filed tax return: 1040, 1040A, 1040EZ with all schedules
- 2018 filed business tax return: 1120, 1120S, 1065 (if applicable)
- Supplemental income documentation: Social Security income, Welfare, Food Stamps, Child Support 1099-M Forms, Worker's Compensation, Unemployment, Veterans Benefits, Housing Allowance, etc.

If you are unable to provide any of the aforementioned items, please submit a Special Circumstance Letter indicating which document(s) you are unable to provide and why. This information will be shared with your school for consideration.

**Submitting Documentation** - documentation should be submitted at the time the application is completed.

**Application IDs must be included on all documents.** Failure to include your ID will delay processing of your application.

**Direct Upload:** <https://smartaidforparents.com> (login with your username and password)

**Contact Information** - Phone Support: (800) 360-8027

**Email Support-** [support@smartaidforparents.com](mailto:support@smartaidforparents.com)

## **Tuition Reduction Incentive Program – TRIP**

**An easy, convenient way to Earn Tuition Credit!** St. Rita School families have the option to participate in TRIP, a program that allows families to purchase gift cards at face value, and earn "rebates" towards their tuition and fees account. Each gift card contains a percentage rebate indicated on the order form, and 75% of that rebate will be credited to the individual family's TRIP account. The other 25% of the rebate stays with TRIP Consultants, LLC, the company that administers the program. With each gift card purchased, a family builds up TRIP credits that will be transferred twice each school year (December and May) as payment against their tuition account.



## How it works:

- Visit [www.tripconsultantsllc.com](http://www.tripconsultantsllc.com) and print out a registration and order form.
- Decide which gift cards you wish to purchase, fill out an order form, and enclose a check made payable to: St. Rita School.
- Turn in your completed order form and check to St. Rita School each week by 3pm on Tuesdays.
- Your gift cards will be ready for pick up after 12pm on Wednesdays of the next week at the Parish Offices, or can be sent home with your student through the school mail.

## Volunteer Screening Process

**Virtus Training** - To maintain the highest level of safety for our children and our volunteers, St. Rita Parish is continuing to adopt a screening process for all employees and volunteers who have access to our students.

“**Virtus**” is a Latin word that means, “**valor or moral excellence.**” The Virtus Program assists our Church in being a safe haven for children and a messenger for preventing child sexual abuse within the Church and society in general.

**If you wish to volunteer in our school** - chaperone field trips, volunteer for lunch monitor, help during classroom holiday parties, coach a CYO team, volunteer in the library, etc., the following items must be completed in our volunteer screening process: Our screening process includes four areas:

- A signed acknowledgment form must be on file with the parish office that read a copy of the “**Policy for the Safety of Children in Matters of Sexual Abuse**” written by the Diocese of Cleveland.
- A signed acknowledgment form must be on file with the parish office that you have read, and will comply with the “**Standards of Conduct for Ministry**” written by the Diocese of Cleveland.
- Criminal Background Check (fingerprinting) - You must make an appointment with our Parish Offices (440-248-1350, ext. 100) to perform a Criminal Background Check. There is a voluntary \$24 fee which helps cover the costs incurred by the parish for performing each Criminal Background Check.
- Virtus Training – Virtus is a three hour training course that must be completed. There is no cost to you. . Visit [www.virtus.org](http://www.virtus.org) to register. Click on “registration” then “view a list of sessions”. Select “Cleveland Diocese” to find a session to attend. Upon completion of the session, send a copy of your certificate to the parish office to verify your attendance.

If you are new to St. Rita School, and are already VIRTUS trained, please provide a copy of your certification to our School offices. You will still need to perform a Criminal Background Check in the Parish Offices.

## Morning Traffic Pattern

**Middle School** - Enter by Solon Boulevard and drop students by parking lot cones. Do not line up by the silver doors. Please do not arrive before 7:45 a.m.

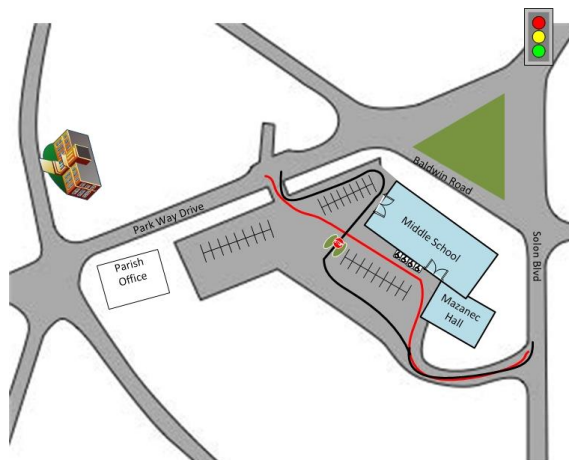
**Primary Building** – Drop off on Park Way Drive. Buses will be dropping off on Linden Lane. Please do not block drop off areas by parking your car on the street. This creates a hazardous situation for other cars trying to drop off and go around/pass you.

## Dismissal Procedures for Cars

Enter the parking lot from Solon Boulevard only. Park in Sections A and B first, then Section C (see map on page 38). All cars will face Park Way Boulevard.

**2:45 pm** - Students will be dismissed from the Primary and Middle School buildings. Students from the Primary Building will be walked out of the building by a teacher. Parents can meet their child(ren) by the parking lot near the Parish Offices. **CARS ARE NOT TO MOVE UNTIL ALL STUDENTS ARE SAFELY IN THEIR CARS AND THE SIGNAL FROM THE TEACHERS ON DUTY HAS BEEN GIVEN TO DO SO.**

Parents will be directed from the parking lot. Sections A and B will be dismissed first followed by Section C. Section A car traffic will turn left exiting the parking lot. Section B car traffic will turn right exiting the parking lot. Section C will drive straight ahead and will exit the parking lot in the direction of the side you are parked on.



## BUS TRANSPORTATION

Aurora	Tammy Crissman	330-954-2108	<a href="mailto:tcrissman@aurora-schools.org">tcrissman@aurora-schools.org</a>
Bedford	Pat Carney	440-439-4234	<a href="mailto:pcarney@bedford.k12.oh.us">pcarney@bedford.k12.oh.us</a>
Kenston	Melody Coniglio	440-543-9567	<a href="mailto:transportation@kenstonapps.org">transportation@kenstonapps.org</a>
Solon	Sheri Miller	440-349-6250	<a href="mailto:sheri.miller@solonboe.org">sheri.miller@solonboe.org</a>
Twinsburg	Tracy Abbott	330-486-2383	<a href="mailto:tabbott@twinsburg.k12.ohmus">tabbott@twinsburg.k12.ohmus</a>

## ADMINISTRATION/SUPPORT STAFF

Principal	Mrs. Deborah Grgic	Ext. 105	<a href="mailto:dgrgic@stritaschool.com">dgrgic@stritaschool.com</a>
Admissions/LFLC	Mrs. Faith Kirtley	Ext. 256	<a href="mailto:fkirtley@stritaschool.com">fkirtley@stritaschool.com</a>
Primary School Secretary	Mrs. Karen Djukic	Ext. 106	<a href="mailto:kdjukic@stritaschool.com">kdjukic@stritaschool.com</a>
Middle School Secretary	Mrs. Carole Wenzel	Ext. 102	<a href="mailto:cwenzel@stritaschool.com">cwenzel@stritaschool.com</a>

**Fax – Middle School 440-498-8735**

## FACULTY/STAFF

K-1	Mrs. Tracy Fitzcharles	Ext. 250	<a href="mailto:tfitzcharles@stritaschool.com">tfitzcharles@stritaschool.com</a>
K-2	Ms. Valerie Yax	Ext. 249	<a href="mailto:vyax@stritaschool.com">vyax@stritaschool.com</a>
1-1	Mrs. Lisa Havens	Ext. 251	<a href="mailto:lhavens@stritaschool.com">lhavens@stritaschool.com</a>
1-2	Mrs. Kathy DiSanto	Ext. 252	<a href="mailto:kdisanto@stritaschool.com">kdisanto@stritaschool.com</a>
2-1	Mrs. Jessa Bilek	Ext. 253	<a href="mailto:jbilek@stritaschool.com">jbilek@stritaschool.com</a>
2-2	Mrs. Michelle Czernek	Ext. 254	<a href="mailto:mczernek@stritaschool.com">mczernek@stritaschool.com</a>
3-1	Mrs. Heather Bianco	Ext. 255	<a href="mailto:hbianco@stritaschool.com">hbianco@stritaschool.com</a>
3-2	Mrs. Mary Jankowski	Ext. 248	<a href="mailto:mjankowski@stritaschool.com">mjankowski@stritaschool.com</a>
4-1	Mrs. Teja Novak	Ext. 240	<a href="mailto:tnovak@stritaschool.com">tnovak@stritaschool.com</a>
4-2	Mrs. Cristina Bohning	Ext. 243	<a href="mailto:cbohning@stritaschool.com">cbohning@stritaschool.com</a>
5-1	Mr. Nick Burns	Ext. 226	<a href="mailto:nbohning@stritaschool.com">nbohning@stritaschool.com</a>
6-1	Mrs. Sue Trouten	Ext. 154	<a href="mailto:strouten@stritaschool.com">strouten@stritaschool.com</a>
6-2	Mrs. Laura Yax	Ext. 238	<a href="mailto:lyax@stritaschool.com">lyax@stritaschool.com</a>
7-1	Mrs. Christina Vitatoe	Ext. 227	<a href="mailto:cvitatoe@stritaschool.com">cvitatoe@stritaschool.com</a>
7-2	Mrs. Amy Kennedy	Ext. 245	<a href="mailto:akennedy@stritaschool.com">akennedy@stritaschool.com</a>
8-1	Mr. Matthew Richards	Ext. 246	<a href="mailto:mrichards@stritaschool.com">mrichards@stritaschool.com</a>
8-2	Mrs. Barbara Wilson	Ext. 247	<a href="mailto:bwilson@stritaschool.com">bwilson@stritaschool.com</a>

## Science Lab

Physical Education	Mr. Andrew Rabe	Ext. 225	<a href="mailto:arabe@stritaschool.com">arabe@stritaschool.com</a>
Music/Band	Mrs. Mary DeMarco	Ext. 139	<a href="mailto:mdemarco@stritaschool.com">mdemarco@stritaschool.com</a>
Computer	Mrs. Lori Foster	Ext. 137	<a href="mailto:lfoster@stritaschool.com">lfoster@stritaschool.com</a>
Spanish	Senora Viviana Colon	Ext. 242	<a href="mailto:vcolon@stritaschool.com">vcolon@stritaschool.com</a>
	Senora Claudia Garcia Requenes		<a href="mailto:cclark@stritaschool.com">cclark@stritaschool.com</a>
Art	Mrs. Sheri Lawrence	Ext. 228	<a href="mailto:slawrence@stritaschool.com">slawrence@stritaschool.com</a>
School Nurse	Mrs. Bridget Pfaff	Ext. 136	<a href="mailto:nurse@stritaschool.com">nurse@stritaschool.com</a>
Lunch/Recess Monitor	Mrs. Dawn Gries		
Lunch/Recess Monitor	Mrs. Linda Donaldson		
Lunch/Recess Monitor	Mrs. Shelley McConnell		

## PRESCHOOL

Preschool – 4 year old	Ali Harris	Ext 244	<a href="mailto:aharris@stritaschool.com">aharris@stritaschool.com</a>
Preschool – 4 year old	Jen Novak	Ext 141	<a href="mailto:jnovak@stritaschool.com">jnovak@stritaschool.com</a>
Preschool – 3 year old	Susan Reiman	Ext 141	<a href="mailto:sreiman@stritaschool.com">sreiman@stritaschool.com</a>

## LEARNING CENTER

School Psychologist	Megan Baecker	440-349-6255	<a href="mailto:mbaecker@stritaschool.com">mbaecker@stritaschool.com</a>
Government Clerk	Mrs. Wendy Roberts	440-349-6255	<a href="mailto:wroberts@stritaschool.com">wroberts@stritaschool.com</a>
Intervention Specialist	Mrs. Carol Uveges	440-349-6255	<a href="mailto:cuveges@stritaschool.com">cuveges@stritaschool.com</a>
Intervention Specialist	Heather Holbrook	440-349-6255	<a href="mailto:hholbrook@stritaschool.com">hholbrook@stritaschool.com</a>
Speech	Mrs. Esther Sochaczewsky	440-349-6255	<a href="mailto:esochaczewsky@stritaschool.com">esochaczewsky@stritaschool.com</a>

## BEFORE CARE

Mrs. Faith Kirtley	Ext. 256	<a href="mailto:fkirtley@stritaschool.com">fkirtley@stritaschool.com</a>
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## AFTERCARE

Mrs. Rosanne Stark	216-570-8218	<a href="mailto:strita.aftercare@gmail.com">strita.aftercare@gmail.com</a>
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## STUDENT PROGRAMS



**Advanced Art Class**  
7-8 Grade Students

Mrs. Sheri Lawrence Ext. 228  
[slawrence@stritaschool.com](mailto:slawrence@stritaschool.com)



**Altar Servers**  
5-8 Grade Students

Mr. Albert Leko Ext. 119  
[aleko@stritaparish.com](mailto:aleko@stritaparish.com)



**Boy Scouts**  
1-8 Grades

Mr. Patrick McNamara 440-542-1805  
[mcnampj@att.net](mailto:mcnampj@att.net)  
Mr. Matt Hutter 440-478-4181  
[mhutter@gmail.com](mailto:mhutter@gmail.com)



**Coding Club**  
Grades 5-8

Mrs. Lori Foster Ext. 137  
[lfoster@stritaschool.com](mailto:lfoster@stritaschool.com)



**Faith Camp**  
K-4 Grade Students - Open to both day school and parish students. Contact Parish Offices for information



**Newspaper Club**  
Grades 2-8

Mrs. Michelle Czernek Ext. 250  
[mczernec@stritaschool.com](mailto:mczernec@stritaschool.com)  
Mr. Matt Richards Ext. 246  
[mrichards@stritaschool.com](mailto:mrichards@stritaschool.com)



**Ski Club**  
Grades 2-8

**Moderators to be announced**



**Youth/Cherub Choir**  
Grades 1-8

Mr. Robert McMurray Ext. 130  
[bmacmurray@stritaparish.com](mailto:bmacmurray@stritaparish.com)  
Mrs. Mary DeMarco Ext. 139  
[mdemarco@stritaschool.com](mailto:mdemarco@stritaschool.com)