



SAINT RITA SCHOOL

PARENT HANDBOOK

2021-2022

**Faith, Family and Excellence
Since 1949**



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Parental Responsibility

As the primary educator of your child/children, you have chosen to send your children to Saint 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 Saint 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

Saint 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 Saint 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.

Saint 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 Saint 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

Saint Rita School will accept students of any race, color, or ethnic origin with priority given to active registered members of Saint 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 Saint Rita School are on an annual basis. Re-admission is at the discretion of the school administration.

It is the goal of Saint 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 30th. 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 30th 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 Admissions Director. 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. Assessment may be testing from a previous school.

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 Saint 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 Saint 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.

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 8:00 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 Saint 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 – Shannon Johnson 440-248-1350 x106 sjohnson@stritaschool.com Middle School – Carole Wenzel 440-248-1350 x102 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 8:00 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 Saint 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)

The Emergency Medical Authorization Form is generated through FACTS via the registration process. When filling out the online registration, information is gathered regarding your child's doctor, dentist, permission to treat or not treat, etc. It is important that all information is provided during the registration process.

Internet Acceptable Use Policy

We believe that technology is a vital means to assist those who carry out the educational ministry of Saint 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. In the registration process, there will be a box for parents to check giving this authorization.

Photo Release and Authorization

The Photo Release and Authorization gives the parent/guardian's consent and authorization for Saint 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 Saint Rita School by an employee, agent, or representative of Saint Rita School or by an independent contractor. In the registration process, please check the appropriate box regarding the use of your child's picture.

Parent Request for Administration of Medication by School

No medication shall be given without a *Prescriber and Parent Request for the Administration of Medication at School Form (MAR)*, indicating dosage and other pertinent information. To protect your child(ren) it is required that *both* parent and prescriber signatures must be on file for prescription and/or non-prescription medications (depending on school policy). **If your child is highly allergic or has a severe medical condition, please call the school prior to the first day of class and ask the child's physician to provide the school with a written plan of care.** A medical

plan must be on file for students with medical conditions that require a higher level of care such as allergies that require use of an epi pen, diabetes, asthma, seizures, etc. Forms may be obtained by contacting the school nurse's office at 440-248-1350 ext) 123 or nurse@stritaschool.com.

Medical Policies and Management of Communicable Diseases

If a child becomes ill/injured during the school day he/she will report to the clinic as soon as possible. If the illness/injury requires further treatment the nurse will contact the parent/guardian to arrange for the child to go home. Please do not send your child to school if he/she has a suspicious rash, fever >99 degrees Fahrenheit, vomiting, diarrhea or is too ill to participate in scheduled activities.

In order to minimize transmission of Communicable Diseases, please keep your child/children home and notify the office immediately if your child/children has any one of the following: Chicken Pox, Croup, Diarrheal Disease, Fifth Disease, Flu, Hand Foot and Mouth Disease, Hep A, Herpes Simplex Virus, Impetigo, Lice, Measles, Meningitis, Mumps, RSV, Scarlet Fever/Strep Throat, or Whooping Cough.

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 - Saint 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 lice are completely removed from the student's hair. Upon returning to school, students must be checked by the nurse 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.

MAP Testing

Students are assessed in fall, winter, and spring using Measure of Academic Progress (MAP). MAP is a computerized adaptive test which assesses students' reading, language usage, math, and science skills and provides teachers, parents, and administrators with accurate and actionable evidence to help target instruction.

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 MAP 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:

Grades K-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 emailed to the parents between report cards for grades 1-8. Parents may check FACTS 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 the fall and winter. If a conference is desired at any other time, however, parents are to contact the teacher through 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. Saint Rita School has a very user-friendly website. Visit www.stritaschool.com often to read about current events, find important forms, access FACTS, and much more.

Saint 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 Saint Rita School.

FACTS

FACTS is accessible to all students in grades 5 through 8 to monitor their work. Parents should log in frequently to view student grades, homework, progress reports, and teacher-posted announcements (grades 1 through 8). FACTS 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 FACTS. (grades K- 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. If you notice your child spending too much or too little time on homework, please discuss this with the classroom teacher.

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 FACTS 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

First Honors:	3.7-4.0
Second Honors:	3.5-3.69
Merit Roll:	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:

A+	4.0	100-98
A	4.0	97-95
A-	3.67	94-93
B+	3.33	92-90
B	3.0	89-87
B-	2.67	86-85
C+	2.33	84-82
C	2.0	81-79
C-	1.67	78-77
D+	1.33	76.75
D	1.0	74-72
D-	.67	71-70
F	0	69-0

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

Grade point average is calculated as follows: Grade times class value = points for class (i.e. Religion

grade B+; class value 5 points – $3.3 \times 5 = 16.6$ 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

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

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 each week. These co-curricular professionals assist the classroom teachers by supporting the curriculum in the holistic development of the child. Grades K-5 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 the spring 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 Saint 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 emailed 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
8:00 a.m.	Tardy bell/morning announcements
8:10 a.m.	Classes begin
11:55-12:15 pm	Lunch Grades 4-8
12:15-12:35 pm	Recess Grades 4-8
12:15-12:40 pm	Lunch Grades K-3
Varying times	Recess Grades K-3
2:40 p.m.	Afternoon announcements
2:50 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, Saint Rita School is closed. If Aurora and Kenston are closed due to severe weather, there is NO busing to Saint Rita School from these districts but we will remain open if Solon or Twinsburg has not closed.

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

Parents are advised to do one of the following if they suspect Saint Rita School is closed: check the local news broadcast for school closings or listen to the radio. Saint 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 Saint 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. Saint 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.
- 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 have 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.

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

Birthday treats may be sent in with your child – non-edible only. On birthdays, students may dress up or dress down using the given 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.

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 Saint 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 Saint 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 page 24 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, Saint 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 Saint 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.

Social Media – Off Campus

Can schools discipline students for out-of-school conduct?

- Generally, yes. Ohio has no state law governing investigations or discipline of off campus conduct.

- Best practice- your code of conduct should address on campus and off campus behavior.
- Shouldn't simply ignore something simply because it wasn't done on school property or using school computer and devices.
- If we discovered a student was dealing drugs (but not on school property) we'd act. Same with social media and cyber bullying.
- We expect employees and students to meet certain standards of conduct and behavior, whether on campus or off.

Social Media – Cyber-bullying

What is the best way to handle cyber-bullying.

- Same as any student misconduct.
- Follow the policy in your handbooks on bullying.
- Investigate thoroughly:
 - Talk to alleged victim with one additional person present to take notes and have them provide a written statement if possible.
 - Identify witnesses.
 - Speak to witnesses with another person present or have them provide written statements.
 - Gather other evidence.
 - Allow alleged offender the opportunity to provide their side of the story and follow up as needed.
 - Take appropriate action based on the facts and circumstances.

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 the assistant superintendent.

Harassment, intimidation, or bullying behavior by any student in Saint 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.

Saint 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, text or social media 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

Saint 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. 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.

Saint 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.

Cigarettes, Chewing Tobacco, and E-Cigarette Policy

Recently we have become aware of an unfortunate trend among high school and middle school students nationwide - the use of e-cigarettes, also known as “**vaping**.” E-cigarettes deliver a nicotine high through heated vapor. A recent study has found that "vaping" is on the rise among teenagers. We are updating the Parent Handbook to include this new trend and behavior which identifies the use of tobacco, including e-cigarettes & vaping as a major violation, carrying the penalty of a potential suspension.

Smoking and chewing tobacco are strictly prohibited at school or school-sponsored events. This includes the use of any tobacco products including, but not limited to, e-cigarettes and personal vaporizers. Students may not carry tobacco, cigarettes, matches, e-cigarette paraphernalia or other smoking material on their person. Students in violation of this policy will receive appropriate discipline.

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: Saint 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, Kenston, Solon and Twinsburg School Districts 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.

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 26 for Dress Code Violations

SCHOOL UNIFORM - Schoolbelles.com

BOYS – GRADES K-8

- **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. **SHORTS MAY BE WORN AUGUST THROUGH OCTOBER AND APRIL THROUGH MAY.**
- **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 - www.landsend.com.

- **BOYS GRADES 6 – 8** - Boys in Grades 6-8 will be required to wear white oxford shirts (long or short sleeve) AND the Saint Rita tie purchased from Schoolbelles on All School Mass Days.

GIRLS – Grades K-8

- **Uniform** - 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. **SHORTS MAY BE WORN AUGUST THROUGH OCTOBER AND APRIL THROUGH MAY.**
- **Shirt** – red or black banded shirt (short or long sleeve) -**PURCHASED FROM SCHOOLBELLES ONLY.** The banded shirt is worn with the skirt. If a student is still in the jumper (grades 2 and 3), a white blouse is worn.
- **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

Gym Attire – Grades K-8

- **Shirt** - grey t-shirt purchased from RDP Sports
- **Shorts** - black with Saint Rita logo - purchased from RDP Sports - **to the knee**
- **Sweatshirt** - black with Saint Rita logo - purchased from RDP Sports - worn in colder months
- **Sweatpants** - black with Saint Riga logo - purchased from RDP Sports - worn in colder months
- **Shoes** - tennis shoes
- We do have used gym clothes available to any family that may be interested. Please call Shannon Johnson at 440-248-1350 x106 or email sjohnson@stritaschool.com to inquire about availability.

Spirit Day Shirt

On Friday’s the students are permitted to wear Saint 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 (dress up or dress down) 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, except 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

Saint Rita School Gym Wear is purchased through RDP Sports Plus. Online orders/payments are available by going to <https://rdpsports.com> and clicking on the "Saint Rita" option. The school password is: rita2013. RDP Sports Plus is located at 9261 Ravenna Road, Suite B-8, Twinsburg.

Purchase Plaid School Uniform

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

Orders can also be placed online 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 www.landsend.com)**

After School Childcare

The After School Childcare program at Saint 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 Middle School. 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 Middle School office with your nonrefundable registration fee. Registration forms can be found in the Main Office or at www.stritaschool.com – **Click on Resources.**

Annual Registration Fee

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

Fee Per Visit (snack included)

\$15 for first child (add extra \$5 on early dismissal days) \$9 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 Saint 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.

Before School Childcare Option

Before School Childcare will be provided from 7 am - 8 am each morning in the Primary school. At 7:45 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 to the right of the entrance door.

To register, contact Mrs. Faith Kirtley at fkirtley@stritaschool.com or 440-248-1350 Ext. 256. Registration forms can be found online under the **RESOURCES** tab.

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. Kirtley if you need assistance.**

Student Referral Policy

Family Referral Credit - Saint 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 Saint 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 Saint Rita School. The referral form may be found on our school website under the Admissions tab (Day School K-8).

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 Saint Rita family may recommend several new families, but the maximum referral credit would be the total amount of that Saint Rita family's tuition bill. If a Saint Rita parishioner who does not have students in the school makes a recommendation that results in a new family enrolling in Saint 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 complete the referral form and email it or drop it off to the Admissions Director. 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.

Completing the Saint Rita Merit Scholarship Application

- To **RENEW** your Saint Rita Merit Scholarship award from the previous year, you **MUST** complete PART I of the **Saint Rita Merit Scholarship application** and submit a new FACTS Form online.

- To **RENEW** your current Saint Rita Merit Scholarship award and **ADD** an additional family member for consideration, you **MUST** also complete PART II of **the Saint Rita Merit Scholarship application** for **EACH additional child**.
- **IMPORTANT** – Return the completed Merit Scholarship **ONLY** to the Saint Rita Middle School Office.
- Saint Rita School will pay the \$30.00 application fee on your behalf.
- **FIRST TIME APPLICATION** – You **MUST** complete PART I and PART II of the **Saint Rita Merit Scholarship application** for **each** child. Part IV is required, ONE per family.
- **FIRST TIME APPLICATION** – You will only be required to fill out one FACTS application per family, regardless of whether you are applying for just the Saint Rita Merit Scholarship or for both the Saint Rita Merit Scholarship AND the Diocesan Financial Aid.

Volunteer Screening Process

Virtus Training - To maintain the highest level of safety for our children and our volunteers, Saint 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 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.
- Virtus Training – Virtus is a three-hour training course that must be completed. There is no cost to you. Visit 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.
- To complete your volunteer requirements, in your Virtus account click on TOOLBOX on the top bar, then choose background check on the sidebar, and fill in the information. The process takes about 10 minutes and is easy to follow. There is a one-time \$25 fee to register with Selection.com. Please print your receipt and submit it at Saint Rita’s and you will be reimbursed.

If you are new to Saint 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 **TOOLBOX** section of your Virtus account.

Morning Traffic Pattern

Middle School - Enter by Solon Boulevard and drive through the island in the parking lot. Students in grades 3-8 grade are dropped off at the side silver door. Students will enter the building between 7:45 and 8:00am.

Primary Building – Enter the Primary School parking lot from Park Way Drive. Please drive up to the silver doors nearest the parking lot. Students will enter the building between 7:45 and 8:00am.

Dismissal Procedures for Cars - Dismissal time for our Primary and Middle School students is **2:50pm**.

Primary School (Kindergarten - 2nd grade): Parents should park in the parking lot across the street from the Primary School building. Due to busing and preschool dismissal, *parents must not use the Primary School parking lot at dismissal*. Parents will walk to the cross walk to meet their child when the teacher escorts the students from the Primary School building. A staff member will direct parents when to exit the parking lot. No cars are to move until all students are safely in their cars and a signal from the staff member on duty has been given.

Middle School (3rd - 8th grade): Enter the parking lot from Solon Boulevard only. Park in Sections A and B first, then section C. Students will exit the Middle School building via the side silver door facing Parkway Drive. A staff member will direct parents when to exit the parking lot. No cars are to move until all students are safely in their cars and a signal from the staff member on duty has been given. 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.

PARKING REMINDERS: For those parents who arrive early for dismissal time, please park in the spots closest to the street. This will allow other parking spots to be seen and filled without any issues. Thank you in advance for your help in this important matter.

