

# SAINT RITA SCHOOL HANDBOOK

## TABLE OF CONTENTS

Section	Description	Last Review
Forward	Mission, Philosophy, and Accreditation	9/6/2011
1	Admissions	
1.01	Eligibility / Anti-Discriminatory Statement	1/5/2010
1.02	Registration	1/5/2010
1.03	Preference of Admission	1/5/2010
1.04	Class Size	1/5/2010
1.05	Restriction on Enrollment	1/5/2010
1.06	Expectations of the Family	1/5/2010
1.07	Withdrawal of Enrollment	1/5/2010
2	Finances	
2.01	Tuition	9/6/2011
2.02	Additional Fees and Fundraising	1/5/2010
2.03	Financial Assistance	1/5/2010
3	Attendance	
3.01	Daily School Schedule, Supplies, and Calendar	2/5/2010
3.02	Transportation to and from School	2/5/2010
3.03	Tardiness	6/10/2010
3.04	Absence	2/5/2010
3.05	Extended or Excessive Absence	6/10/2010
3.06	Truancy	2/5/2010
3.07	Leaving During School Hours	2/5/2010
3.08	Vacations	2/5/2010
3.09	Dismissal	2/5/2010
4	Communications	
4.01	Standard Communications	6/10/2010
4.02	Inclement Weather	6/10/2010
4.03	Early/Emergency Dismissal	6/10/2010
4.04	Contacting School Office	6/10/2010
4.05	Contacting or Meeting with Staff	6/10/2010
4.06	Grievance or Unresolved Concern	2/5/2010
4.07	Extra Curricular	6/10/2010
4.08	Updates to School Handbook	2/5/2010

5	Academic Development	
5.01	Curriculum and Homework	6/10/2010
5.02	Progress Reports	6/10/2010
5.03	Report Cards	6/10/2010
5.04	Promotion and Retention	4/26/2010
5.05	Special Needs	4/26/2010
5.06	Title One	4/26/2010
5.07	Awards for Students	6/10/2010
5.08	Standardized Achievement Tests	4/26/2010
5.09	Record Retention	4/26/2010
6	Health, Safety, and Welfare	
6.01	School Building Security	4/26/2010
6.02	Crisis Plan	4/26/2010
6.03	First Aid and Personal Safety	6/10/2010
6.04	Medication at School	4/26/2010
6.05	Special Health Conditions	4/26/2010
6.06	Visiting the School	6/10/2010
6.07	Inclement Weather during School Day	4/26/2010
6.08	Traffic Safety	4/26/2010
6.09	Preparedness for Fire or Natural Disaster	4/26/2010
6.10	Special Cases Barring Persons from School	4/26/2010
6.11	Mandatory Reporting of Suspected Abuse / Neglect	6/10/2010
7	Student Responsibilities and Discipline	
7.01	Student Spirituality	6/10/2010
7.02	General Rules for Respect and Behavior	6/10/2010
7.03	Bullying and Harassment	4/26/2010
7.04	School Wide Discipline	6/10/2010
7.05	Classroom Discipline	4/26/2010
7.06	Role of the School Office	4/26/2010
7.07	Detention	4/26/2010
7.08	Probation, Suspension, and Expulsion	6/10/2010
7.09	Lunch and Recess	4/26/2010
7.10	School Library	6/10/2010
7.11	Prohibited on School Grounds	6/10/2010
8	Parental Responsibilities, Involvement, and Organizations	
8.01	Required Training / Parental Education	4/26/2010
8.02	Service Hours and Bingo	4/26/2010
8.03	Beneficial School Programs	6/10/2010

8.04	Chaperoning	6/10/2010
8.05	Organizations of the School and Parish	4/26/2010
8.06	Enrollment in High School	4/26/2010
9	Dress and Appearance	
9.01	General Student Appearance	9/6/2011
9.02	Dress and Appearance Violations	9/6/2011
9.03	Uniform Code	9/6/2011
9.04	Out of Uniform Days	9/6/2011
9.05	Cosmetics	9/6/2011
10	Extra and Co Curricular Activities	
10.01	Eligibility for School / Parish Sponsored Activities	2/5/2010
10.02	Movies/TV Shown at School	6/10/2010
10.03	Field Trips	6/10/2010
10.04	Athletic Program	6/10/2010
10.05	Annual School Programs / Activities	6/10/2010
10.06	Graduation	6/10/2010
10.07	Sacraments	6/10/2010
10.08	Extra Curricular Activities	6/10/2010
10.09	C.A.R.E.S.	6/10/2010

## **FORWARD**

This handbook represents an honorable and enforceable agreement between Saint Rita Catholic School and the parents or guardians of students enrolled in the school. Your family will sign a form annually to indicate your agreement to adhere to St. Rita School policies.

A school program is most effective when families and students support and follow the policies. It is the responsibility of parents/guardians, along with staff, to ensure that students know, understand, and adhere to the policies.

Situations may arise that require interpretation of policies and decision-making. The faith life, safety, well-being, and best interests of all the students will continue to guide our policies and practices.

Mrs. Diana Lesnjak, Principal

## **The Saint Rita's Mission**

**Living, Loving, and Learning Our Faith.**

**Living as members of our Catholic Faith Community**

**Loving God and all of His creation**

**Learning for our future on Earth and in Heaven**

## **Our Staff Philosophy and Goals**

Our teaching and our actions will guide children in Catholic faith values as they become responsible, knowledgeable, and caring members of their families, the Church, the community, and the world.

Our role as parish school is to form and enrich the St. Rita community of faith and worship. In our work we value each child and each family as precious to God, and precious to the parish community.

Our programs reflect the highest possible standards for a comprehensive Catholic education. We focus on the spiritual and academic best interests of the children. The staff is ready for the educational tasks of the present and the demands of the future for a parish school.

Ultimately, our goal is to provide the educational experiences which prepare children for active, Catholic adult lives, and for the lifelong pleasure of learning.

## **Our Accreditation**

Saint Rita School is accredited in a seven-year cycle by the Archdiocese of Milwaukee and by the Wisconsin Religious and Independent Schools Accrediting Association. We seek annual school improvement through a long-range plan and through regular family surveys. Currently, we are fully accredited. The school staff is licensed and certified by the state, and is certified in Religious Studies through the Archdiocese of Milwaukee.

## **Section One: Admissions**

Saint Rita's school serves our parishioners. As space allows, other families are welcome to enroll, following the Admissions Policy and Eligibility Requirements outlined in this section.

### 1.01 Eligibility / Anti-Discriminatory Statement

Saint Rita School will not discriminate admitting students in respect to race, nationality, or faith. Those of Non-Catholic faith can be admitted, but must fully accept Catholic training, prayer, participation, attend Mass, and receive grades in Religion, with exception of receiving Sacraments. Restrictions on Enrollments are listed in Section 1.05.

### 1.02 Registration

Registration for the next school year begins in January. Information is posted in the school newsletter and the parish bulletin. Registration forms can be obtained from the school office or online at [www.st-ritas.org](http://www.st-ritas.org). Registration is not complete until all forms are properly filled out and the registration fee (section 2.02) is turned in to the school office. Interested parties may request a tour of the school, interview the principal, or plan a "shadowing" day for the prospective student. Arrangements are made with the Office of the Principal.

### 1.03 Preference of Admission

Admission preference is dictated chronologically by the following guidelines:

- Students currently enrolled
- Siblings of students currently enrolled
- Children of Saint Rita Parish supporting parishioners
  - Years of registration with the parish
  - Use of the CARES four year old preschool program
- Children of Catholic faith members registered at and supporting other Catholic parishes
- Children of Non Catholic or Saint Rita's parish members using the CARES program
- All others on a first come, first served basis

Students currently enrolled or siblings of students currently enrolled must be registered by March 1<sup>st</sup> of each year to receive the preferential admission listed above. Waiting list applicants follow the same admission preferences as all other applicants, less the fee.

### 1.04 Class Size

Each grade level is intended to have a maximum of thirty students with the exception of multiple registrations which allow up to 32 students. A multiple registration occurs when a prospective family has students in multiple grades. If at least one of the grade levels has a space, one or more siblings may be enrolled in other grade levels above the cap of 30 but never exceeding 32 students per class.

Saint Rita School will employ a Kindergarten teaching assistant when enrollment exceeds twenty students. In grades 1 and 2 a part time teaching assistant is assigned when enrollment exceeds 25 students.

### 1.05 Restrictions on Enrollment

Saint Rita's Administration reserves the right to restrict admission based on criteria determined by the school and the parish. The restrictions listed below are for all grades, unless specified:

- All new students are on probationary status for the first half of the school year. Saint Rita's Administration reserves the right to terminate enrollment during this time period if we cannot meet the child's needs.
- Enrollment may be terminated during the school year, or at year's end, for non-payment of tuition.
- Students with behavioral difficulties or exceptional physical, emotional, or educational needs will be evaluated on case by case basis.
- Students not meeting the Wisconsin immunization requirements are subject to state laws governing continued attendance.
- The registering family withholds information effecting the staff's ability to successfully educate a student may lead to termination of enrollment.
- Kindergarten only – Children must be five years old prior to September 1<sup>st</sup> of the specific school year.
- Kindergarten only – Children must pass a screening test prior to the school year (May/June) to determine readiness and maturity. Each student is on probation for the first trimester of the school year to assure this maturity level.
- Grades 6, 7 – Admission may be denied in the interests of the other children, if:
  - The student has a record of social or behavioral problems
  - The student requires significant instructional adaptations or specialized personnel
  - The student has a questionable academic or behavioral history
  - In such cases enrollment will be determined by the principal, in consultation with pastor, and the decision is final.
- Grade 8 only – Inclusive of all items above, a student must be in good standing in every way for admission to be considered.

### 1.06 Expectations of the Family

Practice of Catholic faith by the family is paramount to ensure the same values, morals, and traditions at home are extended in the education being received at Saint Rita's school. In addition, a family is expected to:

- Participate in school organizations, projects, improvements, and student enrichment activities.
- Remain current in tuition payments as outlined in section 2.01.
- Participate in annual fund raising or buyout as outlined in section 2.02.
- Satisfy service hour requirement of twenty hours to school/parish as outlined in section 8.02.

- In addition to service hours, participate in the Bingo set up and work as dictated by the annual schedule and outlined in section 8.02.

### 1.07 Withdrawal of Enrollment

When a student must leave Saint Rita School, the school secretary facilitates the transfer of records to the new school. No academic records (except immunization record) will be forwarded if there is outstanding unpaid tuition, pro-rated to the time of transfer, or any other fees or fines owed. In the event of withdrawal, any tuition paid in advance is considered as parish support; families who feel they are due a refund of tuition must contact the Business Manager at the parish office. An exit interview is available upon parent request.

## **Section Two: Finance**

The schedule for tuition and fees is on the annual contract, available in the school office, the parish business office, and on line at [www.st-ritas.org](http://www.st-ritas.org). There are no regular reminders or statements sent for tuition payments. In advance, parishioners receive specially marked envelopes to submit their payments. All must adhere to a chosen plan selected by the school or church offices.

All families are encouraged to use the Automatic Funds Transfer option available for setup until June 15<sup>th</sup> of each year for the next school year. You may also set up Saint Rita School for regular payment within your own "bill payer" system at your banking institution.

### 2.01 Tuition

Tuition for the school year is set before registration begins, and is available in the registration packet (also available online at [www.st-ritas.org](http://www.st-ritas.org)). All families enrolling must have means of paying the necessary tuition and fees.

Tuition Payment Guidelines and Policies:

- Monthly payments are due before the end of each month, beginning in July and ending in April, as noted in the signed contract.
- Any family that misses a payment must contact the Parish Business Manager to discuss the issue. Lack of contact or response to reminders will be cause for policy consequences.
- Currently enrolled Saint Rita Parish families having a short-term need such as layoff or temporary disability may apply for a partial tuition grant.
- By Archdiocesan and parish policies, current or future enrollment may be terminated for nonpayment of tuition.
- Families owing tuition, fees, or fines from any school year may not be enrolled for the following school year until the matter is conditionally settled.
- By parish policy, if tuition is in arrears and no explanation is given the family will not have access to the online grade book, grade reports, diplomas, and other records (except for immunization records) until the account is settled.

## 2.02 Additional Fees and Fundraising

Registration Fee – This fee is collected at time of registration to pay for books, materials, and technology. This fee is non-refundable once a child's placement is confirmed

Annual Fund Raising Event – At the beginning of the school year, a mandatory fund raising activity is given to all families. A required amount of sales is expected, and in turn the families meet or exceed this amount. In lieu of participating in the fund raiser, a buy out amount is set and families may opt to submit this payment directly. Proceeds are used to enhance the school through various events and projects.

## 2.03 Financial Assistance

Saint Rita School offers tuition assistance grants to families demonstrating short-term need. Inquiries are made to the principal or the parish business manager. Tuition assistance is only for continuing families and active parishioners. It should not be counted upon at registration time, and it is not ordinarily granted for more than two consecutive years. Grant paperwork, including proof of earning, is submitted after June 15<sup>th</sup> for the following school year. To request assistance during the current school year, contact the principal or parish business manager.

## **Section Three: Attendance**

Parents are urged to promote regular attendance at school as it is essential to the success and well being of the students. Irregular attendance or tardiness is detrimental to the student, their classmates, and the staff.

### 3.01 Daily School Schedule, Supplies, and Calendar

The school provides 6 hours and 15 minutes of instructional time per day, non-inclusive of the 40 minute lunch period provided daily. Archdiocesan schools are required to provide 6 hours of instructional time per day. School office hours, entrance, and dismissal times are posted in the August mailing to parents. They are also listed in the annual calendar and posted online at [www.st-ritas.org](http://www.st-ritas.org).

By Archdiocese policy and state law, the school year is 180 days. The exceptions are the two years before Archdiocesan accreditation when the school year is 178 days. Parent/teacher/student conference days are counted as school days.

A supply list is provided on the reverse side of the annual calendar and is also posted online at [www.st-ritas.org](http://www.st-ritas.org). Students must have all supplies on the listing on the first day of school, or may purchase some in the school office as indicated on the list. Individual teachers may communicate with families about additional items not on the original listing. The school subscribes to an optional supply service, called SchoolPak. Orders to this organization can be submitted on line at [www.schoolpak.com](http://www.schoolpak.com) and arrive at home for the students.

Any changes to the supply list, calendar, or daily schedule are communicated to families with reasonable notice (section 4.01). The calendar and supply list are distributed to the families at the end of the current school year, mailed prior to the current school year, and available online as well at [www.st-ritas.org](http://www.st-ritas.org).

### 3.02 Transportation to and from School

Families may drive students to school, and are responsible to have the students arrive on time and supervise their children until the specified entrance time. All drivers must park in the designated area east of the light pole on the playground. Unless arrangements are made with the school office for early pick up (Section 3.07), drivers should remain in or around their vehicles until students are dismissed. No supervision is provided for students on the playground before entrance time, or after dismissal, except if the child is in the CARES supervision program (see Section 10.09), athletics, or scouts. See also Sections 6.08 and 6.09.

Bus transportation is available for students living within our parish boundary and coordinated through the Racine Unified School District. Families can contact Racine Unified at (262)631-7138 for more information. The bus program is not governed by the school, but all conduct and responsibility rules apply.

Students who ride bicycles or walk to school do so at their own risk. Both upon arrival and dismissal, bicycle riders are to walk their bikes where students are present. Bicycles should be locked to the provided rack and left alone until dismissal time. The school cannot accept responsibility for loss, damage, or liability to the bicycles or the riders. No other form of transportation (e.g., skateboard, scooter) is accepted.

### 3.03 Tardiness

Students who arrive at the classroom after the tardy bell rings are marked tardy. The exceptions are late buses or medical appointments. Constant tardiness, defined as ten times during a school year, is cause for consequences, as the student's education is affected.

### 3.04 Absence

In the event of student absence, the family should inform the school before 9:00 a.m. every day of absence by calling (262) 639-3333. Voice mail is available for early calls. The school is required to keep daily records of absences, and must check on all students not in class. In the event you cannot contact the school, and we cannot reach you, a written excuse must come to school when the child returns to clear our records.

Upon request, teachers will gather assigned work at the end of the school day for a child who is absent. Students must make up all assigned work missed during an absence. An appropriate extension may be given on due dates, varied by the duration of the absence. Any work not turned in by said due dates will be recorded as a zero. In the event of a long

term absence, defined as one week or more, please contact the school immediately for special arrangements.

### 3.05 Extended or Excessive Absence

Extended or excessive absence is determined by the number of days missed in concert with the explanation given for the absences. Absences of any duration are evaluated by the principal on a case by case basis, but absences approaching or totaling more than 45 of the 180 schooldays, is cause for intervention by the principal. The school will enforce the State of Wisconsin and Archdiocesan policies with respect to unusually frequent absences. This may include referral to the local school officers, social service representatives, or the police department.

### 3.06 Truancy

Truancy, or absence from school or classroom without permission or illness, is serious disciplinary matter. Students who are truant intentionally may be suspended for one or more days and placed on disciplinary probation, see section 7.08. Truancy may include referral to local school system officers, social service representatives, or the police department.

### 3.07 Leaving During School Hours

Parents or guardians are not to take their children out of school prior to the normal dismissal time without good reason and contacting the school office first. Students who leave for appointments or family needs will wait inside the school. A pre-authorized person must enter the school (section 6.06) and check the student(s) out.

Students with a medical appointment during school hours will not be counted as tardy or absent if the escorting person provides a verbal or written explanation. Students returning to school must always be escorted and checked in by an adult.

Parents and guardians are urged to make all appointments during non school hours. No appointments should be made for grades 3 thru 8 during Standardized Achievement tests. These tests normally occur during the first two weeks of March.

### 3.08 Vacations

Families should avoid taking vacations during the school year. Vacations during school time are a detriment to education because there is no substitute for daily classroom instruction, discussion, and participation.

Teachers and the school office should be informed of extended vacation plans (3 days or more) prior to the absences. Teachers are not expected or required to provide written

assignments ahead of time, nor waive any assignments or grading requirements. Students are required to make up all missing work upon their return.

### 3.09 Dismissal

Dismissal time is set annually, and extends ten minutes past that time for playground supervision. Bus students are always dismissed first, for safety / traffic reasons. All students not riding the bus or picked up within 10 minutes of dismissal time are sent to CARES (see Section 10.09). Any change in dismissal time is announced in advance in the school newsletter, the school calendar or through the Early /Emergency dismissal process, section 4.03.

## **Section Four: Communications**

Communication to and from the school office, staff, and parish fosters and enhances a vibrant relationship between the families of Saint Rita and their experience within its community.

### 4.01 General Communication

**School Newsletter:** The principal supplies information about upcoming dates, events, and news in a weekly newsletter. Organizations may also use this news letter to route information to the families. Newsletter submissions must be publication ready and submitted to the school office by noon Tuesday for inclusion on Thursday, and are subject to approval by the principal. In place of such submissions, ready to distribute flyers must be delivered by the same deadline. Materials are sent home with the youngest student of each family unless other arrangements are made. Parents are strongly encouraged to read all communication. The newsletters, along with the additional communication are posted on the school website at [www.st-ritas.org](http://www.st-ritas.org).

**Teacher Communication:** Individual teachers may but are not required to occasionally send home their own newsletters.

**August Mailing:** Prior to the school year a mailing is sent to each family to communicate start up information and provide forms to be completed.

**Public Address Announcements:** The day begins with a student led Prayer and Pledge. At day's end students hear reminders and announcements. Committees, coaches, and other persons may request appropriate and timely announcements.

**Student Reports:** The school provides periodic reports to families as a means of communication. Report Cards and Midterm Reports are covered in section 5.

### 4.02 Inclement Weather

The school will be closed, with no staff present, on days when Racine Unified School District is closed for snowy, cold, or inclement weather. Closings will be announced over the major

local radio (WISN 1130, WTMJ 620, WRJN 1400), television (FOX 6, WTMJ 4, CBS58, WISN 12), and their websites. Parents should not expect to hear the school name specifically announced in media closings, unless there are specific circumstances effecting only Saint Rita's. The school will post the closing on the school's answering machine and on the school website as soon as possible.

If a "delayed start" is announced for Racine Unified School district, Saint Rita will follow the same schedule. Thus if a two hour delay is announced for Racine Unified, Saint Rita will delay the start of the school day, including bus service, for two hours. Parents may use their own discretion to keep the family home for safety instead of honoring the delay, and students would be marked absent.

The CARES Program (see Section 10.09) will not be open on days of inclement weather. For delayed start school days, there will be no morning CARES at school and the monastery center will be closed. There will be CARES at school (only) after school hours.

#### 4.03 Early Dismissal / Emergency Dismissal

Scheduled Early Dismissal - The school may schedule days when classes dismiss two hours early for teacher in-service. Early dismissal days are listed on the annual calendar and/or published in the weekly newsletter. Students are dismissed to buses and cars two hours before the regularly listed dismissal time. Students not picked up at that time will go to CARES for paid supervision.

Unplanned or Emergency Dismissal – In the event of severe weather, the local school district may order schools to close early so that bussing is safe. In rare instances, our school may encounter a reason (ex: heating or water systems breakdown) that would require the closing of the school. In both cases, the school office and volunteers assist in notifying families, using the Emergency Calling information provided by the family.

Please make sure the emergency-call information is kept up to date.

The CARES program may assist with already-registered students in the event of an emergency school closing, but will not ordinarily take in non-registered children.

#### 4.04 Contacting the School Office

The principal and pastor are available to conference. Contact the school or parish by phone or e-mail to schedule an appointment. (See Section 4.06 to address concerns)

#### 4.05 Contacting or Meeting with Staff

Staff members are available to conference by appointment only. The telephone number of St. Rita School is 262-639-3333. The school office is open from 7:45 am until 4:00 p.m. E-mail addresses for staff are found on our school website [www.st-ritas.org](http://www.st-ritas.org).

To schedule an appointment, contact the staff member directly. Teachers are not available for phone calls or conference during instructional time and will set the communications at their discretion. Standard response time to appointment requests are one business day.

#### 4.06 Grievance or Unresolved Concern

In the case of concerns, misunderstandings, grievances, or disagreements on an issue, the School, Staff, and Administration sincerely hope to resolve fairly any concerns that arise. For classroom concerns or questions, this is the school's order of approach:

1. Directly contact the teacher or staff member with whom the issue pertains. If a timeline for taking action is set, both parties should stay with the timeline.
2. If the issue is not resolved, contact the principal. The school principal is available during most school hours, by appointment only.

The school follows Archdiocesan Policy #1312, for cases going farther than the teacher and the principal. The sequence of authority is the teacher, the principal, the pastor, a local grievance committee appointed by the pastor, and finally Archdiocesan authority. We insist this line-of-authority be followed step by step. Any concerns going past the level of the teacher may be directed to be put in writing and signed.

#### 4.07 Extra Curricular Communications / Party Invitations

All communications and distributions to students or families must be reviewed by the principal prior to distribution. This includes party invitations, gifts, personal greeting cards, organizational announcements, etc. Distributions or communications sent at the school or on the school grounds must include all members of a class, official organization, or group. To be specific, no child may bring to school invitations, greetings, etc. meant for one child or only a few children in the group. Such messages must be distributed from home to avoid any exclusion or hurt feelings at school.

#### 4.08 Updates to School Handbook

Situations not directly covered by the current school policy are the responsibility of the principal, in association with the pastor, and with assistance from staff members and the School Advisory Council. The best interests of our students guide school policies and practices.

Policy statements made in the school newsletter or communicated by other means are enforceable at time of communication. Updates to this handbook are made annually as needed, communicated in the standard communications policy (Section 4.01), and available online [www.st-ritas.org](http://www.st-ritas.org). The School Advisory Council and the principal review the contents of this handbook regularly. School parents/guardians are eligible to assist the Policy Committee.

Any policy or policy change restricting student or family rights is made judiciously with appropriate study and forethought, and with appropriate communication. Please address policy concerns with the principal or through the School Advisory Council.

## **Section Five: Academic Development**

### **5.01 Curriculum and Homework**

Curriculum – the program of instruction for all levels includes but is not limited to: Religion, Reading/Literature, Mathematics, Language Arts, Science, Social Studies, Art, Music, Physical Education, and Health. These are the areas of instruction required by Archdiocesan policy. A Spanish language class is added for grades 1 through 8. Units of health instruction are included in Physical Education, Religion, and Science classes.

Every student has access to the school's technology lab; use of computers and other technology is included across the curricular areas. Internet use is protected and filtered for student safety. Students and families are required to sign a contract for Acceptable Use of Computers and Technology. New families receive the form upon enrollment.

Homework is essential for practice in learning and students are expected to do a reasonable amount of home study. The family is responsible to supervise this work and provide an environment to do it well. Students in Grades 3-8 will use an assignment notebook as dictated by their teachers. Teachers may assign consequences for late and missing work. For absentee work, see section 3.04.

Although the amount of homework may vary daily, the average time spent expected daily is: Grades 1-3, 20-50 minutes; Grades 4-5, 45-90 minutes; Grades 6-8, 60-120 minutes. Departmental teachers will try to avoid overlap of large assignments, tests, projects, etc.

### **5.02 Student Reports**

The school maintains systems for regular communication with the family, to assist with the ongoing assessment of each child's progress and achievement. Report cards are supplemented by mid-term progress reports, conferences, and other forms of contact between parent and teacher. In grades 3 through 8 parents can access the online grade book to check progress.

### **5.03 Report Cards**

Report forms reflect our students' progress with respect to state and federal educational standards, as directed by the Archdiocese Office for Schools.

Report forms will show assessment of subject areas, effort, and personal growth. There are three types of report card formats:

- Kindergarten: the form is developmental in nature, noting progress, or need for further progress, on age-level skills and behaviors.
- Grades 1 - 2: The form is progress-oriented, but with more latitude to indicate comparative grade-level performance and social growth.
- Grades 3 - 8: The form is achievement-based, deriving from grade point averages, attitudes, and study skills.

Assessment of students includes but is not limited to observation, oral or written tests, review of class work, homework, projects, demonstrations, or other subject-appropriate and grade-level-appropriate means of determining progress. Assessment may also include participation, attitude, and deportment where such values are integral to student progress. Report forms are available for parent review. Copies of students' report cards are archived and may be requested through the school office.

Families of students in Grades 3-8 may access their child's grades in the teachers' online grade books, through the school's administrative program. The private and confidential access codes needed for each child are provided to the families. The teachers will not accept responsibility to enter grades for homework and tests immediately or daily, but on their own schedule to do this work. The teachers will make a reasonable effort to post grades timely. Access to the online grade book may be withdrawn for non-payment of tuition (see Section 2.01)

Report Card Conferences – Parent-Student-Teacher conference dates appear on the annual calendar. The first Conference of the year is mandatory for families. Teachers will also meet with parents/guardians at other times, by request as outlined in section 4.05.

In the case of possible retention of a student, the teacher will schedule adequate conference times to discuss options.

#### 5.04 Promotion and Retention

Promotion of a student to the next grade level occurs when students complete grade level work within a reasonable performance. Policies guiding retention are shown below.

In rare instances students are considered for promotion over two grades if:

- The student is performing well above grade level in every aspect of the school's programs as observed and assessed by staff, and.
- Physical, social, and emotional readiness is observed by staff, and
- The family is willing to provide any extra support needed for the change, and
- There are strong indications of probable success at the new level, and
- All are in agreement through investigation and interviews between school and the family.

General Policies for Retention - Students who cannot meet grade level standards may be retained if they meet the following conditions:

- The teacher and family agree retention and repetition of the current curriculum will increase academic performance and confidence.
- The student's age along with their physical, emotional, and social maturities are in concert with their academic performance and aptitude.
- The student is not suspected or evaluated to need exceptional education intervention.

A decision to retain is hoped to be mutual. The staff of Saint Rita School has the right to determine the educational placement of the student on behalf of their well being. The student will not be retained based upon disciplinary issues or the difficulties in one subject alone. The decision to retain, once made, is final and is documented in the student's academic records.

Policies for Retention Grades 4 through 8 – If a student has failing grades for the year in three or more core subjects with no discernable learning disability, the school may retain the student in the current grade. A failing grade for the year is defined as receiving a U in two of three trimesters of the school year. A student in grade 8 meeting these criteria will receive a certificate of attendance in lieu of a diploma and cannot be recommended for high school.

A student in grade 8 receiving a failing record for the year in any core subject, or who fails in three or more subjects in the final grading period, without discernible good reason, may receive a certificate of attendance in lieu of a diploma, until and unless remedial work is completed.

Teachers will communicate with families as soon as possible in case of possible retention. The school may consider a signed agreement for probationary promotion, depending on the family's planned effort and timeline to alleviate the poor performance through tutoring, counseling, or other appropriate long-term assistance. Refusal or neglect to act on such a plan is cause to reverse a decision to promote the child. A student promoted under such conditions would be on academic probation for the entire following year, to determine whether the school can meet the child's educational needs at the next level.

#### 5.05 Special Needs

The school has limited educational programs, staffing, and adaptations to accommodate or maintain students with severe emotional, psychological, or educational needs. The school will cooperate fully to assess the needs of all students; but the school cannot continue to enroll students whose needs are not met within the standard programs in place. In the case of special concern for a child, the referral process is used as outlined below:

1. The staff will observe and document student behavior over a set period of time, normally one month in duration. Students' academic, social, or behavioral

difficulties will be documented to share with the principal, the family, and other staff as needed. Strategies to resolve issues will be implemented and assessed. Cases of physical endangerment or disruption to the environment are dealt with immediately.

2. If the strategies attempted make no significant impact, two further steps are considered. The school can provide some limited in-house testing to determine current achievement level, and we can also refer the child to the Racine Unified Exceptional Education department for more comprehensive testing to determine the child's needs. Parent/Guardian permission is needed for testing. Upon initiation of this phase the student is placed on academic probation.
3. A family may seek private professional services at their own expense or refer the child to Racine Unified Exceptional Educational Department on their own if not done in step 2.
4. Upon completion of testing through RUSD or another service the family must fully disclose the results to the school for evaluation. The school will then evaluate the student's status and needs, while cooperating with any third party involved.
5. The principal and staff make the final determination to best meet the needs of the student, with timeliness and educational needs paramount to the decision.

The school will only maintain a child with special academic needs if the family agrees to full cooperation with the school and a plan with distinct responsibilities is agreed to by both. In the case of a child who disrupts the learning environment or is a possible source of harm to another child, the interests of the other children will be considered.

#### 5.06 Title One

This federally funded program is available to some students selected on the basis of academic need and is dependent on home address. It consists of weekly remedial assistance for students in Reading, in small groups or individually, provided by a visiting teaching specialist. Families eligible for such service are notified during the first grading period of the school year.

#### 5.07 Awards for Students

All teachers are encouraged to provide classroom and/or school awards or rewards for progress, effort, and other positive values. Classroom emphasis is not placed solely on achievement of letter grades, but on students' effort, individual learning styles and talents, and appropriate behavior and citizenship.

Honor Roll - Students in grades 6, 7, and 8 have the opportunity for Honor Roll status for grade point average 3.0 to 3.49 (B average), and High Honor Roll status for a grade point average of 3.5 to 4.0 (B+ to A average). The honor roll is determined by a weighted performance in all curricular areas: Religion, Literature, Mathematics, English, Social Studies, Science, Art, Music, Physical Education, Technology, and Spanish. Students who take Math

and/or Foreign Language at the high schools will have those grades counted.

#### 5.08 Standardized Achievement Tests

The school will follow and exceed the mandates of the Archdiocese Office for Schools for annual achievement testing. Students in grades 3 through 8 take the IOWA Test of Basic Skills. Students in Grades 3, 5, and 7 also take the Cognitive Abilities Tests. Results of annual achievement tests are shared with the families.

#### 5.09 Record Retention

A cumulative record for each student is kept on file in the school office. Permanent records include report card forms, registration papers, standardized tests results, attendance records, and health/immunization records.

Records of major disciplinary incidents, special-needs testing, and any other sensitive information, are kept separately, by the principal.

Parents/Guardians may request a review or copies of records. Requests should be in writing and by appointment.

### **Section Six: Health, Safety, and Welfare**

School security and protecting the students is vital. In the interest of safety, the school plans for crisis situations such as an intruder or a natural disaster. The school provides the elements of security and preparedness shown below. Please be especially aware of the section 6.02 Crisis Plan.

#### 6.01 School Building Security

The outer doors of the school are locked during the day. Visitors use one entrance at the southeast corner, which is secured by a signal system for the inner doors. The inner doors are open only at entrance and dismissal times, or when they are directly supervised. These doors may also be open for very brief periods, for the arrival of large numbers of parents for bus trips, assemblies, etc. Doors leading to outdoor recess zones may be open only if students and staff are on playground areas directly adjacent to the doors, for safety and easy access in the event of a threat from outdoors. In this case, the teacher monitoring the playground will also monitor the doors.

#### 6.02 Crisis Plan

The staff has a plan for student safety measures in the event of an intruder or other personal danger, which includes announcements and procedures for lockdown, and specific steps for student safety and security. Furthermore, the school has a chain-of-command for communication with outsiders, to assist with information and privacy issues.

## **CRISIS RESPONSE FOR FAMILIES**

In the event of a school lockdown or crisis event at school, families WILL NOT be permitted to approach the school and may endanger themselves or crisis procedures by causing traffic problems, interfering with crisis personnel, or school staff. Even phone calls to school may cause problems. Please know these policies:

1. If you become aware of a crisis situation at school, remain calm. If you phone the school and the line is busy, assume that we need the phone line for emergency use. DO NOT repeat the attempt to call in.
2. The School has an emergency "telephone tree" with family home and work numbers. Volunteers will make calls, and all families should prepare to wait for the call. (Your cell phone should be listed on that form if possible.)
3. Parents/guardians should be aware that radio and television broadcasts might also provide general and helpful information.
4. In a crisis, students are often required to evacuate to another location. In the event of a fire or other school evacuation not involving further personal danger, the students would walk over to our Church building. In the event of a lockdown or large-scale crisis, students may be taken, after the crisis is controlled, off the premises by bus (This option is listed in most national crisis plans, and has been done in other school crises nationally.). In our case, our safe location for transport would be North Park School, located about four blocks directly north of our school. In either case, parents/guardians would be notified by the volunteer call, or by broadcast news, where to pick up the children.

If there is a large-scale crisis, parents/guardians are not to approach our school, make demands, tie up phone lines, or interfere in any way. Just as we prepare students for fire by running drills, all students, staff, and families must know the most reasonable and safest procedures in the event of a school crisis. The staff will do their best, in all circumstances, to protect, defend, and act in the best interests of the children.

### 6.03 First Aid and Personal Safety

The school personnel are responsible for determining whether a child should leave school because of illness or injury. Once notified, the parent or guardian must make suitable arrangements to have the child taken home, and must not request the school to provide care for a child who is ill. Emergency cards should be updated as needed, with phone numbers of responsible adults other than parents who can assist if needed.

If a child receives a minor injury which does not interfere with schoolwork, but which may need attention later at home, we will call the parent or guardian to inform. If school personnel are made aware of a head injury, the parent or guardian will be contacted as soon as possible because of the possibility of a concussion.

The school is not authorized to administer more than basic first aid, and may not apply anything other than a bandage to a wound, or to administer any medication other than what the family has provided. The school notifies parents and appropriate authorities in the event of an emergency requiring further care. The staff is encouraged and enabled to have CPR / Defibrillator training. An automated external defibrillator is located in the entrance hallway to the gym. The staff is trained annually in the handling of potential blood borne pathogens.

The school follows the federal guidelines for blood borne pathogens in handling any injury or incident involving blood or other bodily fluids. No student will be required or allowed to touch another student's bodily fluids. To whatever extent possible, the injured student will be assisted to attend to their injury. Any bodily products will be disposed of carefully and correctly, and cleanup will be thorough.

#### 6.04 Medication at School

Students may have appropriate prescription or over-the-counter medication at school for regular or occasional need. For either type of medication the parent or guardian is required to fill out a Medication Consent Form, available at school or online at [www.st-ritas.org](http://www.st-ritas.org), to give signed permission listing dosage, duration, and direction for school personnel to dispense and supervise the medication. All medication and medical items will be kept in the school office, or, in special circumstances, with a designated teacher. The exception is cough drops, which may be given to the teacher to dispense as needed.

Certain students requiring inhalers or other rescue medication may carry their own medication. A doctor's direction and release form is needed on file at school for this special exception.

We encourage families to supply the school with over-the-counter medication for an occasional headache, stomach ache, etc., to improve all day attendance. The staff may not administer any medication not supplied by the family.

Regardless of the age of the student, any drug products, including aspirin, cough medicine, etc., found in the possession of a student (other than rescue medication as shown above) will be confiscated. If a student is suspected of hiding, using, or distributing medication or an illegal/controlled substance, the student will be disciplined and the police and parents/guardians notified. By law, school personnel may, in circumstances of reasonable suspicion, examine personal property of students, including contents of lockers, purses, backpacks, etc.

#### 6.05 Special Health Conditions

Students who come to school are expected to fully participate in activities. Exceptions apply for students with doctor's orders for restrictions, or students who become ill or injured at school.

Any student suspected of having strep, chicken pox, head lice, pinkeye, or any other communicable condition will be sent home immediately. Care and protocol for returning is as follows:

- Strep Throat – Students having a fever and sore throat should remain home to avoid contagion. Such symptoms should also be reported to the pediatrician, who may recommend a test and treatment for strep.
- Head Lice - The family must report every case of head lice both to the school and to the local health department. The student(s) will be allowed to re-enter school after receiving appropriate treatment as recommended by the Health Department Nurse or family doctor.
- Chicken Pox - Students with chicken pox may not re-enter school until the quarantine period is finished and after all pox have healed.
- Pinkeye - Students with suspected pinkeye must see a physician. If eye drops are prescribed, the student(s) cannot return to school at least 24 hours after prescription.
- Flu / other communicable condition not listed - For health reasons, families are required to disclose any such problems to school personnel, and isolate the student(s) for treatment.
- Pregnancy - By Archdiocesan policy, no student may be denied attendance or graduation because of pregnancy.

#### 6.06 Visiting the School

All persons visiting the school must expect to explain their purpose for the visit, sign in and out, and wear a badge if their visit is to exceed 1-2 minutes. When picking up a child, they will wait in the office while the child is brought to them. Some persons may be denied entrance to the school, (see section 6.10). Visitors must respect the activities of the students and staff alike.

Any volunteers who regularly assist in school activities must complete mandatory Safeguarding training and a background check performed by the school, as outlined in section 8.01.

Classroom visits are available to current and potential families of the school and parish. Visits are scheduled with the school office / teacher and cannot disrupt instructional time. It is up to the teacher if a visit is allowed during class time. If the visitor's presence is disruptive or if a staff member or child becomes agitated by the person(s), the visit is ended immediately. Drop in visits are not permitted.

#### 6.07 Inclement Weather during School Day

In rainy or subzero weather, students wait in their cars until the entrance bell. On such days, the supervising staff member allows bus riders only to enter the immediate office area to

wait, if they exit the buses early. All others must wait until the bell is rung or appropriate signal to enter.

If the outdoor temperature or wind chill is zero or below the recess will be indoors. If the playground supervisor determines the weather is too severe for outdoor recess, they are authorized to bring the children inside. During blizzard conditions or rainfall, recess will be indoors.

#### 6.08 Traffic Safety

During drop-off and pick-up of students, drivers must park east of the school, in line with the light poles. Cars may not drive through, or park in, the circle drive in front of school. This area is for buses only. For safety reasons, drivers are not to park in the street in front of school for drop-off or pickup.

Drivers may not leave children at school before the stated entrance time. Drivers who leave before the entrance time must bring their children to the CARES program for supervision and pay for this service. Even if drivers remain on the grounds, children may not run around or play with balls because of the risk of accident or injury and potential liability issues. We prefer children wait in the cars or arrive just before the entrance bell.

Students are to walk in the area from the first light pole to the line-up area, and to the school entrance doors. Students cannot walk in the bus lane and may not run.

Cars may enter and exit from the main driveway off the boulevard, or from the driveway in back of school, and should not drive through the designated walking area near the school. The walking area is outlined by the orange cones perpendicular to the southeast entrance of the school.

Any driver who will arrive late for dismissal should inform the school by phone. All children will be escorted to CARES when pickup is late (defined as ten minutes or more after dismissal time).

#### 6.09 Preparedness for Fire or Natural Disaster

The school holds annual fire drills to assure safe exit practices for fire. Drills are monitored by the Caledonia Fire Department.

The school identifies safer sheltering areas for tornado warning and holds an annual drill to prepare for severe weather. The school office has a television to monitor the weather and to provide updated warnings.

#### 6.10 Special Cases Barring Persons from School

The school must be informed in each case a non-custodial parent or other person has

restricted access/contact with a student. All requests must be in the form of an official document that will be kept on file.

If any person is a known personal threat to any student or staff member that person may be requested to enter school only at certain times or as invited, and may be barred from the school premises.

#### 6.10 Mandatory Reporting of Suspected Abuse/Neglect

The State of Wisconsin mandates the immediate reporting of any suspected child abuse or neglect on the part of the family, a family member, or any other person. The categories to report are sexual, physical, or emotional abuse or neglect. (Wisconsin Reporting Law 48.981(2))

If a staff member becomes aware of evidence of any of these, he or she is mandated to contact local authorities immediately in order to advocate for the child. All families must know and understand:

1. The family will not and cannot be notified first by the school if a report is made, and will not be contacted by the school if the report involves a suspected family member.
2. A family member will not have the right to be present during any interview or examination of a child made by a person in authority (ex. Police officer, nurse, or social worker).
3. The family will be notified in due time, as a follow up.

The school must be held harmless in such reporting, as it is on behalf of the child's welfare and safety.

### **Section Seven: Student Responsibilities and Discipline**

#### 7.01 Student Spirituality

The Saint Rita Mission is Living, Loving, and Learning our Faith. Saint Rita School exists only because of this mission within the parish. We assume that all who enroll understand that our religious function comes before our academic function.

The school fosters Faith development through daily religion lessons, prayer, teaching, modeling, and reinforcement of values. To enhance our Faith students participate in prayer services, liturgies, Christian outreach, and seasonal activities. Our parish priest celebrates liturgies with students regularly.

Student Mass is at 9:30AM on Wednesdays; any change in this schedule is posted in the weekly newsletter. Family members and friends are welcome. Notice of student liturgies, seasonal religious activities, reconciliation, and prayer services appear in the newsletter and on monthly calendars.

Families are encouraged and expected to participate in the faith life of the parish, particularly by attending Mass each weekend. Regular church attendance complements the religious training of the school program. Non-parishioners are encouraged to participate in their own places of worship.

Students in grades 4 through 8 are encouraged to be Mass Servers. Training is offered annually. Parish service is honorable, appreciated, and enriches personal development and faith life in our students.

#### 7.02 General Rules for Respect and Behavior

St. Rita School discipline policies foster age-appropriate personal and moral responsibility, reflect our responsibilities as a faith community, protect the peace of the school environment for all students and staff, and provide appropriate consequences for wrong actions and mistakes in behavior. School discipline involves parents/guardians and families supporting good school behavior that fosters the best learning environment possible. Our general rules for respect and behavior include:

- We will show respect, courtesy, and kindness to everyone, never calling names, talking back, or showing a bad attitude toward one another or to a staff member.
- We will include all others in play and work, and are fair to others.
- We will not take the Lord's name in vain or use vulgar language.
- We will not disturb others by talking or laughing at inappropriate times.
- We will not have food or drink without permission and not chew gum anywhere on the school grounds.
- We will not deface or damage any school or personal property.
- We will not take property belonging to someone else or the school without permission.
- We will not behave in a silly, careless, or threatening way which could cause others problems or damage.
- We will not act aggressively, in anger, or in a bullying way toward one another.
- We will not show special affection in an inappropriate way.
- We will not lie to an adult to avoid a consequence or punishment.

Student and School Property – We encourage students to care for and preserve their personal property. The following guidelines are in place to promote responsible care:

- The school has a central "lost and found" container in the gym entrance, and all may access this container at any time. Note that items left after the final day of school are offered to charity.
- To safeguard property, we recommend labeling on all clothing and other items which may be misplaced.
- The staff and school are not responsible for items lost or damaged at school or on field trips.
- Students are not permitted to bring electronic games or music players to school. Exceptions occur when a student is permitted or requested by a staff member to bring such an item to assist with a program or project.
- Cell phones are strongly discouraged at school. If a family insists that a student

must carry a cell phone to school for a specific family-related need, the phone must be kept out of sight and in the backpack, turned off for the entire school day.

- Any inappropriate item, electronic device, or cell phone found at school will be confiscated and can be claimed by parent or guardian.

Since the school is operated cooperatively by families as a parish function, vandalism or other damage to school property is charged to the individual student and the family. Families should direct students to take care of desks, texts, classroom, lunchroom, and lavatory fixtures, sports equipment, and all other school fixtures and property. The school may implement disciplinary consequences for damage or mischief to school property.

### 7.03 Bullying and Harassment

As a Catholic Faith Community, Saint Rita School fosters friendly, fair, and positive interactions among its members. Parents, staff, and students are to interact in accordance with Christian values. Our responsibilities to curtail bullying or harassing behavior is detailed below.

Parental Responsibilities: Be sure to insist your child act in a friendly and fair way to others, and correct your child if he or she engages in verbal or physical bullying behaviors. Never belittle or speak unpleasantly about another child or adult in front of your own child, and support school staff, coaches, and other adult supervisors when children are present. Make sure your child is being raised to accept some frustration in social interplay, and to react appropriately to truly innocent teasing and the normal level of disagreement that happens among children. If you feel your child has been harassed or bullied at school, please contact the teacher or adult supervising the activity, or your child's classroom teacher, and follow the steps listed below. If you would like an in-person conference or want others present, indicate that in your first contact.

- Be specific about the issue or issues, naming names, locations, what was said or done, and provide relevant information.
- If you have already advised your child how to respond, share that information with the teacher. Responses should never include striking back, using bad language or other unacceptable action. The child should feel hopeful about the suggested response.
- At the time you speak with the teacher or adult supervisor, be prepared to discuss strategies, especially the desired outcome, your expectations, and follow up that may be needed.
- After a conference, if the strategies or actions are not effectively addressing your child's physical/emotional safety, contact the principal. Subsequently, the chain of command is the pastor and then the Archdiocese central office.
- Not all interpersonal difficulties among children can be fully controlled through the efforts of school staff. If your child is being harassed outside of school time, you have the right to contact the parents of the child or children causing the problem.

Staff Responsibilities: Staff members are responsible for supervising the children and taking actions when interactions cause problems.

- Staff members will be alert to student interactions and provide age-appropriate consequences for aggressive, harassing or bullying behavior.
- Lesson content across curriculum will include positive social values and peace-making plus assertive and useful responses to bullying.
- Staff members will work in partnership with parents who report incidents of harassment or bullying, and be proactive in limiting and ending the problem, including follow up requested by the parent.
- The staff will impose consequences for harassment or bullying that may include classroom level demerit, contact with the parent, and referral to the principal. Ultimately incorrigible behavior toward another student may include suspension and /or expulsion.

#### Student Responsibilities

The student body of Saint Rita is the closest to and therefore best place to curtail any bullying or harassing behaviors. We acknowledge that what students learn at home and in their neighborhoods, as well as at school, can affect their behavior toward others.

- Students should respond assertively to bullying or harassment and escape from situations where safety is compromised.
- Students are expected to be kind to others and continue to grow morally, so as to defend and protect others hurt by harassment or bullying.
- Students, including the victim, have the duty to report to their teacher or supervising adult incidents of harassment and bullying, and the right to expect the adult will follow up the complaint.
- Students who are victims have the right to be involved in any plan or strategy to end bullying, feel good about the plan before it is implemented, and receive follow up to know the situation is improving.

#### 7.04 School-Wide Discipline

In order to have age appropriate levels of consequence the school-wide discipline policies are split into two groups.

For grades Kindergarten through grade 4 any staff members administer consequences will provide age-appropriate, including warnings and second chances if possible. If consequences are not effective, they will grow in severity, including loss of recess time, timeout in the classroom, notes home, parent conference, and behavior modification plan.

For grades 5 through 8, students are provided with warning or second chance, after that, the Assignment Planner has a section used by any staff member to record infractions of behavior, uniform violations, and missing schoolwork. At each infraction, the student loses a recess

period. The planners are signed weekly by a parent/guardian. Behavior checks and other violations, if they mount up, communicate the student's progression toward detention or further consequences (see below).

#### 7.05 Classroom Discipline

Each teacher's classroom management will include correction and reminders to enforce good behavior and consequences to remediate poor behavior. Teachers will communicate the classroom management system to the students and families at the beginning of the school year. (Note that discipline systems school-wide also have elements of reward for good behavior.)

#### 7.06 Role of the School Office

The school office may take over determination and administration of consequences for behavior or mischief in the following cases:

- Misbehavior cannot be handled appropriately within the classroom management systems, the student is out of control, or the situation is unusual.
- A student has injured or endangered self or others through misbehavior.
- A student's actions require suspension from class or from school
- A student has three or more detentions or has been suspended previously, and is no longer in good standing with respect to behavior.

It is the role of the principal to take into account the needs of the other students, when monitoring situations where a student is in danger of suspension or expulsion for repeated wrong behavior.

#### 7.07 Detention

Detention means serving one hour of time after school on a scheduled date, in the room assigned. Detention is earned automatically for the accumulated number of behavior or study checks as indicated in the Assignment Planner. Detention may be issued without previous checks, if there is a severe violation of rules. Infraction examples resulting in immediate detention are:

- Aggravated or very loud disruption in class, hallway, lavatory, or lunchroom.
- Vulgar or obscene language or inappropriate conversation, name-calling.
- Gestures or other grossly inappropriate behavior in school or on school grounds.
- Direct disrespect toward teachers, staff members, or other adults.
- Severe unkindness in speech or action toward another student.
- Willful mischief, destruction, or damage to school or personal property.
- Failure to appear at an assigned detention.

Notice and date of detention is written in the Assignment Planner. Regular dismissal rules apply at pickup time, one hour after school ends. As detentions increase graduated consequences apply:

1. If a detention is not served, the teacher may double the consequence.
2. Following a fourth detention the principal will contact the family to assure they are aware that a suspension is imminent, for the next infraction.
3. Any infraction after the fourth detention is a one day out-of-school suspension.
4. There are three sequences of detentions allowable before expulsion (see below).

#### 7.08 Probation, Suspension, and Expulsion

IN PROCEDURES OF SUSPENSION, PROBATION, AND/OR EXPULSION, THE POLICIES AND REGULATIONS OF THE ARCHDIOCESE (#5144) WILL GUIDE THE PROCEEDINGS.

Disciplinary Probation. If a student reaches four detentions in one year, the family is warned of imminent suspension. Upon suspension, the student is placed on Disciplinary Probation, with expectation of improvement, or loss of enrollment. In the event of a suspension-level offense (see below), Disciplinary Probation is automatic.

Suspension is defined as dismissal from school for a period determined by the principal based on the offense. Suspension is imposed within the discipline system as described above, or may be imposed immediately in certain cases. Suspension may lead to disciplinary probation and ultimately expulsion.

Immediate Suspension is justified when a student's conduct endangers property, health or safety, is destructive to the learning environment, goes against a major policy of the school, or breaks a law. It may also be imposed to protect others at school, or to assist in separating a student from the scene of severe misbehavior.

Suspension will be immediate in the event of, but not limited to, the following:

- Fighting or causing grave harm. This depends on the age and developmental level of the student, e.g., a kindergartner may not be held as responsible as an older student in the event of harming another.
- Truancy from a class period(s) or from the school.
- Major episode of blatant disrespect to a staff member or supervisor.
- Gambling.
- Smoking or tobacco use.
- Any attempt to harm another person or their reputation using email, images, text, written or verbal communication, or social network that reflects back to Saint Rita school.
- Graffiti or vandalism, damage to school fixtures or other property.
- Possession or use of drugs, alcohol, inhalants, or suspected use of restricted or illegal substances.
- Theft, arson, possession or use of a weapon, gang activity, or other criminal act.

Certain criminal behaviors might lead directly to an expulsion hearing. In a case of major

criminal behavior, civil authorities would be summoned along with the families.

Suspension procedures:

1. The student is advised of in-school or out-of-school suspension.
2. The parent/guardian of a suspended student will be given prompt notice by telephone call if possible, prior to end of the school day.
3. Suspension for a criminal activity or suspension leading to an expulsion hearing, may be up to 15 days, pending the convening of an expulsion review team.
4. A copy of the suspension report becomes part of the student's records, and may be expunged at graduation or departure.

Expulsion is considered a termination of enrollment. Expulsion shall be used only as a last measure. Expulsion results from repeated refusal to obey school rules or conduct which endangers the education, property, health, or safety of others, so that dismissal is deemed to be in the best interest of the school. Parents/Guardians of a child who is eligible to be expelled may exercise the option of removing the child from school and ending enrollment by their choice. The Superintendent/Designee of the Archdiocesan Schools will be consulted at the time of an expulsion hearing and the procedure will go as follows:

1. Actions taken to expel a student are preceded by the above school disciplinary procedure steps, and shall include records of detentions or other actions taken previously by teachers or school staff. The exception to this would be the immediate need to permanently remove the child from contact with others for safety or other reasons, as the direct cause of the expulsion. Example: assault with a weapon.
2. The principal or other authorized staff member shall convene a hearing, with written notice to parent or guardian at least five days before the hearing is held. It is the school's right to suspend the student from school for up to 15 days during preparations for the hearing; but the hearing will be expedited as much as possible.
3. Those convened shall include the principal, teacher(s), the parent(s) or guardian(s), pastor, and at least two other responsible adults designated by the pastor.
4. Legal representation is not allowed.
5. If the decision to expel the student is made, parents will receive verification of the decision in writing, within three days of the hearing.
6. Within five working (school) days of expulsion notification the family may schedule a conference of appeal with the Archdiocesan Superintendent/Designee, to assure that appropriate process was provided.
7. Archdiocesan policies for Expulsion will guide the local process.

#### 7.09 Lunch and Recess

The school provides a supervised lunch and recess period in three shifts, grades K through 2, 3 through 5, and 6 through 8. Monthly menus, prices, and information about the government supported lunch program are provided by the program coordinators and

distributed by the school office. Guidelines and applications are available for reduced / free lunches if there is demonstrated need.

Lunch options include a hot lunch with milk, salad and sandwich tray with milk, milk sold separately, and/or ala carte items. To purchase these items, families order 20 meal lunch tray tickets for hot or salad trays or 30 item milk and ala carte items, through the school office. The family is notified when there are limited amount of lunches or items remaining on their passes. The kitchen staff contact hours are 10 to 11:30am or 12:30 to 1pm at (262) 898-7695.

All students must follow the lunchroom and recess rules below or risk losing these privileges.

- Students say grace in their classrooms.
- No running or loitering in the hallway or washrooms.
- Talk in a reasonable tone of voice before, during, and after lunch.
- No tossing or throwing of any food item.
- No walking around or changing seats during lunch.
- The table and surrounding area must be kept neat. Dispose of trash correctly.
- Obey the supervisor and teacher on duty at all times. Follow directions to line up for hot lunch and to exit to the playground or back to class.
- Use washrooms with permission before going outside.
- Do not ask to return to the building after going outside.
- Students may not take food outside during lunch time or recesses. All uneaten food should be packed and taken home.
- Students are not allowed on the grass or gravel areas after the rain or if areas are muddy. With snow, only those with boots and snow pants are allowed on the field area or snow hills.
- Students may not leave the parish property to retrieve items unless directly observed by the supervisor.
- Rules for sharing and good sportsmanship will be enforced.
- The bell or whistle to end recess is the end of play; time to line up.
- Students are responsible for playground equipment and balls. If a ball or other equipment goes out of bounds it must be reported to the playground supervisor.
- In winter there is no throwing snow, sliding on icy patches, dangerous play.
- Students may not leave the grounds or return to the building without escort and/or permission from the supervisor.
- Stay in sight of the supervisor.
- Students will use the assigned entrance/exit doors and no others.

All students taking lunch off campus must be escorted by a parent or guardian and cannot return until the recess period is over. Students going home for lunch each day must have a signed release on file at the school office.

Peanut Allergy Concern Statement - Some students have a lethally dangerous allergy to peanuts, and therefore our environment must be as peanut-free as possible. Please consider this in preparing lunches. We request snacks and class treats be totally peanut-product-free for a class with a student having this allergy. For other grades, if a peanut product for snack, treat, or lunch is sent, the student(s) is instructed to wash up carefully after eating, to avoid contaminating any surface. We can all help in keeping our very allergic children safer.

#### 7.10 School Library

Kindergartners through 2nd graders are allowed to check out one book per week. Grades 3 through 8 are allowed to check out two books per week. Students must return books and pay any outstanding fines before they are allowed to check out additional books.

If books are not returned within one week, a fine of 5 cents per day is imposed and library privileges are suspended. Students receive notification of overdue books and fines. If books are not returned and fines paid within three weeks, families are notified. The family is responsible to replace lost or damaged books. Report cards are not issued until fines are paid and/or materials are returned or replaced.

Volunteer supervisors have authority to impose consequences for misbehavior.

The school accepts donations of school-appropriate soft and hardcover books for all reading levels. Any books not needed in the library or classrooms will either be sold at a used book sale or donated to a charity in the school's name. New books received as a birthday remembrance from any child will have a special bookplate acknowledging the gift to our library.

#### 7.11 Prohibited on School Grounds

Student's personal telephone usage – students are not allowed to use their personal telephones, PDAs, or other communication devices during school hours. Only the office phone is available to them at no cost for school business or illness. The calls will be monitored.

Pets or other animals – Archdiocesan policy states students, parents, or others may not bring pets or animals into the school. Anyone bringing any animal onto school or church property (as in a car) has full responsibility and liability for any personal or property damage caused by the animal. Exception to this is a professional assembly or other formal event where the animals have protected interaction with the students.

Smoking and tobacco - the entire school building and nearby premises is a SMOKE-FREE ZONE during school hours and during events directly related to the school function. Smoking

and tobacco products are prohibited in the school and on the grounds. The school acknowledges the parish's right to allow smoking for some parish sponsored events.

## **Section Eight: Parental Responsibilities, Involvement and Organizations**

### **8.01 Required Training / Parental Education**

Training is required of all adults who volunteer to work directly with children for the parish or school, including lunch, playground duty, scouts, athletics, PE help, office help, classroom help or any regular or repeated contact with children. The training is a mandate from the Archdiocese under the program name "Safeguarding All God's Family." The school must also perform a background check on all volunteers.

The three hour training sessions available at Archdiocesan parishes can be accessed at the Archdiocesan website [www.archmil.org](http://www.archmil.org). Find the link on the home page for "Safeguarding All God's Family," then select a date and location and click the link to register. The certificate received after the session is kept on file at the school office as proof of compliance. Please contact the school secretary for any help needed in signing up or handing in your certificate of completion.

### **8.02 Service Hours and Bingo**

The school requires an annual 20 hours of school or parish service per family to be performed by the parents or guardians and is a part of the parent contract for tuition commitment. Mandatory service enriches our school and parish community through parental involvement. Giving service also provides opportunities for parents to get to meet, form friendships, and strengthen school spirit. Guidelines to the program are:

- Parents or guardians are required to perform a minimum of 20 hours of service to the school or the parish per family.
- Services hours are counted from the beginning of June of the school year before, until the end of the following May during the current school year.
- Immediate family members may perform service hours only if they are 18 years of age or older at the time of rendering the service.
- Mandatory Bingo service does not count toward the 20 hour service time. Bingo service performed in addition to the mandatory Bingo services can count toward service hours.
- Any service hours not performed will be charged to the family at a rate of \$10 per missed hour, and settled before the start of the next service hour counting period.
- Service hour report forms are sent home with the newsletter, or families may report service hours on any piece of paper. The family is responsible to return service hours reports for their own work. Any service hours worked during the summer should be reported in September.

Opportunities of events and programs to fulfill service requirements are listed in the table below. If you have talents or ideas to supplement this list please communicate them to the school or parish office.

School	Parish	School and Parish
Library Helper	Parish Council	Parish Festival
Classroom Helper	Building & Grounds Committee	Lenten Fish Fry
Student Activity Helper	Eucharistic Ministers	Market Day Workers
Office Relief	Choir	Friends Auction
At home work (staff delegated)	Human Concerns	Santa Breakfast
Lunchroom/Playground Supervisor	Ministry of the Word	Evangelism Program
Athletic Committee	Christian Women	Scrip
Athletic Coaches	St. Vincent De Paul	Additional Bingo Hours
Basketball Tournament	Meal Program	Cooking/Baking for events
School Beautification Projects	Liturgy Committee	
Scouting Leaders	Parish Based Committees	
Scouting Committee Members	Religious Education Catechist	
School Advisory Council		
School Based Committees		
Hospitality		
Student Tutoring		
Emergency Phone Tree		

Bingo – Registered school families may be scheduled to work either one or two sessions of Bingo per calendar year. Families assist to set up on Saturdays, or to work the event on Sundays. Bingo sessions occur the first and third Sundays of most months of the school year. A schedule for this work is sent home at the start of the school year.

Sunday Bingo directly offsets tuition costs, so it is mandatory each family works their required days. Any date changes between families is the responsibility of those families and not of the Bingo committee or the school office. The school and parish have the right to impose a fine of up to \$200 to families who do not work Bingo as scheduled.

### 8.03 Beneficial School Programs / Ongoing Fundraisers

Commercial, private, and educational enterprises offer programs to benefit participating schools in the form of rebates, goods, etc. Collection of specific items or shopping specific places can benefit our students and school. Below are listings of such programs. Please contact the school office if you learn of others not mentioned.

- Milk Caps – collect and rinse out participating gallon jug milk caps and proofs of purchase on associated products.
- Box tops for Education – collect the small pink coupons from General Mills, Betty Crocker, Pillsbury, Totinos, Old El Paso, Cottonelle/ Kleenex, and dozens of other brands
- Labels – collect labels with UPC code for Campbell’s Soup, Green Giant, Progresso, Mrs. Paul’s, Swanson, V8, Franco American, and other participating products.

- Target VISA – designate Saint Rita as your school and any purchase made with a Target VISA in a Target store is subject to rebate.
- www.boxtops4education.com – register online for Saint Rita School and online purchase at participating stores will generate rebates to the school.
- Land’s End – use school reference number 9000-97684 and order uniforms, rebates benefitting the school.
- Sunrise Clothiers – bring to school your cash register receipt.
- Market Day – order food through the catalog and a portion of the total goes to the school.
- SCRIP – Each week families receive a SCRIP order form with their newsletter. On it are lists of stores, businesses, and services that accept SCRIP. Families purchase SCRIP certificates, equal to the amount of purchase, just like a gift certificate. SCRIP can be used for buying their week’s groceries, gas, clothing, eating out, etc. SCRIP profits have been designated for two purposes:
  - Families may apply a portion of their SCRIP profit to tuition payment.
  - All other SCRIP profit is designated for school technology.
- Domino’s Pizza nights, monthly rebates to school for family orders on one date.
- McDonald’s receipts, but only from the Douglas Avenue locations.
- If any family is aware of other campaigns that may benefit the school, let us know.

#### 8.04 Chaperoning

Parents or Guardians are often requested to act as chaperones for school events and field trips to help staff maintain order and discipline. All chaperones must follow these guidelines:

- Must be 21 years or older and have the Safeguarding training/background check (see Section 8.01).
- Participate fully in keeping the students safe and well-behaved.
- Refrain from smoking or any tobacco, alcohol, or illegal drugs use during the event.
- Dress modestly and appropriately for the event.
- If driving, must provide full insurance data as required.
- Arrive on time; wait in the school office if arriving early.
- Ride the bus or transportation as directed by staff.
- Do not purchase items for students unless approved by staff to do so.
- No younger or older siblings / guests allowed unless pre approved.

#### 8.05 Organizations of the School and Parish

School Advisory Council (SAC) – elected volunteers working with the pastor, principal, staff, and school community to enhance the religious and academic education of the student body. SAC members recommend policy to be executed by the Administrator in accordance with the Regulation and Policy Manual of Education by the Archdiocese of Milwaukee. The SAC meets the first Tuesday, September through June, in meetings open to the Saint Rita community. Sub-committees of the SAC consist of the following:

- Development Committee – acts as a liaison between the school, alumni, business, and parish community. This committee helps develop the marketing and recruitment materials used by the school office and assists with public relations. The group is responsible for prospective and new parent orientation nights, student-ambassador training, kindergarten orientation, Growth Fund, and the Golf Outing.
- Financial Funding Committee - monitors and reports monthly the financial standing of these accounts: Friends of Saint Rita, Scrip, Growth Fund, School Enhancement, and Bingo. It also functions as a liaison to the Technology Committee, reviewing with SAC the school's technology goals and expenditures.
- Program, Policy, and Procedure Committee - reviews and revises the School Handbook, and conducts parent/staff/student surveys regarding various policies.
- School Enhancement Committee - hosts Family Nights and Teacher Appreciation Events. They coordinate volunteers for various school functions, and school beautification projects. The members also facilitate Market Day and the annual family fundraiser for specific school needs.

Athletic Association is a parish-based committee that helps to improve and maintain the school and parish athletic programs and facilities. (See section 10.04) The Association is led by an athletic director who is responsible to the pastor. The director and association board members supervise the scheduling and operation of team practices, coordinate the Saint Rita's Basketball Tournament, oversee and plan the purchase of new equipment and uniforms, and assist the school to improve and maintain the gym facilities and playground equipment.

Technology Committee is a group of interested parents and staff who set goals, project, a budget, and plan for improving and maintaining all aspects of technology. The School Advisory Council oversees this Committee.

Boy and Girl Scouting – The parish sponsors scout groups for girls and boys of school age. Daisies, Brownies, Girl Scouts, and Cadets are available for girls; Tiger Cubs, Cub Scouts, and Boy Scouts are available for boys. Scout groups hold regular meetings and activities, and are a source of enrichment to our students in the areas of personal/social growth and service. (See also section 10.08)

#### 8.06 Enrollment in High School

Parents or guardians are responsible to select and enroll an 8<sup>th</sup> grade graduate into high school. All 8<sup>th</sup> graders must take enrollment tests to enter the high school of choice. For enrollment at Saint Catherine High School (262) 632-2785 notification of enrollment and testing dates is published in the school newsletter. For the public school district, parents call (262) 635-5600 to inquire about testing. On request, St. Rita's will provide the high school with student records, recommendations, and other needed information to assist correct placement and/or scholarship.

## **Section Nine: Dress and Appearance Code**

Students and their families are bound by the following uniform and appearance code. Parents are responsible to see that your child dresses properly. If you have questions about a uniform item, bring the item to school or call. In needed, we reserve the right to have the parent bring appropriate clothing or socks from home.

### **9.01 General Student Appearance**

Appearance of Clothing - clean, free from wrinkles, and not torn or faded. Any design, logo or style (including outerwear) with a negative connotation cannot be permitted.

Personal Hygiene and Perfume – students in grades 4 through 8 should shower daily and apply antiperspirant or deodorant. Perfume is not allowed.

Hair – clean and neat/combed appearance, with cut or style above the eyebrow line. Hair may not be styled away from the head more than an inch, and hair styling that is extreme in any way will not be permitted. Coloring or streaking of hair is not allowed and must be dyed back to original color if infraction occurs. Hair bands, barrettes, ribbons, etc. may be ONLY uniform colors, plus black, metal, or tortoise shell. No other colors.

Jewelry and Accessories – earrings must be smaller than a dime and limited to one per ear. String type necklaces and bracelets are allowed without large medallions or noisy charms. Wallets, belt chains, keys, and purses are not permitted in class.

Spiritwear: St. Rita Spiritwear (separate from the uniform sweatshirt) is purchased for outerwear and casual dress and may not be worn to class.

Special cases: In the event of a cast or medical condition, special allowances may be made for uniform clothing items.

### **9.02 Dress and Appearance Violations**

First Warning – Note home for grades Kindergarten through 2nd, verbal reminder grades 3 through 8.

2<sup>nd</sup> / Repeated Warning – Grades K thru 2, phone call home; Grades 3 thru 8, consequences as shown in the school planner.

Final Warning – Conference with family, students, and principal to determine action plan if there are continued infractions.

### 9.03 Uniform Code

Students and their families are bound to follow the uniform requirements listed. If questions arise about a particular uniform item, bring into school prior to the student wearing the item. Our uniform items can be found at the locations listed below, with Saint Rita plaid available at first two bullets.

- Sunrise Clothiers; 916 Milwaukee Ave, South Milwaukee, WI (414) 762-9639 (Main supplier) Turn in receipts for store rebate to school.
- [www.dennisuniform.com](http://www.dennisuniform.com) (click shop online/school name)
- [www.frenchtoast.com](http://www.frenchtoast.com) (use code QS458VA)
- [www.landsend.com](http://www.landsend.com) (uniform link on bottom, use code 9000-9768-4)
- Shirts and pants may also be found at JCPenney, Sears, Shopko, Target, K-Mart or other stores and on-line. All items must confirm to stated policies.

	<b>Girls</b>	<b>Boys</b>
Jumper	Kindergarten through Grade 4, optional Grade 5: Saint Rita's plaid, #60 or #89, called Lloyd plaid. V-neck with pleated skirt or drop waist with box pleat. No more than 2 inches above knee.	Not applicable
Skirt	Grades 5 through 8: Saint Rita's plaid, #60 or #89, called Lloyd plaid. Fully pleated skirt or sewn down style with box pleat. Hem no more than 2 inches above knee and worn at waist.	Not applicable
Skort	Scooter skirt or culottes in navy, tan, or our plaid allowed the entire year, hem no more than 2 inches above the knee and worn at the waist.	Not applicable
Shirts (Tucked In)	No more than three buttons, long or short sleeved polo shirts, turtleneck or mock turtleneck. Red, white, navy blue, or white colors only, no trim. Picot or scalloped edge on polos is allowed. No ribbed knits.	No more than three buttons, long or short sleeved polo shirts, turtleneck or mock turtleneck. Red, white, navy blue, or white colors only, no trim.
Pants	Navy blue or khaki with belted or elastic waistband, standard trouser style. Worn at waist level, correctly sized and modest fit. Not allowed are low riders, jeans style, cargo pockets, rivets, other trim, or sewn on pockets.	Navy blue or khaki with belted or elastic waistband, standard trouser style. Worn at waist level, correctly sized and modest fit. Not allowed are low riders, jeans style, cargo pockets, rivets, other trim, or sewn on pockets.

	<b>Girls</b>	<b>Boys</b>
Shorts	Aug, Sept, May, and June only. Uniform plain style as pants no more than 3 inches above knee; no cargo pants. Worn at the waist.	Aug, Sept, May, and June only. Uniform plain style as pants no more than 3 inches above knee; no cargo pants. Worn at the waist.
Capris	Aug, Sept, May, and June only. Uniform plain style as pants no more than 3 inches above knee; no cargo pants.	Not applicable
Sweatshirt/Sweaters	School uniform sweatshirt only - worn over the shirt. Plain knitted sweater or vest in red, navy blue, dark green, or white.	School uniform sweatshirt only - worn over the shirt. Plain knitted sweater or vest in red, navy blue, dark green, or white.
Socks	Solid white or solid uniform colors with no logos, lace, or colored edges; cuffs must be one inch or greater and must be visible outside of footwear. Tights or full length leggings in school colors plus black.	Solid white or solid uniform colors; socks may not have logos. Cuffs on socks must be one inch or greater and visible outside of footwear.
Shoes	Standard athletic shoes fastened firmly. No sandals, boots, clogs, crocs at any time. No soles that mark the floor. No extreme styles with jeweled or designer appearance. No high top, non athletic shoes.	Standard athletic shoes fastened firmly. No sandals, boots, clogs, crocs at any time. No soles that mark the floor.
Undergarments	Plain White T-shirts only and no layering of undershirts. Bras are to be white only.	Plain White T-shirts only and no layering of undershirts.
Outerwear	Appropriate to weather conditions and must be labeled with student's name. Snow pants, boots, mittens/gloves, hats are needed for snowy days. (Grade K-3 requires them). Dark colored sweat or wind pants (side stripe okay) may be worn under the skirt outside. No patterned or pajama pants. Label all outerwear.	Appropriate to weather conditions and must be labeled with student's name. Snow pants, boots, mittens/gloves, hats are needed for snowy days. Label all outerwear.
Physical Education	Grades K through 3: Large white T-shirt with student's name written in permanent marker on front. Grades 4 through 8: T-shirt and plain shorts or sweatpants.	Grades K through 3: Large white T-shirt with student's name written in permanent marker on front. Grades 4 through 8: T-shirt and plain shorts or sweatpants.

#### 9.04 Out of Uniform Days

Out of Uniform Days (OOU) are communicated through the school news letter or by the classroom teacher. Student clothing must be modest and appropriate. Prohibited garments include tank or sleeveless tops, shorts out of season, non uniform shoes, or inappropriate slogans on clothing. Tops must fully cover the belly even with arms raised and may not be low-cut, front or back. For certain OOU days and for Halloween costumes, other special restrictions or information is communicated in the weekly newsletter. Violation of OOU policies/restrictions results in exclusion from a future OOU.

#### 9.05 Cosmetics

None allowed. Only cosmetics used to treat or conceal acne, allergic condition, or skin condition are allowed. Non-colored lip balm to treat chapped lips is acceptable. No colored nail polish. All other cosmetics worn are treated as uniform infractions and subject to consequence.

### **Section Ten: Extra and Co Curricular Activities**

#### 10.01 Policy for Participation in School and Parish Sponsored Activities and Athletics

**Extracurricular activities are valued; but education has a higher priority.** The school reserves the right to determine students' eligibility for activities and athletics, based on Grades and Achievement, Behavior, Attitude/ Work Effort, and Attendance.

The regulations and descriptions of these four are below.

**Procedures:** In the event of a decision to bench a student for a period of time, or suspend the student from activities, the parents and the athletic or activity director will be notified. In each case, the decision of the Administrator (in consultation with the Pastor as necessary) will be final, and the consequences to the team or activities group will be the responsibility of the offending student.

**Grades and Achievement** - If lack of attention to academics or participation in activities is a direct cause of low grades, suspension from those activities must be considered on behalf of the child. (It is understood that a low grade may represent reasonable progress for a particular child; in this case there would be no suspension.) Any child who earns a D or an F in ANY two or more subjects, who should be performing better, will be suspended from athletics and activities for a minimum of two weeks, to set a new direction for homework and achievement.

**Behavior** - In the following cases, the student may be suspended from activities or athletics.

- Any student who earns a 2<sup>nd</sup> or 3<sup>rd</sup> detention for behavior issues may also be benched for one week.

- Any student suspended from school for misbehavior problems may be suspended from athletics or other activities for one week, as a further consequence.
- Any student who misuses or damages any materials or property relating to any parish or school program will be benched or suspended for a period of time reflecting the nature of the incident.
- Any student caught cheating or copying others' work, lying, or forging a signature may be benched for one week, and may be suspended from play if there are further problems.

### **Attitude and Effort**

In the following cases, the student may be benched for a period or suspended from activities or athletics.

- A school student who has so many missing/late assignments that it causes a significant drop in grading.
- Any student whose attitude toward adults, whether staff, volunteers, or parents, is consistently very poor and is witnessed in the school/parish community.

### **Attendance**

In the following cases, the student may lose eligibility for activities.

- If the student is tardy more than 10 times in one two-month period, without valid reason.
- If the student's absence rate reaches more than 15 days in two months, and there is no doctor's explanation for the level of absence.

#### **10.02 Movies/TV Shown at School**

Movies or other media programs shown to students at school related to education will have a G rating. An exception to show an educationally valuable PG rated movie would require preview by the teacher, written permission from parents/guardians and the Principal, and the rights of attendance by a parent or non-participation by a child.

Unrated films and videotapes such as social studies or science programs used for program enrichment are screened by the teacher to assure quality. In the case of appropriate but "sensitive" subject areas the same precautions as for PG above will be taken. Occasional seasonal parties for students may feature entertainment programs, held to the same standards as educational programs.

#### **10.03 Field Trips**

Field Trips away from the school are at the discretion of each teacher, and should serve as curricular enrichment opportunities. The administrator will review and approve all field trip plans. Field trip planning will include any special safety concerns necessary to the well being of the students. Ordinarily every student will be considered fully eligible to attend any field trip. In certain circumstances a parent/guardian may be required to accompany and supervise a child with behavioral or physical needs. Students in grades 6 through 8 who has been suspended may have field trip privilege rescinded.

- Permission slips and payment are to be sent in a marked envelope, and may not be combined with other money or forms sent to school.
- Students without signed official permission forms will not be allowed to participate since the school cannot accept sole liability for such events. In such a case the child would be sent home for the duration of the trip.
- If financial difficulties inhibit the student from attending, the family should contact the principal for financial options.

If a family decides to opt out of a field trip they must inform the school by the same deadline the permission slips are due. For the day(s) of the field trip, the student(s) are considered absent, and are to remain at home. (see Section 8.04 for field trip chaperones)

#### 10.04 Athletic Program

Saint Rita School offers basketball, volleyball, and track and field to school and religious education students in grades 5 through 8. Saint Rita is a member of the Racine Parochial Athletic League and follows Archdiocesan policies for the program. These policies can be found at [www.rpalsports.com](http://www.rpalsports.com). Families of students participating in athletics are considered members of the Athletic Association.

#### 10.05 Annual School Programs / Activities

Advanced Math and Foreign Language: Qualifying 8<sup>th</sup> grade students are offered advanced math and foreign language courses and Racine Horlick and Saint Catherine's HS, by carpooling. Details are in the school office.

Family Living Education: Appropriate Christian ideals in respect to health, family, and human sexuality at age appropriate levels integrated into Religion and health curriculum. Program elements are created specifically for Catholic schools and parishes.

Festa Saint Rita: Celebrating our Patron Saint's Day, May 22<sup>nd</sup>, our community holds liturgy, special prayers, Life of St. Rita play, procession, and family lunch.

Catholic Schools Week: A week-long celebration beginning with open house and registration for new and returning families. Daily events and projects complete the week of celebration.

Carnival: 8<sup>th</sup> graders run games and activities to raise money for their class graduation trip, at Halloween and/or at Festa St. Rita.

Talent Days and Classroom Events: Our music teacher allows students to display their talents through group and individual performances. Individual classes may have special projects or events as extension of learning units or community outreach.

Kindergarten Graduation: On the final day of kindergarten a graduation celebration is held for kindergartners and their families in our school gym. Kindergarten "Room Parents" may assist with preparations and grade 1 parent volunteers assist with hospitality.

#### 10.06 Graduation of 8<sup>th</sup> Graders

The school plans a meaningful graduation ceremony reflecting the religious mission of the school, and may include liturgy or another worship service. Information about graduation activities, dates, dress code, and fees are sent to families in the second trimester of 8th grade by the homeroom teacher. Only students eligible for promotion to ninth grade will participate in graduation events.

The planning of pre-graduation activities is coordinated by the 8th grade homeroom teacher, with the assistance of the 8th grade families. All activities must be in line with school policies and approved by the principal. If a fee is required in lieu of fundraising to pay for graduation activities, families will be notified in a timely way.

Students in 8th grade are given opportunities and expected to give service to the school, parish, and/or the community. The students and families may also plan fundraisers and service projects to help defray graduation expenses and provide a gift to the school.

The 7th grade students and their families are responsible for hosting the graduation services and activities. This entails setting up and decorating for the graduation day events at the end of the school year, and providing adult chaperones for a graduation party or dance for the graduates.

#### 10.07 Sacraments

First Reconciliation and First Eucharist are celebrated in 2nd grade. Any families with students past 2nd grade wanting to participate in either of these sacraments should contact the Director of Religious education at (262) 639-6280.

By parish policy, parents or guardians are responsible for the students' readiness for the sacraments. This means most of the instruction is expected to be completed in the home. Parent meetings are conducted to provide each family with information to prepare for the sacrament. The parish director of religious education is the coordinator for the sacraments and communicates to the families all plans, policies, and fees.

#### 10.08 Extra Curricular Activities

Athletics: see Section 10.04

Band: Saint Catherine's offers lessons for students in grades 5 through 8 for clarinet, alto saxophone, flute, trumpet, baritone, and drums. Parents are responsible to provide instrument, band book, and additional fees.

Record Band: Offered after school for students grade 4 and up.

Choir and Angel Choir: Choir is available for students in grades 3 through 8. The Children's Christmas Eve Mass, "Angel Choir" is available to all grades beginning in November. Details are communicated through the newsletter.

Musical Concerts: The music instructor and students prepare seasonal events for the Saint Rita community. The newsletter communicates the dates and information for the performances.

Scouting: Boy, Girl, Brownie, and Cub scouting is available to all students in all grade levels. Parental leaders and volunteers are also welcome.

Rainbows for All of God's Children: Students dealing with stressful or uncertain issues in their personal lives receive instruction and guidance through this program. Contact the school office for details.

Open House and Parent Nights: The SAC coordinates an Open House night for parents. The SEC plans events to bring families together to socialize. Dates are communicated through the school newsletter. The open house conducted in September is mandatory for parents/guardians.

7th and 8th Grade Dances: Each Racine Area Catholic Elementary School may hold one dance during the school year for Gr. 7-8 students. St. Catherine High School may also hold dances for grades 6, 7 and 8. The dances have citywide guidelines for adult supervision, attendance policies, and student behavior and dress.

#### 10.09 C.A.R.E.S.

Students who must arrive before the posted entrance time, or remain after the posted dismissal time, must be registered for supervision / day care with the parish's CARES program. The extended-day program for grades Kindergarten to 8 is available in our school building from 6:30am to 6pm on school days, and in the CARES monastery center on school vacation days and summer vacation.

The CARES program and offices are based in the parish's monastery center behind the older church building, providing day care from infancy through grade 8, including three and four year preschool. To discuss the CARES program, fees, and policies, contact the program at (262) 639-1889.