

2021-2022
Parent/Student Handbook



Saint Rita Catholic School
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Saint Rita Catholic School

Saint Rita Catholic School was established in September 1954 as a parish school staffed by the Felician Franciscan Sisters. Initially, Saint Rita housed seven grades in four classrooms. The growing enrollment resulted in an additional four rooms and a library constructed in 1967. In 1995 the Early Childhood wing was established to meet the needs of preschool children, grades PK 3 and PK 4. Currently, Saint Rita Catholic School services children in prek-3 through 8th grade.

Saint Rita Catholic School is part of the Catholic School System of the Diocese of Fort Worth. Saint Rita is accredited by the Texas Catholic Conference Education Department (TCCBED). It holds membership in the National Catholic Education Association (NCEA).

Patron Saint

Saint Rita of Cascia is the patron for Saint Rita Catholic School. Rita was born in 1381 at Roccaporena near Cascia, Italy. When quite young she felt the call to enter religious life, but at the age of fourteen she was promised in marriage by her parents to a young man of good will but rather restless by nature. Through her own goodness Rita was able to smooth over the rougher side of her husband's character, and they lived in harmony for about eighteen years. He was then murdered. Rita not only forgave his killers, but she also prayed to God that she would prefer the death of her sons rather than see them avenge the crime. As it happened, both sons died shortly after their father. Now totally alone, but filled with love, Rita thought of fulfilling the longings of her youth by seeking admission into religious life. Having overcome formidable difficulties, she was received by the Augustinian Nuns in Cascia. Here she lived for her remaining forty years of life. Throughout the final fifteen years she bore the mark of a thorn of Christ's passion. Rita died on May 22, 1456, which is observed as her feast day. She was noteworthy in that she experienced all the possible states of life and overcame the difficulties of each with a generous love and a profound spirit of penance, while always being a peacemaker and a helper of divisions. Her incorrupt body is preserved in Cascia in the shrine which bears her name.

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Please be aware that policies are subject to change and will be communicated in an updated handbook online.

Note: The policies in this handbook align with those in the Diocese of Fort Worth Catholic Schools Administrative Handbook. In the event that differences exist between the two handbooks, the Diocese of Fort Worth Catholic Schools Administrative Handbook shall override this handbook. For a copy of the Diocese of Fort Worth Catholic Schools Administrative Handbook, please contact school administration.

Saint Rita Catholic School Mission

Saint Rita Catholic School is dedicated to giving glory to God by passing on to our students the teachings and traditions of the Roman Catholic Church while providing them with a quality education in a nurturing and diverse environment.

Saint Rita Catholic School Vision

Saint Rita Catholic School will partner with parents in the academic and faith formation of students to support success for all students. Focusing on Catholic identity and values, we will develop students into good stewards of their faith with excellence of character to serve their neighborhoods and global communities.

Saint Rita Catholic School Philosophy

At Saint Rita Catholic School, we believe:

- everyone is a child of God, capable of great goodness and called to serve others.
- gospel values must be interwoven into teaching all subjects to help form good stewards who will be morally responsible and productive citizens.
- the body is a temple of God to be nurtured spiritually, physically, intellectually, culturally and socially in a Catholic environment.
- the curriculum must be taught so that it provides the skills and concepts needed by the students to be successful at all grade levels and to form life-long learners.

School Creed

This is our school.
Let Peace dwell here.
Let the room be full of contentment.
Let Love abide here:
Love one another,
Love of mankind,
Love of life itself,
And Love of God.
Let our prayers lead to world peace
So that peace may prevail on earth.

Admission/ Withdrawal Regulations

The Catholic Schools in the Diocese of Fort Worth admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, age, or national origin in the administration of its admission, loan, athletic, or scholarship programs.

New admissions will be based on the following priorities:

1. Children of faculty
2. Children who are currently enrolled
3. Children of active parishioners of Saint Rita Parish with siblings enrolled in the school
4. Children of active parishioners of Saint Rita Parish
5. Children of non-active parishioners of Saint Rita Parish with siblings enrolled in the school
6. Children of non-active parishioners of Saint Rita Parish
7. Children of Catholics who are parishioners of other Catholic communities
8. Children of non-Catholics with siblings enrolled in the school
9. Children of non-Catholics

The above priorities shall be used by the admission staff with respect to any conflicts in the enrollment of Saint Rita Catholic School.

Admission Procedure

1. Parents/Guardian will complete an online application form and present the following original documents to the school office.
 - Birth Certificate
 - Baptismal Certificate
 - Health Records
 - Court-ordered custody documentation
 - Previous school records: last report card, cumulative record, achievement test scores
2. A student entering kindergarten must be 5 years of age on or before September 1. A student entering 1st grade must be 6 years of age on or before September 1. A student entering PK3 or PK4 must be 3 or 4 years of age on or before September 1 and must be able to feed himself and use the restroom independently.
3. Upon receipt of the application form, an interview will take place with the family and the children. New students in grades K-8 will be given a placement assessment.
4. The principal makes the decision regarding acceptance of each new student.
5. Upon acceptance, registration form is completed online & non-refundable registration fee is paid.
6. Prior to the child's entrance into Saint Rita Catholic School, the child must have a physical check-up by his/her family doctor. Also, all immunizations required by law must be up to date.
7. All new students are accepted on a nine-week probationary period, during which time a decision is made whether or not the school can meet the needs of the child. After the first four weeks, a progress report will be sent to the parents, and a conference may be requested regarding the progress of the student. At the end of the nine weeks, the principal will inform the parents of the acceptance of the student or the need for the parent to seek to enroll the student elsewhere since the school is not able to meet the needs of the student.
8. Each child's performance and citizenship are evaluated at the close of each school year to determine continued enrollment in Saint Rita Catholic School.
9. Students who are invited to return for the upcoming school year will register during the spring semester. Fees are to be paid at this time. No student shall be re-admitted who has an outstanding financial obligation to the school.

Student Withdrawals/Transfers

When a student is transferring to another school, parents must notify the principal and the homeroom teacher at least one week in advance of the transfer. All textbooks, library books, and other school property must be returned to the teacher. After the first quarter, tuition and fees will not be refunded except in the case of extraordinary circumstances. If a student withdraws during the school year, tuition

and fees will not be refunded. **Transcripts and other school records will be released only after all financial obligations have been met and all textbooks and library books have been returned.**

Academic Information

Curriculum and Textbooks The religion curriculum for Saint Rita Catholic School is provided by the Catholic Diocese of Fort Worth. The curriculum for core subjects is aligned with the Texas Essential Knowledge and Skills. These standards guide instruction in all grades. Textbooks are selected from the State of Texas adopted textbook list. A variety of supplementary materials is used to enrich and expand the curriculum.

Textbooks are distributed to students at the beginning of the school year. Students will be fined for textbook damage and will be required to purchase lost books.

Classwork and Homework

- We have high expectations for our students. In grades 3-8, it is the student's responsibility to keep up with class assignments. Students will record assignments in student planners daily. Parents of students in grades 4 or lower should review the nightly homework folder for assignments or messages from the teacher.
- Students with excused absences will make up any work missed.
- Any student entering the school later in the day will make up work missed.
- Students absent on the day of a test will be expected to take the test when returning to school.
- Students in grades 6-8 (or parents of students in grades 5 or lower) must meet with/contact the teacher to determine a schedule for making up missed work.
- On the day of an absence, class work/homework requests need to be called into the office by 9 A.M. to allow sufficient time for teachers to prepare. If a call is not made to the office by 9 A.M., the student will get the work from the teacher the following day or upon returning to school.
- Teachers will communicate homework policies with students and parents at the beginning of the year.
- It is the purpose of these guidelines to promote responsibility in our students. Teachers will work with students to support the needs of the individual.

Grading Grades are based on a combination of daily formative assessments and summative assessments including quizzes, tests, paper, and projects. Refer to your child's teacher for additional information.

Numerical grades are recorded on student report cards for all core subjects (religion, English, reading, math, social studies, science). Alpha grades are given for the following electives in grade 5-8 (P.E., Spanish, music, and technology, except first year Spanish students).

A = 100-94

B = 93-86

C = 85-76

D = 75-70

F = Below 70

(a + or – may appear after an Alpha grade indicating upper or lower range of the grading scale)

The following ratings are used for P.E., Spanish, music, and computer grades 1– 4. First year students in Spanish will also receive this rating scale.

E = Excellent

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Inc. = Incomplete

PK 3, PK 4, and Kindergarten have their own report cards. Student skill development will be indicated per below.

M – student has met objective
P – student has shown acceptable progress
I – improvement/practice is needed
N/A – not applicable

Students conduct codes in all grades will be:

E = Excellent S = Satisfactory U = Unsatisfactory
G = Good N = Needs Improvement

Report Cards and Progress Reports Report cards are issued four times a year at the end of the nine-week grading period. Progress reports are sent home at midpoint of each grading period.

A parent/teacher conference is required for a student earning a grade of 70 or lower on a quarter report card or progress report. No student with a grade of 70 or lower may be admitted to class after 3 school days following a report card or progress report until a conference has been scheduled.

Promotion and Retention **Diocesan Policy #5240**

Promotion of a student in elementary school will be based on the satisfactory completion of the present grade curriculum and the ability to do the next grade’s work.

- K – 1 A student must have at least a satisfactory final average in reading and mathematics in order to advance to the next grade level. Promotion is made on the ability to do the next grade level’s work.
- 2 – 5 A student must have at least a “70” in religion, language arts, and mathematics, and an overall “70” average.
- 6 – 8 A student must have a “70” in all core subjects – religion, English and/or reading/literature, mathematics, science, and social studies. A student who fails a major subject is not promoted. For each major subject below “70” a student must make up the work in summer school. If summer school is not available, work will be assigned, and the student will be tested prior to advancement to the next grade level.

Students in the elementary grades should not be retained more than once while enrolled in the diocesan school system.

If all avenues have been explored and the school cannot meet the needs of the student, or the parent(s) have not acted on the school’s recommendations regarding diagnostic evaluation, or recommendations regarding academic growth, the principal has the right to request withdrawal of the child (if currently enrolled) or refuse admittance.

Standardized and Benchmark Testing Standardized testing is one of several means of assessing pupil performance and readiness. One standardized test used in the Diocese of Fort Worth is the Iowa Assessment. The Iowa Assessment is administered to students in grades 1-8 each fall during a designated week published on the yearly school calendar. The Cognitive Abilities Test (CogAT) is administered to students in grades 4 and 7. Additionally, the students are assessed quarterly for growth in reading comprehension and math skills.

Each student’s results are given to the parents. Testing results are recorded on the permanent record card.

8th Grade Promotion **Diocesan Policy #5270**

Promotion from 8th grade may be marked by a modest exercise which gives recognition to the unique value of the phase of Christian education just completed. Schools should avoid elaborate ceremonies which would overestimate the educational accomplishment, social events which are inappropriate for the level of maturity of the students, or other arrangements which would entail undue expense for parents or involve overnight travel.

Saint Rita Catholic School 8th grade promotion activities are coordinated by the eighth grade homeroom teacher and the principal of Saint Rita Catholic School. Eighth grade promotion activities at Saint Rita may include: a dinner, a school day class trip, Candle Mass, Graduation Mass, and a reception.

Student Awards and Recognition

Honor Roll:

The intent of the honor roll is to recognize student success each quarter. Honor roll awards are determined per below:

- “Honors” is earned by students who have earned a numerical average of 85 to 89.999 with all grades being at least 76 and no “incompletes” as of the last day of the quarter.
- “High Honors” is earned by students with a numerical average of 90 to 95.999 with all grades being at least 76 and no “incompletes” as of the last day of the quarter.
- “Highest Honors” is earned by those students with a numerical average of 96 or above with all grades being at least 76 and no “incompletes” as of the last day of the quarter.

Honor Convocation: Students receive honor certificates each quarter for honor roll status.

Duke Scholars: Sponsored by Duke University, students are recognized as Duke Scholars as 7th graders based on achieving in the 95th percentile or higher on specified sections of the standardized achievement test, given each September.

National Junior Honor Society: Sponsored by the National Association of Secondary School Principals, National Junior Honor Society members are selected based on Scholarship, with a GPA after the 3rd quarter of a 90 or above, Leadership, Community Service, and Citizenship. After induction to the Saint Rita Chapter of the National Junior Honor Society students must maintain a 90 average each quarter, with no quarter grade in any class below a C (76), and a conduct/citizenship quarter rating of Satisfactory or higher in all classes. Students are expected to perform community service projects. If a student does not comply with the above stated standard, the student and parent receive an official warning from the National Junior Honor Society moderator and the principal. If a quarter grade or citizenship/conduct grade falls below the standard a second time, the student’s name is removed from the National Junior Honor Society rolls permanently.

Academic–Service Recognition: Students who earn Honor Roll status all year, participate in academic meets, served as altar servers, music ministers, or other leadership/service roles at the school are recognized and given a pin. Students in each grade are recognized for outstanding academic performance, good citizenship, Saint Rita award, Spanish awards, and Music and Drama awards. Students who participate in athletics are recognized and special awards may be given to outstanding athletes.

Extra-Curricular Activities

Saint Rita Catholic School strives to offer a wide range of extracurricular activities to enhance the curriculum, the social and physical development of each child. These activities may vary from year to year depending on many factors such as student interest, parent volunteers, number of students able to participate, etc.

Fine Arts: School Musicals
Art
Honor Choir

Academic Competitions: Spelling Bee, grades 1-8
PSIA Academic Competitions, grades 1-8

Attendance/Tardy Regulations

In compliance with the Texas Catholic Conference of Bishops Education Department (TCCBED) and the State of Texas Family Code, schools of the Diocese of Fort Worth follow compulsory attendance laws. Saint Rita Catholic School publishes a school calendar prior to the beginning of each school year. Parents/guardians are expected to honor the calendar established by the school. Daily attendance is the only effective way to ensure continued academic progress. (In excess of 18 days absence during the school year for any reason may result in denial of credit for all or a portion of the school year and may require that a student repeat a grade or attend summer school. Diocesan policy states that excessive absences may be considered grounds for suspension or expulsion.)

Students must be in attendance at school for three and one-half hours to equal one-half day of school. Less than three and one-half hours counts as an absence. In order to participate in after school activities, a student must be at school at least one-half day.

Present: In school 5½ to 7¼ hours: arrive before 9:30 am; leave after 1:30 pm.

Half-Day Absent: In school 3½ to 5½ hours: arrive before 11:30; leave after 11:30 am.
(or absent more than 1½ hours during school day)

Absent: In school less than 3½ hours; arrive after 11:30 am; leave before 11:30 am.

School absence is categorized in the following manner:

Family Emergency – A family emergency may be a death in the immediate family, serious or prolonged illness of the student or a member of the immediate family. Each case is handled on an individual basis.

Absence Due to Illness – A student unable to come to school due to illness of 5 or more consecutive days requires a doctor's statement for readmission to class.

Absences for Other Reasons – When a student is absent from school for any reason other than doctor's appointment, illness or family emergency, the student will not be permitted to make up the work that he/she missed. The school staff is not obligated to provide special services when a parent opts to schedule activities that warrant student absence on compulsory attendance days as indicated on the annual school calendar.

Family Trips – If a trip is required by a family, **it will be at the principal's discretion whether the absence will be excused or unexcused.** The following procedure must be followed: Send a letter or email to the principal **two weeks in advance** of the trip requesting absences from school. The letter must contain the date of the trip, reason for the trip, a request to all teachers for all assignments from all classes. All assignments, tests, projects will be due the day that the student returns to school. Failure to follow procedures may result in loss of credit for missed work.

Doctor/Dental Appointments – Arranging doctor and dental appointments during the school day is strongly discouraged. Please make a sincere effort to schedule all doctors' appointments after school. If this is impossible and a student must be dismissed early, a note is to be sent to the teacher in advance. Parents must report to the school office to sign students out before they will be released. Parents will need to sign a student back in at the school office before the child returns to class. Verification from the doctor or dentist is required upon return to school.

Note: It is the responsibility of the parent or guardian of each student to call the school by 9 A.M. to explain the absence of the student and to request class work. If the school office is not called, the parent or student must bring a note explaining the absence on the first day the student returns to school.

Tardiness A student is tardy if he/she arrives in the classroom after the 7:50 bell rings. If a student is dropped off in the carline after the Tardy bell rings, he/she is considered tardy. A student who arrives to the school late must report to the office accompanied by the parent or guardian.

Habitual tardiness seriously affects a student's school performance and disrupts the class they are entering. Tardies are recorded for each grading period.

If a student is consistently missing time from the same class, the loss of time will accumulate as absences that are subject to state attendance requirements. If necessary, parents will be contacted to discuss habitual tardiness and students may lose credit for classes they miss due to tardiness.

Communication

In order to maintain a positive school-parent relationship, teachers and staff regularly communicate with parents and guardians. It is expected that guardians will regularly review all school communication and respond as required.

Forms of Communication:

Email:

- Teachers email parents weekly to provide updates on curriculum goals, upcoming events, and student needs.
- **RITA Pack** (RITA-Relevant Information to All) Each week on Thursday a parent pack will be e-mailed to parents via RenWeb. This “pack” will contain digital copies of important school information. Please read all of the information; some will require feedback. If a form needs to be filled out and returned, please print a copy. The school keeps hard copies in the office.

Parent Alert: text messages will be used to communicate high priority information from the office of the principal.

Conferences:

- Formal conferences will be held twice a year: after the first quarter for all students and after the third quarter for special concerns identified by teachers or for parents who request a spring conference.
- Informal conferences – discussions about your child’s progress are welcome throughout the school year. Contact the school office to leave a message for the teacher, send an email to the teacher, or send a note with your child. The teacher will contact you as soon as possible.

Parent Communication with the school: If a parent wishes to speak with teacher/staff or principal, the parent must send a written note to the school office, make a personal phone call, or send an e-mail message. Keeping open communication is a priority. All faculty/staff will return phone calls and e-mail messages during planning time.

Parent Concerns: All parent questions and concerns regarding class, grades, projects, conduct, class procedures, etc. should be directed to the teacher. If necessary, a subsequent meeting may be scheduled with the principal, parent and teacher.

Non-Custodial Parent: Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute, or legally binding document relating to matters such as divorce, separation, or custody that specifically revokes these rights. A copy of such document must be in the school file. In case of joint custody both parents should be equally informed of their child’s progress. It is the parents’ responsibility to inform the school if special accommodations need to be made.

Parental and Student Rights: Saint Rita Catholic School shall respect parental and students’ rights to information and to confidentiality. The school shall:

1. provide parents and students access to records directly related to the students (e.g. duplicate report card, permanent record card, health records)
2. obtain written consent of parents before releasing personally identifiable information from student’s records

Emergency School Closing: In case of inclement weather, such as flooding, storms, or icy streets, Saint Rita School will post information regarding closing of school or delayed opening on radio station WBAP 820AM and television station KXAS – TV (Channel 5). Parent Alert may also be used to communicate school closings.

Discipline Policy

Saint Rita Catholic School's ultimate goal in discipline is to help its students become self-disciplined. This can be observed in students whose behavior is consistent with good moral principles and Christian values. We strive for a positive, non-disruptive environment in which all persons, their rights and their belongings are respected. An important key for building responsibility in children is allowing them to experience logical and natural consequences. It is of utmost importance that discipline builds each student's positive self-esteem.

Saint Rita Catholic School has high expectations of appropriate behavior for its students. We believe that discipline can be taught, therefore, we will concentrate on teaching students' appropriate behaviors and social skills.

Discipline is the responsibility of every student, parent, and educator, since it is both a cooperative and an individual effort. The ideal for which we strive is that discipline is best achieved through love and good example. However, when disciplinary actions are necessary, they will be carried out in a firm, fair, caring and consistent format. The following outlines the strategies to support positive student behavior:

1. classroom interventions with parent-teacher communication
2. principal referral
3. parent/teacher/principal conference
4. behavior plan
5. student contract

Within each teacher's classroom, there is a discipline plan in place. Each teacher will communicate her discipline plan to parents and students.

Expectations for all students include the following:

- Show respect/courtesy to all people and their property
- Treat school property with respect; including keeping textbooks covered at all times
- Develop a basic attitude of thoughtfulness and consideration
- Remember manners, courtesy, and good language are ways of showing consideration for others
- Be on time for class
- Bring paper, pencils, and all other materials necessary for class
- Complete homework assignments and turn them in on time
- Be in the correct and complete uniform each day
- Walk in the classrooms, hallways, and cafeteria at all times
- Accept responsibility for his/her own actions
- Know, understand, and comply willingly with rules and regulations

Types of inappropriate behavior include, but are not limited to:

- Disrespectful conduct to adults and other students
- Abusive language and/or use of profanity
- Running and/or horseplay in the classroom or hallways
- Chewing gum or eating candy
- Damaging school property
- Violation of dress code
- Poor grooming – hair, nails, cleanliness, facial hair, etc.
- Failure to do classwork or homework
- Pushing or shoving
- Abuse of playground equipment or classroom/school furnishings
- Any behavior that the school/principal deems disruptive to the educational process and moral environment of the school

- Possession of electronic toys or devices. These include cell phones, pagers, radios, lap top computers, game boys, laser pointers, or any other games or gadgets which could be considered a distraction from the education and learning process or environment.
- If a parent deems a cell phone necessary for their child to have after school, the parent must complete the electronics agreement form. This will allow the student to bring the phone to school. Phones must be turned off during the day, placed and signed into the class cell phone garage which is stored in the front office. Phones will be returned to students at dismissal. From 7:30 to 3:30, if electronics are found in the classroom, lockers, or in the possession of a student, they will be confiscated. The school assumes no responsibility for any stolen, damaged or lost property. Cell phones that are confiscated by school personnel will be held in the principal's office. On the first offense, a parent must pick up the phone. There will be a \$10 fine. On the second offense, phones will be kept in the office until the last day of school.

Major offenses include, but are not limited to:

- Habitual misconduct which is disruptive to the teaching/learning process or safety of students or school
- Refusal to obey reasonable directives, orders, rules, regulations or policies of the school, which are promulgated for the well-being of the student body, the staff, or the institution
- Possessing, using, selling, or distributing harmful or illegal substances, including alcohol
- Smoking or using any tobacco product
- Having possession of a weapon, real or play
- Verbal abuse or threats of bodily injury or harm to a student/school personnel
- Assaulting a student or any school personnel
- Vandalizing school property or the property of others
- Having possession of pornography
- Participating in disruptive activities by a group such as a gang
- Verbal or written mention of the use of firearms or weapons against an individual or group
- Intimidation, bullying, or harassment

If a student does not respond to efforts made to encourage appropriate behavior, the parent and principal will meet to discuss appropriate actions or consequences for the student's behavior. These consequences for lesser offenses may include:

- Lunch/recess/after-school detention
- Restitution
- A loss of privileges
- **Going home for the day to calm down after an outburst or physical altercation**

If a student commits a major offense, the student's consequences may include:

- In-school suspension – **a fee of \$80 per day may be billed to the student's FACTS account as needed to hire a substitute teacher to monitor the student.**
- Out of school suspension
- Expulsion

Blogs: Engagement in social media may result in disciplinary actions if the content created or posted by a student includes defamatory comments regarding the school, the parish, the diocese, faculty, or other students.

Bullying and Cyber bullying: Saint Rita Catholic School seeks to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion.

Suspensions and Expulsions

Suspension is defined as the temporary exclusion of a student from the classroom for disciplinary reasons. The principal will notify the student and the student's parents/guardians of the reason for the suspension, the duration of the suspension, and the requirements for reinstatement. A suspension may be in-school or at-home as determined by the principal. Students may be suspended by the principal for various reasons. A teacher may not suspend a student. A teacher may be an interim principal in the principal's absence. An interim principal may suspend a student for a severe offense. The pastor is to be informed of the suspension and the reason for it. A suspended student may make up any missed work as outlined by the principal.

Expulsion is defined as the permanent dismissal of a student from school without the agreement of the parents or guardians. In the case of expulsion, the principal will:

1. confer with the student, the teacher(s), the parents/guardian, and the pastor regarding the problem
2. advise parents of their options and/or Policy 5114 and its implementation
3. inform the superintendent of the expulsion decision and submit to the Diocesan School Office a copy of the report of these conferences, a description of the problem, and a summary of the student's history in school

Appeal: If the parents or guardian wish to appeal the principal's decision, a written appeal must be filed with the Superintendent of Schools within five (5) days from the date the parent or the guardian received notification of the principal's decision. If the decision is sent by certified or registered mail, the five (5) daytime period shall begin on the day the letter is mailed. The decision of the Superintendent of Schools is final and is not subject to other appeal processes or conciliation and arbitration procedures.

If a student is expelled, his/her records shall reflect that the student has either withdrawn or transferred. The student's records shall not reflect that the student has been expelled, unless the parents refuse to remove the student from the school after having been notified that the child must withdraw or transfer to another school.

Legal Issues:

Sexual harassment is defined as:

- Threatening to impose adverse employment, academic or disciplinary or other sanctions on a person unless favors are given; and/or
- Conduct, containing sexual matter or suggestions, which would be offensive to a reasonable person

Sexual harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations, or comments
- Graphic content such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures
- Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, study, or play because of sex
- Threats or demands to submit to sexual requests as a condition of continued employment or grades or other benefits or to avoid some other loss or offers of benefits in return for sexual favors
- Retaliation for having reported or threatened to report sexual harassment
- Internet harassment

Reporting Sexual Harassment:

All allegations will be taken seriously and promptly investigated. Confidentiality will be stressed. Concern will be expressed for both the alleged victim and the alleged perpetrator. All suspected cases must be reported to the principal immediately.

If all avenues have been explored and students cannot follow the rules and guidelines of Saint Rita Catholic School, the principal has the right to request withdrawal of the child or refuse re-admittance. Additionally, the actions of the parent or guardian of a student may be grounds for the student to lose the privilege of attending school at Saint Rita Catholic School. The parents of students are expected to conduct themselves so as not to be a disruptive influence on the school or staff. A parent who becomes a disruptive influence shall be requested to withdraw his/her student from the school.

Extended Care Program

Extended Care is an important part of the additional services we offer to our students. The vision of Saint Rita Catholic Extended Care is to give parents the security knowing that their children are in a safe and enjoyable Christian environment after school. We strive to provide the students with activities including indoor and outdoor play, homework time, arts & crafts, creativity centers, and projects.

Admission: Students enrolled at St. Rita Catholic School are eligible for our Extended Care Program. This program is available for students in PK 3 – 8th grade. Extended Care is provided for use by parents whose working hours do not permit them to pick-up their children at dismissal time. Since teachers and staff are not available after 3:30, children still at school will be taken to Extended Care. The families will be billed for this service. All participants must complete the Extended Care Registration Form.

Hours: This program begins at 3:30 on regular school days and 12:20 on early dismissal days. It ends at 6:00. Drop-ins are welcome based on space available, with notice.

Noon Dismissal: Periodically noon dismissal days will be scheduled to allow for parent-teacher conferences, staff development, and faith formation. Please consult your yearly/monthly calendar for those dates. No lunch will be provided on noon dismissal days. Students staying for extended care must bring a sack lunch. If they do not bring a lunch, one will be provided and billed to the student's account. On noon dismissal days, extended care will be available from 12:20 until 6 P.M. To help us properly serve children, we ask that parents who do not usually utilize Extended Care contact the office to reserve a place for their children. This will ensure adequate staffing.

Snacks: A snack will be given to each child at snack time. Students can also bring their own snack, but no credit is given for this option.

Homework: Students are required to do homework after school. Time and space will be available for this activity. Homework will be supervised, and students will be assisted if necessary.

Fees: Tuition for Extended Care will be included in your monthly statement from FACTS. The monthly rate is \$165 for the first child, and \$120 for each additional child. Drop-ins are charged \$10.00 per day for the first child and \$8.00 for additional children. **On noon dismissal days, \$15.00 per day for the 1st child; \$12.00 per day for each additional child.** If drop-ins are picked up by 4:15 on a regular school day or by 2:15 on an early dismissal day, families will be charged ½ the stated price. There is a \$25 late fee for paying after the 10th of each month. In addition, if the account has an unpaid balance on the 25th of the month, an additional late fee of \$25.00 will be assessed on the 26th of each month.

Payments: Payments for Saint Rita Catholic School are only accepted through FACTS. A \$35.00 NSF fee is charged by FACTS for all payments returned because of insufficient funds. Statements are available on FACTS to track attendance. Statements for income tax purposes are also available on FACTS. Extended Care will be temporarily suspended if an outstanding balance carries past one month. Students will not be allowed to return to Extended Care until the balance and late fees are paid in full.

Late Pick-up: Students not picked up by 6:00 PM will be assessed a late fee of \$1.00 per minute. Payment for late fees must be paid the next day in the school office.

If a child is not picked up at closing and we have not received word from the parent, the following steps will be taken:

1. The staff will try to contact the parent.
2. The staff will try to contact the adults on the emergency form authorized to pick up the child.
3. The authorities will be notified if child is not picked up.

Sign-in/Sign-out Procedures: Students are signed into Extended Care by Extended Care workers each afternoon. **Upon pick-up, the extended care worker will sign out the student.** This procedure ensures accurate accounting of students and billing.

Pick-up Policy: Parents should ring the doorbell at the side entrance (by Pre-K3) to pick up their children. No adult other than those listed on the Extended Care form or Emergency Card will be allowed to pick up your child from the program. If there is a change in the person picking up your child, the office must be notified before 3:00. We request in writing any information concerning alternative pick up arrangements. Any adult picking up a child, other than parents, will be asked to show a Texas Driver's license. Parents or person picking up your child are required to "sign-out" your child and record the time they were picked up each day.

Any enrolled Extended Care student who attends sports practice, guitar lessons, etc. may be brought to Extended care provided a note is on file stating the day(s) and time of the activity and its dismissal.

Extended Care Rules: All Saint Rita Catholic School rules and policies apply during Extended Care. Respect for one another and the Extended Care personnel is required to receive the service.

Discipline: Students are responsible for their conduct and are expected to follow rules established by Saint Rita Catholic School. Procedures for problems are as follows:

- Consultation with child
- Conference with parent/principal
- Removal from Extended Care. Removal can be permanent if disrespectful and disruptive behavior continues.

Holidays: Extended Care realizes that it needs to remain open for the convenience of parents as much as possible. Extended Care will close for all student holiday and breaks. Extended Care however will remain open for most noon dismissal days for teacher in-service. The program will be closed the day before Christmas holiday, and the last day of school.

Student Health Concerns: All health policies of the Catholic Diocese of Fort Worth and Saint Rita Catholic School apply during Extended Care.

Inclement Weather: During bad weather watch NBC Channel 5 for early class dismissal or school closings at Saint Rita Catholic School. Closing or early closures will also be communicated through Parent Alert. This is independent of FWISD policies and may not always follow what they advise. Extended Care follows Saint Rita Catholic School closings.

Tentative Extended Care Schedule:

| | |
|-----------|-----------------------------------|
| 3:30-3:45 | Check-in and storage of backpacks |
| 3:45-4:30 | Outside play |
| 4:30-4:45 | Snack Time |
| 4:45-5:15 | Homework and Center Time |
| 5:15-5:30 | Clean up |
| 5:30-6:00 | Story Time until all are gone |

*All Extended Care rules and fees apply to students not registered at Extended Care and are frequently picked up late after school dismissal.

Financial Policies

Tuition A schedule of tuition and fees can be obtained from the business office. Yearly tuition and fees are set in February of each year. There is a yearly registration fee, which is non-refundable.

Saint Rita tuition can be paid in monthly installments starting in July and ending by May. There is also the option of paying annually or semi-annually. All families are required to enroll in the FACTS tuition management program to have their tuition drafted from their bank account or charged to a credit card. Incidentals will also be paid through the FACTS account (extended care, lunch, etc.). **A child will be suspended if delinquency occurs for thirty days.**

Families with payments delinquent through December may not be readmitted in January. Families with payments delinquent through April will not be readmitted for the next school year, unless prior written arrangements are made with the school principal. Students' transcripts, report cards, and diplomas will be held until the balances of all fees are paid.

Returned Checks: There will be a \$25.00 fee collected for a returned check. If a family has accumulated two returned checks, they will be required to pay all future financial transactions in cash, cashier's check or money order.

Tuition Assistance: A tuition assistance program is available for families on the basis of need. Families in this program are required to complete a financial aid application and supply the necessary information for consideration. All financial information is held in strictest confidence. Below are additional requirements for receiving financial aid.

1. The amount of your tuition assistance is confidential. Discussing it with anyone – even family members – will put you at risk of losing financial aid.
 2. The amount you receive for any year is not guaranteed for the following year.
 3. Volunteer hours are not optional.
 4. Providing a Catholic education for our students requires a sacrifice on the part of families. Our parents should prayerfully consider their financial priorities when applying for financial aid.
- Report cards, records and RenWeb access are withheld as well as transfer of records to new schools when financial responsibilities to the school have not been met. These include tuition, extended care payments, lunch charges, library fines, payments for lost or damaged books, and all other incidental charges.

Tuition Refund Policy: Students who are withdrawn prior to July 15 will be entitled to a refund of their school tuition for the coming year. Students who withdraw after July 15 and before October 15 are entitled to a refund of 50% tuition. Students who withdraw after October 15 will not be entitled to a refund. Students will be considered withdrawn as of the date of written notification is received by the principal.

Sports

Students in grades 5,6, 7, and 8 may participate in the Catholic Diocese of Fort Worth Sports Program. The program includes 7 on 7 flag football (5th and 6th), tackle football (7th & 8th), volleyball, soccer, basketball, track, baseball and softball.

All necessary forms (4) must be completed and turned in to the school by the deadline date given on the school calendar for each sport in order to participate in that sport. before a student is eligible to attend practice. All students must have a complete physical (Diocesan Health Report) each year before participating in sports program.

Saint Rita School sports program depends on student interest and volunteer coaches. If either of these are absent for a sport, Saint Rita School will not offer it that year.

Accident coverage is offered to all students who participate in the sports program. Participation in the insurance program is at the parents' discretion but highly recommended by the school.

We welcome and encourage parents and siblings to attend athletic events. Diocese policy requires all spectators (adults and children) to remain in the gym during all basketball and volleyball games. Children are to be supervised by parents at all times. Parents are not to confront referees/coaches at any time. As the primary educator, parents are expected to demonstrate good sportsman-like behavior[MB2] .

Volunteer Coaches: All volunteer coaches must work with at least one other volunteer coach at all times. All volunteers, including volunteer coaches, must complete a Diocesan volunteer form and will be required to complete a Criminal Records Review, VIRTUS training, and yearly PLACT training.

If parents are late picking up their child(ren) three times, the student will have to sit out the following game. The coaches need to be able to leave when the practice is over. They have families and jobs which require their time. Please respect their time.

Sports Eligibility: If an athlete is absent or has not been in attendance for one-half day (3.5 hours) of school, he/she is not permitted to participate in practice or games that day.

Academics are a PRIORITY at Saint Rita Catholic School. **Students must maintain a passing status (70 or above) in all subjects in order to participate in Diocesan Interscholastic Games. If a student is failing one class, the student is suspended from participating in games. If a student is failing two or more classes, they are also suspended from practices. All failing athletes should be attending before or after school tutoring. Failing grades may be checked weekly. Once a student is passing, they may return to practice and games. However, we do encourage participants to attend the games and cheer on their teammates.**

A student may also become ineligible for unsportsmanlike conduct. Only the athletic directors or principal may impose sports eligibility and sports ineligibility.

Note: The principal may declare a player ineligible for serious disciplinary reasons which include constant disruption of class. Disruption of class can be verified by the number of times a student is sent to the office.

Student Health Policies

Forms: A health form complete with Immunization record showing dates and kinds of immunization received must be on file for each student. All students must meet all State and Diocese required immunizations before starting or entering St. Rita Catholic School.

All families will fill out an Emergency Card at the start of each school year. All phone numbers and emergency contacts must be kept up to date. Whether a child is not feeling well or a serious accident occurs, parents or authorized persons must be able to be reached at all times. Please inform the school office of any changes in this information throughout the school year.

Shots:

| | |
|---------------|--|
| DPT | 5 doses required with one on or after 4 th birthday; with a Tdap booster for entry into 7 th grade, if at least 5 years has passed since the last dose of a tetanus containing vaccine |
| POLIO | (OPV or IPV) 4 doses required with one on or after 4 th birthday |
| MMR | (Mumps, Measles, Rubella) Two doses with the 1 st dose received on or after the first birthday, second dose for entry into Kindergarten |
| HEPATITIS A | 2 doses for Pre-K3 through 8 th grade students with the 1 st dose received on or after the first birthday, and six months apart. |
| HEPATITIS B | 3 doses of Hepatitis B vaccine required |
| HibCV | 1 dose required on or after 15 months unless a primary series and a booster was completed prior to or at 15 months. Proof of HibCV is not required for children 5 years or older. |
| PNEUMOCOCCAL | 3 doses with one dose on or after 12 months of age. Proof of PCV is not required for children 5 years or older. |
| VARICELLA | Two doses of varicella vaccine, with the 1 st dose received on or after the 1 st birthday, for entry into Kindergarten and 7 th grade (validation of disease accepted on separate form) |
| MENINGOCOCCAL | One dose for entry into 7 th grade, proof of dose for 8 th grade. |

Immunization Policy

Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, including the physicians license number.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas. (Atty. Gen. Op. GA-0420)

This policy was adopted by Texas Catholic Conference Education Department, December 2008 and voted on April 3, 2017 to keep as written with no changes by the Bishops of Texas.

Sickness: The school is not set up to care for sick children. For the protection of all the students, the following guidelines have been set up. A child having one or more of the following symptoms will be sent home.

In order to prevent the spread of disease, we ask that you do not send your child to school if he/she is exhibiting any symptoms of illness or running a fever. If he/she has been ill, it is required that he/she be free of fever without fever reducing medication for 24 hours prior to returning to school.

With respect to the current COVID-19 pandemic, it is imperative that parents/guardians follow this protocol at all times. Should a child become ill on campus and require a parent/guardian to take them home, this parent/guardian must arrive to retrieve the student within 30 minutes of the initial phone call.

| Exclusion Guidelines | Return to School Guidelines |
|--|---|
| Oral temperature of 100 degrees or above | Fever free for 24 hours, without medication |
| Vomiting, nausea or severe abdominal pain | Symptom free for 24 hours |
| Marked drowsiness or malaise | Symptom free |
| Sore throat, acute cold, or persistent cough | Symptom free |
| Red, inflamed, or discharging eyes | Written physician release |
| Acute skin rashes or eruptions | Written physician release |
| Swollen glands around jaws, ears, and neck | Written physician release |
| Suspected scabies or impetigo | Written physician release |
| Any skin lesion in the weeping stage | Covered and physician diagnosed as non-infectious |
| Earache | Symptom free |
| Pediculosis (head lice) | Nit free |
| Other symptoms suggestive of acute illness | Written physician release |

Communicable Disease Control Measures: If your child has any type of infectious disease or rash notify the school immediately. After such disease, parents must take the child to the school office before re-entering the classroom. Students will need a permit from their physician for re-admission to school. (Examples: measles, pink eye, lice, ring worm, hepatitis, mononucleosis, etc.)

Medications: Your child may have an illness which requires medication for relief or cure that does not prevent his/her attendance at school. When possible, such medication should be taken at home. However, according to Texas State Legislature a medication may be dispensed to a student by school personnel if the following requirements are met by the parent or legal guardian requesting this service.

- Parents are encouraged to schedule the administration of student medicine in such a manner that medication brought to school will be kept to a minimum. (For example, the physician may be able to prescribe the medication before school, after school, and at bedtime.)
- Medication (Prescription and Non-Prescription) may be administered to students only upon written request by the parent/guardian and physician. A “Permission to Administer Medicine” form must be completed, with the parent/guardian signature and physician signature, and on file in the school clinic BEFORE medication can be administered. Please ensure that time and dosage is specific. You may request a form from the school office.
- All medication, prescription and non-prescription, must be in its original container and be properly labeled in English. A properly labeled prescription is one with a pharmacy label stating the student’s name, the name of the medication and date prescription was filled. Non-prescription medication must be in original container indicating directions for use and labeled with student’s name. Medications sent in baggies or unlabeled containers will not be given.
- It is the responsibility of the student to report to the clinic to take his/her medication.
- At the end of the school year, all medication must be picked up from the clinic or it will be destroyed.
- Experimental medication/dosages will not be given. Herbal medication, dietary supplements, and other nutritional aids not approved as medications by the FDA, will not be administered at school.
- Antibiotics will not be given at school by school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office and administer it.

- Only the parent may perform nebulizer treatments in school. Non-medical school personnel are not permitted to administer this treatment.
- Diocesan policy will be followed regarding administering medications or treatments necessary for medical reasons. **Students are not permitted to keep any medication, cough drops or drugs in their pockets, locker, backpack, or lunch kit. All medications must be kept in the school office.**

In the event of visiting a physician without a school form handy, the physician may write and sign instructions. This may be attached to the school form that is completed and signed by the parents.

Corrective Lenses: In order to better serve all children, we ask that parents notify the school office and teachers about the need of corrective lenses. Students are expected to wear corrective lenses during all classes.

Allergies: If a child has an allergy, please write a note to the teacher and the school office regarding the allergy, and any treatments or medications the student is taking for relief of allergy.

Annual Student Screenings: Student screening for vision and hearing problems are state regulation pursuant to the Special Senses Communications and Disorders Act of 1983. Student screening for spinal curvature is state regulation according to TAC, Section 37.141-37.152.

| Texas Required Screenings | Who |
|---------------------------|--|
| Vision and Hearing | First time entrants in grades 2, 4, 6, 8 Grades P-K4, K, 1, 3, 5, 7 |
| Spinal - Scoliosis | Girls: Grades 5 & 7; Boys: Grade 8 |
| Ancanthosis (AN) | Grades 1, 3, 5, 7 |

Child Abuse and Neglect: Provisions of the Texas Family Code require reporting of all suspected child abuse or neglect under penalty of fine or jail sentence or both, for failure to timely report.

Internet

The Internet is a valuable resource. However, Saint Rita Catholic School has taken necessary precautions to install software that limits access to inappropriate material. **While student's use of the Internet will be supervised by staff, students are expected to refrain from accessing any inappropriate material.** We would like to encourage all parents to have a discussion with children about the family's values and expectation of how these values should guide the child's activities while he/she is on the Internet.

Students may not access "chat" sites unless directed to do so by classroom teacher.
Students are expected to use E-mail during the school day only under the direction of the teacher.

Computer Technology Acceptable Use Procedure:

Students will demonstrate the ability to use computer resources as powerful and diversified tools in school, the workplace, and society at large. These resources will include current application software as well as Internet usage. Students will develop an understanding for the responsible and the ethical use of computer technology.

Students will be expected to comply with the following procedures:

- Use equipment appropriately; respect all technology, equipment, and furniture; students and parents will be held liable for damage.
- Use school facilities and equipment only for school related educational activities.
- Refrain from bringing food or drink into computer lab or technology areas (library, etc.)
- Use only software materials provided by the computer teacher or classroom teacher.
- Follow Internet etiquette.
- Adhere to copyright guidelines and refrain from plagiarism.
- Behave in a Christian and respectful manner and follow all school procedures.

Unacceptable behaviors include:

- Sending, displaying, or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, insulting, or threatening others;
- Damaging of computer systems or computer networks;
- Violating copyright laws;
- Submitting documents from the Internet as a student's personal work;
- Using another person's sign-on and/or password;
- Trespassing in someone else's folder, work or files;
- Intentionally wasting limited resources;
- Using the network for commercial purposes;
- Revealing a personal phone number, name or address of one's self or another.

Students who do not comply with usage rules will forfeit their usage privileges.

Failure to comply with the above Computer Technology Acceptable Use Procedure may result in suspension from the computer lab or use of computer technology.

Lunch

Saint Rita Lunch Program:

- **All students may order hot lunch.**
- Some students may qualify for lunch at a reduced cost. This is based on the completion of the FACTS financial aid application and comparison to the standards determined by the National School Lunch Program.
- Each morning your child will order lunch through his homeroom teacher. Milk is included with the meal or may be purchased separately.
- **In order to promote healthy eating habits:**
 - Food may not be shared without permission from a teacher or lunch staff member.
 - Sodas are not to be consumed at or brought for lunch.
 - Avoid fast food since most fast food does not meet the USDA nutritional value guidelines.
 - Any food brought in to share for a birthday must be coordinated with the teacher.
- To Register for the Pre-paid plan, the lunch form must be completed and returned to the office by the first day of school. No late registrations will be accepted. Students enrolled in the program will remain enrolled all year long. There are no cancellations or refunds.
- Parents may eat lunch with students. If you would like to eat lunch with your child, please contact the school one day in advance so we can verify compliance with VIRTUS training.
- If your child forgot her lunch, **please drop off the lunch in the front office before 10:00 a.m.** so the child can pick it up in the office before going to the gym for lunch. Otherwise, the school will provide a lunch for your child, and the student's account will be billed accordingly.

Library

The Saint Rita School Library is completely automated and is equipped with 4 technology research stations.

Saint Rita Catholic School maintains a holding of over 6,000 books in the library which is coordinated by a library manager. These materials may be used only in the library unless permission is granted otherwise. Some reference material and library books are kept in the classroom for everyday use. A collection of audio books is available for checkout in classrooms only.

The Accelerated Reading (AR) Program is an integral part of the Library Media Program. Students may take AR tests after reading a text to check for reading comprehension. This program allows students to monitor their own reading goals and success.

Each class visits the library every week, and students have the option to visit as frequently as needed. Students are allowed to check out a specified number of books. Parents are urged to encourage reading, research, and proper care of borrowed materials. Students will pay fines on overdue books, 5 cents per weekday. If a student is absent there is no fine, but the book must be returned the day the child returns to school. Students will be expected to reimburse the school for the cost of damaged or lost books. Additional books cannot be checked out and report cards will be held until all fines are paid.

Our library holds one book fair per year. These are exciting events for the students, and we welcome your participation.

Saint Rita School holds a Summer Reading Program. The library is open one day a week in the summer from 12 P.M. until 6 P.M. Students can check out books and take AR tests.

Parental Involvement

School Advisory Council: The Saint Rita School Advisory Council is an advisory group that consults with the pastor and principal in developing policies, budgets, and financing. There are working committees for finance, academic/student life, development/ marketing, facilities, technology, cultures/diversity, and Saint Rita parish liaison.

The Advisory Council is comprised of the pastor, the principal, and nine members. Two members are elected and seven members are appointed. Meetings are held monthly.

Home and School Association: The Saint Rita Home and School Association is a network of parents who are actively involved in supporting the school by providing volunteers for fund-raisers, facilities maintenance and improvement, and special events at school. The purpose of this organization is:

- To promote communication and a spirit of friendship and cooperation among the administration, teachers, school board, and parents
- To raise and distribute funds to support Saint Rita School
- To organize volunteers for all Home and School standing committees, other volunteer programs, and all Home and School fund raisers

Volunteers: Our volunteer program welcomes all parents and friends of the school to get involved in activities both in and out of the classroom. Volunteers not only enhance your child's education, but also make you a part of it. The faculty and staff are greatly appreciative of the support of our volunteers' contributions. All volunteers are required to attend VIRTUS training course offered throughout the Diocese of Fort Worth. Parents have an opportunity to sign up for various volunteer positions at the beginning of the school year. All families must participate by performing 30 hours of volunteer service to the school or pay \$15 per hour not served. If a family chooses to pay rather than perform service hours, the total charge will be \$450 per year per family. If a family falls short of 30 hours, they will be billed for the remaining hours. (Ten hours of the 30 must include assisting with fund raising activities.) By contributing time and resources to the educational process, parents provide valuable role models of service and dedication to children, and a sense of belonging to the caring Saint Rita School community is established.

Please use the correct process for recording your hours. Parents are to log their service hours in Family Portal. Families should complete and log 15 hours by December 15 of the fall semester. A statement of missing hours will be issued at that time. All 30 hours with a minimum of 10 hours spent on fundraising activities must be logged into Family Portal **no later than April 30 of the school year**. Families will be charged \$15/hour for any hours not completed. (Service hours completed in May, June and July will be credited to the next school year.) If a family fails to complete 30 hours of service and fails to pay the remaining balance as noted on the May statement, the child(ren) will be viewed as not registered for the next school year. If a student is leaving the school, the student's records will not be transferred to the new school. Until the final balance is paid, students will not receive final grades, report cards, school records, etc. from the administrative offices. **Completing service hours is a requirement for financial aid.**

Please note: Service hours may be credited by parents, relatives, and children in grades 9 or above. Saint Rita students may not fulfill educational support hours as they are expected to perform community service as a religious curriculum requirement.

School Uniform and Dress Code

Uniforms at Saint Rita Catholic School contribute to our sense of community and belonging. Students should understand that their appearance affects not only how they are perceived by others, but also the pride they have in themselves. Whenever they are in uniform, students represent themselves, their family and the Saint Rita Community. Students who abide by and adhere to the intent of the uniform policy learn that following the rules and showing respect for your community are important values. All students must follow the uniform policy.

Uniforms may be purchased through FlynnO'Hara Uniforms,
1121 Oakland Boulevard, Fort Worth, TX 76103
(817) 292-5437. or online at <https://www.flynnohara.com/storelocator.aspx>

Required Dress Uniform

Girls Pre-K3-Eighth Grade

Long or short sleeve girl's white button-up blouse worn tucked in.
Short or ¾ sleeve, white fitted over blouse (5th-8th)
V-neck jumper (PK3-4)
Long skirt with multiple pleats (5th-8th)
Acrylic V-neck red cardigan
Continental snap bowtie
Modesty shorts
Solid white knee socks or white tights in cold months
Black leather, closed toe & heel, flat dress shoes

Boys Pre-K3– Eighth Grade

Short or long sleeve boy's white oxford
Pull-on pants, navy (PK3-K)
Pleated, twill pants, navy (K-8th)
Solid or braided black, navy, or brown belt – no ornament or decorative buckles
Acrylic V-neck red cardigan
Adjustable tie (PK3-5th)
Standard tie (6th-8th)
Solid navy or black crew socks, at least 1" above the ankle
Black leather dress shoes

- Please note: Both pull on pants and pants with belt loops are allowed in kindergarten. The uniform belt must be worn if pants have belt loops.

Daily Uniform Days

Girls and Boys Pre-K3– Eighth Grade

Short **or** long sleeve pique polo in hunter green **with school logo**
Long or short sleeve oxfords or blouses, with plain collars and sleeves
V-neck jumper or pleated skirt
Acrylic V-neck red cardigan
Green Saint Rita sweatshirt (**on days other than Fridays or Holy Days**)
Pull-on shorts or pants, navy (PK3-K)
Pleated twill pants or walking shorts, navy (K-8th)
Pleated twill pants or walking shorts, navy or khaki (6th-8th)
Solid or braided black, navy, or brown belt – no ornament or decorative buckles
Solid white, **navy, or black** socks must be visible above shoe or white **or black** tights in winter
Athletic shoes –At least 75% of shoe must be white, black, or gray; no neon colored laces and no lights, or characters on shoes.

General Uniform Information

Student's names must be on all garments with permanent ink or sewn-in name tags.

- Students must enter and leave the school grounds in proper uniform.
- All students are required to have their shirts tucked in while on the school campus.
- All clothing must fit properly. Apparel may not be too tight or too big.
- Ties are to be neatly knotted at the neck and the top shirt button must be buttoned.
- Pants must be worn at the natural waist and must be the proper length. They must reach the back of the shoe and they may not drag on the floor, or bunch up on the foot.
- Shorts/skirts must touch the top of knee.
- Belts must fit properly with no extra length extending below the waist.
- Modesty shorts must be worn under skirts and jumpers in all grades.
- All clothing must be neat and in good repair. No holes, tears or extremely faded or discolored items are acceptable.
- Shoes that require laces must be laced and tied. Athletic shoes must be worn during PE class.
- In Pre-K3 through kindergarten Velcro or slip-on shoes are required unless the child is able to tie his or her own shoe.
- Undershirts and any undergarment worn beneath blouses and shirts must be completely white, with no designs, lettering or pictures and must not be visible. Long sleeve undershirts may not be worn with short sleeve shirts.
- **Only Saint Rita sweaters, sweatshirts, or jackets may be worn in the classroom.**

Hair

- Hair must be of a natural color and style that does not hinder learning or distract other students.
- Natural hair color is his/her God-given color. It is age appropriate that students do not color or highlight their hair.
- No fad haircuts are permitted. This includes Mohawks, tails, or shaved, or other designs determined to be unacceptable by the principal.
- Spiked hair may be no longer than one inch high.
- Boys' hair must be above the eyebrows and collar and no longer than mid-ear.
- Boys' sideburns are to be no longer than mid-ear.
- Boys must be clean-shaven.
- Girls' bangs must be above the eyebrows; hair must be secured away from the face and out of the eyes.

Jewelry and Make-up

- Students are permitted to wear one watch, one simple necklace, and one pair of small stud earrings. Earrings must be located on the ear lobe with only one earring per lobe. Earrings may not be hoop style, and they may not extend below the ear lobe. One low-profile ring may be worn.
- Any additional jewelry is not permitted as it can be dangerous during times of physical activity.
- No student may wear or bring make-up to school. Only clear nail polish is permitted. No acrylic nails or tips of any kind are allowed.
- Body piercing and temporary or permanent tattoos are not permitted.

Spirit Dress

Most Thursdays are Spirit Dress Days. Students may wear the current Saint Rita spirit T-shirt or sweatshirt. On occasion, other spirit shirts may be available for purchase and wear on Thursdays. All spirit shirts must fit properly, be in good repair and not faded. Students must wear uniform shorts, pants or skirt, and shirts must be tucked in at all times.

Students are required to follow Saint Rita School's Uniform Policy and Dress Code. If there is a question concerning the acceptability of an item of clothing or whether it reflects the intent of the dress code, it must not be worn. **The administration reserves the right to send home any student who is dressed improperly. In all cases the interpretation remains with the administration.**

Important Notes

Articles Forgotten at Home: We ask that you do not bring students forgotten items from home. An important part of building responsibility in children is allowing them to experience logical and natural consequences. Students will not be allowed telephone use to call for forgotten items. Your cooperation in this matter is appreciated.

Appeals Process: Although the Diocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved by a parent or guardian meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance. A formal grievance must be in writing and must be received (5) working days following the occurrence of the event on which the grievance is based. Please contact the principal for a copy of the Diocese's current appeals process/grievance procedure for further details. Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances with Diocesan schools.

Change of Address/Emergency Card Information: Please contact the school office, preferably in writing, as soon as your family has any address or phone number changes. All Emergency Card information must be kept up to date. Whether a child is not feeling well or a serious accident occurs, parents or authorized persons must be able to be contacted at all times. If you update your information on Renweb, this does not update the information on your child's Emergency Card; you must still let the office know of any changes.

Field Trips: Field trips serve the instructional program by utilizing educational resources of the community to supplement classroom work. Parents must sign a field trip permission form allowing their child to participate – no exceptions. If a parent does not want his/her child to participate, the school must be notified in writing. Students not participating in the field trip will be expected to attend school that day and participate in an alternative activity.

- Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.
- Full dress uniform, including red sweater, must be worn to school for the student to participate in a field trip unless an alternate dress code is communicated on the permission slip form.
- Any parent who chaperones or provides transportation for a school field trips is required to attend VIRTUS safe environment training.
- To ensure the safety of our students, field trip drivers/chaperones must not bring younger children on the field trip.

The Diocese has guidelines for adults driving on field trips which may change at the discretion of the Diocese or the Administration.

- The driver must be 21 years of age.
- The driver must have a copy of a valid and current driver's license on file in the school office.
- The driver must be current in VIRTUS training.
- The vehicle must have a valid and current registration and a copy on file in the school office.
- The vehicle must have valid and current license plates and a sufficient number of seatbelts for its passengers.
- The vehicle must be insured for the following minimum limits: \$100,000 per person/ \$300,000 per occurrence (A copy of the current proof of insurance must be on file in the school office.)

Lockers: Students in the junior high wing will have lockers assigned to them. They will have specific times to go to their lockers. It is their responsibility to keep their lockers neat and orderly. This will help prepare them for high school and foster responsibility and preparedness. Lockers will be lock free as Saint Rita School will follow the Honor Code:

Students will be expected to comply with the following procedures:

- Lockers may be used before school, between classes and after school only.
- Students may not use a lock on their lockers.
- Students may decorate locker interiors with magnets; no tape is to be used.
- Students must be ready on Friday at any time for a locker organization check.
- Personal items of value are not to be stored in the lockers.
- **No open drink or food containers are allowed in lockers.**

The following items may be kept in lockers:

- Textbooks, workbooks, spirals, folders, binders, library books and other necessary supplies
- P.E./sports clothing and shoes
- Coats, jackets, gloves, dry umbrellas
- Lunch
- Non-adhesive and non-marking mirrors or storage items

It is the student's responsibility to immediately report any damage to his or her locker. A reparation fee will be assessed if a locker is not in acceptable condition at the end of the school year.

Lost and Found: Please label all articles of clothing, lunch boxes, and backpacks with your child's first and last name. Any items found will be kept in a box in the school office. The school is not responsible for any lost or stolen property. Any unclaimed items will be donated to Eastside Ministries at the end of each school year.

Parent Visits: Due to reasons of safety for our children and staff, parents/visitors are not to go directly to a classroom to speak with a teacher or child during the school day or during dismissal. All parents and visitors are to report to the school office. If a student is leaving early, the parent is to sign the student check-out book in the school office.

All visitors to the school are required to sign in and sign out at the school office. All visitors will be issued a visitor's badge that must be worn while on school grounds to ensure the safety of our students and staff.

Note: during high rates of transmission of the COVID-19 virus, there will be no visitors allowed on campus without an appointment. This policy is to ensure the health and safety of all students, staff, and families.

Party Policy: Saint Rita Catholic School classrooms are allowed two parties each year. Classroom coordinators can work with the teacher to determine dates and times.

Birthdays: Invitations to private parties/birthday parties may be distributed at school only if each class member receives an invitation. The student must consult with the teacher before distributing invitations. Invitations sent to school that do not comply with the above rule will be sent home for distribution by mail.

School Pictures: Saint Rita Catholic School has contracted with Lifetouch to take school pictures. The individual photos of students in their school uniforms will be published in the school yearbook. Dates of picture taking are announced in the monthly calendar.

Use of Student Information/Pictures: The school reserves the right to use student pictures in publications and on the school's web site. parent who does not wish his/her child's picture used must communicate this in the registration process.

Student Arrival and Dismissal

Student Arrival: Supervision is provided for all children beginning at 7:30 each morning. Students PK -3 to grade 8 should proceed to the gym between 7:30 – 7:45 A.M. where they will be supervised by teachers.

Walk-Ins: If you choose to walk your child into the school, you must park in the school lot off of Weiler Blvd. and walk your child to the pre-school entrance. **Students may not be sent to the building without an adult escort.** Always be aware of moving cars. **Until further notice, walk-ins for drop-off and pick up will not be allowed. This is to ensure the health safety of all Saint Rita families and staff.**

Drop-Offs: Parents who wish to drop off children in the car line, must enter the northwest parking lot off of Dallas Avenue. **Only east-bound traffic is allowed to enter the parking lot by turning right.** The queue will follow the path to the gym where drop-off occurs. School staff will be there to help your child disembark. Cars will proceed to the exit next to the parish offices.

No drop-offs or walk-ins are allowed on Weiler Blvd. at any time.

No vehicles are permitted on the paved concrete area between the school and gym during the school day: 7:30 A.M. – 6:00 P.M.

Student Pick-Up Procedures: Supervision is provided for all children until 3:30 p.m. each afternoon. Students PK -3 to grade 8 will remain in the gym until picked up by the parent or called for Car Line. Parents may either pick their children up by parking in the lot and walking into the gym, or by driving through the pick-up line off of Dallas Avenue. **Only east-bound traffic is allowed to enter the parking lot by turning right.**

Walk-Ins: Parents may pick their children up by parking in the main lot and entering the school through the pre-school doors then walking to the gym. **Until further notice, walk-ins for drop-off and pick up will not be allowed. This is to ensure the health safety of all Saint Rita families and staff.**

Car Line Pick-Up: Parents are asked to please pull up in line and move forward. We ask parents to not cut in line as accidents can occur.

- A caller will announce each parent's arrival, and the child will be called for pick-up.
- After picking up your child, proceed through the parking lot following the arrows to the Dallas Avenue "exit only" location.
- If a child is not ready, the parent may be asked to park in the main school lot until the child is ready to leave.
- If a child needs to return to the school for a forgotten item, parents will need to pull into the parking lot and walk in with the student.

All parents are to proceed slowly through the parking lot for safety of all children.

The State of Texas law prohibits cell phone use, including hands-free technology - in carpool lines, even if the car is not moving.

Drop-Off and Pick-Up Procedures

