



**St. Rita Catholic School**  
**K - 8th Grade**  
**Student/Parent Handbook**

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*(REVISED Summer of 2024)*

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**ST. RITA CATHOLIC SCHOOL**  
**8709 PRESTON HIGHWAY**  
**LOUISVILLE, KY 40219**

**502-969-7067**  
**[stritacatholicsschool.com](http://stritacatholicsschool.com)**

# Student/Parent Handbook

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# 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

## Mission Statement

The St. Rita School family celebrates diversity by committing to high levels of learning for all students, so that they become productive and virtuous citizens who proclaim our Catholic faith.

## Philosophy

The faculty and parents, in keeping with the teaching of the Roman Catholic Church, are dedicated to our mission to develop Catholic 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.

## School Accreditation and Certification

Schools in the Archdiocese of Louisville are to be accredited by an agency recognized by the Kentucky Non-Public Schools Commission (KYNPSC) thus receiving certification as a non-public school in the state of Kentucky through the Kentucky Board of Education.

## Parent Commitment

Parents contribute to their children's education a great deal. Support and encouragement of 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, school faculty, and parish staff. You are your child's primary role model. Questions, comments, and concerns are welcomed.

We also follow the Archdiocese Catholic Schools Handbook, which has more specific details about ***Working Together in Catholic Schools***. Because every parent is considered a partner to the school in their child's education, we encourage each parent to read this section of the [Catholic Schools Handbook](#), section (1000).

## Spiritual Development

The primary reason for the existence of St. Rita School is the religious education and spiritual development of the students. Students will attend a weekly all-school liturgy. (Kindergarteners begin

attending Mass in October.) Parents are always welcome to attend weekly mass. All Catholic students in grades 3-8 will receive the sacrament of Reconciliation throughout the school year.

St. Rita School prepares students for the sacraments of Reconciliation and 1st Communion in 2nd grade and the sacrament of Confirmation in 8th grade. While most Catholics are baptized in the first few months of birth, students who want to become Catholic and want to receive Holy Communion in 2nd grade, but have NOT yet been baptized, must be baptized no later than September 30th of their 2nd grade year in order to receive 1st Holy Communion in 2nd grade. New students to the school older than 3rd grade (4th-8th) who want to become Catholic and want to receive Confirmation in their 8th grade year, must first receive the sacraments of Baptism, Reconciliation, and 1st Communion. Please be aware, preparing for these sacraments takes more than one calendar year to receive, and is facilitated through the St. Rita Parish Religious Ed. program.

In order to sign your child up for the St. Rita Religious Education program or for information about baptism, please contact the St. Rita Parish Office at 969-4579.

## Reconciliation

Catholic students in grade two will receive the sacrament of Reconciliation in November. There is a parent/teacher/student preparation which includes attendance at parent meetings, an enrollment Mass, and the celebration of the sacrament. This is a time of spiritual growth for the whole family.

## Eucharist

Grade two students will receive the sacrament of Eucharist in April. This is a Parent/Teacher/Student preparation program. It includes attendance at parent meetings, an Enrollment Mass, in addition to the First Eucharist Mass. It is a time of spiritual growth for the whole family.

## Confirmation

Catholic students in the eighth grade will receive the sacrament of Confirmation usually during the month of March. The preparation program will consist of classroom instruction, a day of retreat, individual reflection papers, and service projects where the students are expected to serve the community by acts of charity.

Confirmation is an opportunity for the students to freely choose a life in the Church by reaffirming their Baptism, renewing their commitment to Jesus as Lord, and responding to the call of the Holy Spirit. Our program recognizes that parents are the primary communicators of our Faith. As such, we invite and encourage all parents/guardians to stay actively involved throughout the preparation program.

A general meeting for parents, sponsors and students will be held prior to the educational preparation.

## Daily Schedule

All students are to be in their homerooms at 7:50 am or they will be marked tardy. Students are given lunch/recess break. The amount of recess/social time students receive varies depending on the age of the student.

On regular full days of school, the dismissal schedule is:

2:40 Announcements and closing prayer

2:42 Bus Riders

2:45 Car riders

Walkers and aftercare students will be called when all car riders have left the building and cars have cleared the parking lot.

No student is to arrive at school prior to 7:20am

Students are monitored on school property from 7:20 am until approximately 3 pm. Students should report directly to their classroom between 7:20 am and 7:50 am. Students should not be on school grounds after 3pm, unless attending a supervised school or sport function, helping a designated teacher, or serving a disciplinary time. Students are expected to be picked up at dismissal time or at the end of the school activity.

## Arrival/Dismissal Procedures

### Morning Drop-Off

All school families are to enter by the center drive or driveway at the far side of the church. Cars transporting any PreK – 3rd grade students should drop off at the Main Door. Come past the gym and turn left between the modular classrooms and the Hispanic center (buildings 3 and 4).

Cars transporting students in grades 4th - 8th grade, only, should drive behind the Archdiocesan Hispanic center and exit through the drive between the school and the shopping center. 7th and 8th grade students will enter the school at the bottom entrance and 4th - 6th grade students will walk up the outdoor stairwell and enter at the top of the landing.

All cars should drive slowly and with caution in all areas of St. Rita's campus. You never know where pedestrians may be, especially during those Nov-March months when it is still dark in the morning.

For safety purposes, with or without parents, students may not walk across the driving lanes. If parents have business in the school, they should park and walk with their child/ren between the yellow lines that border the school and lead to the entrance.

In order for the carpool line to run smoothly and efficiently, parents should not get out of their car in the carpool line. For PreK and/or primary grade students, if needed, school staff will assist in getting your child out of the car.

Cars transporting a mix of students in grades Pre-K through 8 will drop students at the main door. These cars should pull around between the modular classroom and the Hispanic Center.

If arriving late, parents must park in the parking lot and walk their child to the school entrance. \*Please be aware that barricades are placed to close the car line at 7:48 a.m. Students must be in their classroom by 7:50, or they are considered tardy. Therefore, after 7:48, students would not have enough time to get to their classroom by 7:50, even if they are dropped off at the school entrance. In addition, safety patrol

and school personnel must be in the building by 7:50. For these reasons, barricades are put up by 7:48 a.m.

*Under no circumstances should a Pre-K through 2nd grade student be dropped off at the rear entrance of the school.*

## Afternoon Dismissal

Pre-K students will dismiss to the front of the school at 2:15. Bus riders will dismiss to the front of the school at 2:42. Car-riders will dismiss at 2:45 to various locations (see below). After all car riders have been dismissed, walkers and school Aftercare attendees will be dismissed. All car riders are assigned a number and are NOT to be released from the building until their number has been called. The following are the specific details for parents and students regarding dismissal procedure (please see Appendix II for campus map of dismissal procedures):

### Parents:

- Cars are given either a yellow, green, or white numbered car tag that corresponds to which car line (lot) to get in.
- Pre-K parents will park in front of the school (White Lot).
- All cars picking up students K-8<sup>th</sup> grade will enter the campus between the Church and Casper Center.
- **Green Lot:** is located at the school entrance, between the Hispanic Center and the Knights of Columbus portable classroom. This lot is for picking up students where the youngest child is in grades K-3<sup>rd</sup>. (\*if picking up a Pre-K child along with any other students for grades K-8<sup>th</sup>, **you must park in the green lot**).
- **Yellow Lot:** will be in the back parking lot (north side of the school campus) for picking up student in grade 4<sup>th</sup> – 8<sup>th</sup>, ONLY (\*If picking up any child that is in grades Pre-K – 3<sup>rd</sup>, regardless if you are also picking up older students, **do NOT get in this car line**, unless directed by a school staff member to do so.

\*Because the yellow tagged cars (in the yellow lot) are released from campus much quicker than the green tag cars (in the green lot), some green tag cars will be directed to the yellow lot once the yellow tag cars are cleared from the yellow lot.

### Students:

- Primary students are required to have attached to their backpacks a corresponding tag to their parent's car tag. As students' car numbers are displayed in the classrooms, students will transition to their appointed location.
- All students in a family where the **youngest** child is in grades Pre-K – 3<sup>rd</sup> will have a **green tag** and will go directly to the cafeteria. Once all first round car numbers for the green lot have been called, these students will be escorted by the safety patrol from the cafeteria to the green lot in order for the student to get safely to their cars. Once all students are in their cars, the green lot will be released.
- All students in a family where the youngest child is in grades 4<sup>th</sup> – 8<sup>th</sup>, will have a **yellow tag**. When these students' car numbers are called, they will go directly out of the back of the



building to their cars. Once all first round car numbers for the yellow lot have been called, and all students are in their cars, the yellow lot will be released out the alleyway. Following will be a second round that will follow the same procedures.

- Pre-K students (that do not have older siblings at St. Rita) will have a **white tag** and will be escorted by their teachers to the white lot in order to be picked up. Pre-K students are released at 2:15 before the rest of the school. If a Pre-K child has an older sibling at St. Rita, they will be given a green tag and will be escorted out of the cafeteria into the green lot with their sibling(s).

### **Additional Details:**

- Parents are never to get out of their car to congregate. If needed, parents can step outside of their car to assist their child with getting into the car properly. It is important that parents and students are safely secured in their car and are ready to move with the car line, **on time**, in order to ensure a smooth and efficient dismissal procedure.
- Car engines must be turned off while waiting in the carpool line in order to protect the health and safety of our students and staff, as well as, to be environmentally conscious.
- Because the school office is instrumental in the school's dismissal procedures, the school office is closed between 2:30-3:00. No child will be released to parents in the school office during dismissal unless the parent has made an appointment regarding school business. If any parent attempts to avoid the car line by coming into the school office to pick up their child, the parent will be informed to wait outside until all car riders have been dismissed from the school.
- Aftercare students and walkers will be last to be released from their classrooms.

### **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 1<sup>st</sup> 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

## Absences

If it is necessary for a student to be absent from school, a parent or guardian must call the school before 8:00 a.m. to report the absence, and specify the arrangements for getting the student's work to him/her. A student's work may be picked up electronically (via teacher email) and/or in the Office before 2:30pm or after 3:00pm.

In order for a student's absence to be "excused", a doctor's note or parent note must be presented to the school office upon their return. After the 6th absence, or after three consecutive absences, only a doctor's note will be acceptable for an absence to be "excused". All absences without a parent note will be "unexcused" and all absences after the 6th without a doctor's note will be "unexcused".

## Absence During the Day

It is strongly suggested that appointments be made after school hours to give your student the opportunity of maximum instructional time. If a student is to be excused during the school day for any reason, parents must notify both the school office and homeroom teacher. The child should come to the office at the designated time and the parent/guardian MUST pick up and sign the student out FROM THE OFFICE. Parents/guardians cannot go to the classroom and retrieve the student. A confirmation of the appointment from the doctor's office needs to be brought to the school office when the student returns to school. If a doctor's notice is not provided, it will be logged as an unexcused absence.

In accordance with Archdiocesan policy, students who report to school after 8:30 a.m. or leave before 2:30 p.m. are counted as half-day absent.

## Homework Assignments

Making up missing assignments, for any reason, is the responsibility of the student. Assignments should be made up the day after returning to school. For example, if the student is out on Monday and comes back to school on Tuesday, homework assigned on Monday will be due on Wednesday. If more time is needed, the teacher must approve the extension. For older students, most of these assignments can be delivered digitally. However, for materials that cannot be delivered digitally, assignments can be picked up in the school office before 2:30 p.m. or after 3 p.m. It is the student's responsibility to check with all teachers, including special area teachers (i.e. art, computer, music, and Spanish) for missed assignments.

Tests are made up at the discretion of the teacher.

## Attendance Policy

Consistent school attendance is critical for academic progress. Parents can help their child succeed by ensuring their attendance except when illness or family emergencies occur.

The school follows Kentucky State Law in regards to truancy. All truants must be reported by the school principal to the Director of Pupil Personnel of the appropriate public school district.

## Excessive Absences

St. Rita School defines excessive absences as missing more than 10% of the school year (17.5 days). Also, any student that is absent more than three (3) consecutive days during a school year is required to present a doctor's statement. A truant officer will be called for excessive unexcused absences. Excessive

absences could jeopardize continued enrollment at St. Rita. St. Rita educational model is a traditional model and requires students to be at school each and everyday in order to maximize the child's learning. Therefore, St. Rita will respond when a student demonstrates a pattern of chronic absences in the following manner:

- After the 3rd unexcused absence, a letter notification will be sent to the parent(s)/guardian(s)
- After the 5th unexcused absence, a "check up" phone call from the school counselor will be made to the parent(s)/guardians.
- After the 7th unexcused absence a meeting will take place with the school counselor, student, and family, to formulate an improvement plan regarding school attendance
- After the 12th unexcused absence, a meeting with the school principal will be held with parent(s)/guardians(s).

Please be mindful when planning vacations or trips. Trips should be scheduled outside of the school calendar. A student should not be removed from school to go out of town. If a child is to be taken out of school to go out of town, **the principal must be notified in advance.**

The only exception to the aforementioned policy is if the student's absence is the result of a protracted illness or accident. A statement from the attending physician documenting the illness or accident must be given to the principal in a timely manner. Arrangements must be made with the principal for "at home study" during the duration of the absence. The parent or guardian must follow-up with the principal verifying successful completion of the "at home study".

Teachers will require make-up work and tests from a student for any day of absence regardless of the reason for the absence. The homeroom teacher will provide a make-up packet (either digital or hardcopy) to the student upon the student's return to school.

## **Absence and Extracurricular School Activities**

Any day a student has been absent, he/she may not attend or participate in extracurricular activities without permission of the principal. Please note permission will only be granted under extreme circumstances. Chronic unexcused absences could result in a student not participating in sports and other extracurricular activities.

## **Tardiness**

A student that arrives after 7:50 a.m. and before 8:30 a.m. is considered tardy. The student should report to the office when tardy. 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 and embarrasses the tardy student.

Once a student arrives at school and enters the 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. If this were to occur, the student could be subject to major disciplinary action.

## **Parent Teacher Student Conferences**

PTS conferences occur twice a year. PTS Conferences count for an instructional day. If a student does not show up for their conference it will be marked as an unexcused absence, unless the child is sick. In this

case, for the absent to be counted as excused, we follow the same process for excused/unexcused absent as when a child is out for a regular school day.

## Make up Conferences

A parent/guardian can reschedule their child's PTS conference prior to the originally scheduled conference and the rescheduled conference may occur after the PTS conference week, if needed. However, PTS conferences may not be rescheduled if the student and parents do not show up for their conference without previous notification to the classroom teacher. Parents/guardians always have the right to call a conference with a classroom teacher at any time of the year, if needed, but it will not count as an instructional day, as the PTS conferences do.

## Dress Code

The St. Rita School Board has established the following dress code for students:

St. Rita Catholic School dress code is intended to promote the virtues of modesty. It is to maintain a proper academic environment within the school and reduce superficial competitiveness so that character, rather than appearance, can be the focus.

Students are expected to come to school appropriately dressed at all times. It is the parents' responsibility to make sure the child is in uniform each day. Students will begin wearing school uniforms on the first day of school.

Final decisions regarding student dress are reserved for administration. Students out of dress code will be spoken to privately and respectfully. If a student's attire is deemed to be out of the dress code guidelines, out-of-uniform infractions will be given for non-compliance (see bottom of "Dress Code" policy for infraction levels). Also, if a student is out of uniform, parents may need to bring a change of appropriate clothes to school or the student will be given something to wear by the office staff.

## General Requirements

### Pants

Slacks will have no cross-stitch emblems, manufacturer's names, or patches (i.e. Dickies, etc.). Pants are to have no cuffs and no pockets on the legs such as found on cargo pants. No skinny fit (tight) pants are permitted. The material should be cotton/polyester mix, No spandex. Slacks must be worn at the waist. Students in grades K through 5 shall wear navy blue uniform slacks; students in grades 6 through 8 shall wear khaki uniform slacks. No sagging will be allowed.

### Shorts

Shorts are **OPTIONAL** and may be worn from August through October 31<sup>st</sup> and from April 1<sup>st</sup> until the end of the school year. Pants **must be worn from November 1 until March 31st**. Students in grades K through 5 shall wear navy blue uniform shorts; students in grades 6 through 8 shall wear khaki uniform shorts. No other shorts will be permitted. Shorts must be Bermuda length (just above the knee). Shorts must be worn at the waist. No sagging will be allowed.

## Belts

Students in grades 1<sup>st</sup>-8<sup>th</sup> must wear a belt with uniform pants and shorts. Belts must be brown, black or navy and solid in color. Belts **are not** permitted in kindergarten.

## Shirts

Students may wear the uniform golf/polo or the white blouse (girls). Elementary school students in grades K-5 have the option of wearing green, yellow, and white polo shirts with the updated school logo. Students in grades 6-8 are allowed to wear green, navy, and white polo shirts with the updated school logo. The updated school logo has the traditional "R" but also includes "St. Rita". The golf/polo shirts can be purchased at Shaheen's. Shirts must be tucked in at all times.

## Socks

Students must wear plain navy blue, black, or white socks (no bands, stripes or emblems are allowed). Socks must be visible outside of the shoe.

## Shoes

It is the parent's choice as to the type of shoe the student wears. If the shoe has shoestrings, they must be kept laced and tied. All shoes must have a solid heel and toe and be flat (no heels or stacked heels). **NO boots are permitted** and no light up shoes are permitted. The student must wear gym shoes for PE.

## Sweatshirt/Fleece

Only 8<sup>th</sup> grade students may wear the numbered graduation year sweatshirt and it must be lettered with the current graduation year. For all students, there is the optional fleece jacket hunter green with a gold St. Rita logo embroidered on it, available at Shaheen's and a school board approved crewneck sweatshirt available through the school.

## Sweater

Students may wear a navy blue cardigan or sweater.

## Smart Device Wear

Smart watches, or any smart device is not allowed to be on students.

## Girls

### Jumpers/Skirts

Girls in grades K through 3 wear the green, gold and white plaid jumper from the uniform department at Shaheen's. Girls in grades 4 and 5 have the option of wearing a jumper or a skirt. Girls in grades 6 through 8 wear a skirt. St. Rita school uses the "fingertip rule" as described below in the "Additional Dress Code Requirements" section. Girls must wear shorts or leggings underneath their jumper or skirt.

All girls have the option of wearing pants that must comply with our pants policy above.

## Blouse

The blouse, if worn, must be tailored, short or long sleeve, round or pointed collar, broadcloth or oxford. The blouse must be buttoned appropriately and tucked in far enough for a belt to be visible. If desired, girls may wear a navy blue vest with the white shirt or blouse. The vest can only be purchased at Shaheen's.

## Tights and Leggings

Solid navy blue, white, or black tights may be worn under skirts, jumpers or shorts. Navy blue, white, and black leggings are also allowed.

## Jewelry

Girls with pierced ears are permitted to wear small button type (stud) earrings **that do not hang below the lobes**. "Dangly" earrings are not permitted. Body piercing, etc. is not permitted. Other jewelry is not permitted with the exception of a wristwatch. *This includes out of uniform days*. In addition to wristwatches, one wristband per student may be worn that symbolizes a specific charitable organization or awareness. Faculty will decide on whether or not the wristband is appropriate for the Catholic School environment. If it is determined that the wristband should not be worn, faculty will advise the student to remove it. Medical bands will also be permitted. A thin, plain, short chain with a small religious cross or medal may be worn.

## Make-up

Make-up or colored nail polish is not permitted. Students are not allowed to wear artificial nails. Tattoos and/or body writing on students are not permitted.

**Jr. High Girls Only:** As a Jr. High privilege, girls will be permitted to have painted nails. Acrylic, dip, gel, or any other form of artificial nails are not permitted--only fingernail polish. Please only one solid color other than a French manicure (no designs, alternating colors, etc.) Girls may use foundation if they wish to cover blemishes.

## Hair

Hair must be neat and clean. No extreme haircuts are permitted. No hair spray is to be brought to school. No student is to wear dyed or bleached hair. Headbands are allowed to be worn. However, three dimensional headbands with cat ears, unicorn horns, etc. are not permitted. Any uniform headband purchased from Shaheen's is acceptable.

**7th and 8th grade only:** Only natural colored highlights are permitted. Any hair treatments deemed inappropriate by the principal must be corrected within 24 hours.

## Boys

### Shirts

Shirts must be the official St. Rita polo shirt. Shirts must be buttoned appropriately and tucked in far enough for a belt to be visible.

## Hair

Hair must be neat and clean. Hair length should not exceed the top of the shirt collar or cover the eyebrows or ears. No extreme haircuts will be permitted.

**7th and 8th grade only:** Natural colored highlights are permitted. Any hair treatments deemed inappropriate by the principal must be corrected within 24 hours.

## T-shirts

Students may only wear solid white t-shirts under their uniform shirt. T-shirts with graphics or lettering or colored t-shirts are not permitted. T-shirts should not show under the uniform shirt.

## Jewelry

In order to prepare boys for Catholic High School, they are not permitted to wear earrings. In addition to wristwatches, one wristband per student may be worn that symbolizes a specific charitable organization or awareness. Faculty will decide on whether or not the wristband is appropriate for the Catholic School environment. If it is determined that the wristband should not be worn, faculty will advise the student to remove it. Medical bands will also be permitted. A thin, plain, short chain with a small religious cross or medal may be worn.

## Out-of-Uniform Day Dress Code

*Anything worn that could be offensive towards others is prohibited. This includes, but not limited to derogatory and political content, as well as, anything that could be perceived as objectionable.*

Jeans or athletic pants are permitted. Pants must not have holes, tears, or ragged edges. Socks and/or hosiery must be worn. All shoes must have a solid heel and toe. No light up shoes permitted. Boots are permitted.

Shirts, tops, and blouses must cover the shoulder, back and stomach *at all times*. Tank tops, sleeveless shirts, net shirts, spaghetti straps, low necklines, muscle shirts, cropped shirts or sweaters are not permitted. Dresses/skirts must be no shorter than 2 inches above the knee.

Shorts may be worn from the beginning of school through October and April through the end of school on uniform break days. Because all body types are different, administration reserves the right to deem short shorts or tight fitting shorts inappropriate for a Catholic school.

Leggings may be worn with long shirts, skirts, and dresses as long as the student's buttocks are covered.

## Additional Dress Code Requirements

The correct styles and colors of all uniforms are available at Shaheen's.

St Rita School uses the fingertip rule. The bottom of the skirt shall not be above a student's fingertips when standing straight and placing arms down with fingers extended.

No coats, jackets, hats, gloves or non-uniform pants are allowed to be worn in the classrooms during class time or while changing classes. These items must also be removed while in church.

Any article of clothing, fashion accessory, or manner of grooming that draws undue attention to a student or creates any type of disturbance will not be permitted. Students who choose to wear inappropriate clothing will be given uniform infractions.

Depending on the frequency of uniform infractions, as well as the age of the child, students could face school consequences for not complying with the school's uniform code, such as losing 'out of uniform' days.

## Special Occasion Dress Code

School and PTO sponsored events are a reflection of St. Rita, our values, and the Catholic Church regarding modesty. Therefore, attire that reflects modesty is required.

Traditional interpretations are often at odds with fashion and cultural trends. However, this is easily avoidable when the following guidelines are observed:

- No bare midriff areas, bodices that look like bras or bikini tops
- No plunging necklines (nothing below bra-line)
- No dresses with nude colored lace or mesh overlays that give the illusion of skin showing where it should not
- No Bodycon dresses are allowed (a one-piece figure hugging garment that clings tightly to the body from the bust to the lower hem)
- Dress length/slits should be no more than 5 inches above the knee both in the front and back

Students who are not dressed appropriately will be sent home, or required to change.

## Inclement Weather Procedures

When weather conditions cause 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 **9:50am**.
- School doors will open at 9:20am and students are to go directly to their homeroom. **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 the day.



Should severe weather conditions occur during the school day, St. Rita School will follow the directions of the Catholic Schools Office (CSO). Since the CSO only announces Catholic high school closings, St. Rita School will close one (1) hour after the Catholic high schools early dismissal. *If you do not hear anything about the Catholic high schools, we will remain in session until 2:45.* The various television and radio stations will broadcast these notices. Listen to the news media.

Watch WHAS or WAVE for accurate information. For all weather closings, the school will notify families via text message through Rediker, our school data system.

## Recess

Outdoor recess will occur as long as the temperature is 32 degrees or above. The school does consider the wind chill factor. During inclement weather, such as the temperature falling below 32 degrees, rain, lightning, etc., recess will be held either in the gym or in the classroom. All students must take part in recess, unless a doctor's note is provided that states a reason for why the student should be excused.

## Distant Learning

As part of the Archdiocese's Instructional Days policy, five (5) Distant Learning Days can be counted as instructional days in the event the school would have to close due to inclement weather or an emergency. Therefore, St. Rita School will implement five (5) Distant Learning Days during the school year, in the event of inclement weather days or for any other reason why the school should have to close. Teachers will provide a distant learning work packet in advance of potential threatening weather. Distant Learning Day packets will be accessible by 8:30 a.m. Also, teachers will be available via the internet for questions between 9:00 a.m. and 2:00 p.m. Please read the Distant Learning Day packets, for explicit instructions on how to best contact the homeroom teacher, when these become available.

### Distance Learning Guidelines

1. Distant learning assignments will begin on preplanned Distant Learning Days or the first inclement weather day incurred. Distance learning has no effect on delayed start days. Delayed openings are counted as regular school days. *Distant Learning Days* will also count as regular school days.
2. There can be a maximum of **five** *Distance Learning Days* counted during a school year. Any inclement weather days past that will be made up by going to school on an already scheduled day off for the calendar year or with days added on to the end of the school year.
3. Several consecutive *Distance Learning Days* can be difficult for all parties. In the event that there are two *Distant Learning Days* in a row where weather prohibits school attendance, distant learning will be suspended for the potential 3rd consecutive inclement weather day.
4. All teachers will post assignments in advance of the *Distant Learning Day*. In addition, for those teachers who use Google Classroom, they will post assignments to their Google classroom. Notification will be made once assignments are posted. Teachers will also be available from 9:00 a.m. - 2:00 p.m. via email to answer any questions or give additional guidance. Teachers will also check email in the evening to field more questions. All teacher emails can be found in the staff directory of the Parent Portal.
5. The following is the school's curriculum plan for distant learning days:

- Curriculum must cover the subjects of Religion, English Language Arts, Math, as well as Science and/or Social Studies.
  - For grades K-6th, the activities will cover previously taught and assessed grade-level curriculum designed to extend learning. Because 7<sup>th</sup>- 8<sup>th</sup> graders are on a 1 to 1 Chromebook program, it is NOT required that the learning activities be designed around previously taught content, and those grade-level teachers can choose to continue instruction as if at school.
  - In the event of two consecutive snow days, extension activities will be included.
  - A rubric will be provided that guides students on how their performance will be measured.
  - Opportunities for descriptive feedback and redos must be given to students by the teacher, once the project has been turned in.
6. Assignments for K-6th grade are due the following Monday of the DLD, in order to provide the weekend for parents to ensure that their child has completed all tasks. For example, if Tuesday is a distance learning day, all assignments will be due the following Monday. After that, they will be considered late. We are maintaining the rigor of the classroom and expect work to be done by students.
  7. Jr. High assignments (7th - 8th grade) are due upon return to school in order for learning to continue. \*If unforeseen circumstances arise, please contact the subject area teacher for an extension.
  8. Teachers are aware of several mitigating factors such as multiple children in a household trying to get online, grandparents or older siblings being in charge, potential power outages, printer problems, etc. We plan activities with all this in mind and try to provide a variety of authentic learning. If you have a unique issue, please make sure to tell the teacher(s) it affects so we can work with you to solve the problem.

## School Communication

### Email Communications

Email is the form of communication used most often by all school staff. It is imperative that parents and guardians provide the school with an email address that is checked regularly in order to stay up to date on classroom and school information.

### 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.

### 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.

All students are required to have a Friday Folder at all times throughout the year. If a student loses the Friday folder, it is the parents' responsibility to replace in a timely manner. Friday folders must be the white folder with the St. Rita logo and can only be purchased through the school office.

## Student Papers

On a weekly basis, teachers will send home tests and other graded work in the Friday folder. Some papers will require a parent's signature to indicate that they have been reviewed and discussed at home. These papers should be considered an important method by which teachers communicate a student's progress and will ordinarily comprise a large part of the student's grade average when trimester grade reports are prepared. Signed papers must be returned the following Monday.

## Progress Reports

At the end of each of the three (3) trimesters, progress reports or "report cards" are uploaded to student electronic portfolios found within the parent plus portal. The final report card at the end of the year (the end of Trimester 3) will be sent home in hardcopy form.

## Records

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 library, and cafeteria.

## St. Rita School Website

St. Rita School's website contains information about the parish and the school. The school's web address is [www.stritacatholicsschool.com](http://www.stritacatholicsschool.com).

## Phone Calls

The telephone located in the school office is for conducting school business. Students may use the phone only in the case of an emergency and only with the permission of the principal and/or office staff. Transportation arrangements between the parent and student **MUST** be made prior to the beginning of the school day. Also, because it is prohibited for students to have any mobile device on them throughout the school day and are to be turned off and kept in student lockers or backpack, students and parents/guardians should not text through the school day. Mobile phones are only allowed on campus as a safety tool for students when off campus in case of an emergency and would need to immediately communicate with their parents.

## 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 sending an email to the teacher(s) involved. Unannounced after school visits, morning visits or group parent-teacher gatherings are inappropriate settings for effective conferences. **TEACHERS ARE NOT TO BE CALLED AT HOME OR ON CELL PHONES.** Parents can visit the classroom by appointment only with the classroom teacher and/or principal.

# 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, your 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 starting February 1st for the following school year.
3. Go to St. Rita School's website for specifics on the registration process.  
[www.stritacatholicsschool.com](http://www.stritacatholicsschool.com).

## Admission of Kindergarten and 1st Grade Students

Children shall be five (5) years of age by August 1 of the current school year to enter Kindergarten.

Children shall be six (6) years of age by August 1 of the current school year and must have attended a certified kindergarten or comparable preparatory program to enter first grade.

## Assessment Option for Kindergarten Admission Age

Students who turn 5 years old between August 2 and October 1 may be eligible to enroll in kindergarten provided that the student meets criteria established by the Archdiocese of Louisville:

- Child must turn 5 between August 2 and October 1 of the admission year; and
- Child must score at or above the 80<sup>th</sup> percentile on the BRIGANCE Kindergarten Screen Three core assessments, self-help, and social-emotional scales; and
- Child must meet remaining admission criteria of the school
- Students born between August 2 and October 1 of the admission year who do not score at the 80% or above on the BRIGANCE Kindergarten Screen Three may be considered for admission to preschool.

\* The BRIGANCE Kindergarten readiness assessment will not be offered to nonage eligible potential kindergarten students until July 1<sup>st</sup> and **only** if St. Rita has spaces available in the upcoming kindergarten class.

## Admission of Junior High Students

In most cases, when enrolling new students, St. Rita does NOT accept 7th and 8th graders and will not move forward with the enrollment process **unless** the prospective family can show that their child is proficient in both reading **and** math (at grade-level) through a National Normed assessment. If evidence is provided, St. Rita may consider allowing the child to go through the enrollment process. In this case, the child is not officially accepted until the enrollment process is completed and no academic or behavioral concerns are discovered.

## 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.

## **Records**

### **Family Educational Rights and Privacy Act (FERPA)**

The handling of students' records shall follow the federal regulations which implement the Family Educational Rights and Privacy Act of 1974. The following paragraphs contain the important elements of these regulations:

#### **Who has a right to records?**

Schools shall give full rights to either parent unless the school has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes such rights. Upon reaching the age of 18, a former student gains the same rights as granted to the parent concerning access rights to his/her student records.

## **Tuition Information**

### **Multiple Child Tuition Rate**

Tuition rates are broken down based on how many children in a family, except Pre-K children. Pre-K is a separate tuition. The multiple child rate is based on a parent having legal custody of the children and all of the children are siblings through marriage and live in the same household. Families are responsible for identifying and notifying St. Rita of their child's primary residence. St. Rita reserves the right to evaluate individual situations.

### **Tuition Policies**

The following are additional policies regarding school tuition:

- A school family entering St. Rita School on or before the 15<sup>th</sup> of the month will pay 100% of that month's tuition.
- A school family entering St. Rita School after the 15<sup>th</sup> 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.

## Refund Policy

- A school family withdrawing from St. Rita School on or before the 15<sup>th</sup> of the month will receive a refund of 50% of that month's tuition paid.
- A school family withdrawing from St. Rita School after the 15<sup>th</sup> of the month will receive 0% of that month's tuition paid.
- School registration fees are non-refundable.
- No school records will be transferred until tuition and fees are paid to date.

If a family withdraws from St. Rita who has paid in full at the beginning of the school year, a prorated amount will be refunded based on the month of withdrawal. The full tuition amount is broken into 10 months (August-May). The remaining months of the school year after the withdrawal will be refunded in full. If the withdrawal date is after the 15<sup>th</sup> of the month, the withdrawal month will not be included in the remaining months of the school year to be refunded.

## Financial Aid

The Catholic Education Foundation (CEF) was formed in 1995 as an independent 501 (c) (3) organization for the primary purpose of supporting the growth and vitality of Catholic parishes and schools in the Archdiocese of Louisville, Kentucky. The Foundation is committed to growing Catholic school enrollment throughout the Archdiocese by making a Catholic education available to anyone with a demonstrated financial need as determined by a third party application.

CEF supports Catholic education through grants for:

- Tuition assistance for families
- Technology enhancements for our parishes and schools
- Professional development for educators and catechists
- Religious education for parishes and schools

Upon enrolling your child at St. Rita, the school will assist any family in need of tuition assistance with the financial aid application process. Also, each school year, the school will communicate to the school community the financial aid application process for the next upcoming school year, so that families can get their applications in on time.

## 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 school or parish office. Any family member qualifies to work the picnic and school events for volunteer hours.

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 hours are to be recorded on the ParentPlus portals. For each event that volunteer hours were contributed, parents must immediately indicate the event, family members who volunteered, how you contributed and hours served.

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: 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 who have children in grades Pre-K through the eighth grade during pre-registration in January. *The registration fee is non-refundable unless the student is not accepted into St. Rita.*

## Lunch Program

St. Rita School participates in the Federal School Breakfast and Lunch Programs. The cost of lunch is mandated by the USDA. A hot lunch includes milk or milk can be purchased separately. The cafeteria utilizes automated payments for lunch, breakfast and extras. 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 any purchases 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](http://myschoolbucks.com). The payment should include the child's first and last name. If payment is for more than one student, include the name for each child. If the payment is not to be divided equally for each child please indicate the correct amount per child. Extra items that comply with the Smart Snack Program are also available for purchase for Kindergarten through 8th grade.

All students are required to have lunch every day. Lunch may be brought from home, but if a child does not bring a lunch they will be required to purchase one. 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.

Students should turn in money for their lunch accounts to either the cafeteria, their teacher, or the office prior to the start of the school day.

Each family pays an annual cafeteria fee that is included in the cost of tuition.

If you have any questions or concerns please feel free to contact the cafeteria manager

*\*The USDA is a nondiscrimination employer and provider. Please see Appendix I for this statement.*

## Health and Safety

### Illness

It is recommended that students exhibiting signs of illness, fever, nausea/vomiting or rash be kept at 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. If St. Rita School finds it necessary to require parents to make arrangements for their child to be picked up by someone other than themselves 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 (98.6) without fever reducers, such as Tylenol, for 24 hours before they can return to school. No vomiting/diarrhea for 24 hours!

### Medication

The school will administer first aid but will not administer medication of any kind without parental permission. 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 the form is the name of the student, the type of medication, the dosage and the frequency in which it is taken. The school office 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. There is an exception: Upon doctor recommendation only, students may keep an inhaler in their possession. A note from the student's doctor must be brought to the school office where it will be kept on file.



## Screenings (Visions and Hearing)

Vision and hearing screenings are conducted each year with students in specific grades.

- K – 3 hearing screenings with a professional audiologist
- 1 – 5 vision screenings

Any student not passing the vision or hearing screening will receive written notification that further evaluation by outside professionals is needed.

## 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 (6<sup>th</sup>) grade are required to have a physical and a MMR booster shot before the beginning of the school year. The school is responsible for ensuring all student health records are up to date.

## Immunizations

All parents, guardians and other persons having care, custody or control of any child shall have the child immunized against diphtheria, tetanus, poliomyelitis, pertussis, rubella, mumps, hepatitis B and haemophilus influenzae disease in accordance with testing and immunization schedules established by regulations of the Cabinet for Human Resources. Additional immunizations may be required by the Cabinet for Human Resources through the promulgation of an administrative regulation pursuant to KRS Chapter 13A, if recommended by the United States Public Health Service or the American Academy of Pediatrics. All parents, guardians and other persons having care, custody or control of any child shall also have any child found to be infected with tuberculosis tested, examined and treated according to administrative regulations of the Cabinet for Human Resources promulgated under KRS Chapter 13A. The persons shall also have booster immunizations administered to the child in accordance with the regulations of the Cabinet for Health and Family Services.

Local school boards shall require all vaccinations and immunizations as required by law or regulations.

All public or private primary or secondary schools and preschool programs shall require a current immunization certificate for any child enrolled as a regular attendee, as provided by administrative regulation of the Cabinet for Human Resources, promulgated under KRS Chapter 13A, to be on file within two (2) weeks of the child's attendance.

## Religious Exemptions

The current Kentucky immunization regulations do not permit philosophical exemptions to immunizations. The Archdiocese of Louisville has no religious objection or prohibition against immunizations and, in fact, the Archdiocese of Louisville encourages immunization and adheres to all applicable immunization and health requirements.

If a parent/guardian wishes to claim a religious exemption, then this must be submitted on the Commonwealth of Kentucky approved form. This form must be fully completed, signed, and notarized. In addition, the parent or guardian will be required to execute a waiver and release for the Archdiocese of Louisville. Once the religious exemption documents have been properly completed and returned to the school, the student may be admitted if the student has met all the school's other admission requirements.

## 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.

In accordance with local and state laws, emergency drills must be held during the school year

### Fire Drills

In accordance with requirements of state law, all schools shall hold at least two fire drills the first two weeks of a school term and eight additional fire exit drills per year.

The Office of Catholic Schools shall provide a form for reporting all fire drills. A report of each fire drill shall be completed and kept at the individual school's office, and drills shall be listed on the Drill Schedule and Log in the Emergency Management Resource Guide.

### Severe Weather (Storm/Tornado) Drills

Two severe weather drills shall be held each year, including one in March.

Reports of these drills shall be sent to the Superintendent at the Office of Catholic Schools on the Drill Schedule and Log in the Emergency Management Resource Guide.

### Earthquake Drill

Two earthquake drills shall be held each year.

Reports of these drills shall be sent to the Superintendent at the Office of Catholic Schools on the Drill Schedule and Log in the Emergency Management Resource Guide.

### Asbestos

In keeping with 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.

### Pesticide Regulations

The Kentucky Department of Agriculture has implemented new regulations governing the use of pesticides in schools. The new regulations were effective July 1, 2002. In addition to requiring those individuals that apply pesticides at St. Rita School to be trained and certified, KY State law now requires the school to provide 24 hour notice to parents prior to the application of the pesticide. Prior notice is only required to those parents that request it.

### Search and Seizure

On very limited occasions, St. Rita School may have reasonable cause to search a student's property. If this occurs, the search will be conducted by the principal, the pastor or an individual appointed by the principal and a witness will be present during the search. If school administration suspects drugs, weapons and/or any other item perceived as dangerous or inappropriate for school, St. Rita has the right to search any and all items located on school property.

## Visiting the Classrooms

For the safety of everyone and to ensure minimal interruption of instructional time, *NO ONE* is permitted to visit the classroom without permission from the principal. Parents are welcome to visit classrooms but only after advance arrangements have been made with the principal and/or the teacher. Classroom visits during the school day cannot be used as an opportunity to conference with the teacher. During the school day, the teacher's primary responsibility is to the class. Non-school age children are not permitted to visit classes during the school day.

## Internet and Electronic Mail User Agreement

As users of St. Rita School's computer network, students agree to comply with its internet and electronic mail rules and that all communication over the network is done in a responsible manner within all relevant laws and restrictions. Please see the internet and electronic mail student user agreement located in the back of this handbook.

## Safety Patrol

The School Safety Patrol's purpose is to help keep students safe during morning drop off and afternoon dismissal, as well as to help the adult supervisors maintain order during these times. Students from 7<sup>th</sup> grade – 8<sup>th</sup> grade get first priority to join Safety Patrol, and 5<sup>th</sup> – 6<sup>th</sup> grade can join if more help is needed. Guidelines for safety patrol are:

- Shows respect to all adults and students at all times
- Show up for duties on time
- No horseplay while performing duties
- Follow adults supervisors directions at all times
- Assist in setting up and breaking down cones and other equipment

Students can lose their privilege of being on safety patrol if they do not follow these guidelines consistently and/or who compromises the safety of others.

## Academic

### Grading Policy

1. Grading procedures shall be related directly to stated learning goals, standards, and/or benchmarks, rather than to assessment methods such as tests, quizzes, classwork, etc...

### Scoring

2. The following assessment categories and respective weights of the overall grade will be assigned for all grade-levels, except Pre-K through 2nd:
  - a. **Content Assessments (45%)**: what students are to know
  - b. **Performance Assessments (55%)**: what students can do; how they can apply knowledge
  - c. **Participation (5%)**: participation is NOT considered an **academic grading variable**, and has little impact on the overall grade. However, a child's participation through the learning process is critical in order for them to master the learning content required. Therefore,

- participation will be considered a **reporting variable**, informing students and parents the student's efforts towards the curriculum standard.
3. Grading Individual Achievement: individual achievement of stated learning goals shall be the only basis for grades.
    - a. Effort, participation, attitude, and other behaviors shall not be included in grades but shall be reported separately in the *work habit/behavior* section of the report card.
    - b. Late submission of assignments shall be handled as follows:
      - i. Teachers may set due dates and deadlines for all marked assessment evidence that will be part of a student's grade.
      - ii. There shall be no penalties for late submission of assessment evidence.
      - iii. Late submission of assessment evidence may lead to parent contact and/or disciplinary action, and will be noted in *comments* and/ or *work habits and behavior* sections of the report card.
      - iv. Late submission of assessment evidence may lead to an invitation or the requirement to attend a support session during the school day, before school, at lunchtime, or after school hours.
    - c. Absences shall be handled as follows:
      - i. Absent students shall be given makeup opportunities for all missed assessments without penalty.
    - d. Incomplete assessment (test/quizzes) evidence shall be handled as follows:
      - i. Assessment evidence that is not submitted will be identified in the grade book as *mw* (missing). **Zeros will NOT be used.**
      - ii. Students are expected to complete all required work and will be given opportunities and support to do so.
      - iii. Other means of consequence for missing work will be administered besides penalizing grades.
    - e. Cooperative (peer) learning group activities will not be a part of the overall grade, unless it is a stated component of the learning standard.
  4. In determining trimester or final grades, teachers must decide whether they have sufficient evidence of achievement. If not, the grade recorded shall be an "INC" (Insufficient Evidence/ Incomplete). The *INC* will remain on the report card until such time as the student provides the missing evidence.
    - a. If multiple assignments or a critical assignment is missing by the end of the trimester in which there is not sufficient evidence to render a grade, an "Inc" will be indicated on the report card until the student provides the missing evidence. If evidence is still missing by the end of the academic year in which a grade cannot be rendered, an "Inc" will remain as the final grade. In this case, the student has failed that subject for the academic year.
  5. Emphasis shall be on the more recent evidence.
    - a. Second chance (or "retakes") assessment opportunities shall be made available to students; students shall receive the highest mark, not an average mark, for any such multiple opportunities. However, the following are expectations and guidelines for re-takes:
      - i. Any re-teaching, review, or reassessment is done at the teacher's convenience.
      - ii. Students are required to provide evidence that they have completed some correctives before they are allowed a reassessment opportunity. Correctives may

include personal study/ practice, peer tutoring, worksheets, review classes, and so forth.

## Report Card Scores

**A** = 93 – 100%   **B** = 85 – 92%   **C** = 75 – 84%   **D** = 70 – 74%   **U** = below 70%

In addition to our letter grading scale as mentioned above, St. Rita also includes ratings for priority skills/standards within each subject. The following rating scales will be applied for academic skills/standards, as well as skills regarding work habits and/or behaviors:

### Academic

- 4: Consistently meets and at times exceeds the standard; demonstrates proficiency
- 3: Usually meets the standard; demonstrates adequate performance
- 2: Is beginning to meet the standard; demonstrates marginal performance
- 1: Does not meet the standard; demonstrates inadequate performance
- .5: added to any score indicates making progress towards the next advance score

### Work Habits and Behaviors

- 4: Exceeds expectation; excellent
- 3: Meets expectation; good
- 2: Meets minimal expectation; needs improvement
- 1: Does not meet the expectation; unacceptable

### Promotion/Retention/Transfer Policy

In order to pass any class, students must earn an average of 70% or above for the school year. If a student fails (U) any core subject, he/she must make up the class during summer school in order to advance to the next grade level. If he/she fails any core subjects, the student will be asked to complete 15 hours of summer remediation, per subject. If not completed, they may not be accepted back or will begin the new school year on academic probation.

Parents are notified before the end of the school year if their child will be required to transfer schools or if he/she needs to attend summer school for remediation of skills not mastered.

## Special Area Classes

### Computer/Technology

All students in K- 6th grade attend weekly computer classes. Computer classes are considered academic classes and all work is graded.

Mastering basic computer skills is now considered a life skill. Students will be taught keyboarding as well as other skills appropriate to their grade level. Computer work is coordinated and integrated with regular classroom study. Enrichment work will be provided through a structured course of study.

## **Physical Education (PE)**

The P.E. program provides opportunities for students in Grades Pre-K through 8<sup>th</sup> grade to develop physically, mentally and socially. Throughout the year students participate in a variety of activities that include games, fitness, rhythmic activities, nutrition, safety and health. These activities are designed to help students develop sportsmanship, cooperation, knowledge of good health habits, and the knowledge and skills necessary to be physically fit and active throughout their lives. Grades are given for subject matter, conduct and effort.

## **Music**

Music is taught weekly for Grades Pre-K through 8<sup>th</sup> grade. Theory, music appreciation and music history are components of the total program. Grades are given for subject matter as well as effort (participation) and conduct. As a part of St. Rita's extra-curricular activities, students may participate in the Student Choir which performs during all school masses.

## **Art**

Art is taught weekly in Grades K through 8<sup>th</sup> grade.

## **Foreign Language (Spanish)**

Because the world is growing smaller each day through worldwide communications and travel, it is important that students be exposed and encouraged to learn one other language besides English. Due to the ever-increasing population of Spanish speaking people in our St. Rita community, St. Rita School has selected Spanish as a second language. Students in Pre-K through grade 8 will have the opportunity to begin learning Spanish and develop an understanding of and appreciation for the traditions and values of other cultures. Spanish is held twice a week for grades K-8th.. Letter grades will be given for subject matter to those students in grades 4 -8.

## **Library**

The primary function of the library is to provide materials which are consistent with the mission of the Catholic School and give access to ideas essential to the student's development of skills needed for critical thinking and responsible decision making. The Library supports the religious formation and intellectual, ethical, cultural and social development of the student. The purpose of the Library is to enhance the education of each student as well as to promote reading.

All students in grades K through 3<sup>rd</sup> may check out one book and keep it for one week. All students in grades 4 – 8 may check out two books and keep them for two weeks. There are no overdue fines. However, any student that has overdue materials will not be allowed to check out additional items until the overdue items are returned or paid for. Any student that loses or damages library materials must pay the cost of replacing such materials. The fee for a lost or damaged book is equal to the actual cost to replace the book. If at any time during the current school year the lost book/materials are found, the Library will reimburse the student for the amount paid.

## **Testing Program**

All Catholic elementary schools administer the NWEA MAP Growth Reading, Math and Language Usage assessments in grades three through seven at the beginning of each school year, winter (following Christmas break), and in the spring. In addition, all Catholic elementary schools will use the NWEA MAP

Reading Fluency assessment in grades kindergarten through second grade to measure fluency, foundational skills and comprehension.

Also, St. Rita School administers the Renaissance Learning STAR 360 assessments for grades K-8th at the beginning, middle, and end of the school year.

## Student Support Services

### Admission of Special Needs Student

The Archdiocese of Louisville promotes a model of inclusion for children with disabilities in our schools. We believe that children with disabilities can be successful within the regular classroom setting when strategic teaching methods are utilized and appropriate accommodations are implemented. Unlike the public school system, private schools do not receive state and federal monies to fund special education programs. Therefore, we do not write or accept I.E.P.s (Individualized Education Plans) as public schools are mandated to accept. Our schools are guided by the Archdiocesan Intervention Protocol.

Prior to admitting a student with a diagnosed disability, our schools must consider:

1. The severity and degree of the disability.
2. The level of support needed from special services or any special equipment the student may require.
3. The number of students with disabilities currently enrolled in an assigned class. It is recommended by the Archdiocese that no more than 10-15% of students with disabilities be enrolled in any one classroom.
4. An individual school's resources such as available support personnel, class size, accessibility of school facilities, etc.

For those students accepted and enrolled in our schools who are experiencing learning or behavioral difficulties, a school Intervention Team meets to write a Student Strategy Plan which identifies specific goals and strategies that are directly related to the student's strengths and needs. The Student Strategy Plan is shared with parents, teachers keep ongoing documentation of the teaching strategies they are utilizing, as well as the results of those strategies, and the Student Strategy Plan is evaluated/ revised after a designated period of time. If/when it is determined by the school Intervention Team that formalized testing information is needed, a request for a psycho-educational assessment will be made.

For those students accepted and enrolled in our schools with a diagnosed disability, Student Accommodation Plans (SAP) are written. The school will convene a meeting whose members consist of school personnel, parents, and the student (when appropriate). This team collaborates to identify the accommodations, which can be provided to enable the student to become a more successful participant in a particular class setting. All members of the Intervention Team are asked to sign an agreement stating the responsibilities and rights of all parties. Documentation is kept on student progress and reconvening dates are established to evaluate the success of the Student Accommodation Plan.

### Intervention Protocol Procedures

If the classroom teacher or parent is concerned about a student, they may request the Learning Coordinator come into the classroom for a consultation. Once a request has been made, the following steps will be taken:

1. The teacher or Learning Coordinator will contact the parents informing them of his/her concern regarding the student.
2. The Learning Coordinator will review the student's records along with work samples, assessments, and any pertinent information provided by the parents and/or the teacher.
3. The Learning Coordinator will observe the student and document classroom performance, behavior, and relationships with adults and peers.
4. If necessary, the Learning Coordinator will conduct informal evaluations of the student.
5. A conference will be held between the teacher, parents, and the Learning Coordinator to summarize the concerns of all involved and to formulate a Student Strategy Plan.
6. Four to six weeks after formulation of the Student Strategy Plan the student's progress will be evaluated.
7. If progress is not noted, a recommendation will be made to the parents informing them that it would be in their child's best interest to seek a psycho-educational evaluation with an outside agency. The Learning Coordinator will work with the parents to help them through the evaluation process.

Once a written report is received and the recommendations reviewed, a decision will be made by the principal, the Learning Coordinator, and the teacher as to whether the student's needs can be addressed at St. Rita School.

If St. Rita School is equipped to meet the needs of the student, a Student Accommodation Plan will be written by the teacher, the Learning Coordinator, and the parents. The parents will be expected to take an active role in the implementation of the program. The parents' role will be parallel with that of the teacher. The parents will be responsible for educating themselves on the special needs of their child. They will be instrumental in providing support to the student as well as the teacher. They will be responsible for providing the necessary materials for working with the student. If necessary, they will serve as the liaison between the tutor, the counselor, the doctor, and the teacher. If the parents fail to follow the recommendations of the doctor, the counselor, and the teacher, the student may be removed from the program and possibly the school.

It is possible that some students with special 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 Learning Coordinator and principal will work with the parents to support them through this transfer. This action will be taken in concert with the teachers, the principal, and the pastor.

## **Counseling Program**

The school counselor serves all students by personalizing the academic experience. The comprehensive school counseling program is proactive and preventive in focus; assisting students in acquiring and using life skills through the development of academic, career, self-awareness, and interpersonal communication proficiency.

The primary goal of the school counseling program is to enhance student achievement and accomplishment. The school counselor will consult and collaborate with teachers, principal, and parents to assist students to be successful academically and personally.



Every student at St. Rita Catholic School will receive program components through whole-class guidance curriculum, group work, individual planning, and/or responsive services.

Individual referrals to the counselor may be made at the request of the principal, teacher, parent, or student for concerns pertaining to school. For home or personal issues and/or complicated mental health concerns, the counselor will provide outside resources. The principal may issue mandatory counseling for certain behaviors. Counseling may also be a mandatory part of probation during the fourth step of the Administrative Discipline Policy. In this case, the counselor will provide and stay in contact with outside resources.

Kentucky is a mandatory reporting state; meaning that ANYONE that receives firsthand knowledge of abuse or neglect is bound by law to report to Child Protective Services. The counselor will report all suspected cases of abuse/neglect and will assist other school staff in doing so as well.

## Extracurricular Activities

St. Rita students are encouraged to participate in activities that help broaden their learning experiences and develop social and leadership skills. A variety of activities are sponsored by St. Rita School, Parish and Booster Club. Students participating in these activities are governed by the following:

- When a student is absent from school, they are not allowed to participate that same day or evening in any extracurricular activity sponsored by the Parish, School or Booster Club.
- Participation in extracurricular activities is a privilege, not a right, and must be earned by appropriate conduct within the context of all school rules.
- Siblings of the participating student may not be at school or in the gym/classroom during practice sessions. Sponsors and coaches are volunteering their time to teach students. They are not available to supervise siblings or friends of participating students.
- Students preparing to receive a sacrament are required to attend all preparation meetings. If the extracurricular activity is scheduled at the same time as the preparation meeting, the students **MUST NOT ATTEND THE EXTRACURRICULAR ACTIVITY.**

## Eligibility for Extracurricular Activities

The students' continued eligibility for participation in extracurricular activities sponsored by St. Rita School/Parish may be affected by their conduct within the context of the school rules (Administrative Discipline Policy). When a student's conduct becomes inappropriate, probation or suspension from extracurricular activities may be necessary. Also, receiving a skill score of *1* regarding the *work habits and behaviors* section of the report card at trimester grading periods may result in suspension from extracurricular activities.

## Athletics

The athletic program at St. Rita is managed in accordance with the ideas, policies and regulations set forth by the Catholic School Athletic Association (CSAA). It is the intention of St. Rita's Booster Club to provide the opportunity to participate in organized sports to as many students as possible.

St. Rita Sports is an arm of St. Rita Parish and is governed by the St. Rita Booster Club. While the school supports St. Rita Sports and the participation in sports of its students, school administration does not administer, nor supervises the sports offered by St. Rita Church.

If there are concerns about the Sports program in general or about a sports team your child plays on, the following is the appropriate process for relaying concerns:

- All concerns should first be brought to the coach's attention
- If the coach cannot address the matter, the Athletic Director should be contacted

If matters must go beyond the Athletic Director, please refer to Article III in the St. Rita Booster Club By-Laws.

## Discipline

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.

### Virtue Based Restorative Discipline Program

St. Rita Catholic School has adopted the Virtue Based Restorative Discipline Program (VBRD). This program is led by Lynne Lang, Director of School Climate with the Archdiocese of St. Louis. The program is described as follows: "Virtue-Based Restorative Discipline offers teachers, parents, students, and schools, a way to cultivate virtue while repairing harm from bullying and other hurtful behaviors."

The essence of Christian discipline is formation in virtue. According to the Catechism of the Catholic Church, "*The goal of a virtuous life is to become like God.*" (CCC 1803)

The purpose of VBRD is twofold:

1. Increase faith practices
2. Reduce/prevent antisocial behavior

This school-wide initiative includes these components:

1. Staff, parent and student spiritual formation in practical application of virtue defined with students as: *Holy habits that imitate God.*
2. Training in restorative practices, which hold relationships as the highest priority, assuring high responsibility and high accountability for repairing harm to relationships and property when such harm occurs.

When harm occurs, restorative discipline seeks to do the following:

1. What happened: Establish the injustice, or harm that occurred.
2. What needs to be done: Restore equity, repair harm to property and restore relationships, and establish appropriate future intentions (How can we guarantee a better future?)
3. What can be expected: Establish appropriate future intentions.

## VBRD Guiding Principles

1. We will dedicate ourselves to living virtue.
  - a) *Catholic virtues will be taught from Scripture and Catechism, and we will prayerfully discern which virtues to work on as a school community each year.*
2. We will support others in living virtue.
  - a) *We will share what we learn freely with others and offer encouragement by acknowledging the good.*
1. We will commit to constructive thoughts, words and deeds.
  - a) *We will refrain from gossip, rumors, criticizing and judgment; as these attempt to detract from the good name we are given by God.*
  - b) *We will train our thoughts to be kind, be prudent in our speech, and temperate our actions so as to achieve personal holiness within the community.*
2. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.
  - a) As we prayerfully attend to conflict, we will uphold the human dignity assigned by God when dealing with one another. Virtues will be expressed and practiced in identifying injustice, restoring equity, and working to reach common agreements that promote peace and restore harmony.

## Meetings/Circles

As a key strategy for setting norms for the school culture, both adults and students will participate in conversation circles. Classroom circles/meetings also offer a platform for virtue education, discussing classroom behavior, building community, and strengthening interpersonal skills as a way to prevent and reduce harmful interactions.

## Response to Harm

Restorative Discipline strategies provide a framework for collaboration in setting norms and expectations founded on the belief that *“Human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them, rather than to them or for them.”* (International Institute for Restorative Practices, <https://www.iirp.edu/restorative-practices/what-is-restorative-practices>) When harm occurs, parents will be informed. With mid/high level incidents, parent involvement in formal restorative conferences may be required to determine what can be done to repair harm and restore relationships. Formation and service are integrated into restorative discipline as much as possible.

## Low-Level Incidents-or First-Time Incidents

This is less formal for minor disruptions, and is free from harsh judgment or criticism, and can easily redirect behavior such as, but not limited to, name-calling, unintentional harm that is not repetitive.

When simple statements have not stopped the behavior, or there is a new, more escalated behavior, students will be asked to explain their behavior, and redirect their actions to reflect positive interactions.

## Mid-Level Incidents-or Repeated Minor Disruptions

Small Impromptu Conference Group or Circle

Students and adults together will seek understanding of the cause for disruption or harm, and will work together with those involved to restore relationships. This may involve parents of those harmed and/or those responsible for the harm.

## High-Level Incidents-Where There is Serious Harm

Formal Conference

When student behavior requires a teacher or other adult to stop and address harm immediately, examples include but are not limited to, physical harm, repeated obscenities, name-calling, or repeated refusal to comply with expected behavior. Parents of all involved parties will meet to establish what harm has been done, who is responsible, and how it will be repaired.

Follow-up conferences can assure safety has been restored for all parties.

## Special Circumstances

There may be times when harm to students, staff, and the parent community is significant, and restoration is not possible. Such cases require special attention, and solutions may require time away from the school community.

1. The student may be sent home to prevent further harm.
2. The police may be called.
3. The student may be required to meet with a counselor and acceptable assurances given from the counselor to the principal that the child is not a danger to other members of the school community before the child may reenter school.
4. A satisfactory Formal Conference must be held with the parents, administrators and students, outlining the harm done and mutual agreement on the specific actions that will be taken to repair the harm.
5. A probationary period may be required before a child may return to school.
6. Student(s) may be asked to withdraw for cause.

# General Rules and Guidelines for Expected Behavior

## Bullying

The Archdiocese of Louisville defines bullying as *unprovoked and deliberate actions intended to hurt, isolate, or humiliate another individual.*

## Cyber Bullying

Cyber bullying is bullying conduct as defined above that is undertaken through the use of electronic devices. Any digital post that demeans the character of another St. Rita student will be considered cyberbullying and disciplinary action will be taken. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, video games, websites, and any form of social media.

All adults (teachers, parents, etc.) and students are responsible for reporting bullying behaviors. The school counselor will meet with each class to advise students on the appropriate method for reporting bullying behaviors. If a situation is determined to be bullying behavior, the school counselor and/or principal will use VBRD practices to repair harm (when possible) and the student who has been identified as the bully will go through the school discipline system. Please see the link to the [Major Offenses Continuum](#) for details on the consequences for 'bullying' and 'cyberbullying.'

### **Role of staff members:**

- Be alert to signs of bullying and act promptly and firmly according to the school's discipline policy.
- Report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified.
- Offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed.
- Encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.

### **Role of parents:**

- Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the principal or school counselor.
- Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.

### **Role of students:**

- Report to the teacher in charge, or to another staff member, any incidents of bullying they witness at the time of the incident, or as soon as possible following the incident.
- Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.
- Treat others with the respect and dignity that is expected of a Catholic school student.

### **Respect and Authority**

As Christian individuals in a Catholic Christian school, students have an obligation to respect the rights, property and opinion of others. Any behavior violating the rules of common sense and safety are not acceptable even though such behavior may not be specifically stated in the Handbook.

### **Harassment**

The Archdiocese does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment of any kind is prohibited. The prohibition against acts of harassment applies to all individuals associated with St. Rita School.

### **Sexual Harassment**

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly, (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonable

interference with an individual's work performance or of creating an intimidating, hostile or offensive learning/working environment.

### **Verbal Harassment**

Verbal harassment includes derogatory comments, jokes, slurs and belligerent or threatening words spoken to another individual.

### **Physical Harassment**

Physical harassment includes unwanted physical contact, assault, deliberately impeding or blocking the movements of an individual, or any intimidating interference with normal work or movement.

### **Physical Expressions of Affection**

Inappropriate hugging and kissing among students is not acceptable on school property.

### **Visual Harassment**

Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties or gestures.

### **Rough Contact**

Any activity that could result in injury is not permitted at any time on school grounds. This includes tackling, pushing, keep away, etc.

### **Threatening Behavior**

Threatening behavior is defined as intentional statements, gestures, communications or actions meant to cause harm to person(s) or property. In investigating behavior alleged to be threatening, school officials may conduct a threat assessment that considers the circumstances surrounding the behavior, the nature of the statements, gestures, communications or actions, the developmental state of the student involved and any other relevant information. The school may also complete a threat assessment matrix which could assist in determining the level of any threat.

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified.
3. Student is suspended from school and may not attend any school activity or be present on school grounds.
4. School officials apprise the pastor and Superintendent of Schools.
5. Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, or concern the use of a weapon of mass destruction on school property, the local authorities will be contacted. The threat assessment matrix may be shared with local authorities. The individual(s) who have been threatened, as well as applicable parents/guardians, are to be

notified as soon as possible.

6. Parent/guardian of student is required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/guardian and/or school officials may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
7. Mental health assessment results and recommendations are shared with the principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow up.

## **False Threats**

Any student that falsely reports threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as notifying the local authorities of the false threat.

## **Consultation**

The Superintendent and Director of Family Counseling are available to consult with schools that are experiencing threatening behavior.

## **Smoking**

Smoking or vaping on school grounds or while on a field trip is prohibited. Any student caught smoking may be suspended.

## **Drugs**

Students' use of intoxicants, including but not limited to, non-prescription drugs or other controlled substances, alcohol or inhalants, is prohibited. Any student choosing to use such may be subject to suspension and/or expulsion.

## **Criminal Activity**

Any St. Rita student accused of a criminal offense may be subject to suspension, expulsion and/or home study until the matter is resolved by a court of law.

## **Matches, Lighters, Knives, Firearms, or Sharp Objects**

Matches, lighters, firearms, knives and sharp objects of any kind, capable of causing injury to the individual or others, are prohibited on school premises. Any student choosing to bring a weapon of any kind to school is subject to suspension and/or expulsion.

## **Firearms and Dangerous Weapons**

According to KRS Chapter 527, a person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses or carries, whether openly or concealed, for purposes other than instructional or school sanctioned ceremonial purposes, or the purposes permitted in subject (3) of this section, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic

field, or any property owned, used or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational instruction. The provisions of this section shall not apply to institutions of postsecondary or higher education.

As stated in the Kentucky Penal Code, Section 500.080, a “deadly weapon” means any weapon:

- From which a shot, readily capable of producing death or other serious physical injury, may be discharged; or
- Any knife other than a ordinary pocket knife or hunting knife; or
- A billy club or nightstick; or
- A blackjack or slapjack; or
- Nunchaku karate sticks; or
- A shuriken or death star; or
- Artificial knuckles made from metal, plastic or other similar hard material.

While the Kentucky Penal Code, Section 500.080 does not define hunting knives or pocket knives as “deadly weapons”, they *ARE NOT PERMITTED ON SCHOOL GROUNDS UNLESS PRIOR PERMISSION HAS BEEN OBTAINED FROM THE PRINCIPAL AND THE ITEMS ARE USED FOR INSTRUCTIONAL PURPOSES.*

Should a student be found in violation of the deadly weapon policy, the following steps will be taken:

1. The parent/guardian is contacted.
2. The student is dismissed from school.
3. The police are called.
4. The superintendent is notified.
5. The reason for dismissal is noted on the student’s permanent record.

## Symbols

Any symbols (written, spoken, worn, etc.) that could be associated with gangs, hate groups and anti-Christian beliefs will not be tolerated at St. Rita School.

## Vandalism/Burglary

Any student caught vandalizing or burglarizing the school will result in suspension and/or expulsion (as determined by the Pastor) and will be required to make restitution for all damages. Additionally, the police will be notified.

## Honesty

All students are expected to be honest; especially during homework, test taking, etc.

## Halls

Students are expected to maintain appropriate behavior in the halls and restrooms.

## Chewing Gum/Candy

Under no circumstances are chewing gum and/or candy permitted on school property during school hours unless provided by the classroom teacher.

## Dining Room



In the cafeteria during meal times, all students are expected to observe the rules of common courtesy. Additionally, students are expected to follow the direction of the cafeteria monitors.

## Toys

Dolls, electronic games, trucks, laser lights, etc. are inappropriate for school and are not allowed to be brought to school without the expressed permission of the teacher for the purposes of a school related activity. If these items are brought to school without permission, they will be confiscated.

## Mobile Phones/Smart Devices

Any student seen with a cell phone/smart device or reported using a cell phone (*A CELL PHONE RINGING IN A STUDENT'S BACKPACK WILL BE CONSIDERED AS USING THE PHONE*) from the time he/she enters the school building in the morning until leaving at the end of the school day, including after school activities that may occur in the school building, will be subject to the following consequences, per the [Major Behavior Offenses Continuum](#).

## Electronic Devices

Students will not be permitted to bring personal electronic devices such as eReaders, tablets, or iPads.

## Foul Language

The use of inappropriate language and/or gestures is prohibited at St. Rita School.

## Field Trips and Special Events

Field trips are earned privileges. Students on field trips or attending any activity sponsored by St. Rita School are expected to conduct themselves in accordance with all established guidelines. Failure to do so will result in the forfeiture of future field trip privileges. If a student is prohibited from attending a field trip for repeated behavioral or academic activity, the student must attend school on the day of the field trip.

## Care of the Premises

Any damage or deliberate marring or defacing of St. Rita property, including desks, walls and restroom facilities is unacceptable and will be dealt with firmly and appropriately. No graffiti of any kind will be tolerated. The family of any student caught deliberately damaging St. Rita property will be required to pay any costs associated with the repair or replacement of such property.

## Textbooks and Materials

Students damaging textbooks, equipment or other materials assigned to them will be required to pay any costs associated with the repair or replacement of such property. Textbooks must be covered at all times with a non-adhesive cover. Book covers are available in the school office.

## Snowballs

Students are **not permitted** to throw snowballs on school property before, during or after school.

## Classroom Discipline/Infraction Policy

All classroom teachers must set their own classroom discipline policy that explains their expectations of students, infraction levels, as well as monitoring systems to be used such as Class Dojo, clip system, documentation of behavior, etc. All classroom policies will indicate how the teacher will intervene with a

student(s) at the onset of undesirable behavior; this will mainly be accomplished between teachers utilizing VBRD interventions and following the Minor Behavior Continuum of Consequences, per each level (primary, intermediate, and Jr. High). While VBRD interventions can be effective in curbing student behaviors early on, some students may continue to demonstrate undesirable behaviors in the classroom. Therefore, parent communication forms (PCFs) will be used to communicate behavior incidents that continue to occur in the classroom or any other common areas at school.

Documentation of infractions will also be logged on Rediker Student Data System, especially if the behaviors persist. This information can be accessed through the Parent Portals.

Please note, if minor behavior incidents continue to occur at school and reach the threshold, per the Minor Behavior Continuum, the behavior will then be deemed as a major concern. Teachers and school administration will then utilize the [Major Behavior Continuum](#) to intervene.

## Administrative Discipline

The Administrative Discipline Policy governs unacceptable behavior. Students violating the rules governing unacceptable behavior will receive firm, consistent and timely consequences. It should be noted that the following examples of unacceptable behavior are not all inclusive:

- Disrespect can be shown through body language. Disrespect is the refusal to follow directions (repetitive behavior). Disrespect includes all types of HARASSMENT as identified in the Handbook. Any student exhibiting inappropriate verbal responses (e.g. talking back, arguing, profanity, etc.) is considered disrespectful. Any student exhibiting inappropriate behavior towards visitors to the school, individuals encountered on field trips, substitute teachers, etc. is considered disrespectful.
- Physical contact with peers; physical contact is touching the hands, feet and objects of someone else. Physical contact is the pushing, kicking, tripping and pulling of others' clothes.
- Dishonesty: Dishonesty is lying. Dishonesty is stealing. Dishonesty is cheating on a test or quiz. Dishonesty is forging a signature. Dishonesty is copying another student's homework or allowing yours to be copied.
- Vandalism to property. Vandalism is purposely destroying school property (books, desks, restrooms, etc.) Vandalism is purposely destroying another student's property. Vandalism is purposely destroying one's own property.

## Major Offenses Continuum

As a way of supporting students who struggle with self-control and other behaviors that can highly disturb the school environment or harm others, the school counselor, other school administrators, as well as teachers, will look for patterns of specific behaviors in order to provide behavioral interventions that can best stop the behavior from continuing. Swift consequences will also be applied as a means of deterring the behavior. Details regarding interventions and consequences applied for specific negative behaviors demonstrated at school, can be found on the [Major Offenses Continuum](#).

## Administration Discipline Report (ADR)

Each time a major offense occurs, the student will receive an Administration Discipline Report. After so many ADRs, per the continuum, a student will be placed on probation for repeated offenses of the same or similar behavior. Also, it should be noted that any time a student receives their 4th ADR, regardless of

the type of behavior, the student will be put on probation. Once a student is on probation, the student and parent of the student must comply with the terms of the probation. Failure to comply, and for continued misbehavior, the student could be expelled from St. Rita School.

### **In-School Alternative Placement (ISAP)**

If a student receives an in-school alternative placement (ISAP), the student is removed from their homeroom and placed in another classroom to do their schoolwork. During ISAP, the student must:

- complete assignments and will receive credit for such
- take regularly scheduled tests.
- not participate in any school activity on the day of the suspension.

### **Out of School Suspension**

Out of school suspensions are rarely used because it can sometimes reward students for their inappropriate behavior by not having to come to school. Only in a situation, where a student must be removed from school while an outstanding investigation or evaluation is in process, will a child be suspended from school. In this case, the student must:

- complete assignments and will receive credit for such
- make up any scheduled tests.
- not participate in any school or parish activity on the days or evenings of the duration of the suspension.

### **Expulsion**

After the principal discusses the situation with the Pastor, the Pastor will make the final decision to expel a student. Certain serious actions as well as repeated acts of disrespect may immediately lead to expulsion. If a St. Rita School student is expelled from school for any reason, the student will forfeit the privilege of playing on any St. Rita sponsored team for the remainder of the school year. The school year is defined as the period September through August.

### **Grievance Procedures**

Concerns and problems should always be addressed at the appropriate level. Minor infraction disagreements, including uniform and dress code and minor other behavior issues, are addressed by the principal. The St. Rita School Board will not entertain any grievance on this subject. Only expulsions are permitted to reach the grievance procedure level of the School Board.

The following outlines the Grievance Procedure steps:

1. The teacher is the first recourse and most problems and/or concerns are worked out at this level.
2. If a parent feels that the problem is not satisfactorily addressed, the parent and/or the teacher will notify the principal. The principal, teacher and parent will discuss the problem and work out a solution.
3. If the problem persists, the parent should notify the St. Rita School Board President of the concern. The notifications must be in writing and include the following information:
  - a. Specific details of the problem and/or concern.

- b. Status of the problem/concern resolution; what has been done thus far. Please provide details regarding dates, times and all parties involved.
- c. What outcome is the parent requesting?
- d. The parent's home phone number and street address.
- e. The School Board President, with approval of the Pastor, will select two (2) members of the Board to serve as a hearing committee. The hearing committee may schedule a meeting with all parties involved before responding to the grievance. This will provide an opportunity for all involved to present information. The parties involved include the School Board President, the hearing committee, school faculty members, and the student's parents. If necessary, previous academic and/or behavioral information will be included in the proceedings.
- f. If the parent is still not satisfied, they may appeal in writing to the Pastor.
- g. If there are any concerns or grievances that cannot be resolved, the parent should request information on how to appeal beyond St. Rita Church.
- h. It is important that all individuals involved in any grievance situation will strive to resolve the issue in the most simple and effective manner. All concerns/problems must be addressed in accordance with the guidelines outlined in the Handbook.

## Recognition and Awards

### Honor Roll (Grades 4 – 8)

Opportunities for recognition of academic achievement occur at the end of each trimester and school year. St. Rita School students earning all A's will receive the honor of Principal's List. Those students earning A's and B's will receive First or Second Honors. More As than Bs earns 1<sup>st</sup> honors, and more Bs than As earn second honors.

### Mustang Spirit Award (Grades 4 – 8)

Students that receive 3s or 4s for all skills listed in the 'Work Habits and Behaviors' sections of the report card.

### Virtuous Citizen Awards

These awards will be distributed to one student in each class who has demonstrated the monthly virtue focus. Those awarded will be nominated by their peers.

### Other Awards (Annual)

Perfect attendance, outstanding leadership and service participation in extra-curricular activities are recognized at the end of the school year.

Special annual awards include the Mark Bonderski *Outstanding Peace Builder Award*, the Sarah Hick's *Zest for Life Award*, the Ruby Salinas *Leadership Award*, and the *Outstanding Graduate Award*.

# Misc. School Policies

## Party Policy

At the discretion and direction of the homeroom teacher, all grades will participate in classroom parties such as Halloween, Christmas, and Valentine's Day. Students' birthdays will be celebrated with songs and well wishes. No candy or cakes please. *INVITATIONS TO PARTIES HELD OUTSIDE OF SCHOOL ARE NOT TO BE DISTRIBUTED AT SCHOOL.*

## Lost and Found

The Lost and Found is located in the hallway leading into the cafeteria. It should be checked periodically for lost articles. Please make sure all sweatshirts, jackets and coats are marked with the student's name. At the end of each school year, all unclaimed articles are donated to charity.

## Healthy Snack and Water Bottle

Students are permitted and encouraged to bring a healthy snack and water to school each day.

- All water bottles must be transparent (clear) with no color tints and contain ONLY WATER.
- It is recommended that students bring a healthy snack ([see attached healthy snack recommendations](#)).

## Items Brought from Home and Valuables at School

St. Rita School and personnel cannot be held responsible for items brought from home that are misplaced, lost, stolen or broken during the school day. Toys, electronics (this includes airpods), and all other items of play are not appropriate for school unless expressed permission is given by the principal or a faculty member. If the aforementioned items are brought to school without permission, they must be surrendered to school personnel. The confiscated items will be kept in the office until the end of the school year or sooner if a parent comes to the school to retrieve them. The school will not be held responsible for any loss of money or items brought in by students. If a student must bring money to school, it may be left in the school office while school is in session. Please make sure all money is secured in a sealed envelope and marked with the student's name.

## Curriculum Extensions–Field Trips

Field trips are educational activities that help reinforce classroom studies. They are part of the instructional unit and are included to strengthen and enhance the students' understanding of the material. Students are given an assignment to complete and an assessment is made of the information gathered during the field trip.

## Field Trip Attendance Policy

Only the St. Rita School Field Trip Permission Form is acceptable for those students' participating in field trips. St. Rita School will not accept permission given by a parent via the telephone or a note. Teachers are required to verify that the signature granting the student permission to participate in the field trip actually belongs to the parent.

All chaperones must follow the guidelines identified below while accompanying a class on a field trip. Chaperones are not allowed to sign students out early following the end of the field trip. This creates a

disruption in the classroom. *CHAPERONES MAY NOT BRING NON-SCHOOL AGE CHILDREN ON FIELD TRIPS.*

For safety purposes, it is recommended that parents/guardians NOT show up for their child's field trip unless they are chaperoning. All chaperones must be coordinated in advance by the classroom teacher. The school, meaning the classroom teacher is responsible for students while on a field trip. It can become difficult for a teacher to manage his/her class when their parents or other family members show up without the teacher being aware. Also, per Archdiocesan policy, the school must ensure that all chaperones have completed Safe Environment training.

## **Field Trip Participation Policy**

Based on the following behavior, St. Rita School may determine that a student has not earned the privilege of participating in a field trip:

- Excessive tardiness and/or absenteeism
- Excessive behavioral/attitude problems during the school year
- Consistent failure to complete assignments
- Misbehavior during a previous field trip

In the event that a student is denied the privilege of participating in a field trip, the student's parents will be notified. If this occurs, the student is expected to attend school and complete special assignments provided by their teachers. If the student is absent from school on the day of the field trip, they will lose the privilege of participating in the next field trip.

During all field trips, the rules governing St. Rita School will be in effect at all times. While participating in a field trip, any student violating the rules will be sent home at the parent's expense. St. Rita School maintains a supervisory role while on field trips.

## **Acceptable Use Policy Internet and Electronic Mail**

Access to Electronic Mail, the Internet, and other digital resources will enable students to explore thousands of libraries and databases and gather and process information, learn new skills, and communicate with others around the world. While our intent is to make access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from this access, in the form of information, resources and opportunities for collaboration, exceed the disadvantages. To that end, the Archdiocese of Louisville has set the following standards for using electronic resources.

1. Students are responsible for good behavior on all digital devices and school networks, just as they are in the classroom. Communications and activities on the network are public in nature. The network is provided for students to conduct research and communicate with others. Access to network services and digital resources is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege -- not a right.
2. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network and Internet storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers or in school accounts will be private.

3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.
4. Students participating while hybrid or remote learning is taking place may be part of classroom video, streamed and/or recorded by the teacher for the express purpose of teaching and learning. Students may not use other students and teachers' images from these recordings.
5. The following are not permitted:
  - Doing anything illegal or unethical
  - Revealing personal information online (name, phone number, address)
  - Sending, receiving, or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting or threatening others
  - Damaging devices, computer systems or computer networks
  - Changing network or system settings
  - Violating copyright laws
  - Submitting documents from the Internet as personal work without attribution (including artificial intelligence)
  - Using another person's password or trespassing in someone else's folder, work or files
  - Intentionally wasting limited resources
  - Using the network for commercial purposes
  - Propagating chain messages
  - Making unauthorized downloads
  - Using virtual private networks (VPN)
  - Viewing, uploading, downloading, or transmitting material that is pornographic, hateful, or obscene
  - Participating in chat or instant messaging for non-educational purposes
  - Accessing social networking sites on school computers or the school network without teacher permission
  - Sexting or distributing personal information or pictures of others
6. Violations may result in loss of access or other disciplinary action.
7. The student, parent, and teacher must sign this form for the student to gain access to school equipment and the school network.

# School Board and Parent Teacher Organization

## 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
8. **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 good will 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.

### **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.

# Appendix I

## 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;

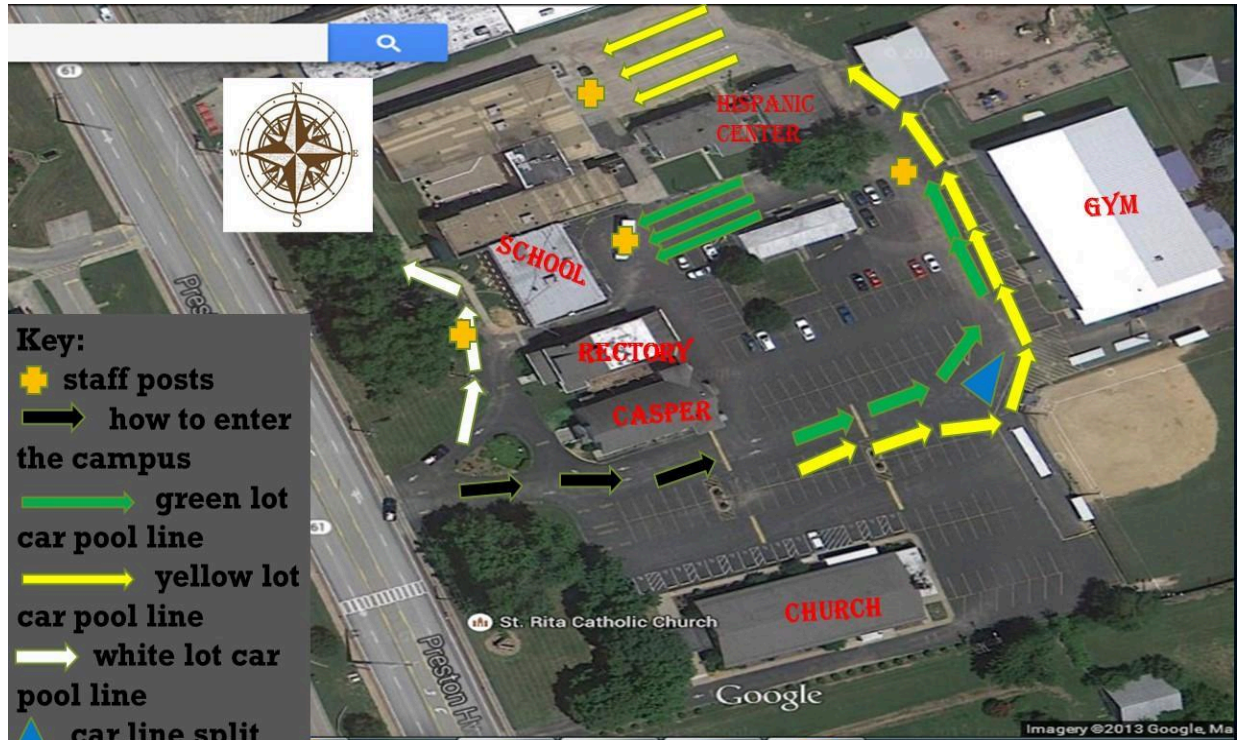
(2) fax: (833) 256-1665 or (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

# Appendix II

## School Arrival & Dismissal Map



# Appendix III

[Forms and Agreements](#)

[Acceptable Use Policy](#)

[G Suite For Education](#)

[Photo Release](#)



## 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