



**ST. RITA SCHOOL
Pre-K Program
Student/Parent Handbook**

Updated Summer of 2024

St. Rita Catholic School

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Mission

Mission Statement

Saint Rita Early Childhood Education mission is to provide a quality, caring, diverse, child-centered and developmentally appropriate program (for children ages 3,4 and 5) in an environment which promotes cultural values and supports positive relationships and respectful interaction. We strive to nurture a love of God, respect of self and others, and a spirit of learning and sharing through a cooperative relationship with our school and parish families.

Philosophy

The faculty and parents, in keeping with the teaching of the Roman Catholic Church, are dedicated to our mission to develop Christian faith formation and to provide a diverse curriculum that develops the complete person. St. Rita School challenges the abilities of all students while encouraging individuality and special talents and the love of lifelong learning. St. Rita strives for excellence within our curriculum. We encourage continual service to our community. St. Rita seeks to guide students toward a life filled with the spirit of Christ.

Saint Rita Preschool is a part of Saint Rita Catholic School and operates under the guidelines of the Archdiocese of Louisville's early childhood programs.



Once a Mustang, Always a Mustang!

Code of Ethics

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

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

RESPECT for others' ideas, choices, and differences.

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

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

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

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

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

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

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

RESPONSIBILITY for one's choices and consequences.

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

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

Discipline Policies and Procedures

It is our desire for students to be well rounded, kind to one another. Discipline procedures & policies are a very important part of the preschool experience in helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent or guardian. A caring and positive approach will be taken regarding behavior management and discipline. Children cannot become self-disciplined unless adults teach them right from wrong. When attending the St. Rita Early Childhood Education Program, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in our school.

Implementation

Definite guidelines for behavior are established so that children know what is expected of them. This helps them to feel secure.

Limits and consequences will be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action. When discipline is necessary it will be carefully applied so that the child still feels that he is important. Children will be handled lovingly. When there is a specific plan for responding to a child's unacceptable behavior, all staff who affect the child will be aware of the plan and cooperate in its implementation.

Involving Children

Guidelines for behavior and consequences will be explained to the children before and as part of any disciplinary action. The teacher will help the children to understand that the guidelines provide for a happy and safe place for all children.

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

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

Involving Parents

Disruptive Behavior will be addressed on an incident form. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The incident report will be placed in the child's folder to be taken home, signed, and returned the next day to the teacher. If a child, for some reason, is not responding to techniques used, we will:

Ask for a conference with the parent to explain the child's behaviors and the discipline techniques used. The parent, teacher, and the director will collaborate to develop additional techniques that will be used. The teacher will keep a log of the child's behaviors, the discipline used, and the outcome. The teacher will maintain contact with the parent to further discuss progress or lack of progress.

Behavior that continues to be inappropriate, consistently disruptive, and/or dangerous, may require the child to be sent home. It is the responsibility of the preschool staff to maintain the safety of all of its students. Anytime a child's behavior threatens the safety of others or themselves it will be at the director's discretion whether or not the student needs to be sent home for the day. We maintain the right to call home and have a child removed anytime their behavior is deemed inappropriate.

Discipline techniques

The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions. **Our discipline procedures will consist of the following strategies:**

- Staff persons will give children praise, love, and positive reinforcement at all times.
- Staff persons will respond consistently and firmly to inappropriate behaviors.
- The staff person will use opportunities to teach the child by explaining why the behavior was inappropriate and what the child should have done. The child may be asked to repeat what the staff person has said to be sure that he understands.
- The staff person will help the child learn to express feelings in words and to find a new way to handle the situation that caused the inappropriate behavior.
- The staff will use redirection of behaviors which is the accepted technique for use with young children.
- Removal from the group to help a child gain control.
- Encouraging children to use their words when having a disagreement with another child. Which facilitates children in their attempts to settle their own disputes.

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences.

The following behaviors are considered disruptive:

- **Physical aggression towards peers and staff**
- **Destroying property**
- **Taking toys from others forcefully**
- **Running from staff that poses a safety concern**
- **Persistent or prolonged crying**

Disciplinary Issues as a Cause for Termination of Enrollment

St. Rita Preschool will make every effort to meet the needs of individual children and to provide a happy, safe environment for all children. When behaviors exist which do not respond to the positive discipline techniques of St. Rita Preschool, the teacher, director, and other support staff will meet with the parent and together they will develop additional techniques in an effort to help the child to respond appropriately. We want children to thrive so we will work together to help the child.

In the event that the staff and the parent together are unable to resolve the inappropriate behaviors exhibited by the child a probation trial will be established with parent commitment to seek support from outside resources-behavior specialist, psychologist etc.

If there is not an improvement and is causing a disruptive unsafe learning environment in the classroom the child will be released from the program.

Parent Commitment

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

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

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

Developmental Concerns

St. Rita's preschool program provides a variety of experiences to foster growth in gross motor, fine motor, intellectual, social and emotional areas. The classroom experiences enable the children to continue to develop in areas where they need growth, as well as to challenge them to meet their potential. St. Rita Early Childhood Program is based on developmentally appropriate activities aimed to build a strong foundation for future school success. However, when concerns arise in one or more areas of development, St. Rita teachers and staff will communicate these concerns with parents/guardians and work to collaboratively develop strategies to support success in the school setting. If these strategies deem unsuccessful, the school staff will provide support while parents/guardians acquire appropriate resources/services from outside agencies. This could include but is not limited to speech therapy, occupational therapy, counseling, applied behavior therapy, etc.

It is possible that some students with specific needs cannot grow and progress within the St. Rita School community. In such cases, other public and private organizations may be better equipped to assist these students. In those instances, the student's parents will be asked to enroll the student with the appropriate agency. The school staff and pre-k director will work with the parents to support them through this transition.

In addition, St. Rita's staff welcomes the communication of developmental concerns from parents/guardians and will work collaboratively to address those concerns.

Daily Schedule

All students are to be in their homeroom by 7:50 am or they will be marked tardy.

On regular full days of school (M, T, W & F) Pre-K dismisses between 2:15-2:30 pm. On Thursdays Pre-K dismisses between 12:30-12:45 pm.

No students are to arrive at school prior to 7:20 am.

Call the school office before 2:00 pm if an emergency arises that will delay timely pick-up or let us know on Brightwheel.

Breakfast is served daily from 7:30 – 7:45. Breakfast stops at 8.

Morning Drop-Off

Morning drop off begins at 7:20 and ends promptly at 7:50. Vehicles transporting pre-k students should drop off at the school entrance located in the green lot. A staff member will be there to assist the student out of the vehicle and into school. We ask that parents stay in their cars. If arriving late, a parent or guardian must park and walk the student into the building. For safety purposes, students may not walk across the parking lot on their own. If parents have business in the school, they may park and walk with their child between the yellow lines that border and lead to the entrance making sure not to walk across the lanes of traffic. (See Appendix II for Morning Drop-Off Map - follow the green arrows.)

Dismissal Pick Up

Preschool dismissal is in the front of the school (the entrance facing Preston Highway). Dismissal begins at 2:15 and ends at 2:30 on Monday, Tuesday, Wednesday, and Friday. Thursdays are early dismissal days beginning at 12:30 and ending at 12:45. A member of the Prek staff will bring your child out to your vehicle. We ask that you always have your car tag displayed on your mirror, so that it is visible. If someone other than the parent/guardian will be picking up the student, please let the school know ahead of time by calling the office 969-7067. The person picking up the student must have a car tag. Additional car tags can be purchased in the school office. Safety is our number one priority. Please be patient with us the first couple of weeks as everyone learns the routines. If for some reason you feel you will be late picking up your student, please contact the office at 969-7067. (See Appendix II for Dismissal and Pick-up - follow the white arrows on the map.)

Full-time aftercare is available on all five days including Thursday. St. Rita also offers Thursday only aftercare if this is the only day needed. Aftercare does include an additional fee.

Late Pick-Ups:

Student safety is a priority. Therefore, we make every effort to ensure that all students are under appropriate supervision until they return to you at the end of their school day.

It does become problematic when students are left at school after dismissal time. The school is not staffed to provide supervision for students in these situations. In addition, children can feel confused and apprehensive when they are not picked up on time. If a child is not picked up by 3:00 p.m., once school is dismissed, the child's parent or guardian will receive a letter each time this occurs. We realize that problems can arise causing caregivers to run late and families will not be charged for the first incident. However, after the 1st incident occurs, the parent or guardian will be charged a minimum of \$30.00 payable to St. Rita School.

This is NOT an Aftercare fee, but a late pick up fee charge. Our School Aftercare service is for those families who pay the annual tuition for that service, and whose child is ENROLLED in Aftercare. It is not to be assumed that because a parent pays a \$30 dollar late pick-up fee, per child, that they are entitled to school Aftercare privileges.

Finally, if a child is left at school past 5 p.m., and NO contact has been made to the school by the parent or guardian, Child Protective Services (CPS) and/or the police department will be contacted.

Attendance

If it is necessary for a student to be absent from school, a parent or guardian must call the school before 8:00 am to report the absence. In the event the office has not received notification of the student's absence, the secretary or counselor will contact the parent or guardian.

Excessive Absences

While there is no state mandated number of days that a preschool age student must be in school, it is vital that you make it a priority to make sure your child is at school daily. Preschool age children thrive on routine and structure. Excessive absences disrupt their ability to learn and retain crucial skills to progress to the next grade, as well as their success in learning social, small motor and large motor skills.

For many children this will be their first formal training outside of the home. Children benefit from being present daily in gaining independence and skills to communicate and work cooperatively with others.

While we understand that illnesses occur that keep children out of school, we ask that you try to make sure your child is present each day. There is ample time when school is not in session to travel. **Please do not plan trips during the school year that will keep your child away from school. Absences due to travel will be considered unexcused absences.**

Absences in excess of 20 (twenty) days will result in a meeting with the director and school principal to discuss these absences. Please be aware that if you are receiving assistance your assistance may be reduced or revoked.

Tardiness

A student that arrives after 7:50 am is considered tardy. The student should report to the office when tardy, and the reason for the tardy must be stated. **Please do not take your child to their classroom before reporting to the office.** Tardiness should be avoided and limited in frequency as repeat tardiness implies a lack of growth in responsibility. It also interrupts the smooth process of classroom activities.

Once a student arrives at school and enters the school building, the staff and faculty of St. Rita School are responsible for the care and safety of the student.

Leaving the building without being released through the School Office is prohibited.

Dress/Clothing

Children need to wear weather appropriate clothing each day. Weather permitting, children will play outside each day. Tennis shoes are strongly recommended daily. Children must wear tennis shoes on PE day. Preschool does not wear uniforms.

Items to Keep at Home

We ask that the following items **NOT** come to school with your child:

- Candy or gum

- Any medication that is not formally documented with the teacher (medication permission forms must be completed at school and all medication must be in its original container with the child's name clearly written on it). **This includes cough drops.**
- Cell phones, iPods/electronics
- Toys

Inclement Weather Procedures

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

- **OPEN**—This means ALL Catholic Parochial Schools in Jefferson County are open. **ST. RITA IS OPEN.**
- **CLOSED**—ALL Catholic Elementary Schools are closed. **ST. RITA IS CLOSED.**
- **DELAYED**—St. Rita begins at 9:50 am. The cafeteria will open at 9:20 a.m. to supervise early arrivals. **DO NOT DROP STUDENTS OFF BEFORE 9:20 a.m.** We cannot provide supervision until 9:20 a.m. Lunch will be served, but it may not be the lunch planned for that day. Breakfast will not be served.

Listen to the news media. **LISTEN TO WHAS OR WAVE FOR ACCURATE INFORMATION.** For all above weather closings, the school will notify families via text messaging through the Rediker Software, our school data system.

Recess

Outdoor recess will occur as long as the temperature is 32 degrees or above. During inclement weather, such as the temperature falls below 32 degrees, rain, lightning, etc. recess will be held either in the classroom. Please dress your child according to the weather.

Communication

Conferencing with Teachers

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

Newsletter

The Mustang Express is an electronic newsletter used by the school office and various parish organizations to notify parents of vital information concerning school events, lunch menus, PTO correspondence, etc.

Brightwheel

Brightwheel is an interactive app that allows parents to view how their child is doing during the school day. Staff will upload pictures, announcements, communication between parents etc. to help ease your mind and reassure you that they are having fun at school.

Friday Folder

The Friday folder is sent home with each student. Prompt return of the folder to the homeroom teacher the following Monday is considered a responsibility of each student in the family. It is suggested that items sent home in the Friday folder be kept in a secure location for future reference. Immediate attention should be given to any materials within the Friday folder requiring a signature or reply from parents as the youngest student will be held accountable for their return. Parents who reside in a different household than their child should provide the office a self-addressed, stamped envelope so that they may receive the Friday folder information.

School Wide Documents

The school office does not send home hard copy communication in the Friday folders, such as fliers, community announcements, etc. These materials will be sent out electronically via email and posted to the Plus Portals. On occasion, there may be critical hardcopy documents that the school office will print to send home in Friday folders.

Progress Reports

At the end of each of the three (3) trimesters, progress reports or “report cards” are uploaded to student electronic portfolios and permanent records for all Preschool students.

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

St. Rita School Website/Facebook Page

St. Rita School’s website contains information about the parish and the school. The school’s web address is <https://www.stritacatholicsschool.com>. Also, we have a preschool and school facebook page. We often share pictures or upcoming events.

St. Rita Early Childhood Program

St. Rita School

St. Rita Power Up Summer Camp

Health & Safety

Snack & Lunch

Parents are asked to send in a healthy snack each and every day. A clear refillable water bottle is required to be sent in daily to ensure children can drink water whenever needed. Please write their name on lunch boxes and water bottles.

The following items are not allowed:

- Soft Drinks
- Any type of Fast Food

St. Rita School participates in the Federal School Breakfast and Lunch Programs. The cost of lunch is mandated by the USDA. Families may apply for free or reduced-price meals by filling out an application, which are available in the school office and cafeteria. The cafeteria utilizes automated payments for school meals. Each student is assigned a personal identification number (PIN) for their account. When payments are submitted, the funds are credited to the student's account and meals are debited from their account.

Funds may be added to the student's account at any time. Parents can fund their child's lunch accounts directly through the school with cash or check or use a credit/debit card online at myschoolbucks.com. Payments sent to the school should be placed in an envelope with the child's name and indicate that it is for school meals. Please put the envelope in the child's school folder in their backpack.

Because we participate in the National School Lunch and Breakfast Program, we are required to follow specific meal patterns for the students. Pre-K students who receive meals from the school cafeteria will be given the required components of the meal pattern. Breakfast includes a whole grain item or yogurt, fruit/fruit juice and unflavored milk. Lunch includes protein, whole grains, vegetables, fruits and unflavored milk. The Pre-K menus are separate from the Elementary School menus and can be found on the school website, the Mustang Express and Brightwheel. Students may bring meals from home. Fast food and soft drinks may not be brought in by students or guests. The Federal guidelines are very specific about this ruling. Failure to comply may jeopardize our participation in the program which would result in higher lunch cost and could eliminate the free and reduced option. Family members are welcome to have lunch with their child at any time.

If you have any questions or concerns please contact the Cafeteria manager: Angel Mattingly
Amattingly@stritacatholicschool.com 969-4579 extension 206.

Illness

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

If a student becomes ill or sustains an injury at school, the parent/guardian will be notified. It is necessary to plan ahead to make arrangements for someone to pick up a child in the event the parent is unavailable to come immediately. The school will call EMS if the situation requires emergency care.

Students need to be fever free without fever reducers, such as Tylenol, for 24 hours before they can return to school. Any visible rashes should be looked at by your pediatrician and a note sent to school from the doctor stating the rash is not contagious. Students should be vomit free and fever free for 24 hrs. before returning to school.

Medication

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

Students are not allowed to carry medication with them during the school day. This applies to both prescription and non-prescription or over the counter medication.

Party Policy

Students' birthdays will be celebrated with songs and well wishes. Invitations to parties held outside of school are not to be distributed at school unless each child is invited. Cakes, cupcakes etc. are not permitted. Party favor bags are allowed to be sent in to go home with all of the child's class.

Medical Examination Requirements

State law requires that a medical examination form be completed by the family physician for all students new to St. Rita School. All immunization certificates must be up to date. All students entering the sixth (6th) grade are required to have a physical and a MMR booster shot before the beginning of the school year. The PTO is responsible for ensuring all student health records are up to date. Beginning August 2018 all students must have received their 1st Hep A immunization. This is a 2 part immunization with the second immunization occurring 6 months after the first.

Emergency Protocols

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

Fire Drills

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

Earthquake Drills

Earthquake drills will be conducted once in August and once in January.

Tornado Drills

Students are required to **silently** exit their classrooms to a designated area and remain **silent** until they are instructed to return to their classrooms. Tornado drills are performed once in August and once in January.

Intruder Drills

Students are expected to follow directions they are given by faculty and staff. Intruder drills are performed once in August and once in January.

Asbestos

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

Admissions Policy

Priorities for Admittance of Students into St. Rita School

1. In the month of January, current St. Rita School families have the opportunity to pre-register (or re-enroll) for the following school year. *If not re-enrolled by the end of January, a child's spot could be in jeopardy due to new incoming families wanting to enroll their child at St. Rita.
2. New families to St. Rita School can register their child beginning at the end of January for the following school year.
3. Go to St. Rita School's website for specifics on the registration process.
<http://www.stritacatholicschool.com>
4. Children should be fully potty trained (meaning they should be confident to use the bathroom with no reservations) prior to the beginning of school. If the child shows that they are not potty trained when school begins they could be dismissed from the program.
5. Children should have turned three prior to the start of the school year.

Admission of Special Needs Student

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

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

Notice of Non-Discriminatory Policy

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

Tuition Information

Tuition Policies

The following are additional policies regarding school tuition:

- A school family entering St. Rita School on or before the 15th of the month will pay 100% of that month's tuition.
- A school family entering St. Rita School after the 15th of the month will pay 50% of that month's tuition.
- School registration fees are non-refundable.
- No school records will be transferred until tuition and fees are paid to date.
- All families are required to participate in the 10-month Authorization Automatic Bank Deduction program or pay the annual tuition amount as one lump-sum payment before the school year begins.
- To receive the family rate, all new families must show proof of marriage.

Emergency Financial Aid

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

Expected Volunteer Hours

- St. Rita School families are expected to volunteer a *MINIMUM OF 16 HOURS PER SCHOOL YEAR* toward activities that support the school as well as its students. Of those 16 hours, 8 hours *should* be worked during the St. Rita Parish Summer Picnic. If you have not been contacted to work the picnic, please contact the PTO or parish office.
- *ONLY THE STUDENT'S PARENTS, ADULT SIBLINGS AND GRANDPARENTS MAY WORK TOWARD THE 8 HOUR REQUIREMENT.*
- Families with a parent who serves on the St. Rita School Board, the Parish Council, the PTO Executive Board, or the St. Rita Booster Club Executive Board as well as CSAA registered coaches and assistant coaches of CSAA sports activities are expected to work a minimum of 8 hours at the Parish Picnic but would not be expected fulfill the additional 8 hours for school activities.

- Volunteer activities that are required by other parish organizations (i.e. Booster Club concession duty) *CANNOT* be counted toward the 16 hours expected. Some examples of eligible volunteer activities include, but are not limited to, the following activities: working with the school academic teams, any PTO event, lunchroom and playground monitors, painting/maintenance projects as needed (these will be announced). Other school opportunities will be announced via the Mustang Express.

Registration

Registration is required for all students. Contact the school office for additional details.

Registration Fee Policy

A \$150 registration fee will be charged for all current school families in grades Pre-K through the eighth grade during pre-registration in February. *The registration fee is non-refundable unless the student is not accepted into St. Rita.*

St. Rita School Board and Parent Teacher Organization

At the parish level, the respective roles of the Parent Teacher Organization and parish School Board must be carefully distinguished. In the Archdiocese, the parish School Board is a consultative board to the pastor and a subcommittee of the Formation Committee of the Parish Council. It is concerned with policy recommendations pertaining to the parish school. The school/parent organization is responsible for maintaining good communications between the home and school, for providing a vehicle through which parents can provide service to the school (i. e., volunteers and fund-raising), for offering a mechanism for parent education and for serving as a structure for political action when needed (i. e., letter writing, phone calls, visits to legislators). The board works closely with the officers of the parent organization in order to understand more fully parent needs and concerns. It works with parent fund-raising groups to coordinate the overall financing programs of the school. It uses the communication mechanism of the parent organization to report to school families about board activities.

School Board

Each Catholic school in the Archdiocese of Louisville shall have a local school board. These boards are consultative to the pastor and principal.

The school board is called into being by the pastor and the local parish and given its mission to provide quality Catholic education for all those children whose parents desire to take advantage of such an opportunity. To be a school board member, then, is more than just a job and is distinctly different from a political commitment. It means accepting a mission and bringing to that mission one's talents, wisdom, experience, faith life and good will. It also implies a willingness to accept and an eagerness to seek information, training and spiritual formation. School boards have specific areas of responsibility.

RESPONSIBILITIES OF THE SCHOOL BOARD

1. **Attendance** at orientation and yearly update sessions provided by the Office of Catholic Schools;
2. **Planning** establishment of a school mission statement consistent with the parish mission statement, goals, future plans
3. **Policy Development** is formulation of policies which give general direction for administrative action. Policy development is the role of the board. Implementation of the policy is accomplished by established directives of the principal of the school.

The function of the school board is to recommend policy, not to administer the school.

4. **Financing development** of plans/means to finance the educational programs, including tuition and development and fund-raising plans; allocation of resources according to a budget; monitoring those plans;
5. **Public Relations** communication with various publics about the programs and attention to their needs and concerns, recruitment of students and promotion of the education programs;
6. **Evaluation** determination as to whether goals and plans are being met, evaluation of its own function and effectiveness. The School Board does not evaluate individual staff members or students.
7. **Development** of a constitution and by-laws for the board. This constitution must be reviewed by the pastor, members and principal at least every 3 years. Updates or changes in the constitution must be approved by the Office of Catholic Schools; and

Utilization of Building Better Boards - A Handbook for Catholic Education by Lourdes Sheehan RSM, Ed. D., published by NCEA, as a means of enhancing board members' knowledge.

St. Rita Parent/Teacher Organization (PTO)

Every school is urged to form an organization for parents and teachers. The purpose of such a group is to foster better communication and to establish a means for coordinated activities on the part of the total school community.

The role of parents in the formation of their children is considered primary by the Church. Therefore, an organization such as a local Parent Teacher Organization assumes an important role in the continuing cooperation of parent educators and professional teachers. Principals are expected to work closely with the leadership of the Parent Teacher Organization.

The five major activities of Parent Teacher Organizations are to:

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

Appendix I

Permission Form for Prescribed Medication

School: St. Rita School

Date form received by the school: _____

Student: _____ DOB/Age _____

Grade: _____ Teacher/Classroom: _____

To be completed by the physician or authorized prescriber

Reason for medication: _____

Name of medication: _____

Form of medication/treatment:

☐ Tablet/Capsule ☐ Liquid ☐ Inhaler ☐ Injection ☐ Nebulizer ☐ Other

Instructions (*Schedule and dose to be given at school*): _____

Start: ☐ Date form received ☐ Other date: _____

Stop: ☐ End of school year ☐ Other date/duration: _____

[] For episodic/emergency events only

Restrictions and/or important effects:

☐ None anticipated

[] Yes. Please describe: _____

Special storage requirements: ☐ None ☐ Refrigerate

[] Other: _____

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

☐ No ☐ Yes – Supervised ☐ Yes – Unsupervised

The student may carry this medication: ☐ Yes ☐ No

Please indicate if you have provided additional information:

☐ On page 2 of this form ☐ As an attachment

Date: _____ Signature: _____

Physician's Name: _____

Address: _____

Phone Number: _____

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

To be completed by parent/guardian:

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

Date: _____ Signature: _____

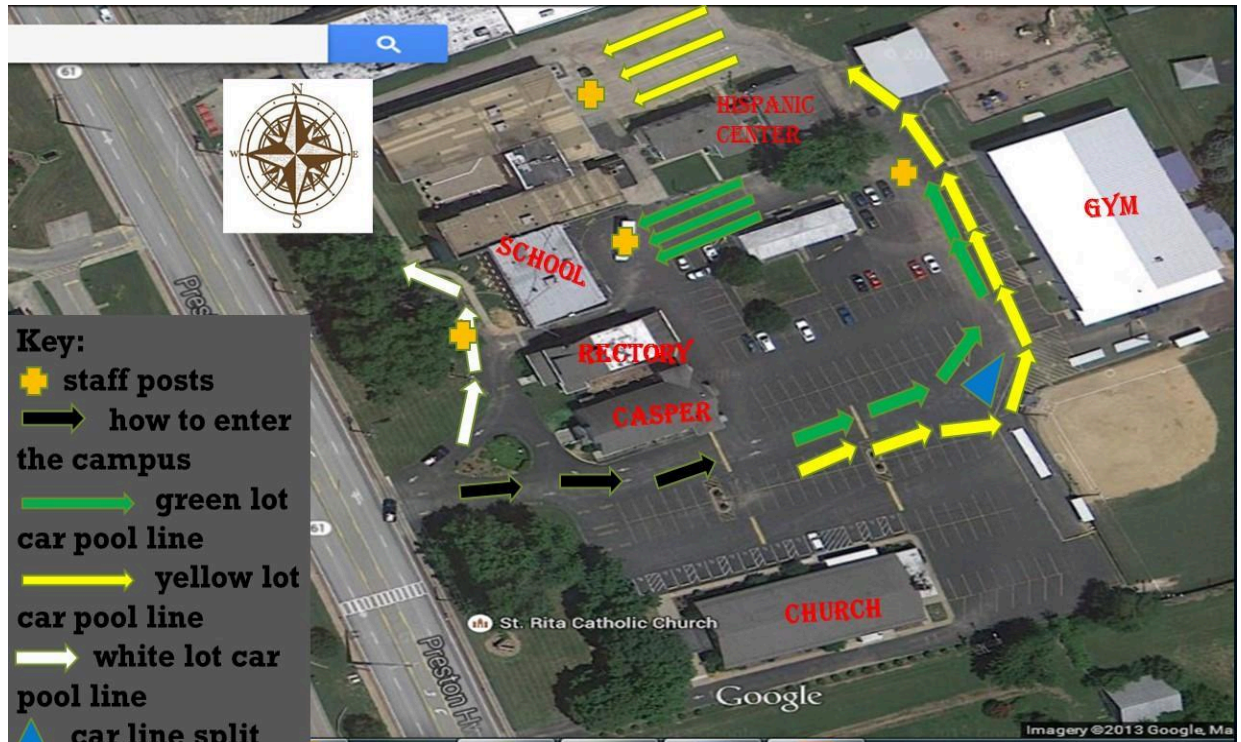
Relationship: _____

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

Cell: _____ **Emergency:** _____

Appendix II

Arrival and Dismissal Map - PreK families should follow the green arrows to drop off at the entrance in the green lot and will pick their students up in the front of the school marked by the white arrows.



Appendix III

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete the [USDA Program Discrimination Complaint Online Form](#) (AD-3027) found online at [How to file a Complaint](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (833) 256-1665 or (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.



PreK Student/Parent Handbook Signature Form

Please sign, date, and return this acknowledgement form to your child's teacher. Your signature indicates that you have read and discussed St. Rita's Student/Parent handbook with your child(ren).

We, _____

Print Parent/Guardian Name(s)

have read and understand the rights and responsibilities pertaining to students and parents outlined within the school handbook. We agree to support and abide by the rules, guidelines, procedures, and policies of St. Rita Catholic School.

Print Parent/Guardian Signature

Date

Print Parent/Guardian Signature

Date

Print Parent/Guardian Signature

Date

Print Parent/Guardian Signature

Date