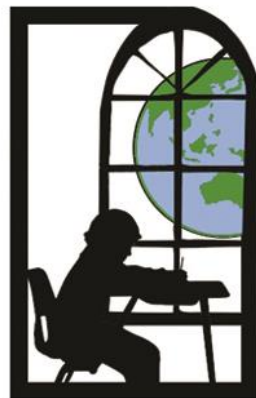


ST. RITA SCHOOL



PARENT - STUDENT HANDBOOK 2014



Let the St. Rita
Classroom
Be your Window
to the World

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GENERAL SCHOOL POLICIES

ADMISSIONS: STATEMENT OF NON-DISCRIMINATION

Saint Rita School admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at this school. Saint Rita School does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

A student is admitted to Saint Rita School only if it is determined that the child has a reasonable, well-founded hope of successfully completing the school's program. Students are interviewed and evaluated to determine readiness. Results of the interview and evaluation are confidential.

PARENT SERVICE CONTRACT

Saint Rita School depends upon the support and volunteer efforts of the parents of each of its students in connection with meeting the School's needs -- financial and otherwise. Accordingly, each family **is required** to complete the following obligations:

1. Purchase \$3,500.00 of SCRIP
2. Participation in the Annual Fund (i.e. make a minimum donation to support the Annual Fund of at least \$100)
3. Volunteer thirty (30) hours in service to St. Rita School, of which fifteen hours must be dedicated to fundraising (including volunteering in support of either the Fall GALA or Spring Event). Other opportunities for volunteering include:

Recess Supervision	Bulldog Hustle
Room Parent	Thrift Store
Classroom Assistant	Book Fair
Field trips	Golf Tournament
School Garden	Maintenance projects
Lunch server (W/F)	Attend a Parent Guild Meeting

Exempt Positions: *Fundraising Chairs* (and Co-Chairs) for the (1) GALA, (2) Bulldog Hustle, (3) Golf tournament, (4) Book Fair, and (5) International Festival will be **exempt** from all other Service Hour requirements.

All service hours described in #3, above, that are not worked during the school year will be assessed and billed to the family at the rate of \$75 per hour.

FINANCIAL AID

Limited financial aid from the Archdiocese (TADS) and the BASIC Fund is allocated to the **neediest** families in the three counties comprising the Archdiocese. You will be notified when the forms are available and you must submit the current year's income tax return. A professional outside agency that reviews the application/tax forms, etc determines the recipients of financial aid. Recipients are notified around June.

Saint Rita School financial aid is severely limited. Any family wishing to apply **must first apply to the Archdiocese (TADS) and BASIC** as noted above. Assistance from the school is based upon: family's financial need; family's fulfillment of Service Hours (30 annually); student's academic achievement; and student's conduct.

ACADEMIC PROBATION

As a matter of standard policy, students entering Saint Rita School after the start of the school year are accepted on a probationary basis (which lasts for two full quarters/terms). During this probationary period, the school reserves the right to withdraw its initial acceptance of the student for any academic or disciplinary issue. At the end of this period our faculty and staff will review the student's progress and determine whether or not the probationary period should be extended.

New students who begin on the first day of school are accepted on a probationary basis (which lasts for the first term/quarter). During this probationary period, the school reserves the right to withdraw its initial acceptance of the student for any academic or disciplinary issue. At the end of this period our faculty and staff will review the student's progress and determine whether or not the probationary period should be extended.

RECOMMENDED TRANSFER

Any student clearly unable to profit from our school - due to (1) requirement of support-services which the school does not provide, (2) serious emotional instability, or (3) the uncooperative or disruptive attitude of a student or parent - may be required to transfer to another school only after: a) the school has explored means to meet the needs of the student, and b) there has been sufficient discussion with the parent/s concerning the student's situation. The principal, in consultation with the pastor, teacher, and parents, makes the final decision regarding transfer. If possible, the transfer would take place at the end of a grading period.

GENERAL INTERNET POLICY

Saint Rita School strongly believes in the educational value of technology and recognizes that electronic services have the potential to support curriculum and student learning. The goal for providing such service is to promote educational excellence by facilitating resource sharing, innovation and communication. Saint Rita School will make every reasonable effort to protect students, teachers and staff members from any misuses or abuses as a result of experiences with an information service accessed through Saint Rita School. However, users may encounter material, which is controversial, and which users, parents, teachers or administrators may consider inappropriate or offensive. On a global network it is virtually impossible to effectively control the content of data and it is the **user's** responsibility not to initiate access to such material. Saint Rita School will designate a member of the professional staff to serve as System Administrator.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and the user may be subject to disciplinary action. The use of the information system is a privilege and not a right. Inappropriate use may result in cancellation of those privileges. The administration of Saint Rita School may require that the System Administrator deny, revoke or suspend use to students who have violated these privileges. The school administration will decide what appropriate use is and their decision is final.

Unacceptable conduct and/or illegal interaction with the information service is strictly prohibited. This includes but is not limited to such actions as:

- using the network for any illegal activity, including violation of copyright or other contracts;
- use of the information services for commercial activities for profit or product advertising;
- degrading or disrupting equipment or system performance;
- vandalizing the data of another user;
- wastefully using finite resources;
- gaining unauthorized access to resources or entities;
- invading the privacy of individuals;
- using an account owned by another user without authorization;
- posting personal communications without the author's consent;
- posting anonymous messages;
- placing unlawful information on a system;
- using abusive or otherwise objectionable language;
- sending messages that are likely to result in the loss of recipients' work or systems;
- sending "chain letters", "broadcast" or "chart" messages to a list of others;
- political lobbying;

- any other use which would violate the policies of Saint Rita School concerning proper student conduct and/or which would violate the teachings of the Roman Catholic Church.
1. **Personal Responsibility.** Students must report any misuse of the computers or related equipment to the adult in charge. Misuses can come in many forms and includes vandalism, theft and any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language.
 2. **Acceptable Use.** The purpose of providing access to electronic resources is to support classroom instruction and educational research. The use of the electronic services must be in support of classroom directed activities and consistent with the adopted curriculum and educational objectives of Saint Rita School.
 3. **Etiquette.** Students are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to the following:
 - Be polite
 - Use appropriate language
 - Privacy. Do not reveal any personal information, your home address or personal phone numbers or those of students or colleagues.
 - Disruptions. Do not use the network in any way that would disrupt use of the network by others.
 - Do not tie up the network with idle activities, play interactive games or download huge files.
 - No Social Networking
 4. **Services.** Saint Rita School makes no warranties of any kind, whether expressed or implied, for the service it is providing, nor will it be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Saint Rita School specifically denies any responsibility for the accuracy of information obtained through Internet electronic information services.
 5. **Security.** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the System Administrator at once. Never demonstrate the problem to other users. Any user identified as a security risk will be denied access to the information system. *SAINT RITA SCHOOL RESERVES THE RIGHT TO INSPECT ANY USER FILES AT ANY TIME.*
 6. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, altering files and the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services and disciplinary action as outlined in the student handbook.

Saint Rita School has a behavior code for all students that details appropriate school behavior, outlines rights and sets expectations for students. Because electronic resources are used as part of a school activity, the school's discipline policy applies to network activities as well. Therefore, the electronic resource contract is an extension of the school's behavior code.

HARASSMENT

The Archdiocese of San Francisco affirms the Christian dignity of every student. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subject to treatment in a school environment, which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability or gender. Harassment of any student by any other student is prohibited and will not be tolerated.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

A complete copy of the Comprehensive Policy against Harassment, including the detailed policies on child abuse and student-to-student harassment, is available in the principal's' office.

JUNIOR HIGH DANCE POLICY

It has been the custom of most of the Catholic Elementary schools in Marin to sponsor dances during the school year.

Students must abide by the following rules: (partial list)

- Only currently enrolled students of participating Catholic elementary schools may attend.
- Dance attendance permission forms must be submitted to the classroom teacher prior to the dance. These permission forms will absolutely not be accepted at the door.
- Students will not be admitted into the dance without the proper photo identification; NO EXCEPTION will be made. Parents will be called to take the student home.
- Once admitted into the dance area, students are not permitted to go outside.
- Smoking is not permitted. Parents/guardians will be called to take the student home and the student will be subject to the disciplinary procedures of his/her particular school.
- A student possessing, distributing, stashing, etc., any type of drug/alcohol will immediately be subject to the following: Police/Sheriff authorities will be called; parent/guardians will be called to take the student home; a parent/student/principal conference will subsequently be held.
- Respect and obey all Chaperones present.
- Students are to dance modestly, no moshing or freaking.
- Students are not to bring purses, backpacks, overnight cases, shopping bags, etc. to the dance.

DANCE DRESS CODE

The Dance Dress Code includes but is not limited to the following:

Inappropriate:

- no hats
- no baggy or hip level pants
- tank tops
- no tight or revealing clothes
- no plunging neck lines or bare midriffs

- no short skirts or short shorts (skirts/shorts must be closer in length to the knee than to hip)

Parents or a person designated by a parent/guardian is responsible to pick-up their child *immediately* following the dance. A complete copy of the School Dance Policy is available in the office.

COMMUNICATION BETWEEN SCHOOL AND HOME

FAMILY ENVELOPE

The Friday Family Envelope is an electronic communication via email. Only families not having access to a computer will receive a hard copy of the Family Envelope. The Family Envelope contains calendars, weekly bulletins, schedules and communications from the school and other organizations. Please read the contents of the envelope, place any notices that require a signature back in the envelope, initial the envelope and return it to school with the oldest child. Money must always be sent in a sealed envelope, labeled with the child's *name, grade*, and the *purpose* of the money. The school is not responsible for non-designated money.

PLACING A NOTIFICATION IN THE SCHOOL NEWSLETTER

The school newsletter is a weekly publication for school families. **Notices to be incorporated in the school newsletter must be in the Secretary's office on or before *NOON on Monday*.** Notices must be approved, edited and proofed by principal and/or secretaries and ready to print. Phone requests cannot be accepted.

Non-school related advertising in the school newsletter, including one's private business, for-profit organizations, etc., *is not permitted*. Since the school newsletter exists solely for school-related communications, we cannot make exceptions or condone one business over another.

REPORT CARDS

According to Archdiocesan regulations, report cards are issued four times a year at nine-week school intervals. Report cards are intended to indicate the progress a student is achieving in academics and character development. The date of each report card issuance is noted on the master school calendar. Report card grades are not issued to any student who is absent fifteen or more days in a report card period. Student grades are also available online for some grade levels. Please contact the school office to receive log-in information.

K-5 PROMOTION

In order to be promoted to the next grade level, students must demonstrate academic competence and social-readiness. Students who are in-danger of not being promoted will be notified following the 2nd term/quarter (end of the 1st semester).

6-8 PROMOTION

In order to be *unconditionally* promoted to the next grade level, 6-8th students must pass **all** core subjects (Language Arts, math, science, social studies, and religion), based upon end-of-year results

(an average of the four terms/quarters). Students who fail one core subject will only be promoted to the next grade level following successful completion of a school-approved *Summer Program of Study*. Students who fail two or more core subjects must repeat the grade-level in its entirety.

8th graders who fail two or more core subjects will not be permitted to participate in graduation activities. Under certain circumstances (and at the discretion of the principal), eighth graders may be permitted to complete a school-approved *Summer Program of Study* for a maximum of two core subjects failed. The school will only issue the diploma upon successful completion of the summer program. St. Rita School is not obligated to provide a *Summer Program of Study*. Accordingly, it is the parent's responsibility to locate a suitable program, in coordination with school officials.

ACCESS TO STUDENT RECORDS

Parent/guardians may examine and review their child/ren's permanent school records. To do so, please write a request note to the principal. The parent/guardian will be contacted within five school days after receipt of the request to schedule an appointment to review the records.

PARENT-TEACHER CONFERENCES

Formally scheduled parent-teacher conferences are held for all parents after the first report card period in November, and again in the early Spring. All parents/guardians are expected to attend these conferences. An evening conference may be arranged for working parents who are not able to attend daytime conferences. Parents are.

In addition to formally scheduled conferences, teachers and parents are encouraged to communicate with each other by note, telephone or a visit with regard to the progress and behavior of the student or clarification of any question they might have.

Parents who want to meet with a teacher should send a note to that teacher or call the school office and leave a message. ***Without an appointment, a parent may not go to the classroom to confer with the teacher before, during or after the school day. Please do not contact any teacher at home.*** If the parent and teacher are not able to resolve a difficulty, an appointment may be arranged with the principal by contacting the school office.

STUDENT BIRTHDAYS/CLASS SOCIAL EVENTS

Please contact your child's teacher before planning to send a birthday treat for your child's class. Invitations should be extended by phone or mail and not distributed at school. Please be sensitive to all classmates regarding birthday celebrations i.e., gifts, picking up students at school, etc. This is in keeping with the Saint Rita School policy of ***inclusion*** for all students. Address lists for each class are available in the School Directory.

Refer to the last section of this Handbook for more details regarding the school's Health and Wellness Policy.

CURRICULUM AND SERVICES

CURRICULUM

Schools in the Archdiocese of San Francisco, grades Kindergarten through Eight, are adopting the Common Core Standards CCS in conjunction with the State of California educational frameworks. The curriculum at St. Rita School includes, but is not limited to, instruction in the following areas: History/Social Science; English, Reading and Literature; Mathematics; Science; Health; Safety; Art; Music; Computer Technology; Physical Education; and Religion.

Beginning in August 2014, the school will implement the **International Baccalaureate Primary Years Program** for K-5, and the Middle School Engineering Program for 6-8th. The IB-PYP is an educational framework which gives added meaning and structure to the content of the CCS. **The IB-PYP Handbook (available on our website)** should be consulted for further details about the program.

FIELD TRIPS

Since field trips are privileges afforded to students, they can be denied participation for failure to meet academic or behavioral requirements. Parents also have the right to refuse to allow their child to participate in a field trip and this being the case should provide the Principal and teacher with a written note. The purpose of educational field trips is to enhance the curriculum offered. Usually one per quarter, four total. Field trips are generally financed all or in part by parents. In order to participate, a student must have written permission from his/her parents or guardian on the school's **official permission form**. We **cannot** accept telephone calls or any other permission form, including a parent's note, other than the school's official field trip form. **Students who fail to submit a proper form will not be allowed to participate in the field trip.** Trips usually occur during school hours and any student not participating will remain at school with appropriate teacher-designated assignments. Field trip drivers must be over the age of 21, possess current copies of their valid, unrestricted California Driver's License and an insurance declaration page indicating a minimum of \$100,000/\$300,000 liability coverage on file in the school office. Drivers must sign a form indicating that their cars are in good driving condition, that they will drive safely, and that they have a seat belt for each student. Students are not allowed to ride in the front seat of any vehicle during field trips sponsored by the school. No more than nine passengers are permitted to ride in a van.

Teachers are responsible to assign students to a driver who should honor the teacher's experience in making arrangements and not expect changes to be made in car-pool assignments. It is the driver's responsibility not to smoke in the presence of students; to render undivided attention to those students assigned to their car for the duration of the trip and until the teacher arrives back from the trip and takes charge. Drivers are **NOT** allowed to take students to fast food restaurants, ice cream parlors, stores, and etc. while on a field trip.

Additional guests, (sibling/s, relative/s, etc.) **are not permitted** to attend field trips as per insurance carrier guidelines, etc.

HOMEWORK

Homework planned to meet the need of students has an essential place in educational program. Homework is assigned:

- To reinforce concepts and skills that has been presented in class.
- To foster students' creativity through enrichment projects.
- To train the student to work independently and accept responsibility for completing a task.

Parents can help by:

- providing an atmosphere conducive to study.
- checking to see that homework is completed and packed for school.
- encouraging students to do extra reading
- stimulating an interest in hobbies, creative crafts, and family trips to places of educational interest
- discouraging excessive viewing of television that can be detrimental to school work and necessary outdoor recreation, rest and sleep.

After-school activities should not interfere with homework. Homework is usually assigned on weeknights. With the exception of long-range assignments, homework is not usually assigned on weekends. Junior high students may be assigned weekend assignments of a long range or short-term type. This allows the student to better prepare for time management realities of high school, among other reasons.

Absences

Parents are requested to phone the school before 8am if their child will not be present that day. If a child is absent and the school has not received such a phone call, the school will call the parents to verify the child's absence.

A written excuse dated and signed by the parent or guardian is required on the day of the pupil's return following an absence. Students will not be allowed to return to class without a note. Every attempt will be made by the school office to contact parents. In the event the parents cannot be reached students will be allowed to return to class; however, on the following day if students arrive without a written notice he/she **will not be allowed to return to class.**

If a student is absent for fifteen (10) days or more during a quarter/term, **Report Cards may be withheld and incompletes given.**

Parents are urged to keep medical appointments to a minimum. Medical/dental appointments will be considered an excused absence or tardy provided there is a written note to the school signed by the medical office.

The school does not concede to the parent the right to alter the school calendar for personal reasons. The school is not under any obligation to provide tutoring, re-testing, coaching, make-up work, or special scheduling for such a period of absence.

Medical Leave of Absence

If a student will be absent for a significant period of time due to illness, arrangements must be made for missed schoolwork to be completed. The school office should be notified in writing well in advance of any extended student absence. All requests for assignments are to be directed to the Homeroom and Specialty Teachers. If a child is home with a fairly brief illness, textbooks and homework assignments may be obtained if the school office is called before 10am. Parents may collect work and/or books by 3:30 p.m. if these are unable to be sent home with a neighbor or sibling. It is impossible for teachers to provide work for a sick child without this advance notice, and the general consensus is that this arrangement is usually not necessary unless the student is already behind in class work or assignments.

Request for Excused Absence Procedure:

Absences are categorized as “**excused**” if (1) a medical note is submitted to the office upon the student’s return to school from illness, or (2) if parents complete a “*Planned Absence Request Form*” (available in the school office) for extended absences and submit it to the office at least two (2) weeks prior to the requested absence. The Principal will take into consideration student’s prior history of absenteeism before making a decision. The Principal is open to exceptions depending upon the family’s circumstances. An approval or denial will be made on a case-by-case basis. Classroom teachers and specialty teachers will have input into the decision. Last minute requests cannot be excused.

Excused Absence Make-Up Procedure:

Students may make up tests and homework missed upon return to school. There will be no penalty for made-up work done within proper timeframes, as defined by this policy. For each day *after* the agreed upon date that the assigned work is completed, a grade will be lowered at the discretion of the teacher. It is the student’s responsibility to go to their teachers and to request making up the work and completing deadlines. It is also the student’s responsibility to comply with the dates given by the teachers. Long-term assignments officially due during the excused absence may be required before the student leaves. Tests/quizzes will be made up at a time indicated by the teacher.

Consequences for Unexcused Absences:

Teachers are not responsible for preparing work missed during student’s unexcused absences. Teachers have the authority to issue a failing score for assignments and/or assessments missed due to unexcused absences.

ACADEMIC DISHONESTY

Students should not use dishonest methods to fulfill academic expectations and responsibilities. One example of academic dishonesty is when a student obtains or assists another in receiving credit for work, which is not his/her own. The teacher will assign a FAILING GRADE (for that particular assignment) to those involved and parents will be notified:

- copying another student’s assignment or allowing the copying of one’s assignment;
- copying material from another student’s test, quiz, or computer-stored data;
- communicating in any way with another student during a test or quiz;
- submitting a paper or project which, in part or whole, is not the student’s work;
- preparing notes, etc., to be used in cheating on a test or quiz;
- using unauthorized notes or text materials during a test or quiz;
- illegally securing an answer sheet, test, etc.

This policy is further outlined in the IB Handbook (available on the school's website).

FORGING SIGNATURES

A student who forges a parent/guardian signature on any home-school communication, or who solicits someone else to do so, will be suspended. Suspension will also apply to anyone forging a signature for another person.

GRADING POLICY

The prevailing criteria for grades are based on Archdiocesan guidelines, International Baccalaureate guidelines, classroom performance, homework assignments, assessments, labs, effort, study 'habits, creativity, and initiative. A STUDENT WHO IS ABSENT 15 OR MORE DAYS DURING A NINE-WEEK PERIOD WILL NOT RECEIVE ANY GRADES/REPORT CARD FOR THE QUARTER.

K-5 Key for Performance Levels (The goal is for all students to reach Level 3, Proficient, by the end of the year.)		
4	Exemplary	Student demonstrates an advanced understanding of concepts, skills and processes
3	Proficient	Student consistently demonstrates an understanding of concepts, skills and processes
2	Developing	Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes
1	Emerging	Student does not demonstrate an understanding of grade level concepts, skills and processes
NA	Not assessed	Not assessed this reporting period.

Middle School Key for Performance Levels

<u>Percentage</u>	<u>Grade</u>	<u>Percentage</u>	<u>Grade</u>	<u>Percentage</u>	<u>Grade</u>
96 -100	A	84 – 86	B-	67 – 69	D+
93 – 95	A-	81 – 83	C+	63 – 66	D
91 – 92	B+	74 – 80	C	60 – 62	D-
87 – 90	B	70 – 73	C-	59 – below	F

TESTING PROGRAM

In the fall, Archdiocesan schools administer the Iowa Tests of Basic Skills in grades 2 – 8. Teachers share results in the November Parent-Teacher Conferences. Additionally, each teacher devises his/her own daily/weekly, oral or written assessments in conjunction with the classroom curriculum.

REMEDIAL SUPPORT AND DISTRICT ASSESSMENT

The school provides limited remedial support. Students who clearly require additional support (based on teacher observation and/or assessment results) will be required to undergo assessment proceeding through the local school district. The results of this assessment will be used to develop an academic plan for the student, in coordination with the Home, classroom teacher, and remedial instructors. If the district recommends services which the school cannot provide, the school reserves the right to require the transfer of the student to a different school where the recommended services can be provided.

OUTDOOR EDUCATIONAL PROGRAM

Each year the 4th grade class participates in a two-day trip to Gold Country. Each year our sixth grade students participate in a four-day outdoor educational program at Walker Creek Ranch, Marin County, sponsored by the Marin County Office of Education. Each year the seventh grade students participate in a four-day outdoor program at Yosemite. Each year the eighth grade students participate in a weeklong trip to Washington DC. Fundraising activities are available for those parents who wish to participate in order to reduce the cost of these trips.

SCHOOL PICTURES

School pictures are taken in the fall. Pictures are also taken at First Communion and Eighth Grade graduation. Parents are not obliged to purchase these pictures. Students are required to be in their school uniform for picture day.

RELIGION/WORSHIP

St. Rita School welcomes students from other faith traditions. All students participate in such religious activities as:

- instruction in the Catholic faith;
- a study of other faiths at appropriate grade levels;
- Daily prayer;
- student body Masses, holy days and other special occasions;
- special prayer services for Thanksgiving, Advent, Christmas, Lent, and special feasts;

Parents, relatives, and friends are encouraged to attend these events.

DAILY PROCEDURES

Arrival at School: Morning supervision begins at 7:40 a.m. For safety reasons, we ask that children do not arrive at school before that time. Upon hearing the first bell at 7:55 a.m., all students must proceed to their homeroom.

Dismissal from school: Children who remain on campus 15 minutes after the dismissal bell will be sent to Extended Care and parents will be charged for their care. Students staying for afterschool clubs/activities must abide by all school rules for supervision and must immediately check into Extended Care after those supervised activities end if they remain on campus.

Absence: Parents are requested to phone the school before 8a.m. (you may leave a message on the school's voice mail prior to 7:30 a.m.) if their child will not be present that day. If a child is absent and the school has not received such a phone call, the school will call the parents to verify the child's absence.

TARDINESS

The school warning bell rings at 7:55 a.m. followed by the 8:00 a.m. bell. Students who are not present at 8:00 a.m. are considered tardy. Tardy students must come to the school office to receive a tardy slip. Students who have excessive tardies (more than five per term/quarter) will receive a written warning and be required to attend a parent-teacher-principal meeting. The school also reserves the right to issue detention as a means for the lost time to be made-up.

Students arriving after 10:30 a.m. will be marked absent one-half day.

STUDENT APPOINTMENTS – EARLY DISMISSAL/EXCUSED TARDY

Parents are urged to keep medical appointments to a minimum. If your child must be excused during the school day, a note must be sent to the child's teacher the morning of the appointment

stating the reason for the excused tardy or early dismissal. The note will be checked by the office prior to releasing the child from school. At the time the child is to be dismissed, the parent, or a person designated by the parent, must come to the school office to pick up the child and sign the student out. If the child returns to school after the appointment, he/she must sign in.

Medical/dental appointments will be considered an excused absence provided there is a written note to the school signed by the medical office.

CUSTODY AND RELEASE OF STUDENTS

No unauthorized organization, agency or person will be allowed to visit or assume custody of any student on school premises. It is the responsibility of the parent/guardian to inform the school, in writing, of custody status and subsequent changes and arrangements. The school is entitled to ask for legal verification of these and any other pertinent arrangements.

NON-CUSTODIAL PARENT

This school abides by the provisions of the Family Education Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order and/or a copy of the custody section of the divorce decree.

LUNCH

No child is allowed to leave school during lunch. If a child forgets a lunch, parents may bring the lunch to the school office with the name and grade of the child clearly marked on the container. Parents are **NOT** to take lunches directly to the classroom. The hot lunch program is available Monday, Tuesday, Thursday and Friday. Special lunch is available on the 3rd and 4th Wednesdays of the month. A schedule will be sent home. Milk or orange juice is will also be available for purchase. For safety reasons, students are not permitted to bring soda cans or glass bottles to school. The school heat lunches or provide hot water for instant soup lunches, etc. and do remember to pack a plastic spoon for puddings, canned fruit, etc. Please refer to our Health & Wellness Policy for further details.

DAILY SCHOOL SCHEDULE AND MINIMUM DAYS

- School office hours are from 7:30 a.m. to 3:30 p.m.
- Students must be in their homeroom at 8am (or be considered tardy)
- 1st period begins at 8.10.
- Kindergarten dismisses at 2pm (Monday thru Thursday)
- 1-8th dismisses at 3.10 (Monday thru Thursday)
- Early dismissal EVERY Friday at 1.20 for K-8th
- The school often dismisses at 12.30 prior to holidays (such as Christmas and Easter)

As a reminder, schedules and changes are printed in the weekly school newsletter and are marked on the annual school calendar.

TRAFFIC – SCHOOL YARD REGULATIONS

1. Enter only from Marinda Drive.
2. Exit only onto Sir Francis Drake Blvd.
3. Do not exceed 5 mph on school grounds.
4. Morning drop-off procedures: Pull up along side the drop-off fence being careful not to stop in the designated yellow pedestrian zone; students should exit from the right hand door(s) of the auto; move on immediately so others can drop-off; if feasible pull forward to make room for the cars lined up behind you.
5. After school pick-up procedures: No parking, not even temporarily, along side the drop-off/pick-up fence. Please circle around until your child/ren is present to get into your auto. Keep off the designated yellow pedestrian zones.

SCHOOL TELEPHONE

The school telephone number is (415) 456-1003. Students will not be called to the telephone. Important messages will be delivered. Students must have permission from the principal, a teacher, or secretary in order to place a call. Students will not be given permission to use the phone to request forgotten assignments or to arrange after school activities.

Cell Phones: Students may bring cell phones to school, only to be used before and after school hours 7:40 am – 8:00 am and 3:10 pm on. All cell phones will be collected each morning and held in the classroom by the teacher. If a student is found with a phone during the school day, the phone will be given to the Principal who will hold it until a parent comes to see the Principal with their student.

DISCIPLINE POLICY

In addition to the school's rules of courtesy and behavior, each teacher sets up his/her specific classroom guideline. With each classroom, positive discipline techniques encourage self-respect, self-discipline, cooperation, and good behavior. Together with classroom procedures, the following Discipline Policy is a graduated one designed to address various situations and diverse student personalities. Communication with parents and teachers will be included throughout the process. The policy is based on the discipline code of the Archdiocesan Department of Education. Depending on the infraction, a student is subject to one or more of the following:

CONDUCT REFERRALS

Referrals are submitted to the principal by a teacher when a student exhibits unacceptable behavior. The principal tracks these referrals and issues consequences accordingly as the number of referrals accumulate. The accumulation of referrals can lead to detention, suspension, and eventual expulsion.

SUSPENSION

Suspension is a temporary action in which the student is denied admission to classes. The principal may suspend students for a period not to exceed five days. Suspension procedures will vary according to the offense.

EXPULSION

Expulsion is the permanent termination of a pupil's enrollment at our school. A student is expelled from school for misconduct of a very serious nature, calling for dismissal without Suspension, or for the

repetition of conduct for which the pupil has been suspended one or more times. The following offences, engaged in by students while under the jurisdiction of the school, or any inappropriate behavior while not under the direct jurisdiction of the school, but which in nature can damage the good reputation of the school and the community it serves, can be reason for Suspension and/or Expulsion:

- ⤴ Accumulation of excessive Conduct Referrals (demerits)
- ⤴ actions detrimental to the moral or spiritual welfare of the students;
- ⤴ continued disobedience or consistent violation of school rules;
- ⤴ open, persistent defiance of the authority of school personnel;
- ⤴ habitual vulgarity or profanity;
- ⤴ smoking and/or possession of tobacco, marijuana, etc. on school grounds;
- ⤴ use, sale, distribution or possession of narcotics, alcohol, drugs, etc., on campus or at any school related activity/function.
- ⤴ vandalism, damage to school property or student property; parents to pay for any damages;
- ⤴ habitual truancy;
- ⤴ assault or battery of any threat of force or violence directed toward school personnel, or students;
- ⤴ theft;
- ⤴ possession of a weapon, threatening device, laser pen, etc., on campus or at any school related activity or function on or off campus;
- ⤴ harassment of a serious nature.

DISASTER – STORMS EMERGENCY PROCEDURES

GENERAL

Please be aware that the following procedures/information also pertains to Extended Care.

Parents must complete the **Emergency Forms** sent home the first week of school and specify those persons to whom they wish their child/ren released in the case of an emergency. In the event of an emergency, no student will be allowed to walk or bike home alone.

In case of illness or injury, a student may only go home with a parent or designated person. If a parent cannot be reached, the other person/s listed on the Emergency Form will be called. If there is no one home, a student must remain at school until picked up and signed out by a designated person. It is the parent's responsibility to keep information on the emergency forms and cards updated/accurate at all times. Notify the school office immediately with any changes to these forms. If there is an after-school baby sitter, this must also be indicated on the card.

ALL EMERGENCIES/DISASTERS

If **any** of these conditions are present, **no light, heat, water or phone service**, the school and Extended Care will be closed until these services are restored. This applies to all emergencies.

STORMS/EARTHQUAKE

Do not send you child/ren to school following an earthquake as the school buildings must first be checked for any structural damage and the availability of services. Tune in to the designated radio stations (listed below) to learn about school closures and openings. Every effort will be made to

contact you via our Telephone Tree system staffed by Room Parents.

Following an overnight storm occasioning power outages, the school is checked out in the very early morning for the availability of light, heat, phones and water. If **any** of these are lacking, our school parents' Telephone Tree will be activated to notify you that school is closed. Also check with the local radio stations (listed below) to learn about school closures/openings.

DISASTER/EMERGENCY PROCEDURES AT SCHOOL

In the event of an earthquake or other disaster necessitating the dismissal of students from school, the following procedures will take effect:

- ⤴ Students will be dismissed from school only to a parent or an individual designated by a parent on the Emergency Forms.
- ⤴ All parents or designated persons **must sign the student out**. There will be only **one** designated area for sign-out to insure the proper release of students.
- ⤴ Since we must have the line open for emergency calls, **do not telephone the school**.
- ⤴ We would welcome any school parent, trained in the medical profession, to report to the school if possible.

EXTENDED CARE PROGRAM

Extended Care Phone: 456-1843

For the convenience of our families, Saint Rita School has an Extended Care and Kindercare program. This program is available only for any child attending Saint Rita School. School drop-in students are allowed.

Hours:

- ⤴ Kindercare is from 2:00 p.m. to 3:00 p.m.
- ⤴ Extended Care for 1-8th grade is from 3:15 p.m. to 5:00 p.m.
- ⤴ From 12:30 p.m. to 5:00 p.m. on early dismissal days
- ⤴ And from 1.30 to 5pm each Friday (at 50% the regular hourly rate)

Parents who fail to pick-up their child/ren by 5.30 p.m. will be charged \$1.00 for every minute after 5.30 p.m. in addition to the regular hourly rate.

Snacks are served each afternoon between 3:00 p.m. and 4:00 p.m.

MEDICAL-HEALTH POLICIES

ADMINISTERING MEDICATIONS

The school does not furnish medications. No medications of any kind (this includes over-the-counter medicine) can be administered by school personnel without the Universal Medical Information/Emergency Contact Release and Consent Form and the Medical Release and Consent to Treatment of Child Form.

You may make copies of those included in the Handbook or call the school office for extra copies.

If a student is to take any medicine during the school day, the following procedures **MUST** be adhered to:

- ⤴ The office must be in receipt of the aforementioned permission forms from the doctor and parent/guardian stating the nature of the medication and the mode of administration.
- ⤴ The day's dosage must be sealed, labeled as to the name of the medication, and have the student's name and grade attached. It should be in the original container and handed directly to the secretary or principal.
- ⤴ It is the student's responsibility to come to the office at the time required by the physician/medication directions for the dispensation of the medication.
- ⤴ If the parent/guardian gives permission to their child to self-administer any medication, the office personnel will supervise the student in the administration of the medication.
- ⤴ Medicine will not be kept in the school office for more than one week except for children with chronic illnesses.
- ⤴ Aspirin will not be administered under any circumstance.
- ⤴ The school must be informed of any allergies, (bee-stings) etc., life-threatening condition, etc., that your child/ren is subject to.
- ⤴ The school cannot accept telephone permission or a note in lieu of the official consent forms to administer medication.
- ⤴ Under no circumstance can a student keep non-prescription or prescription medication in his/her possession.

COMMUNICABLE DISEASES

Students may not attend school while any disease, infection, or infestation is in the contagious stage. Contagious disease must be reported to the school office as soon as possible. Strep throat, head lice, pink eye, chicken pox, poison oak or any disease which can be contracted by our students must be reported.

CHILD ABUSE

It is required by law that any suspected case of child abuse be reported by the school to the proper authorities. Child abuse is any act of omission or commission that endangers or impairs a child's physical or emotional health and/or development. This includes: physical abuse or corporal punishment, emotional abuse or deprivation, physical neglect and/or inadequate supervision, sexual abuse and/or exploitation.

ILLNESS

If a child becomes ill at school, the office personnel will notify the parent. No child is permitted to leave the school grounds without the principal's and teacher's knowledge. The parent, or person designated by the parent, must sign out the child in the attendance log in the school office before taking the child. No child suffering from an illness will be permitted to leave the school by him/herself, but must be picked up at the school office by the parent, or person designated.

IMMUNIZATION SCREENING REQUIREMENTS

According to the Law of the State of California, all children enrolled in California schools must be fully immunized to meet State requirements. Pupils entering a California school, private or public, must provide a written immunization record signed by a health care provider (doctor, clinic, and hospital). State Law also requires that those students found lacking in required immunizations be excluded from school unless a "Personal Belief" Waiver is on file. The school requires complete Physician's and Parent Medical Evaluation Forms for each student prior to school entry.

INSURANCE

A Student Accident Insurance Program covers all students enrolled in the schools of the Archdiocese of San Francisco. The fee is included in the school fee. If a student is injured while at school and receives medical attention, please request an insurance form from the school office within five (5) days of the injury. Injuries received while a student is at school, as well as traveling to and from school, are covered by this policy.

TUBERCULOSIS TESTING

An intradermal skin test (Mantoux PPD) or chest x-ray is required by State Law for all adults who work with children at school on a regular basis. Therefore, each parent volunteer must have a written proof of freedom from tuberculosis on file in the school office. The test must be administered within 60 days of contact with our students and the intradermal skin test must, etc. be renewed every 4 years.

PARENT ORGANIZATIONS

SAINT RITA SCHOOL ADVISORY BOARD

The Board is established by the pastor, in accord with Archdiocesan policy, to assist and advise him and the principal in the development of policy for school/educational programs. The members can neither act independently from the pastor and principal nor make decisions binding on the parish school.

It is composed of interested parents and parishioners elected by the school and parish. Meetings are usually held on the second Wednesday of the month at 7:00 p.m. in the parish rectory. Parents are welcome to attend these meetings.

Parents should submit in writing any questions with regard to School Board agenda items either to the Principal or Board Chairperson at least one week prior to any scheduled meeting. School Board By-laws are available in the school office.

PARENT GUILD

The Parent Guild is established to assist the Pastor and Principal with fundraising activities and home-school communication. Guild meetings are typically held quarterly during the school year.

SCHOOL DRESS CODE

SAINT RITA SCHOOL DRESS CODE

Parents have the ultimate responsibility to see that their child/ren comply with the school's dress code. Whenever any part of the uniform is not worn or observed, parents are requested to send a note explaining the reason. Referrals are issued for non-compliance. The most updated Uniform Policy is posted on the school's website and inside each classroom.

PERSONAL PROPERTY

Students who ride bikes to school are required to wear helmets and have their bikes licensed. Bicyclists will enter and exit school grounds according to the established traffic patterns.

Walk Bicycles on Church and School Grounds. Bicycles must be locked on the racks provided. St. Rita is not responsible for property stolen or damaged on campus. Students may not ride their bicycles, rollerblades, skateboards, or athletic shoes with roller balls on church and school premises. Failure to follow these rules will result in disciplinary action.

All books and personal property (i.e. uniforms, sweaters, jackets, lunches, notebooks, scissors, etc.) should be *clearly marked* with the *student's name* and *present grade*. These markings should be checked periodically to be sure they have not washed or rubbed off. To insure that expensive textbooks last as long as possible, it is critical that all textbooks are to be covered at all times.

Radios, tape/cd players, footballs, balls, bats, ipods, ipads, electronics/games, etc. are not to be brought to school, without the permission of the classroom teacher.

Skateboards may be brought to school but cannot be used on school property between 7.30am and 5pm.

STUDENT ORGANIZATIONS

ALTAR SERVERS

Students in grades 4 through 8 have the privilege of serving Sunday Masses, and some weekday Masses. Those who volunteer must take the responsibility seriously, attending when scheduled and arriving on time. If unable to attend a scheduled Mass, a server should contact a substitute. Any qualified student wanting to become an altar server should contact the pastor at the Rectory.

CATHOLIC YOUTH ORGANIZATION (CYO)

Most parishes in the Archdiocese sponsor a Catholic Youth Organization as one dimension of its total ministry to youth. It is an athletic program open to all children in the parish. In CYO programs, emphasis rests not on the number of games won or lost, but on the participants' attitude in victory or defeat. Principles of fair play and sportsmanship govern every game. Ultimate responsibility for the success of CYO programs lies with the volunteer adult participants. Adults involved in CYO should remember that the program exists for the moral and physical growth of young people. The conduct of CYO adult supervisors should always model Catholic values and virtues.

Saint Rita's CYO sponsors basketball, volleyball and track.

STUDENT GOVERNMENT

The student government program gives students the opportunity to use and develop leadership skills.

The Student Council is composed of elected representatives of the student body and is under the supervision of two faculty members. Meetings are generally held weekly. Activities are subject to the approval of the principal and teachers. The purpose of this organization is to foster spiritual growth, promote good citizenship, encourage a high standard of scholarship, promote school spirit, demonstrate the practical application of democracy, and advance the welfare of the school and its members.

HEALTH AND WELLNESS POLICY

St. Rita School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of St. Rita School that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies.
- All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified food providers & servers will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

School Meals

Meals served through the Lunch Program will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables, when possible

Meal Times and Scheduling.

The schools ...

- will provide students with at least 20 minutes to eat after sitting down for lunch
- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will schedule lunch periods to follow recess periods;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks

Sharing of Foods and Beverages. The school will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Snacks. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. The school will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

Rewards. The school will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations. The school will endeavor to limit celebrations that involve food during the school day. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages.

School-sponsored Events (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events will meet the nutrition standards for meals or for foods and beverages.