

# ST. RITA CATHOLIC SCHOOL

A BLUE RIBBON RECOGNIZED SCHOOL OF EXCELLENCE  
U.S. DEPARTMENT OF EDUCATION

## HANDBOOK FOR STUDENTS AND PARENTS 2018-2019

St. Rita Catholic School  
12525 Inwood Road  
Dallas, Texas 75244-6909  
972/239-3203

Mascot: Spartan  
Colors: Green and White

August 14, 2018

Dear Parents and Students,

Welcome to St. Rita Catholic School for the 2018-2019 school year! We hope that the pages in the Handbook for Students and Parents will provide you with an understanding of the mission, philosophy, policies, and procedures followed at our school. St. Rita has been in existence since 1964 and is well known in the Dallas area as an exemplary Blue Ribbon school.

We ask parents to carefully read and review all sections of the handbook with your child. The handbook also contains a Parent's Covenant of Ethics and Conduct, drafted by the Mission Effectiveness Committee of the Advisory Council in conjunction with parents and teachers. As parents, you are the primary educators of your children, and we know that you chose to send your children to St. Rita because we share the same values. This covenant is intended as a visual confirmation of those same values.

Please sign the acknowledgements at the back of the handbook and return them with your child. Appropriate forms for each child should be returned to your homeroom teacher. The handbook is available on our school website for your reference throughout the year.

Thank you for your commitment to St. Rita and our students. Thank you, as well, for your support and appreciation of Catholic ministry of education thriving here at St. Rita.

Sincerely in Christ,

Carol Walsh, Ed.D.  
Principal

Rev. Joshua Whitfield  
Pastoral Administrator

Carrie McFarland  
Advisory Council  
President

## MISSION STATEMENT

The mission of St. Rita Catholic School, a parish community school, is to educate Catholic children in accordance with the educational ministry of the Church. We strive to foster spiritual, intellectual, physical and social growth within each child to become a witness to Christian values as a member of our global community. As a part of this mission, the school invites parents to become active participants in their children's education since they are, as the Church affirms, the primary educators of their children.

## PHILOSOPHY AND GOALS

The guiding philosophy of St. Rita Catholic School is to provide a safe and caring environment in which optimum learning can take place. In this atmosphere, students are encouraged to develop fully in the spiritual, intellectual, physical and artistic domains. Basic to the educational program at St. Rita Catholic School is a deep conviction that each child is a unique individual. Therefore, the school seeks to provide conditions in which each child's needs can be addressed. The school stresses the formation of character, leadership and concern for social justice and environmental issues. The school's primary aim is to prepare responsible Christian citizens for a challenging and complex world.

## BLUE RIBBON STATUS AND ACCREDITATION

St. Rita Catholic School was selected as one of 266 schools from across the nation to be a Blue Ribbon School of Excellence. This school recognition and improvement program is sponsored by the U.S. Department of Education and is awarded to elementary and secondary schools that distinguish themselves as among the nation's most successful institutions of learning. The group of schools chosen are judged to have strong leadership, high-quality teaching, an appropriate and up-to-date curriculum, policies and practices that insure a safe environment conducive to learning, strong parental interest and involvement, and evidence that the school helps its students achieve, no matter what their ability level.

St. Rita Catholic School is accredited by the Texas Catholic Conference Accreditation Commission, the body designated by the Texas Education Agency as the governing body for Catholic schools in Texas. Our most recent accreditation occurred in the spring of 2013.

## SCHOOL HISTORY

St. Rita Catholic School is a Catholic, co-educational day school for students from PreK4 through eighth grade. The school was established in 1964 by the Jesuits in conjunction with the formation of St. Rita Catholic Church. The school was staffed by the Bernardine Sisters of the Order of St. Francis for over 25 years. Lay professionals continue the work of the Bernardines today. All teachers are chosen for their competency and dedication. The Jesuits served the school for almost 40 years. The parish is now served by diocesan priests. Since 1964 the school has undergone six major expansions. Today the school utilizes more than 75,000 square feet of classroom space, offices, science and computer labs, library, art room, gymnasium, locker rooms and dining hall. The success of St. Rita Catholic School is due in large part to the partnership that exists between the school and the parish. The school is also blessed with faculty members, staff, administration and parents committed to ensuring the spiritual and academic growth of its students. Such commitment is evidenced by the number of former Spartans who now choose to educate their own children at St. Rita Catholic School.

## ST. RITA, OUR PATRON SAINT

St. Rita was born in Cascia, Italy, in 1381. She is known as the "Saint of the Impossible" because of the amazing answers she received to her prayers. Perhaps the most notable answer came one day when St. Rita prayed that she might share in the pain of the Passion of Jesus. In His mercy, Our Lord sent one of the thorns of His Crown into her forehead. Although it was painful, St. Rita considered the wound a great grace and the wound remained the rest of her life. St. Rita died on May 22, 1457. By her example, she gives us insight into the power of prayer.

## SACRAMENTAL PREPARATION

Formation for the reception of Sacraments (i.e. First Reconciliation, First Eucharist, and Confirmation) involves more than the study of the school's religion curriculum. It is a special responsibility and privilege of the entire parish community under the guidance of the pastor of the parish. St. Rita School collaborates with and supports the parish's Children's Faith Formation program and the parish's Youth Ministry Office. The formation processes and liturgical celebration of these sacraments are a function of the parish's ministry and its offices. All requirements for celebration of these sacraments must be fulfilled beyond the normal requirements of the school's religion curriculum.

## SCHOOL NAME AND LOGO AND DIRECTORY

The school's name and logo (including initials) belong to St. Rita Catholic School. No parent or student is allowed to use the school's name for any purpose (includes web sites, web pages, advertising, non-school sponsored teams, etc.) without written permission from the administration. Non-school sponsored teams (i.e., Y or other league teams) may not wear uniforms with the school's name on it. In the same way, any pictures, videos, movies, etc. made at any school or school-related function may not be published or posted anywhere without the express written permission of the school administration. The information included in the school's directory has been compiled solely for the personal use of students, parents, faculty and staff of St. Rita School. Any use of this information for commercial, political, or other purposes is strictly prohibited.

## STATEMENT OF NONDISCRIMINATION

St. Rita Catholic School admits Catholic students of any race, color, or national or ethnic origin or sex. St. Rita Catholic School does not discriminate on the basis of race, color, national or ethnic origin, or sex in the administration of educational policies, admissions, athletics or any other school programs.

## HANDBOOK ORGANIZATION

This Handbook contains information needed by both students and parents during the school year. The information is organized alphabetically. The term "parent" refers to the student's parent or legal guardian. The information in the Handbook reflects the requirements, policies and procedures that are in effect as of the printing date. The school reserves the right to institute changes that alter any of the information. If, during the school year, a situation arises that is not addressed in the Handbook, the principal is empowered to implement procedures that support the common good of the school community. The principal is also empowered to grant exceptions to any of the requirements, procedures or policies set forth in this Handbook. If the school makes changes or additions to any of the requirements, procedures or policies set forth in this Handbook, the changes or additions will be distributed in the family packet and will be effective immediately. If any question arises as to the meaning or interpretation of any of the provisions in this Handbook, the principal shall determine such meaning or interpretation.

Thank you for spending time reading and sharing the contents of this Handbook. Each parent and each student must sign the Student and Parent Handbook Agreement which is included in the first family packet and return the Agreement to the school office by August 20, 2018. If the Agreement is not returned to the school office by September 4, 2018, the school may require that the family withdraw the student(s) from the school. The Handbook itself is available online.

# TABLE OF CONTENTS

<u>Academic Life</u> .....	1
Homework .....	1
Exams .....	1
Honor Roll Requirements .....	1
Student Records .....	1
Progression through Grades .....	2
Academic Probation and Retention .....	2
<u>Admission and Re-Registration</u> .....	2
General .....	2
Requirements of Re-Registration of Existing Students .....	3
Requirements for Admission of New Students .....	3
Requirements for Registration of New Students .....	3
<u>Advisory Council</u> .....	3
<u>Asbestos</u> .....	4
<u>Attendance and Absences</u> .....	4
General .....	4
Individual Student Early Release .....	4
Excused Absence .....	4
Unexcused Absence .....	5
Absence and School Work .....	5
Additional Rules and Procedures Regarding Absences .....	5
Tardy Rules and Procedures .....	5
<u>Bicycles</u> .....	5
<u>Birthdays</u> .....	6
Student Birthdays .....	6
Birthday Books .....	6
<u>Cafeteria Duty</u> .....	6
<u>Calendar</u> .....	6
<u>Carpool Procedures</u> .....	6
Arrival Procedures .....	6
Dismissal Procedures .....	7
<u>Change of Address or Telephone Numbers</u> .....	7
<u>Conduct and Discipline</u> .....	7
General .....	7
Code of Conduct .....	8
Misconduct .....	8
Disciplinary Guidelines .....	9
Disciplinary Measures .....	10
Sexual Harassment .....	12
Bullying .....	13
<u>Conferences</u> .....	15
<u>Counseling</u> .....	15
<u>Curriculum</u> .....	15
Philosophy .....	15
Basic Curriculum .....	15
Advanced Academics .....	15
Grade 8 Mathematics .....	15
<u>Student Success Center</u> .....	17
Referral Process .....	16
Academic Action Plan .....	16

Student Support Plan.....	16
Extra Set of Books.....	17
<u>Custody Issues</u> .....	17
<u>Emergencies and First Aid</u> .....	17
<u>Emergency Drills</u> .....	17
<u>Emergency School Closings</u> .....	17
Inclement Weather.....	17
Other Emergencies.....	17
<u>Extended Day Program</u> .....	18
<u>Extracurricular Activities</u> .....	18
General.....	18
Financial Assistance.....	18
Transportation.....	18
Eligibility.....	18
<u>Athletics</u> .....	19
Mission Statement.....	19
League Affiliation.....	19
Nondiscriminatory Policy.....	20
Procedure for Registration.....	20
Levels of Competition.....	20
Athletic Teams.....	21
Coaching Expectations and Requirements.....	22
Team Placement.....	22
Communication with Athletes.....	23
Guidelines for Non-DPL Play.....	23
Awards and Recognition.....	23
Student Expectations and Requirements.....	23
Eligibility and Probation.....	23
Attendance.....	24
Uniform Dress Code.....	24
Sportsmanship.....	25
Transportation.....	25
Removal from Team: Parent Decision.....	26
<u>Revisions/Modifications to Policy</u> .....	26
<u>Family Packets and Other Communications</u> .....	26
<u>Field Trips</u> .....	26
<u>Financial Aid</u> .....	26
<u>Financial Responsibility</u> .....	26
General.....	26
Tuition.....	27
Fees.....	27
<u>Gifts</u> .....	27
<u>Graduation</u> .....	27
<u>Health Policies</u> .....	27
General.....	27
Hearing, Vision and Spinal Screening.....	28
Illness.....	28
Immunizations.....	28
Medications.....	28
Exclusion from Physical Exercise.....	29
<u>Holidays and Class Parties</u> .....	29
<u>Insurance</u> .....	29
<u>Library</u> .....	29

Library Hours .....	29
The Collection .....	29
Class Visits .....	29
Checkout Policies .....	29
Books .....	30
Computer Use .....	30
Reading Programs .....	30
<u>Lockers</u> .....	30
<u>Lost and Found</u> .....	30
<u>Lunch</u> .....	30
Lunch Food Options .....	30
Lunchroom Rules and Procedures .....	31
<u>7<sup>th</sup> and 8<sup>th</sup> Grade Self-Advocacy</u> .....	31
<u>Non-Uniform Days</u> .....	31
General .....	31
Color Day .....	32
Spartan Day .....	32
Picture Day .....	32
Field Day .....	32
Scouts .....	32
Other School Functions .....	32
<u>No-Rescue Policy</u> .....	32
<u>Outdoor Play</u> .....	32
<u>Outside Offerings</u> .....	33
<u>Parent Organizations</u> .....	33
Parents' Club .....	33
Booster Club .....	33
Dads' Club .....	33
Sports Board .....	33
<u>Parental Cooperation</u> .....	33
<u>Phone Messages</u> .....	33
<u>Playground Safety</u> .....	34
Recess .....	34
Playground Supervision .....	34
<u>Problem-Solving (Grievance)</u> .....	34
<u>Release of Students</u> .....	34
<u>Reporting, Grading and Testing</u> .....	34
Progress Reports .....	34
Report Cards .....	34
Grading .....	35
Testing .....	35
<u>Right to Amend</u> .....	35
<u>School Collections</u> .....	35
<u>School Governance</u> .....	35
<u>School Hours</u> .....	35
Regular School Day Hours .....	35
Wednesday School Day Hours .....	36
Early Release Days .....	36
School Office Hours .....	36
<u>Searches</u> .....	36
<u>Smoking Ordinance</u> .....	36
<u>Social Functions</u> .....	36
<u>Spiritual Life</u> .....	36

Religious Formation .....	36
School Masses .....	37
Sacramental Preparation .....	37
Youth Ministry .....	37
<u>Teacher Requests</u> .....	37
<u>Technology</u> .....	37
Student Photos on the Web .....	37
<u>Textbooks and Supplies</u> .....	37
<u>Uniforms</u> .....	38
General.....	38
Hair.....	38
Jewelry and Make-Up .....	39
Shoes .....	39
Girls (K-4).....	39
Girls (5-6) .....	40
Girls (7-8) .....	40
Boys (K-4) .....	41
Boys (5-6).....	41
Boys (7-8).....	41
<u>Use of Facilities</u> .....	42
<u>Visitors</u> .....	42
<u>Volunteers</u> .....	42
<u>Withdrawal and Transcripts</u> .....	42
<u>The Roman Catholic Diocese of Dallas School Policies Handbook Addendum</u> .....	44
Appendix A—Covenant of Ethics & Conduct for Parents/Handbook Agreement .....	51
Appendix B – Athletic Permission Form .....	53
Appendix C—Athletic Contract .....	54
Appendix D—St. Rita Acceptable Use of Technology Policy .....	55

## **ACADEMIC LIFE** **HOMWORK**

Homework reinforces what is learned during the school day and provides the opportunity for independent study. Homework time varies in length and intensity depending on the student and the grade. Homework should be an extension of a lesson and not busy work. Children should be given the opportunity to see if they can do the homework before they leave school; parents should not be expected to teach the children the homework material. No more than an hour of homework should be given to children below 5th grade. From fifth grade up children should have no more than an hour and a half to two hours a night. In Middle School it is important to establish a daily routine of homework in order to prepare the students for high school. The following is considered appropriate time to be spent on homework: Kindergarten - 10 -15 minutes, 1<sup>st</sup> grade - 20-30 minutes, 2<sup>nd</sup> grade – 30 minutes, 3<sup>rd</sup> grade- 30-45 minutes, 4<sup>th</sup> grade -45 minutes to an hour max. However, since each student has different capabilities and interests, these times are to be considered guidelines. Homework assignments will be posted by the teacher on RenWeb no later than 4 pm on the day that the homework is assigned for 1st-8<sup>th</sup> grade.

Parents must be careful not to commit their children to too many extracurricular activities. The school strongly recommends that every student have a daily, routine study time. Parents are encouraged to supervise the completion of homework and check homework for accuracy and quality. Parents must not do the homework for the student. Academic and behavioral consequences result when homework is not completed by the student.

The following requirements are designed to lay a foundation of a disciplined academic career at the school.

- Students must complete all homework assignments in a timely manner.
- Every paper and test turned in to a teacher by students in the second through eighth grades must have the following heading at the top of the work:

Student's Name	Date
Grade/Room Number	Subject
- Correct spelling and legible handwriting are the responsibility of each student when handing in written work. Teachers may lower the grade of an assignment if the work shows negligence in spelling or handwriting.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt the child's learning process. Missed assignments are the student's responsibility. No assignment will be given in anticipation of vacation.

### **EXAMS**

Students in the fifth grade take comprehensive semester finals in the six major subjects at the end of the school year. Except as otherwise provided in the next paragraph, students in the sixth through eighth grades are required to take midterm and final exams. Exams are administered to help students recall curriculum and skills taught. Exams are also administered to prepare students for taking exams on a high school level.

Students in eighth grade are exempt from taking the final exam in any of the six major subjects in which they achieve an "A" on the third quarter report card and have an "A" average immediately prior to the final exam.

### **HONOR ROLL REQUIREMENTS**

Students in the fifth through eighth grades may be eligible for one of the school's two honor rolls.

1. Principal's Honor Roll—to qualify for the Principal's Honor Roll the student must achieve an "A" in every subject and an "E", "G" or an "S" in all conduct and effort grades.
2. Honors -To qualify for Honors the student must achieve "A's" or "B's" in all subjects and an "E", "G" or an "S" in all conduct grades.

### **STUDENT RECORDS**

A cumulative record of each student's attendance and academic history at the school is kept in RenWeb. All student records are treated as confidential. Only teachers, administrators and school staff have access to student records. By law, both parents, whether married, separated or divorced, have access to the records of their children. A parent whose parental rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating those rights. Unless required by law, no student records are released to anyone without the prior written permission of a parent. Any forms or student records requested by a diagnostician or other professional will be sent by the school directly to the

diagnostician or professional upon receipt of a parent's written permission. In addition, student work is treated as confidential. Anyone who corrects student work must treat the work as confidential.

### **PROGRESSION THROUGH GRADES**

Progress through the grades is a matter of achievement in basic skills, maturation, and social, civic and emotional development. Most students move through the curriculum at a pace of one grade per year. However, a child may experience difficulty mastering the academic phases of the school program, and will profit more from school if retained one grade. Special consultation with the parents is arranged to address any such difficulty and to propose solutions. The decision to retain a student is made following a comprehensive overview of the student's performance. Parents must be made aware of the possibility of retention no later than March 31 of the current school year. This does not apply to middle school students whose retention or promotion would depend on passing a subject or subjects in the last quarter of the year. The final decision regarding a student's promotion or class placement rests with the school. In accordance with diocesan policy, retention of a student for more than one year is avoided, if at all possible, especially beyond the third grade.

### **ACADEMIC PROBATION AND RETENTION**

Any student in grades 4-8 who receives an "F" in any of the six major subjects for any two quarters during a school year is placed on academic probation and must attend summer school or summer tutoring. The student is conditionally promoted pending successful completion of summer school or tutoring. Any student in grades 4-8 who receives an "F" in three or more of the six major subjects for two quarters during a school year or has an "F" average in three or more of the six major subjects at the end of the school year will be automatically retained and not allowed to return to St. Rita School the following year. It is not in the best interest of middle school students to remain at the same school where they have been retained. A student failing three quarters of a core subject or ending the year with an "F" in a core subject will not be allowed to return to St. Rita School the following year. This does not mean that the student is necessarily retained.

A student in grades 4-8 that is on academic probation must do one of the following to be removed from probation:

1. The student must complete a summer school program in the failed subject(s) and achieve the grade of 70 or above in such subject(s). A report documenting the achievement must be sent to the school.
2. The student must satisfactorily complete a tutoring program in the failed subject(s). Written confirmation of the objectives covered and results must be sent to the school.

All summer school and tutoring programs referred to above must be approved in advance by the school administration.

A student in grades PreK-3 may be placed on academic probation based upon teacher recommendation, test scores and/or observation by the school counselor or other professionals. A student in grades PreK-3 that is on academic probation must comply with the school's recommendations to be removed from academic probation.

If the student in grades 4-8 or K-3 does not satisfy the above requirements, the student is not promoted to the next grade. In addition, the student may be refused readmission to the school.

## **ADMISSION AND RE-REGISTRATION**

### **GENERAL**

A family who enrolls children in the school is classified as a "Parish Tuition Family" or a "Non-Parish Tuition Family". Families are further classified as being in "good standing" or "not in good standing".

- A Parish Tuition Family is a registered and fully participating family in the church community and is in "good standing" (see definition below) with its tithe and other financial commitments for a minimum period of six months, three months prior to the day of registration at St. Rita School. If a Parish Tuition Family is not in good standing, the family will be classified as a Non-Parish Tuition Family. A Parish Tuition Family pays the Catholic child tuition rates.
- A family that is not a Parish Tuition Family is a Non-Parish Tuition Family. These families pay the non-parish tuition rate for the semester. Upon fulfilling the minimum six-month tithing requirement, the family can elect to become a Parish Tuition Family for the subsequent semesters, if the family is in "good standing" (see definition below).

- “Good standing” for a Parish Tuition Family requires a family to be actively involved in parish life as manifested by traceable stewardship of time, talent and treasure (as defined by the parish) and whose children are receiving, or are preparing to receive, the Catholic Sacraments. Tuition payments are current and late fees are paid, the tithing pledge from the preceding year is fulfilled and a pledge card for the present year is on file with the parish Business Administrator’s office. The annual tithe must be reasonable as determined by the Pastor and Business Administrator’s office.
- “Good standing” for a Non-Parish Tuition Family requires that all tuition payments are current and any late fees are paid.
- All students new to St. Rita School are admitted on probationary status. Their status will be reviewed at the end of the first quarter of school and the administration will make a determination regarding the child’s status at that time. This probationary status does not keep the child from participating in extracurricular activities.

#### **REQUIREMENTS OF RE-REGISTRATION OF EXISTING STUDENTS**

Re-registration of existing students for the following school year occurs on a designated day in late January or early February of the current school year. Each family must pay a non-refundable registration fee. In addition, families that desire to re-register children must be in good standing.

If a family is not in good standing at the time of re-registration, the family will have two weeks to achieve good standing status and re-register. If such re-registration has not occurred within the two-week period, the student’s space will be offered to another student that does meet the registration and admission requirements of the school.

#### **REQUIREMENTS FOR ADMISSION OF NEW STUDENTS**

New students are admitted to the school in the following priority:

1. Families that are Parish Tuition Families in good standing on the date of registration with a sibling currently enrolled at the school are given first priority.
2. Families that are Parish Tuition Families in good standing on the date of registration are given next priority. Within this group of families, priority is given to the family with the longest tithing history at St. Rita Catholic Community. The date of good standing for purposes of determining tithing history is determined by the parish Business Administrator.
3. Non-Parish Tuition Families are given admission only if room permits after admission of Parish Tuition Families. Within this group of families, priority is given first to those families with siblings currently enrolled in the school that are in good standing; next to those families that had a parent or sibling that graduated from the school; and finally to new applicants that meet the registration requirements.
4. Non-Catholics will be admitted only if there are openings after the admission of all Parish families and non-parishioners from other parishes. Non-Catholics will receive no sibling priority and will pay tuition at the non-Parish tuition rate.

If two or more families qualify for admission in any category, but only one place remains available, a random drawing is held to determine the priority of admission.

#### **REQUIREMENTS FOR REGISTRATION OF NEW STUDENTS**

Registration of new students for a school year occurs on a designated day in late January or early February of the preceding school year. New families and families enrolling siblings must provide the following information to register a new student: a birth certificate, a Roman Catholic baptismal certificate or, in the case of children in RCIC, a letter from the Office of Religious Education at St. Rita Catholic Church stating that the child is enrolled in the RCIC program. Where applicable, the following information must also be provided: the report card from the year preceding desired enrollment, transcripts and documentation of First Communion and First Reconciliation. A family recommendation is a requirement for all students, even if the family has other children enrolled at St. Rita.

#### **ADVISORY COUNCIL**

The school Advisory Council is an advisory board to the pastor and principal. The Advisory Council establishes the overall policies of the school. The actions of the Advisory Council are subject to the pastor’s approval and to such policies and regulations that might be promulgated by the Office of Catholic Schools and the Catholic Schools Advisory Board of the Diocese of Dallas.. The meetings are open to all parish and

school families. To address the Advisory Council as part of the agenda, parents must submit a written request, detailing the reason for the request, to any Advisory Council member at least fourteen days prior to a regular meeting and the request must be approved for the agenda.

Advisory Council discernment is held in the spring. Three members are selected each year for a three-year term.

## **ASBESTOS**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. This law requires all schools to be inspected to identify any asbestos-containing building materials. The law further requires the development of a management plan, based upon the findings of the inspection, which outlines the school's intent to control the potential for exposure to asbestos fibers. The school's asbestos management plan and the steps that were taken to assure the school's compliance are on file in the school office. The plan was revised in July 2005.

## **ATTENDANCE AND ABSENCES**

### **GENERAL**

Every student of compulsory school age is required to be present for daily class unless legitimately excused. Prompt, daily attendance is important for the logical and sequential development of subject matter. The emphasis that home and school place on prompt, regular attendance helps students understand the value parents and teachers place on education and school success. For these reasons, the school asks the parents' understanding and cooperation in helping their children arrive at school on time each morning and also in striving to limit their absences from school. Student attendance is reported daily on RenWeb.

### **INDIVIDUAL STUDENT EARLY RELEASE**

Parents must notify the homeroom teacher and [greeter@strita.net](mailto:greeter@strita.net) by 8:00 a.m. if the child is to leave early for a doctor, dental or other excused appointments. In the event the appointment was obtained after that time, the parent should notify the homeroom teacher and [greeter@strita.net](mailto:greeter@strita.net) as early as possible. Students are responsible for coming to the school office at the time they are to leave. Parents or other persons authorized by the parents must sign the student out in the school office. Only parents, or adults authorized by the parents in writing, are allowed to take the student from school. A student that is in attendance for at least four hours of a school day is considered present for the day and is not assessed an absence. In the event of a noon dismissal, a student in attendance for two hours is considered present for the day. [greeter@strita.net](mailto:greeter@strita.net) by 8:00 a.m. if the child is to leave early for a doctor, dental or other excused appointments. In the event the appointment was obtained after that time, the parent should notify the homeroom teacher and as early as possible. Students are responsible for coming to the school office at the time they are to leave. Parents or other persons authorized by the parents must sign the student out in the school office. Only parents, or adults authorized by the parents in writing, are allowed to take the student from school. A student that is in attendance for at least four hours of a school day is considered present for the day and is not assessed an absence. In the event of a noon dismissal, a student in attendance for two hours is considered present for the day.

### **EXCUSED ABSENCE**

An excused absence is one over which the family has no control such as:

- student illness,
- serious illness or death in the family,
- medical or dental appointment (except during achievement tests when such absence is not excused),
- school-sponsored trips, or
- emergency.

Another type of excused absence is one for non-emergency reasons for which the principal grants written permission at least one week in advance of the absence. No more than three days are allowed for this type of absence per school year, and no such excused absences will be granted for days that immediately precede or follow vacation breaks or long weekends or during achievement tests, midterm or final tests or exams, except in the event of an emergency. Absence request forms are available in the school office or on the St. Rita website. Missed assignments are the student's responsibility. No assignments will be given in anticipation of the absence.

## **UNEXCUSED ABSENCE**

Any absence that does not meet the above criteria is unexcused. A student's absence from school due to a disciplinary suspension is unexcused.

## **ABSENCE AND SCHOOL WORK**

If a student has an excused absence, the teacher determines how and when the student makes up the missed assignments and/or tests. If the absence is unexcused, no credit will be given for missed assignments and/or tests. If the student fails to make up the missed work within the time frame decided by the teacher, the teacher may lower the grade or issue a zero for the incomplete assignments and/or tests.

## **ADDITIONAL RULES AND PROCEDURES REGARDING ABSENCES**

- Parents are required to call the school greeter (972/239-3203 Ext. 6548) or send an e-mail to [greeter@strita.net](mailto:greeter@strita.net) and copy the school nurse and the student's homeroom teacher before 9:00 a.m. on the days when their children are not going to attend school. If parents fail to notify the school, future absences of their children during that school year without the required notification may, in the discretion of the principal, be considered unexcused absences. [greeter@strita.net](mailto:greeter@strita.net) and copy the school nurse and the student's homeroom teacher before 9:00 a.m. on the days when their children are not going to attend school. If parents fail to notify the school, future absences of their children during that school year without the required notification may, in the discretion of the principal, be considered unexcused absences.
- After an absence of three or more days due to illness, the student must report to the clinic before going to class. The school nurse may require a doctor's excuse to readmit the student to school.
- Written or verbal notification is given to the parents of a student whose continued absences or tardiness endangers the student's progress or promotion. If 10% of the school year (18 days) is missed for any reason, the student may be retained in his/her current grade. The parents must meet with the designated school administrator at this time and may request a waiver. If a student misses more than 18 days, the student will be required to attend 3 hours of tutoring for each day missed at the cost of the parents. School will provide tutoring options.
- School work may be picked up by parents at the end of the school day after coordinating a mutually agreed upon time with the homeroom teacher.

## **TARDY RULES AND PROCEDURES**

- Each student begins with a clean slate for tardies at the outset of each semester. Tardies are cumulative for each semester.
- Traffic is not usually considered an excused tardy. However, major traffic issues that affect a considerable number of students could be considered excused. It is recommended that if a family believes they are going to be late due to traffic that they call or email [greeter@strita.net](mailto:greeter@strita.net) as soon as they realize they are going to be late
- A student who is not in class when the 7:50 a.m. bell rings is tardy.
- The tardy student must first report to the greeter desk for a tardy slip. If the tardy is due to a medical appointment, a note from the doctor or dentist is required. The student must then present the tardy slip to his/her homeroom teacher before proceeding to class.
- Excessive absences and tardiness (5 or more per quarter) by students will result in an email being sent to the parents requesting a conference to address ways to remediate the issue. A remediation plan will be implemented and may include a monetary fine and/or community service.
- Because tardy students disrupt the other students and the learning process, the school may require that a student with frequent tardies may be retained or may be asked to withdraw from the school.
- Students with unexcused tardies will not be eligible for Perfect Attendance recognition.

## **BICYCLES**

Motorized bikes and mopeds are not permitted on the school campus. The school provides bike racks, but accepts no responsibility for bicycles parked there or anywhere else on campus. Only students in grades 2nd-8th are permitted to ride their bicycles to and from school and must comply with the following rules:

- Students must walk their bikes across the traffic lanes of the school campus.
- Students must walk their bikes across the plaza of the school campus.
- Students must wear bike helmets.
- No passengers are allowed on bikes.
- Bikes must be locked at all times on the school campus.

## **BIRTHDAYS**

### **STUDENT BIRTHDAYS**

Birthdays are a special time in a student's life and they are acknowledged at school in the following special ways:

- Parents of children in PreK-4 may send refreshments to school with their child to celebrate a child's birthday. If a parent wants to join in the celebration, this is only permitted on Fridays at lunchtime. All arrangements must be made in advance with the child's teacher before treats are sent. Please email your child's homeroom teacher before the day of the birthday.
- Every birthday child is mentioned during morning announcements.
- Every birthday child is given a birthday ribbon to wear in school on the day the birthday is celebrated.

The school reminds parents that sponsoring a birthday party that excludes a small number of children in a homeroom or class is hurtful to the excluded children and destructive to the development of community spirit. Accordingly, students may not pass out invitations to birthday parties on campus, unless every child in the class is invited. Birthday gifts may not be exchanged at school.

### **BIRTHDAY BOOKS**

Parents may wish to donate a book to the school library to commemorate a student's or teacher's birthday. A bookplate commemorating the birthday is placed in the donated book and the book is added to the library's collection.

## **CAFETERIA DUTY**

Parents of students in Pre-K through 4<sup>th</sup> grade are asked to volunteer for cafeteria duty during the time that their child's grade is in the cafeteria and lunch recess. Parents of students in 5<sup>th</sup> and 8<sup>th</sup> grade are asked to volunteer during recess only and to meet the class on the playground at the specified time.

## **CALENDAR**

Notice of school events is given in the school calendar distributed at the outset of each school year and published in the school directory, on RenWeb, and at [www.strita.net](http://www.strita.net). Additions or corrections to the calendar are publicized in the school newsletters, the principal's newsletters, teacher newsletters, the web site, or other school communications.

## **CARPOOL PROCEDURES**

Each parent's understanding and support of all carpool policies are essential to insure the safety of all students. Drivers on campus must maintain a speed of 5 M.P.H. or less. Drivers must also be watchful of students at all times while in the vicinity of campus. No student drivers should be driving through the campus. For the safety of the students, drivers are not to use cell phones during carpool. It is a violation of Dallas laws to use cell phones in a school zone. Please remember that traffic around the campus is one-way during the morning and afternoon carpools. Pedestrians must use the crosswalks. More specific carpool guidelines are sent home with the beginning-of-the-year carpool information, and it is also available on our website. It is the exclusive responsibility of each parent to determine the suitability of any person designated to pick up their child.

### **ARRIVAL PROCEDURES**

Supervision of students begins at 7:30 a.m. in the areas designated for grade levels. Students are not to arrive prior to 7:30 a.m. Upon arriving at the school campus each morning, students are to report to the following areas for supervision. Except as otherwise permitted below, students may not enter the school prior to the 7:45 a.m. bell unless they obtain permission from the school office.

- Grades K-2 must be dropped off at the Bell Tower area and go directly to the school dining hall.
- Grades 3-4 must be dropped off at the north gym entrance on Harvest Hill and go directly to the gym to wait for the bell to ring.
- Grades 5-6 must be dropped off at the Harvest Hill parking lot. Weather permitting, these students are to wait at the Heaney Building entrance for the 7:45 a.m. bell to ring. If the weather does not permit, these students are admitted to their classrooms.

- PreK must be dropped off at the south parking lot by the Parish Commons and walk to the dining hall from there.
- Grades 7-8 must be dropped off at the south parking lot porte-cochere and walk to the plaza from there. Weather permitting, these students are to wait on the plaza for the 7:45 a.m. bell to ring. If the weather does not permit, these students are admitted to their classrooms.
- The school does offer an Early Morning Drop off that starts at 7:15 am. Please drop students at the bell tower no earlier than 7:15 am and the students will wait inside the dining hall vestibule until 7:30 am. At that time all students will report to their regular waiting area.

#### **DISMISSAL PROCEDURES**

- All students are dismissed from their homeroom at the end of the day. PreK and K students may be dismissed early at 3 pm (2 PM on Wednesdays) from the Parish Commons. Otherwise, parents, in general, are to pick up their children by joining in the carpool line.
- Carpool begins at 3:30 pm on Monday, Tuesday, Thursday and Friday except when otherwise noted for an early dismissal. Each Wednesday, carpool will start at 2:30 pm so that our faculty and staff have the opportunity for professional development and meetings of their professional learning communities (PLC's).
  - Extended Day is available on Wednesdays for those enrolled in Extended Day as well as those who would like to extend on Wednesdays only for a special rate. Please contact the Extended Day Director indicated on the website for more information.
- Pick-up for scouts, campouts, etc. should occur in the front office and should not take place before 2:00 p.m.
- Parents who chaperone field trips may take their children home early. As a courtesy, please notify [greeter@strita.net](mailto:greeter@strita.net) and the homeroom teacher(s) if you plan to do so.
- Only those students whose parents have submitted permission, and whose permission has been approved by school administrators, may walk or ride their bikes to and from school. These permission forms are submitted annually as part of the enrollment or re-enrollment process and are referred to as "the Walker form". The forms are kept electronically in the school database. Please email the Assistant Principal for a change of transportation status to "Walker".
  - Only students in 3rd -8th are permitted to walk home alone. Students in grades Pre-K- 2nd must walk with an older sibling or must be met at the bridge by a parent or guardian. If there is no adult waiting for the student(s) at the bridge, the student(s) are walked back to campus and should be picked up at Extended Day. Should this occur, fees apply as stated below for those who are late when driving through carpool.
- A student may only be considered a "Jesuit Walker" if they have a parent who works at Jesuit or an older sibling who attends Jesuit.
- No one is allowed into the school building after dismissal to retrieve forgotten items. Carpool is over at 3:45 p.m. If a parent arrives after 3:45, he/she may have to exit their vehicle to pick up their student from the greeter area.
- After 4:00 pm there is a \$30 per student late fee assessed via FACTS. Parents can then pick up their children at the Extended Day program by going to the greeter desk.
- In the event inclement weather should require a Lockdown/ Code Red, no one will ever walk home. Everyone will go through carpool.

#### **CHANGE OF ADDRESS OR TELEPHONE NUMBERS**

Parents are asked to report any change of address or telephone numbers to the school office immediately so that parents can be contacted quickly in the event of an individual or major, national emergency.

#### **CONDUCT AND DISCIPLINE**

##### **GENERAL**

As a member of a Christian community, the school expects every student to observe a code of conduct compatible with Gospel values. An orderly environment permits the teachers and students to work together to promote a positive academic and spiritual atmosphere. The school's goals of discipline are:

- to provide the best possible teaching and learning atmosphere,
- to help each student achieve self-discipline,

- to help students develop a sense of responsibility for their own behavior, and
- to ensure respect for each member of the school community.

We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus.

### **CODE OF CONDUCT**

The following five standards of conduct are offered as guidelines to the development of responsible, civic-minded, Christian students.

1. Exercise self-control.
  - Use courteous language.
  - Resolve conflicts in a mature manner.
  - Be appropriately dressed and groomed, and otherwise comply with the school's uniform and dress code policies.
  - Be honest.
  - Make choices that are ethically and morally responsible.
2. Demonstrate a positive attitude.
  - Take a leadership role.
  - Be polite.
  - Be cooperative.
3. Respect the rights and feelings of others.
  - Behave in a manner that does not disrupt others.
  - Treat others with courtesy and respect (i.e., put oneself in the place of the other person, whether that person is another student, teacher, parent, community person, administrator, lunchroom or custodial worker, or any other person on campus.)
4. Take responsibility for school property.
  - Respect the school buildings, ground and property.
  - Keep the campus free from trash and graffiti.
5. Support the learning process.
  - Attend all classes regularly and on time.
  - Be prepared for class (i.e., bring assignments, books and supplies.)
  - Complete schoolwork and tests on one's own.
  - Participate in class activities.
  - Obey classroom policies.

### **THE SPARTAN WAY: VIRTUES EVERYDAY**

The Spartan Way Virtues Every Day is a character-based virtue system. By ensuring all Spartans practice the virtues of compassion, humility, gentleness, thankfulness, and kindness, we are preparing our students to become servant-leaders who make decisions guided by character and backed with conviction. Students are expected to live out these virtues daily and breaking these virtues will result in students needing to repair the relationship/s they harmed as well as reflect on their actions.

### **MISCONDUCT**

Students are responsible for following the school's code of conduct. As further described in "Disciplinary Measures" below, misconduct could result, among other measures, in the expulsion of the student from the school. Behaviors that are considered misconduct include, but are not limited to, the following:

- tardiness to any class without permission from the previous teacher, the school nurse or the school office;
- talking in class without permission from the teacher or any other disruptive classroom behavior;
- failing to follow classroom rules or procedures;
- chewing gum on the school premises;
- uniform violations;
- dress code violations at school functions;
- failing to cover hardbound textbooks;
- failure of a student in grades 5-8 to return an eligibility notice for extracurricular activities, a conduct or disciplinary slip in a timely manner;
- failing to maintain appropriate decorum in church or at Mass;

- horseplay;
- gambling;
- writing or passing notes;
- failing to follow carpool procedures;
- name-calling, bullying, hazing, harassing or otherwise showing disrespect to other students or to school employees, visitors, volunteers or any other persons;
- disobeying school employees or volunteers;
- using profane language, signs or symbols;
- stealing, lying or cheating, which includes forging signatures or grades, plagiarism and sharing or copying school work;
- leaving school property without prior permission;
- skipping class;
- making statements, joining in activities or engaging in criminal conduct, whether on or off the school premises, that are perceived by the school administration to be detrimental to the school or its reputation;
- displaying inappropriate affection;
- violating the school's computer Acceptable Use Policy;
- possessing or bringing electronic game devices, such as iPads, laptops and all other device, that allow electronic communication, such as Apple watches, on the school premises or on field trips unless an exception has been made by the teacher;
- Using a camera during the school day unless taking pictures for the yearbook or working on a classroom project with a teacher's approval;
- violation of the school's cell phone policy (See p. 9);
- possessing or bringing pornographic or other inappropriate material on the school premises or at any parish or school function; this includes materials that may be dangerous or harmful to others or promote harm to others (i.e. recipes to build bombs);
- possessing or bringing matches, lighters or similar items on the school premises or at any parish or school function;
- vandalizing school, parish or personal property;
- possessing, transmitting, using or being under the influence of tobacco, alcohol or any controlled substance while on the school premises or at any parish or school function (a controlled substance is any drug listed in the current Federal Controlled Substance Act, alcohol or any alcoholic beverage, unauthorized abusable glue, aerosol paint or other chemical substance for inhalation, any other intoxicant or mood-altering or behavior-altering drug, or drug paraphernalia);
- possessing, transmitting or using a weapon of any kind or other dangerous item while on the school premises or at any parish or school function;
- physical violence or threats of physical violence directed at another student or a school employee, volunteer, visitor or any other person. This includes hitting, pushing, or any other intentional touching;
- writing on self or others, including on skin, clothes, and shoes; or
- any other behavior while on the school premises or at any parish or school function that is considered by a school employee or volunteer to be misconduct.

#### **DISCIPLINARY GUIDELINES**

Disciplinary action is designed not only to correct misconduct, but also to encourage and motivate students to become responsible, Christian citizens of the school community. To that end, the teachers and administrators use their professional judgment to determine appropriate disciplinary action based on the following:

- seriousness of the offense;
- student's age;
- grade level;
- ability and functioning level;
- frequency of misconduct;
- student's attitude; and
- effect of misconduct on the school environment.

The judgment of the administration will be the final determiner on any disciplinary action.

## **DISCIPLINARY MEASURES**

For misconduct, possible consequences include, but are not limited to, one or more of the following disciplinary measures:

1. **Withdrawal of Privileges**—a time apart from classmates for a portion of a day.
2. **Conference**—a discussion with the student, the student's parents and the teacher and/or principal or assistant principal.
3. **Grading Penalty**—a lowering of the grade on school assignments or a test. Any student that cheats on a test by copying another student's work or sharing his/her work with another student receives a zero on the test. Parents are notified of any incidents of cheating. If a student turns in an assignment late, the teacher has the discretion to lower the student's grade for that assignment in accordance with the following guidelines:
  - If the assignment is given a content grade, 10 points are deducted, at the discretion of the teacher, each day the assignment is turned in late. After ten (10) days, the assignment will not be accepted.
  - If the assignment is given a completion grade only, the assignment will receive a grade of 85 if one day late, a 75 if two days late, and a 50 if three or more days late. After ten (10) days, the assignment will not be accepted.
  - Eighth grade students may, at the discretion of the teacher, receive a zero for any late work after the first quarter. Seventh grade students, at the discretion of the teacher, may receive a zero for any late work, after the first semester.
4. **Disciplinary measures for grades K-4 are based on a levels program. There are four levels with Level 4 being the most serious. The following are the consequences for each of the levels:**
  - **Level 1** – Parents of students in K-4 will receive a copy of the detailed discipline plan from their child's homeroom teacher. The behavior plans are based on following the Code of Conduct (see page 7). Rules and consequences will be posted in each homeroom.
  - **Level 2** - Certain disciplinary infractions, which are up to the discretion of the teacher, result in a natural consequence bring given to the student.
  - **Level 3** – Violations, which are up to the discretion of the teacher and the administration, result in ISS (in school suspension of, at least, one half day). They may result in out of school suspension if the seriousness of the infraction warrants it.
  - **Level 4** – A violation at this level means the student is subject to immediate removal from(expulsion) from St. Rita School. (See # 10 in this same section for more information on expulsion.)

Parents of students in K-4 will receive a copy of the detailed discipline plan from their child's homeroom teacher. Rules and consequences will be posted in each homeroom.

PK4 students will be on an age-appropriate discipline plan which will be provided to the parents.

5. **Cell Phones-** Students in 5-8 grades may bring cell phones to school, but students must adhere to the following guidelines:
  - Cell phones must be turned off from 7:30 a.m. until after car pool.
  - Cell phones are not to be used during Extended Day or any extra-curricular activities unless the student has been given permission by the sponsor or a teacher to do so.
  - Cell phones must be stored in a designated place determined by the school administration. Phones are to be turned in before homeroom and picked up as students leave for carpool.
  - Approved cell phones must be stored in a designated place..
  - Violations of the cell phone policy will result in a \$100 fine.
  - A second violation of the policy will result in the loss of the phone privilege for the year.
  - No student in PreK-4 is allowed to bring a cell phone to school.

The phone will be retained by the school and not returned until the end of the year. The student who has lost the cell phone privilege is not allowed to bring a second phone to school. The phone may only be retrieved by a parent or guardian.

Improper use of a camera phone, including the posting of pictures or videos taken at St. Rita School functions on Internet websites, will lead to serious consequences, including but not limited to suspension.

6. E-Readers- Students in 3-8 grades may bring E-readers to school, provided they have the appropriate paperwork on file with their home room teacher and the administration. E-readers are to be used solely for school-appropriate reading purposes. Failure to comply with the school's guidelines will result in the loss of the privilege and the E-reader will be retained in the school office until the end of the school year.
7. Conduct Slip (Grades 5-8)—issued for the purpose of communicating the student's breaking of a virtue and harm caused to the community. Conduct slips must be signed by the faculty member who issues it. The slip must then be signed by a parent and returned to the homeroom teacher by 8:00 a.m. the next day. Conduct slips are cumulative and in effect for each quarter.
  - A student that accumulates three conduct slips in a quarter will be given a natural consequence as determined by the teacher to repair the harm they have caused.
  - A student that accumulates five or more conduct slips in a quarter must meet with administration and determine ways to repair the harm the student has caused.

Conduct slips also affect a student's conduct grade on the report card.

- A student that does not receive a conduct slip in a given quarter achieves a grade of "E" for conduct.
  - A student that receives one conduct slip in a given quarter receives a grade of "G" for conduct.
  - A student that receives two or three conduct slips in a given quarter receives a grade of "S" for conduct.
  - A student that receives four, five, six or seven conduct slips in a given quarter receives a grade of "N" for conduct.
  - A student that receives eight or more conduct slips in a given quarter receives a grade of "U" for conduct.
8. Disciplinary Slip (grades 5-8)—issued for the purpose of communicating the student's misconduct to the parents as a result of breaking a virtue and causing major harm to the community. A disciplinary slip must be signed by the faculty member who issues it, the student's homeroom teacher and the principal or the assistant principal. Disciplinary slips must be signed by at least one of the student's parents and returned to the homeroom teacher by 8:00 a.m. the following day. Disciplinary slips are cumulative and in effect for the entire school year. However, the conduct grade received as a result of this disciplinary slip is in effect for only one reporting period. A student that receives a disciplinary slip does not receive honor roll recognition for the grading period during which the disciplinary slip is issued. The student becomes ineligible on the day the disciplinary slip is issued. A disciplinary slip makes a student ineligible for four weeks, even if the period of ineligibility overlaps quarters/semesters.
    - A student that receives one disciplinary slip must participate in a two-hour service project and is rendered ineligible for all extracurricular activities for four weeks. *See "Extracurricular Activities-Eligibility, paragraph 8".*
    - A student that receives two disciplinary slips:
      - \*must perform eight hours of community service,
      - \*forfeits any remaining field trips, including the trip to the Pines or Austin, if applicable,
      - \*is rendered ineligible for all extracurricular activities for the remainder of that semester, and
      - \*is placed on disciplinary probation for the remainder of the school year, which means readmission of the student for the following school year may be jeopardized.
    - A student that receives three disciplinary slips:
      - \*must serve a three-day at-home suspension from school,
      - \*must attend a conference with the principal or assistant principal, parents and issuing faculty member before returning to school, and
      - \*is rendered ineligible for all extracurricular activities for the remainder of the school year.
    - A student that receives four disciplinary slips is expelled from the school.

Disciplinary slips also affect a student's conduct grade on the report card.

- A student that receives a disciplinary slip receives a grade of "N" for conduct during the grading period in which the slip is issued. However, if the disciplinary slip is issued because the student has received eight conduct slips, the student receives a grade of "U" for the grading period during which the disciplinary slip is issued.
- A student that receives more than one disciplinary slip receives a grade of "U" for conduct for the grading period during which the additional slip is issued.

9. In-School Suspension—a period of time in school, but away from the classroom and other students for a day or more. In addition, the student is prohibited from participating in any extracurricular activities and from attending any school-sponsored activities during the suspension. See *“Extracurricular Activities-Eligibility.”* Only the principal, the assistant principal or, in the absence of the principal and assistant principal, the middle school coordinator may place a student on in-school suspension. A student may receive an in-school suspension without previously receiving a conduct slip or a disciplinary slip. During an in-school suspension the student must take all assigned exams and tests. The student receives a zero on any assigned oral test during such suspension, however. The student must turn in all school assignments before the student is readmitted to class. A student that receives an in-school suspension achieves a conduct grade of “U” for the grading period during which the suspension occurs.
10. At-Home Suspension—a serious disciplinary measure that requires a student to remain apart from school for a period of one or more days. Only the principal, the assistant principal or, in the absence of the principal or assistant principal, the middle school coordinator may place a student on at-home suspension. At-home suspension demonstrates that the student, because of his/her behavior, must be separated from the school community. A student may receive an at-home suspension without previously receiving a conduct slip or a disciplinary slip. During the at-home suspension, the student is prohibited from attending any school-sponsored activities. In addition, the student receives a grade of zero for all exams and tests missed during the suspension. The student must turn in all school assignments, however, before being readmitted to school. A student that receives an at-home suspension achieves a conduct grade of “U” for the grading period during which the suspension occurs. A student that receives an at-home suspension is rendered ineligible for all extracurricular activities for the remainder of the school year. See *“Extracurricular Activities-Eligibility.”*
10. Expulsion—the most grave disciplinary measure that requires the student be dismissed from the school for an extended period of time. Only the principal may expel a student. Prior to the decision of expulsion, there must be a three-day at-home suspension to allow the principal reasonable time to make the decision. A student may be expelled from the school without previously receiving a conduct slip or a disciplinary slip. During the time of expulsion from the school, the student receives no credit for schoolwork done during the expulsion and is rendered ineligible for all extracurricular activities. Written notification of any expulsion must be sent by the school to the Director of Catholic Schools of the Diocese of Dallas.

#### **SEXUAL HARASSMENT**

The school believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment from another student, a school employee, volunteer or visitor. The school treats sexual harassment seriously and considers the full range of disciplinary options up to and including expulsion, according to the nature of the offense. All students are expected to avoid behaviors that are offensive and to stop behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student, school employee, volunteer or visitor.

A student that believes that he/she has been subjected to sexual harassment must bring the matter to the attention of the principal. If the principal is the subject of the complaint, the student must bring the matter to the attention of the pastor. The student must put the complaint in writing, including the date and the circumstances of the harassment. Students may receive assistance from their parents in writing their complaint. Notice of the alleged harassment is not official unless it is put in writing and delivered to the appropriate party for investigation.

Once a written complaint is received by the principal or pastor, it is investigated immediately. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances and the context of the alleged incidents are taken into consideration. In addition, the alleged harasser and his/her parents are called for a conference regarding the alleged activity. A prompt determination is rendered by the investigating authority and corrective action or disciplinary measures, if warranted, is imposed promptly. If the complaining student is not satisfied with the findings, then appeal may be made to the Office of Catholic Schools of the Diocese of Dallas. Retaliation against the complaining student is not allowed. A student’s complaint and the ensuing investigation remain confidential.

## **BULLYING**

St. Rita School is committed to a policy of non-discrimination. Bullying of students (or by students) is forbidden at school.

Bullying is a form of harassment. Harassment is defined as any words or actions from a person that causes someone to feel uncomfortable, unsafe or threatened. Racial, ethnic, religious or gender harassment includes, but is not limited to, oral, written, any form of cyber bullying, psychological, physical and other demonstrative actions with regard to race, creed, ethnic origin, religious preference, or gender that is harassing.

Bullying includes a wide variety of behaviors, but all involve a person or a group repeatedly trying to harm someone who is weaker or more vulnerable. It can involve direct attacks (such as hitting, threatening or intimidating, maliciously teasing and taunting, name-calling, making sexual remarks, and stealing or damaging belongings) or more subtle, indirect attacks (such as spreading rumors or encouraging others to reject or exclude someone).

Any person who believes he or she has been the subject of harassment/bullying shall report the alleged harassment to the principal. The principal will investigate the complaint and document the investigation, which will be kept on file in the school office. Anyone witnessing or suspecting harassment/bullying has the obligation to report it to the administration. Any disciplinary action taken will be at the discretion of the administration and will depend on the results of the investigation.

### **ADDENDUM: ANTI-BULLYING POLICY**

Based on our philosophy that Catholic schools have been established to provide an environment of faith, which brings all of life together within the grace of love of God, we have established the anti-bullying policy set forth. St. Rita Catholic School views bullying as unchristian behavior and it will not be tolerated.

We define bullying as an act which:

1. Persistently hurts another individual either
  - a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
  - b. Verbally (such as teasing, name-calling, using sarcasm, threatening, spreading rumors), etc.
  - c. Indirectly (such as intimidating, excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments including notes and unflattering pictures, intentionally damaging another student's property), etc.
  - d. Through use of technology (such as cyber bullying – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained
3. Is intended to isolate, hurt, or humiliate another individual, or to increase social standing at someone else's expense
4. Is unprovoked

Nothing in this policy requires the *affected* student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic for example the color of hair or skin, dress, demeanor, wearing glasses, etc.

Bullying can take many forms including: isolation, slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. Bully is an intentional act and it will be treated as such. No one forces a person to be a bully.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling and corrective discipline by the principal, and/or referral to law enforcement when necessary will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The anti-bullying policy of St. Rita Catholic School has as its goal to ensure that all students experience a safe Catholic Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on the severity and length of incident, parents may be notified, as well as other teachers who have the students involved in classes afterward. This will ensure that the incident does not continue when students proceed to the next class.
5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.
6. The consequences for bullying will vary depending on the situation, but may include, but not limited to writing apology letters, in school and /or out of school suspension, expulsion, community service, and referral to law enforcement.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Teachers of St. Rita Catholic School students are expected to:
  - a. Teach their students about what constitutes bullying, effective strategies to avoid being bullied, and ways to report bullying.
  - b. Give their students opportunities to role play and practice the strategies taught to avoid bullying and to report incidents.
  - c. Teach their students strategies that can be used when students find themselves as bystanders to an incident. These strategies should also be practiced by the students under the guidance of the classroom teacher.
  - d. Have a designated area (Neighbor's Keeper box and e-mail) and method for students to report bullying and to leave messages discretely and anonymously for the teacher's attention.
  - e. Take every incident reported by the students. Student reports will not be dismissed as tattling. Every incident will be taken seriously. The teacher will determine if the report is unfounded or if further action should be taken.
2. Parents of St. Rita Catholic School students are expected to:
  - a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in grievance procedures of the school handbook.
  - b. Understand and support the school's anti-bullying policy and actively encourage their child to avoid bully behavior. This includes encouraging their child (after an incident) to respond to the situation by using non-bullying behavior.
  - c. Obtain anti-bullying information from teachers and /or principal if desired.
3. Students of St. Rita Catholic School should:
  - a. Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
  - b. Whenever possible, stand up for the student being bullied and refrain from joining in bullying behavior.
  - c. Treat others with the respect and dignity that is expected of any Catholic school student.
  - d. Take pride in their school environment and play an active role in creating a positive learning atmosphere for every student attending St. Rita Catholic School.

## **CONFERENCES**

### **ADMINISTRATIVE CONFERENCES**

Administration will not schedule conferences with parents one week prior to exams or one week prior to report cards.

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are invaluable in bringing about a closer working relationship between home and school. Conferences give parents, students and teachers the opportunity to plan and work together for the success of the student. There are two regularly scheduled conferences in the school year—one in the fall semester and one in the spring semester. These two conferences are intended only for a short, overall review; serious concerns or matters that may require more time should be scheduled with the teacher for another time.

Teachers are available to parents on an individual request basis as well. Parents are encouraged to e-mail teachers at their school e-mail address or call a teacher's voice mail whenever they wish to discuss their child or schedule a conference. The school requests that parents refrain from seeking impromptu conferences with any teacher.

## **COUNSELING**

The school counselor provides support services to students directly through individual and group counseling and indirectly through consultations with staff and parents. The counselor is available to any student upon request or through parent or teacher referrals.

## **CURRICULUM**

### **PHILOSOPHY**

Within a Catholic school environment, the school aims to provide the guidance, instruction and opportunities that help all children acquire fundamental skills, basic understanding, wholesome attitudes and habits, Christian values and an appreciation for their own talents and potential.

### **BASIC CURRICULUM**

The school curriculum is designed by the Office of Catholic Schools of the Diocese of Dallas and is set forth in the Diocesan Curriculum Guide. Basic to the curriculum is the study of the following:

- religion,
- language arts (reading, English, spelling, writing and library),
- mathematics,
- science,
- social studies,
- computer science,
- music (grades K-8),
- art (grades K-6),
- physical education, and
- language science (grades 1-4),
- Spanish (grades K-8).

### **ADVANCED ACADEMIC PROGRAMS 5-8**

St. Rita provides advanced academic programs in mathematics and English/Language Arts in 5<sup>th</sup>-8<sup>th</sup> grades to those students who qualify for the program. Student nomination to these courses is based initially on the CogAT test which all students take in October. After the students are nominated for consideration, other assessments are then compiled and considered by a committee which makes the final decisions for acceptance into the program.

### **GRADE 8 – MATHEMATICS**

St. Rita Catholic School offers three math courses in 8<sup>th</sup> grade: Algebra and Intro to Algebra and Advanced Math. A student will be assigned to one of these courses based upon his/her placement average. The placement average will be determined by averaging the student's:

- Algebra Prognosis Test score
- Iowa Test of Basic Skills Composite Math score (7<sup>th</sup> grade)
- Average of all of the individual's 7<sup>th</sup> grade math tests
- Teacher assessment
- Student self-assessment

Upon completion of this tallying process, the students will be ranked by their PLACEMENT AVERAGE. Those with the highest rankings will be placed in Algebra. The remaining students will be placed in Introduction to Algebra.

## **STUDENT SUCCESS CENTER**

The Student Success Center ("SSC") has been created to help all of our students achieve academic success. The SSC will provide students and parents resources to address different needs whether that means challenging our high achievers, working to support students who learn differently, helping a student that falls behind due to excused absences, or students struggling with a new concept. The SCC educational team will help facilitate and support students, teachers, and parents at St. Rita Catholic School.

## **REFERRAL PROCESS**

Teachers may refer a student to the SSC by filling out and submitting a referral form. SSC educational team will perform a 30-day review of the student consisting of discussion with teachers and parents, observation, benchmark testing, and other pertinent information. At the end of the 30 day review the SSC team will provide a report with recommended actions for the student to teachers and parents. The SSC can provide short term interventions to support the student and help address specific issues. SSC interventions include:

- Small group instruction
- Help with make-up work from excused absences
- Supporting the student and teacher in the classroom
- Allowing student to leave classroom to take tests and quizzes in the testing center

If the SSC recommends development of an Academic Action Plan ("AAP"), the SSC team will outline the required information for the preparation of the AAP. If the SSC educational team requests private educational testing, occupational therapy, speech therapy, or other external services, a timeframe will be established to meet these goals. If more time is needed by the family, it must be approved by the Assistant Principal of Instruction.

## **ACADEMIC ACTION PLAN (AAP)**

The AAP will be formulated by the SSC team and approved by the Assistant Principal of Instruction based on a clinical diagnosis or the relevant information provided to the SSC team. The AAP will be communicated to the parents (and students in the Upper School) so that we can all work together to help the student be successful.

## **STUDENT SUPPORT PLAN (SSP)**

The approved AAP will require a Student Support Plan ("SSP") for longer-term or recurring intervention activities. The SSP will be prepared by the SSC based on a specific diagnosis or other needs. This plan will provide a list of accommodations and modifications to help support the student's academic needs. The SSP will be reviewed and updated by the SSC team on an annual basis or more frequently, if required. Parents will receive a copy of the SSP and will be required to submit approval in order for student to receive any accommodations. All students must be reevaluated at minimum of every 3 years to continue receiving accommodations or other services. St. Rita is unable to make certain accommodations but will review every student on their individual needs.

The use of non-St. Rita staff for private testing, classroom observations, tutoring or other activities is allowed and will only be conducted at St. Rita with parental permission. Any outside professionals requested by parents to provide services should coordinate with the SSC team to schedule times. All outside professionals must have completed Safe Environment training and be approved by the Diocese of Dallas in order to perform services at St. Rita. Any school recommendations, reports, grades or teacher surveys will be provided directly to the testing facility or professional upon request by a parent. In order for the school to provide continuous accommodations and modifications for an individual student, the above guidelines must be followed and completed by a licensed professional.

## **EXTRA SET OF BOOKS**

Only students who have testing that demonstrates a specific learning need on file at the school can be provided with an extra set of books to be kept at home. St. Rita is working towards offering on-line and digital textbooks in the future. Parents requesting an extra set of books are required to leave a check at the school office for the full cost of the books. This check will be returned if the books are returned, in good condition, to the office by the end of the school year.

## **CUSTODY ISSUES**

Special legal considerations that affect the custody of a student must be given to the principal and are maintained on file with the school. Communication with the school regarding legal decisions related to custody arrangements is very important. Upon request, the non-custodial parent may receive a family packet and other school information. Upon request, a teacher will set up a separate parent conference for the non-custodial parent. A parent whose parental rights have been legally terminated is not sent a family packet or any other school information if the school is given a copy of the court order terminating those rights.

## **EMERGENCIES AND FIRST AID**

The school has adopted general guidelines for emergencies that are outlined in the Spartans on Safety Crisis Management Plan (SOS Plan), a copy of which is posted by the door of every classroom. All student accidents and injuries on school premises should be reported to the school nurse or the office immediately. First aid is administered only in cases of minor injury. Parents are called in all cases where outside medical treatment is required. If parents cannot be reached, the emergency contact form is used to contact the parent's designee. When time is an important factor, the student may be sent to the hospital before parents are notified.

As a part of tuition, St. Rita Catholic School provides each student with student accident insurance. This coverage is secondary when the student has health coverage under another insurance plan and primary when not covered under another plan. This insurance covers accidental injuries to students during school hours and at all school sponsored functions, including sports, both on and off campus. This coverage is not health insurance. Insurance forms are available from the nurse. When an accident occurs, the school will fill out the top portion of the Student Accident Claim Form and provide this to the parent(s). The parent(s) will then complete the remainder of the form and mail it, along with all the required attachments, to the insurance carrier directly at the address indicated on the form. All claims under the Student Accident Insurance are handled directly by the insurance carrier with the Parent/Guardian. If there are any issues that arise during the claim, please contact the school office. Coverage is provided in accordance with the plan documents and specific coverage terms and conditions.

## **EMERGENCY DRILLS**

In accordance with state regulations, emergency drills are conducted regularly. During a fire drill, students are to file out of the buildings quickly and in silence, go directly to their assigned place out of doors and stand facing the school building. Anyone in the building at the time of a fire or tornado drill must follow school procedures. No student is permitted to leave school grounds in the case of impending severe weather unless a parent or other authorized adult comes to the school office to pick up the student. In the event of a lockdown, no one is allowed to enter or leave the building.

## **EMERGENCY SCHOOL CLOSINGS**

### **INCLEMENT WEATHER**

Unless otherwise determined by the principal, the school follows the decision of the Dallas Independent School District (DISD) with regard to the closing of school due to inclement weather. Parents are asked to watch television station WFAA, Channel 8 for this information. Please note that there is a St. Rita School in Fort Worth and sometimes this may lead to confusion on other stations. If the principal declines to follow the decision of the DISD, the parents will be notified through Parent Alert System.

### **OTHER EMERGENCIES**

If the school closes for any other reason or other emergencies occur, parents will be informed via the Parent Alert System. Parents will also be informed via the Parent Alert System of any emergencies that occur during the school day.

## **EXTENDED DAY PROGRAM**

The school offers an Extended Day program after school hours. Descriptions of the Extended Day program and procedures, as well as enrollment forms, are available online at [www.strita.net](http://www.strita.net). Click on About Us, then Extended Day, then the registration form link. To be eligible for the Extended Day program the student must be enrolled in the program by the date specified each year. After that date a student may be enrolled only if there is space available. Due to the early dismissal time on Wednesdays, there is an option to just enroll in Extended Day on Wednesdays only. See the website for details on that option, as well. The late fee for pickup from Extended Day after 6:00 p.m. is \$5 per minute. Students who are not enrolled are not allowed to loiter with the Extended Day students after school. To call Extended Day after school hours, please dial 972-239-4307.

## **EXTRACURRICULAR ACTIVITIES**

### **GENERAL**

The school is proud to be represented by our students in a number of activities not required by the school curriculum. St. Rita offers a variety of extra-curricular activities for students of all grades including but not limited to: Band, chess, Scouts, SRO, Peacekeepers and drama. Many of our programs are coordinated and run by outside vendors who require a fee to participate. For more information on any after-school program or school organization please contact the front office.

The following general rules and procedures must be followed for all extracurricular activities:

- All students are required to obey the school's code of conduct in all extracurricular activities.
- Students must remain with the activity sponsor at all times, even if the parents are late picking them up. Contact information should be exchanged between parents and activity sponsor.
- Students must follow the guidelines set forth by their sponsor.
- Parents must supervise non-participating family members at all extracurricular activities and practices.
- Parents are asked to drop off participants in extracurricular activities or practices no more than 5 minutes before the scheduled starting time of the activity or practice, and to pick up participants promptly afterwards.

### **FINANCIAL ASSISTANCE**

Financial assistance is available for students in need of financial aid to participate in school-sponsored extracurricular activities. A request for assistance should be made to the Principal.

### **TRANSPORTATION**

Transportation to and from extracurricular activities is generally provided by school parents. The parents who provide such transportation are responsible for having adequate automobile liability insurance and for requiring all students in their care to buckle their seat belts. Safety for such transportation is the responsibility of the driver.

### **ELIGIBILITY**

The school is first and foremost an educational institution founded to provide excellence in academic and spiritual development for its students. Educational excellence requires a resolve by all members of the school community—students, parents and teachers—that students must complete their primary task of education at an acceptable level before diverting time and energy to other activities. All members of the school community are expected to support the school's eligibility rules for the benefit of all students.

Fifth through eighth grade students that participate in extracurricular activities are subject to the eligibility rules set forth below.

1. All students begin the school year eligible to participate.
2. Eligibility is reported at the times when progress reports are issued and at the end of the first three quarters.
3. Students must achieve a passing grade in all subjects; any grade of "F" on a report card, any grade below "70" on a progress report or any grade point average less than 2.00 renders a student ineligible for all extracurricular activities. The grade point average is calculated by averaging seven grades. The grades from the six major subjects are counted as one grade each. See "*Curriculum-Basic Curriculum*" for a list of the six major subjects. Grades from art, music, Spanish, computer, physical education and electives are averaged to equal one grade. The averages are calculated using the following scale:

“A” = 4.00; “B” = 3.00; “C” = 2.00”; and “D” = 1.00.

4. A grade of “U” or “N” in conduct renders a student ineligible for all extracurricular activities.
5. Because of the nature of the role of the Student Council in the school and community, students that are members of the Student Council must maintain a grade of “E”, “G” or “S” in conduct and a grade point average of 3.00 to remain eligible to participate in those organizations. Students who are ineligible for Student Council due to grades or conduct may be reinstated at the next eligibility review. However, a Student Council member who is ineligible for Student Council more than twice during a school year will not be allowed to participate on Student Council for the remainder of that school year.
6. A student that receives an in-school suspension is rendered ineligible for all extracurricular activities during the time of the in-school suspension. A student that receives an at-home suspension is rendered ineligible for all extracurricular activities for the remainder of the school year.
7. A student that is ineligible for two consecutive review periods is dropped from all extracurricular sports teams for which the student is playing at the time the second consecutive eligibility notice is issued. Cheerleaders that are ineligible for two consecutive review periods are dropped from the cheerleading squad for the remainder of the applicable sport’s season (i.e., if a cheerleader is rendered ineligible for the second consecutive time during football season, that cheerleader is dropped from the squad for the remainder of football season.)
8. Two weeks after progress reports or report cards are issued, grades or conduct of ineligible students will be reviewed. If a student rendered ineligible because of grades has a grade of “70” or above in the failed subject or if the student has raised his/her grade point average to a 2.00, then that student’s eligibility is reinstated. If a student rendered ineligible because of conduct has not received any conduct slips in that two week period, then that student’s eligibility is reinstated. However, if the student is rendered ineligible for the second consecutive review period, paragraph 7 above applies and there is no two-week review. (For review of disciplinary slips see page 11.)

Students are given an ineligibility notice by the Assistant Principal if they become ineligible for extracurricular activities. One of the student’s parents must sign the notice and the student must return it to his/her homeroom teacher by 8:00 a.m. the following day. The school’s Athletic Director will notify the student’s coach, and the school will notify the sponsors of the student’s other extracurricular activities of the student’s ineligible status. An ineligible status prohibits the student from practicing with the team and playing in games. An ineligible student may not “suit out” and must remain with the spectators at any event, including pep rallies. Any student who violates the condition of eligibility may be rendered, in the discretion of the principal, ineligible for the activity for the remainder of the school year.

## **ATHLETICS**

### **ST. RITA ATHLETICS MISSION STATEMENT**

The mission statement of St. Rita athletic is to promote athletics as a ministry to youth and families, building teams as Christian communities, character development, spiritual growth, intrinsic motivation and responsible decision-making. St. Rita seeks to promote teamwork, enjoyment of sports, physical fitness and knowledge of the rules of the game. The overriding philosophy of athletics is that "any student who wants to play may play."

### **PHILOSOPHY**

As a Catholic school, St. Rita upholds Christian values and principles. We recognize the real value of Catholic school athletics is realized only if it fosters the development of the human person—both in spirit and in body—by cultivating Christian character, strengthening personal integrity and responsibility, and promoting the pursuit of excellence in all endeavors.

Participation on a team is a privilege. With this privilege come responsibilities in the areas of preparation, attitude, sportsmanship, and academics. These responsibilities exist both in and out of school, both in athletic and non-athletic settings. We recognize the need for God’s support and guidance in meeting these responsibilities.

### **LEAGUE AFFILIATION**

St. Rita participates in the Dallas Parochial League (DPL), a league comprised of area Catholic schools. St. Rita plays under the rules as set out in the bylaws of the Dallas Parochial League. In addition to playing league games, St. Rita teams often play other schools in the area. Thus, St.

Rita athletes play students from diverse backgrounds and skill levels.

### **NONDISCRIMINATORY POLICY**

St. Rita Athletics admits any students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its participatory policies, admissions policies, or athletic programs.

### **PROCEDURE FOR REGISTRATION**

A student can become a full, participating member of a St. Rita athletic team once the following requirements are met:

1. Student and parent/guardian have completed and returned St. Rita Athletic Permission Form (see Appendix B)
2. Parent/guardian has attended the Play Like a Champion Parent Meeting
3. Student and parent/guardian have read the St. Rita Athletic Handbook and signed the Athletic Contract (see Appendix C)

### **ATHLETIC PERMISSION FORM**

St. Rita students wishing to participate in a sport must fill out a St. Rita Athletic Permission Form. This form is accessible at the end of this handbook (see Appendix B) and in the main office of the school. Permission forms must be completed and returned on or before the deadline set before the first tryout/practice date. Any student who decides to participate on a team after the deadline should see the Athletic Director before attending practice. Deadlines are not intended to prevent a student from participating on a sports team, but they are necessary to make sure that team sizes do not become too large to allow for proper instruction of participants. A permission form need only be completed one time during the school year. Please indicate in the spaces provided at the top of the form, which sports the student may be interested in playing.

### **PARENT ATHLETICS ORIENTATION MEETING/PRESEASON MEETING**

Beginning with the 2010---2011 school year, attendance at a Parents' Play Like A Champion Today™ (PLC) workshop will be mandatory for all parents. The PLC initiative supports Catholic leagues and dioceses in promoting: athletics as ministry to youth and families, building teams as Christian communities, character development, spiritual growth, intrinsic motivation and responsible decision---making. Each parent is required to attend this workshop on a one---time basis. However, if a parent is cited for unsportsmanlike behavior or engages in behavior that reflects poorly on St. Rita after taking the course he or she will be required to attend the workshop once again in order to attend games.

### **FEES AND EQUIPMENT**

All sports offered at St. Rita School have different costs required for operation. As such, students and their families will be required to pay a participation fee for each sport. This fee covers the costs associated with playing each sport. However, St. Rita will provide the uniforms and some of the equipment needed to for each sport. Each student may be asked to provide their own personal equipment for certain sports.

### **LEVELS OF COMPETITION**

Development of the skills fundamental to each sport receives primary emphasis on each athletic team offered at St. Rita. Each team experience, however, may be slightly different depending on the level at which the team is competing.

<b>LEVEL</b>	<b>Varsity D1 and D2 Teams at this level strive to prepare students for high school athletics</b>	<b>6<sup>th</sup> Grade Teams at this level serve as transitions from the developmental level to varsity level teams.</b>	<b>5<sup>th</sup> Grade/Varsity D3 Each team at the 5<sup>th</sup> grade level at St. Rita emphasizes the development of fundamental skills.</b>
<b>COMMITMENT REQUIRED</b>	Students and families must commit up to 4 to 5 events a week—practice, games, scrimmages, etc.  *attendance at Saturday practices and practices during holiday breaks may be requested.	Students and families must commit up to 4-5 events a week—practice, games, scrimmages, etc.  *attendance at Saturday practices and practices during holiday breaks may be requested.	Students and families must commit up to 3 events a week—practice, games, scrimmages, etc.
<b>TRYOUTS</b>	<i>Yes but only for the purposes of slotting each athlete to the appropriate level of competition</i>	<i>Yes but only for the purposes of slotting each athlete to the appropriate level of competition</i>	<i>Yes but only for the purposes of evenly distributing players to each team</i>
<b>COMPETITION</b>	Division 1, 2 and 3 teams are usually represented. Season ends with a conference tournament.	Division 1 and 2 teams are represented. Season ends with a conference tournament.	All teams play at the same level. Season ends with a conference tournament.
<b>PLAYING TIME</b>	At discretion of teams' coach(es). *Division 3 teams have mandated playing time requirements.	All athletes participate with emphasis on equal playing time for each athlete; league rules have mandated playing time in some sports.	All athletes participate with emphasis on equal playing time for each athlete; league rules have mandated playing time in some sports.
<b>SKILLS EMPHASIZED</b>	-Advancing game strategies -Leadership skills on and off the field/court -Individual fundamentals reinforced and extended	-Importance of team cohesion - -Individual fundamentals introduced and reinforced -Formal game strategies introduced	-Basic individual fundamentals -Introduction to team dynamics and rules of formal competition

### ST. RITA ATHLETIC TEAMS

St. Rita School offers the following sports as recognized by the Dallas Parochial League to students in grades 5 ---- 8 (unless otherwise noted):

<b>SEASON</b>	<b>GIRLS</b>	<b>BOYS</b>
<b>Fall</b>	<i>Volleyball, Cross Country, Cheerleading (8<sup>th</sup> only)</i>	<i>Football, Volleyball (if interest) Cross Country,</i>
<b>Winter</b>	<i>Basketball</i>	<i>Basketball</i>
<b>Spring</b>	<i>Softball, Soccer (7<sup>th</sup> and 8<sup>th</sup> only), Track &amp; Field</i>	<i>Baseball, Soccer (7<sup>th</sup> and 8<sup>th</sup> only), Track &amp; Field</i>

### TRYOUTS AND SIGN-UPS

Sign-ups for each sport season will be announced via email and all sign-ups will be done on RenWeb. Students in grades 5 through 8 may try out for any St. Rita sports team.

## **COACHING EXPECTATIONS AND REQUIREMENTS**

Coaches are first and foremost educators, and must work in coordination with the parents who are the primary educators of children. At all times, coaches must be examples of Christ and serve as role models for student-athletes to emulate. They must be messengers of the school mission and ensure that athletic programs embody the Catholic characteristics prevalent at St. Rita.

### **PLAY LIKE A CHAMPION TODAY™ (PLC) TRAINING COACHING REQUIREMENT**

Beginning with the 2009-2010 school year, attendance at a PLC workshop will be mandatory for all coaches interested in coaching a DPL sport. PLC supports Catholic leagues and dioceses in promoting: athletics as ministry to youth and families, building teams as Christian communities, character development, spiritual growth, intrinsic motivation and responsible decision-making. Each coach interested in coaching any DPL-related sport is required to attend this workshop on a one-time basis. However, if the coach is cited by officials for unsportsmanlike behavior after taking the course or engages in any behavior that reflects poorly upon St. Rita the coach will be required to attend the workshop once again in order to be eligible to coach again.

### **COACH CONDUCT**

Coaches are called to be models and witnesses to their faith each day, and as such, coaches are expected to uphold high standards of conduct.

### **LANGUAGE**

Language should be appropriate and constructive at all times. Coaches are expected to not only monitor their own language, but they should also set and enforce standards of appropriate language for their athletes. This includes, but is not limited to swearing, harassment, exclusionary language, sexual innuendo, personal attacks, and unsportsmanlike gestures.

### **TREATMENT OF OPPONENTS**

Although opponents are not a part of our school community, they are members of the larger body of Christ and should be treated as such. Coaches should model such respect for their athletes and should instruct players on how to welcome their opponents and all visitors in a way that conveys a sense of hospitality and community.

### **PRAYER**

Athletic experiences play an important role in the spiritual formation of students at St. Rita. Genuine and lasting spiritual development is only possible through careful and conscientious preparation by those in leadership positions. Coaches, as team leaders, are chosen to be mentors and role models for student-athletes. Prayer should be a component to a team's culture. Coaches are encouraged to build and create spiritual traditions into their approach to coaching at St. Rita.

### **TEAM PLACEMENT**

In a Catholic school, it is essential to demonstrate respect for all members of the school community. If an evaluation and placement ("try-out") is necessary, the Athletic Department will coordinate unbiased, outside professionals to carry out the evaluations. Student-Athletes will be placed in the division most well suited for their level of playing ability. Parents are encouraged to seek individualized feedback from Athletic Department personnel after placement if questions arise as to the placement of a student-athlete to a specific team. Requests to have student-athletes moved to specific teams, after team placement, due to conflicts, difference of opinion, etc., will not be granted.

## COMMUNICATION WITH ATHLETES AND PARENTS

St. Rita coaches should establish clear procedures and guidelines for communication with athletes and parents that align with the philosophy and mission of St. Rita. E-mail should be used only to communicate basic information, such as time and location of games and practices. Discussions of concerns should always be done in person. If a face-to-face meeting is not possible, a phone call is acceptable. Before meetings, establish clear agendas and communicate that certain topics will not be discussed. Coaches do not have to discuss coaching strategies and specific plays, or information pertaining to other athletes.

## GUIDELINES FOR NON-DPL PLAY

Any scrimmages or practice games played by St. Rita school sponsored teams must be cleared with the St. Rita Athletic Director. Further, any scrimmages or practice games with Non-DPL schools will be played in full compliance of the DPL rules with regard to weight limits, time limits, sportsmanship and any other restrictions outlined in the DPL handbook.

Should a St. Rita sponsored team decide to participate in an off season or preseason tournament that is not sponsored by the DPL and thus may not be run according to DPL rules, it must be approved by the Athletic Director and parents will be advised that whether or not their child will participate is their discretion. Nonparticipation in the tournament will not penalize a child from further playing for the team.

The principal of St. Rita may overrule the Athletic Director at any time regarding tournaments, scrimmages or practice games without notice.

## AWARDS AND RECOGNITION

Recognition of athletes should be utilized throughout the season as a means of personal athlete formation and team-building. The Dallas Parochial League hosts three All Star games annually --- football , volleyball and basketball. 8<sup>th</sup> Grade athletes from Division I teams are eligible for selection. Post season playoffs and competitions in different sports recognize champions with medals and/or team trophy.

## STUDENT EXPECTATIONS AND REQUIREMENTS

Students and parents should recognize that participation in the athletic program is a privilege to all students who possess the ability, attitude, disposition, cooperative spirit, and desire to represent the St. Rita community in a favorable way. By joining the school's athletic program, a student becomes a representative of his/her team and of St. Rita School.

## ELIGIBILITY AND PROBATION

We expect student-athletes to maintain academic and behavioral standards in keeping with the St. Rita School Student-Parent Handbook and the teachings of the Catholic Church. These regulations and procedures apply while on school premises, during practices and competitions, and in the public arena. A student will be considered *ELIGIBLE* to participate in interscholastic athletics at St. Rita School if their most recent academic report reflects:

- ❖ A passing grade in each subject
- ❖ A *Satisfactory* grade or better in all special subjects
- ❖ A *Satisfactory* grade or better in conduct for all subjects

A student-athlete will be considered *ON PROBATION* should their most recent academic report reflect any one or a combination of the following academic grades or conduct:

1. One failing grade in any subject
2. Below *Satisfactory* in any special subjects
3. One *Incomplete* in any subject
4. Below *Satisfactory* conduct in any subject
5. Out of school suspension

*Probation* is one, two (2)---week period\* during which a student---athlete works to improve his/her grades and/or conduct. During this two---week period, a student is still considered a full, participating member of the athletic team, but *time should be spent wisely in improving one's grades*. Student---athletes are encouraged to seek extra help from those teachers in courses where he/she is struggling either before school or after school. St. Rita faculty and staff are always willing to assist students in their academic studies. Students may not participate in practices or games during the two week period.

\*The only exception to the two---week probationary period is the *Incomplete*. As soon as the student---athlete makes up the work that caused the incomplete AND the work is to the satisfaction of the appropriate teacher, the student---athlete is no longer on probation.

#### EVALUATING PROBATIONARY IMPROVEMENT

A student---athlete remains a full, participating member of a team if his/her grades at the end of the probationary two---week period reflect a passing average or better in every class, and the student---athlete maintained conduct in keeping with the St. Rita Student---Parent Handbook and the teachings of the Catholic Church.

#### INELIGIBILITY

A student---athlete will be considered *INELIGIBLE* for interscholastic sports at St. Rita School should there be no improvement after the two---week probationary period. *Ineligibility* means that a student---athlete may NOT participate in interscholastic athletics at St. Rita for the remainder of the season. This will result in the removal of the student from the team's roster.

All student---athletes are allowed one (1) probationary period per school year. Should a student---athlete fail to meet the academic and behavior standards outlined above more than once during a school year, he/she will be considered ineligible and will no longer be permitted to participate in interscholastic sports at St. Rita School for the remainder of the school year.

#### STUDENT ATHLETE EXPECTATIONS

A student---athlete's behavior is governed by the same rules, regulations, and procedures that apply to all students as set forth in the St. Rita Parent---Student Handbook. Each student---athlete is expected to demonstrate and encourage in others behaviors that reflect good sportsmanship.

#### ATTENDANCE

All student---athletes must be marked as present in school on the day of practice or a game in order to participate. Please see the *Student---Parent Handbook* for what constitutes an absence.

All student---athletes must recognize the time commitment made to a team. One is expected to attend all practices and games. If one cannot attend a practice or game, please make sure the coach and/or athletic director has been notified *in advance*. Consequences for a missed practice or game will be informed by the team rules as outlined by the coach/team at the beginning of the season in addition to the natural consequences that result from missing practice instruction or game experience.

#### UNIFORM DRESS CODE

Student---Athletes are highly visible representatives of the school and, as such, are responsible for using good judgment in their overall appearance. All teams, regardless of level, have a responsibility to ensure that their game attire speaks volumes of their class and excellence. All game shirts will be tucked in. No player should make modifications to his or her uniform. Athletes are to wear a school issued uniform and treat their uniform with respect.

Uniforms must be returned to the athletic director within seven (7) days of the last game. Progress reports and/or report cards may be withheld until the uniform is returned. If a uniform is not returned, parents are responsible for the cost of replacing the uniform.

## **SPORTSMANSHIP**

All student---athletes are expected to represent St. Rita School in an exemplary manner. This behavior is expected both on and off the court or field. Student---athletes are expected to display the best of Christian courtesy and manners to all officials, coaches, opposing coaches, players, and spectators. At all times good sportsmanship is the rule, not the exception. The penalty for unsportsmanlike behavior during a practice or game will be left to the discretion of the coaches for each sport along with input from the athletic director. This can range from sitting out at practice to a one---game suspension. In extreme cases when an athlete has been ejected from a game, multi---game suspensions and dismissal from the team may be appropriate. The athletic director and principal will make the final decision following a meeting with the athlete, coach, and parent.

## **PARENT AND STUDENT EXPECTATIONS**

*"It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty teachers are to collaborate closely with parents who are willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem." (Code of Canon Law, 796)*

St. Rita coaches and administrators respect the primacy of the parents as the first teachers of their student---athletes, and will partner with parents in the formation of student---athletes. Parents and other members of the community play a vital role in the holistic education of children including students' participation in school---sponsored athletics. Together, all stakeholders should actively work to ensure that the Catholic mission and identity of St. Rita permeates the athletics program.

## **TOP FIVE WAYS TO SUPPORT YOUR STUDENT ATHLETE**

1. Be present – Show up to games, cheer, and support our teams!
2. Be positive – Children learn from modeling. When talking about the game, season, performances and decision---making, please share the gift of a positive outlook on life! Make sure that your child knows that win or lose, he/she is loved and supported.
3. Encourage independence – Encourage student---athletes to be responsible for the care of their athletic gear and to be prepared for practices and games. In addition, student---athletes should speak directly with their coach about any questions and/or concerns.
4. Observe the "24 Hour Cushion" – As do all good educators, St. Rita coaches will naturally and deliberately reflect on game situations and decisions. Please allow coaches the time they need to process their decisions before approaching them with any questions. As stated above, coaches need not discuss playing time, coaching strategies and specific plays, or information pertaining to other athletes.
5. Model St. Rita's behavior expectations for visiting spectators – Take pride in our athletic program and model for visitors how we...
  - i. cheer for our team rather than against our opponents.
  - ii. respect the integrity and authority of game officials.
  - iii. allow coaches to coach without criticism from the spectators.
  - iv. help clean up at the end of athletic events.

## **TRANSPORTATION**

Transportation to/from practices and games is the sole responsibility of the parents. Please ensure that your student---athlete is picked up promptly at the end of each practice/game.

## **REMOVAL FROM TEAM: PARENT DECISION**

The principal, athletic director and coaches will respect and support the decision of a parent to remove his or her child from a team for any reason. However, once the child is removed, he or she may not return to that team for the remainder of the sport season.

## **REVISIONS/MODIFICATIONS TO POLICY**

The Principal may make changes to any policies outlined in this handbook as needed, and has the final decision with regards to any policy.

***The Principal has the authority to remove a student or cancel a season if student--athletes or parents are not adhering to St. Rita standards.***

## **FAMILY PACKETS AND OTHER COMMUNICATIONS**

Family packets are one important method of communicating school news. Family packets are typically sent home once a month, usually at the end of the month.

The school uses the school's website, email, social media channels, and the school marquee to communicate pertinent information to the entire school or to certain grade levels on a regular basis. Please be sure to read the email correspondence each week to stay informed on school and parish events, including information regarding sacramental preparation for our students.

Teachers periodically distribute classroom newsletters and post their newsletters, homework, web links and some handouts on RenWeb.

## **FIELD TRIPS**

Field trips are planned to enrich students' educational and cultural experiences. Parents must consent in writing to the field trip by signing the school's field trip permission slip or the student may not attend the field trip. No verbal or emailed permissions will be accepted. (The permission slip form is attached as Appendix A of this Handbook.) Parents have the option of having the student remain at school instead of attending the field trip. Participation in a field trip is a privilege that can be revoked by the school if the student fails to meet academic or behavioral requirements.

Transportation of students to and from field trips is provided by bus. A field trip fee is collected at the outset of each school year. The fee covers the cost of the field trips and the cost of transportation not paid by the school. (The school pays for the expense of buses for one field trip per grade.) Parent volunteers are asked to assist the teachers in chaperoning the students during field trips. There should be an adequate number of chaperones. A good gauge is one adult to 4-6/students. Certain field trips may require more supervision. However, due to insurance limitations, siblings of students may not attend a field trip with the parent volunteers.

Students who go on overnight field trips or retreats (the Pines) are expected to stay the entire time. Only students who are ill will be allowed to leave early.

## **FINANCIAL AID**

A financial aid program is available for families who are in need of financial assistance in completing their tuition obligations. Families who need such assistance are encouraged to apply. Those seeking financial assistance must complete an application on forms available on line at FACTS online. Any family who is granted financial aid must remain current on their tuition payments and applicable fees or risk having their financial aid immediately revoked. .

## **FINANCIAL RESPONSIBILITY**

### **GENERAL**

The school is supported by the generous tithing of the parish community. Parish families with children in the school are asked to consider their yearly tithe as a member of the parish community. It is important for families to continue to give to the community, according to their means, in order to help with the pastoral services they receive. *See also "Admission and Re-Registration."*

The financial responsibility of the school is under the direction and supervision of the pastor, the parish Business Administrator, the parish Finance Committee and the Advisory Council. Only the pastor may grant exemptions to the financial responsibility policies of the school. Any family, whether a Parish Tuition Family or Non-Parish Tuition Family, is expected to pay, when due, all tuition obligations and fees. Students with excessive delinquent tuition may be asked not to attend school until their family's account is current. Failure to meet this responsibility may result in the refusal by the principal to re-admit a student for the semester following such failure. *See also "Admission and Re-Registration."*

### **TUITION**

The annual cost of education at the school is determined by the parish Business Administrator's office, the parish Finance Committee and the pastor, after consulting with the Advisory Council.

The tuition of families that enter the school during the school year is pro-rated as determined by the parish Business Administrator. Tuition is non-refundable.

All tuition and outstanding fee accounts must be cleared by May 1st of each year. Any student whose family is not in good standing will not be allowed to take final exams and, if they are in 8<sup>th</sup> grade, to participate in graduation activities. Final records will be withheld until all financial responsibilities are met.

### **FEES**

For new students, a nonrefundable registration fee is due at the time of acceptance. The registration fee is assessed on a per family basis. Accordingly, if the new student has a sibling re-registering at the school only one registration fee is assessed for that family. For current students, a nonrefundable registration fee per school family is due at the time of re-registration each year. A nonrefundable book and computer fee is assessed each year. This fee covers consumable workbooks, rental of hard-cover textbooks, art materials, computer software and other computer expenses, physical education equipment, science lab consumable materials, etc. It does not cover field trips, Extended Day or extracurricular activities. The book and computer fee is due by July 1<sup>st</sup>. The book and computer fee is assessed on a per student basis. A per child activity fee is also due on July 1<sup>st</sup>. A placement test is administered to all new students after acceptance. A fee for this testing is assessed at the time of testing.

### **GIFTS**

No exchanging of gifts among students, including Prayer Buddies, Secret Santa, Valentine's and birthday gifts, is permitted at school.

### **GRADUATION**

All requirements set forth in the accreditation handbook for the Texas Catholic Accreditation Commission must be fulfilled by each student before the formal status of graduation is conferred. The requirements are consistent with the State of Texas standards. Upon fulfillment of those requirements, the school and parish communities give thanks for the success of these students. A Mass of Thanksgiving is celebrated for the students, their families and friends each May. At this Mass, the students receive diplomas and various awards are distributed.

### **HEALTH POLICIES**

#### **GENERAL**

The school has a clinic that is staffed full-time by a registered nurse. The school nurse performs the following duties:

- monitors the health of students by evaluating complaints of illness and administering first aid for minor injuries,
- coordinates vision, hearing and spinal screening as required by law,
- assists in health education in classrooms,
- > maintains health files on each student, including health history, proof of immunization and health screening, and
- > acts as the community health resource person for parents and teachers in matters of health and health education.

Appropriate medication for a child's medical condition must be provided to the school nurse if there is a chance that this medication will be needed at school, e.g., Epi-pens for allergic reactions.

During online application, each family completed updated medical information for each student in RenWeb. The information is critical for the administration of emergency care in case of accident or medical emergency. The information requires the designation of at least two names and emergency phone numbers, in addition to the parents, for the school's records. These designees are the only parties that may pick up a sick child from school in the event a parent is unable to do so unless the school receives a written notice from a parent that designates another party to pick up the child. The school requires that RenWeb be updated throughout the school year in the event any of the information changes. If a family needs to update or change their information, they should contact the school office as soon as possible.

The school provides a peanut free table in the dining hall for those students with peanut allergies. Parents are encouraged to bring peanut free treats for their child for them to enjoy at parties or other special occasions. They should also contact their child's teacher to discuss his/her specific allergies.

### **HEARING, VISION AND SPINAL SCREENING**

State law mandates vision, hearing and spinal screening. Screenings are done unless parents provide documentation from a physician that testing has been done and a written statement from the parents that they do not want it to be done again. Acanthosis Nigricans is another state required screening that will be conducted. This is a simple process used to identify students who may be at risk for developing insulin resistance and Type 2 Diabetes.

### **ILLNESS**

The school nurse notifies a parent when a student has any of the following: a fever of 100 degrees or above, severe nausea or stomachache, diarrhea, vomiting, injury requiring a doctor's care and/or care at home, a communicable disease (such as chicken pox, head lice, rashes, skin lesions or conjunctivitis), or any injury received to the head.

IF A STUDENT IS SENT HOME BECAUSE OF ANY FEVER, VOMITING OR DIARRHEA , THE STUDENT MUST BE SYMPTOM-FREE AND FEVER FREE WITHOUT THE USE OF FEVER REDUCING MEDICATIONS FOR AT LEAST TWENTY-FOUR HOURS BEFORE RETURNING TO SCHOOL (i.e., a child that is sent home with a fever at 1:00 p.m. must stay home the next school day). Parents are asked to be sensitive to the fact that there are certain times in the school year when extra time is needed for a student to build up strength and resistance after an illness to meet the demands of a busy school day. Flu and cold season is such a time.

If a student is home because of illness for more than three days, the school nurse may require a doctor's excuse to re-admit the student to school.

### **IMMUNIZATIONS**

Texas law requires everyone under 18 to be immunized. No student may attend school without providing the school with immunization records that demonstrate that the student is immunized in accordance with state law. All new students must provide their immunization records from their physician at the time of registration. These records must contain the month, day and year of each immunization. The records must also be signed by a physician. Parents are called to pick up their children if proof of immunizations is not provided to the school on or before the first day of class. In addition, students who are not in compliance cannot attend school until the requirements are met.

### **MEDICATIONS**

If your child requires medication during school hours the following procedures must be followed:

1. A parent must bring the medication to school. No medicine may be carried by the student on the school campus.
2. The medication must be in a pharmacy-labeled container that shows the student's name, prescription number, dosage and doctor's name. At the time the medication is presented to the school nurse, the parent must complete a permission form allowing the medication to be dispensed at school.

3. The student is to be instructed by the parent as to the dosage and time of administration, and report to the clinic for the dosage.

### **EXCLUSION FROM PHYSICAL EXERCISE**

All physical education excuses will be evaluated by the school nurse. A parent's note stating the reason for the non-participation (3 days or less) is required to excuse a student from P.E. classes. If the student will need to miss more than 3 days of P.E., a doctor's note is required. The physician's directive must indicate the exact nature of the student's condition, activity restrictions, and duration. Students will be sent to the Student Success Center during the P.E. class. They will remain in the Student Success Center during P.E. class until they are cleared to participate again in P.E. Students who cannot go to P.E. will go to the Student Success Center for recess, as well. Directives must be renewed by the parent or physician weekly unless the student's condition is chronic. Parents' request for a child to be excused must state the exact nature of the child's problem. The nurse will contact parents if clarification is needed.

### **HOLIDAYS AND CLASS PARTIES**

Students in grades PreK-4 have parties to celebrate Halloween, Christmas and Valentine's Day. The homeroom parents of these students are responsible for organizing a simple, thirty-minute party with a small treat. Parties are to be held on the same day and time with the exception of PreK and Kindergarten.

### **INSURANCE**

See Section Emergencies and First Aid above for more information.

### **LIBRARY**

#### **HOURS**

\* Monday, Tuesday, Thursday, Friday: 7:30 to 3:30 p.m.

\* Wednesday: 7:30 to 2:30 p.m.

Students are required to sign in to use the library before school for studying, research, AR quizzes and independent reading. The Library is not an alternative drop-off location for morning arrival and students are expected to wait in their designated locations on campus for the 1st bell.

#### **THE COLLECTION**

Follett Software's Destiny Quest catalog provides access to the library collection of over 15,000 titles, which includes books, magazines, videos and ebooks. Ebooks are also available through the Axis360 portal on the library webpage. The Callie Cole Collection includes fiction and nonfiction for PK thru 2nd graders. A modified "genre" collection makes it easy for students to find their favorite book category, including Princess, Star Wars, Drawing, Lego, Minecraft and Football. DVD's and professional materials are available for teachers and staff, as well as a classroom set of digital video cameras, iPads and Breakout Edu materials. The subscription service Discovery Education provides access to additional full videos, clips and other digital materials. Mystery Science is a new subscription service for teachers to plan engaging STEM units. Research database subscriptions include World Book Encyclopedia Online, Proquest eLibrary and Proquest SIRS. Capstone's PebbleGo is a new subscription for our youngest researchers

#### **CLASS VISITS**

- PK thru 4th grades are scheduled to visit the library weekly for lessons, story programs and book talks.
- 5th thru 8th grades come to the library every other week with their Reading or English classes for instruction, activities and book talks.
- Reading and other classes are also welcome to schedule additional times for research and the librarians are available to take specific lessons into the classroom.

#### **CHECKOUT POLICIES**

- PK students do not check out books but classroom sets of books are checked out each week to the PK teachers.
- Kinder students check out 1 book each week, adding a 2nd if/when they start the Accelerated Reader program.

- 1st Grade students check out 2 books.
- 2nd-8th students may check out up to 4 books for personal use and anything additional that is needed for research or to meet an assignment deadline.
- Kinder thru 4th – Books are checked out for 1 week with the option to renew twice.
- 5th thru 8th – Books are checked out for 3 weeks with the option to renew twice.

## **BOOKS**

### **LATE**

Late fees (fines) are not charged for late books, however:

- Kinder & 1st grade students must return late books before checking out new ones.
- 2nd – 8th grade students may not check out additional books if they have materials out more than two weeks past the due date

### **LOST OR DAMAGED**

Students who take care of the library materials they borrow exhibit responsibility, civic mindedness, pride in themselves and pride in their community. The SRS librarians seek partnership with parents and teachers to teach our students how to take care of borrowed books and return them on time. Students who lose or damage library materials incur a fee of \$20 for lost/damaged paperback books and \$35 for lost/damaged hardcover/library bound books, including hardcover picture books. Damage may be caused by water bottle leaks, rain, food spill, scribbling & tearing by siblings and even dog chews, among other things.

### **COMPUTER USE**

Student computers are available in the library for educational use. Gaming, personal email accounts, and use of the internet for entertainment websites and apps is not permitted. Students are expected to follow Computer/Internet Acceptable Use policies of St. Rita School. There are no printers or copiers in the library for students. All printing jobs must be sent to designated printers.

### **READING PROGRAMS**

To encourage a love of reading, the librarians are assisted by parent volunteers of the Reading Champions Committee to promote reading incentive programs including Accelerated Reader, Texas Bluebonnet and Six Flags. Additional reading incentive programs and author visits are scheduled on an ad hoc basis.

### **LOCKERS**

Lockers are available for use by students in grades 5-8. Lockers remain unlocked at all times. The school reserves the right to open student lockers at any time without probable or reasonable cause. Students must keep their own lockers clean and orderly.

### **LOST AND FOUND**

Please label all items brought to school. We do our best to return all labeled items to their rightful owners. Many unlabeled items are turned in to the school's greeter area. We do our best to advertise the lost items to the students. However, unclaimed items are donated to charity after a reasonable attempt has been made to locate the owners.

### **LUNCH**

#### **LUNCH FOOD OPTIONS**

A plate lunch service is made available to the students by Twelve Oaks Catering Service. Students may choose to bring their own lunch, buy their lunch or supplement their lunch from the a la carte selection. The menu is available online. Lunch accounts can be set up by sending a check to the school office in the amount of \$25 or more or enrolling via Twelve Oak's online portal. For those who are concerned about nut allergies, Twelve Oaks has posted the following on their website, "In accordance with current sensibilities toward nut allergies, Twelve Oaks Catering does not purchase or produce menu items made with tree nuts, although, some of our purchased bakery and grain items are produced in facilities where nuts may be used." More information about Twelve Oaks can be found at [www.twelveoakscatering.com](http://www.twelveoakscatering.com).

## **LUNCHROOM RULES AND PROCEDURES**

- Students are responsible for remembering to bring their own lunch to school.
- Students are not allowed to call home for a forgotten lunch.
- The lunch period is a time for socializing. Students are expected to conduct themselves in a courteous and respectful manner, not only to one another, cafeteria personnel and volunteers, but also in their handling and conservation of food.
- Parents are invited to join the students for lunch in the cafeteria on Fridays. Bringing food into the cafeteria from a restaurant is not allowed, even if it is for a child's birthday or food is provided for an entire class. On Fridays, a parent may, however, bring cupcakes or a cake to the cafeteria for a student's homeroom so that the student's birthday may be celebrated by the homeroom. This applies only to K-4 students.
- No food may be taken out of the school cafeteria to the playground.
- No student may leave the school grounds during lunch unless they follow the normal procedure for release from school.
- No student may leave the cafeteria without permission.
  - Only students in grades 5-8 may bring food into the cafeteria that needs to be heated in a microwave oven. Popcorn may not be popped in the cafeteria microwaves during lunch. The microwave is for re-heating only. It is not for cooking macaroni or other similar items that take longer than 1-2 min.
- Alumni students may visit the school during our middle school lunch periods All visitors must sign in with the greeter and wear a visitor badge at all times while on campus. These students may not bring in outside food.

## **7<sup>TH</sup> AND 8<sup>TH</sup> GRADES SELF-ADVOCACY**

IN ORDER TO BETTER PREPARE OUR STUDENTS FOR HIGH SCHOOL AND TO TEACH THE VALUE OF SELF-ADVOCACY, ALL COMMUNICATION REGARDING GRADES, LESSONS OR DISCIPLINE SHOULD FIRST COME FROM THE STUDENT. OUTSIDE OF A MAJOR INCIDENT OR BULLYING CONCERNS, TEACHERS AND ADMINISTRATION WILL NOT SPEAK WITH PARENTS ABOUT AN ISSUE WITHIN A CLASSROOM OR WITH A TEACHER UNTIL THE STUDENT HAS COMMUNICATED WITH THE TEACHER AND ADMINISTRATION. THIS POLICY IS IN EFFECT FOR 7<sup>TH</sup> AND 8<sup>TH</sup> GRADES.

## **NON-UNIFORM DAYS**

### **GENERAL**

A "Non-Uniform Day" is defined as one of the following: Color Day, Spartan Day, Crazy Day or Field Day. All clothing worn on non-uniform days must be appropriate, worn with Christian modesty in mind, and otherwise meet the guidelines set forth below. If a teacher or administrator determines, in his or her sole discretion, that clothing worn by a student is inappropriate or immodest or does not otherwise meet the guidelines, the student's parents will be called and the student may not attend class until the student changes into appropriate clothing.

Students may not wear the following on any non-uniform day:

- clothing in disrepair,
- shorts (other than K-3),
- jeggings and leggings,
- mesh shirts,
- bare midriffs,
- miniskirts,
- low-riding or baggy jeans or pants,
- jeans with frays or holes,
- oversized or undersized clothing,
- tank tops, halter tops, or low-cut tops,
- sweat pants,
- any shoes other than uniform shoes or athletic shoes
- t-shirts with inappropriate logos or advertising (this includes, but is not limited to, t-shirts advertising alcoholic beverages) or t-shirts promoting musicians or music groups.

- any type of outfit that could be construed as a costume.

### **COLOR DAY**

Occasionally students are given a “color day” for such reasons as good behavior, winning a can drive, winning an auction prize, or at the end of the year after the used uniform sale. On these days, students are not required to wear their school uniforms but may do so if they so wish. On general color days, students must be neat and tidy. Students may wear blue jeans with minimal ornamentation or other pants with a belt. Girls may wear skirts that are no more than 3 inches above the knee. Boys may wear their uniform shorts on these days. Jewelry acceptable with the school uniform may also be worn (See “*Uniforms-Jewelry and Make-Up*”). Students may also wear t-shirts promoting universities or sports teams. Students must wear uniform shoes or athletic shoes.

### **SPARTAN DAY**

Spartan Days will typically be the 3<sup>rd</sup> Tuesday of a school month. Spartan Days are published in the school calendar. Students will be required to bring a minimum of a \$1.00 donation to participate. This money is given to the school’s scholarship fund. On Spartan Days all students may wear blue jeans with minimal ornamentation with any St. Rita or Spartan t-shirt. Jean shorts or jean skirts may not be worn. Uniform skirt/jumper or uniform shorts/pants are the only other alternative to jeans that can be worn on Spartan Day. Students in grades 4-8 may wear their uniform shorts but may not wear blue jean shorts or denim skirts. Jewelry acceptable with the school uniform may also be worn. Uniform shoes or athletic shoes must be worn. Students may wear their school uniforms instead of the Spartan Day attire.

### **PICTURE DAY**

Individual school pictures are taken on a designated date during the first few months of school. On this day students are required to wear their school uniforms.

### **FIELD DAY**

Field Day is held on a designated date at the end of the school year. Students will be issued an official Field Day t-shirt to wear and may wear shorts, including gym shorts or wind shorts. Jewelry acceptable with the school uniform may also be worn on Field Day. It is probably better not to wear any jewelry on Field Day because of the type of activities they will be doing. Students should wear athletic shoes.

### **SCOUTS**

Scout uniforms may be worn only on the day of the meeting. Students who choose to wear their Scout uniform must wear their full uniform. Failure to wear the full uniform will result in the loss of the privilege.

### **OTHER SCHOOL FUNCTIONS**

All students are required to dress with Christian modesty in mind at all school functions, including socials and dances. The school has the discretion to discipline any student that does not abide by this dress code.

### **NO-RESCUE POLICY**

In order to instill responsibility in our students, St. Rita School has a “No- Rescue” policy for grades 4-8. Parents *may not* bring forgotten items including, but not limited to: assignments, lunches, books, or supplies, once school has begun. In turn, students will not be allowed to call home or email home for any of their items. The office will not accept any items once school has begun, unless it has been requested by a teacher or administrator.

### **OUTDOOR PLAY**

Weather permitting, all students are expected to go outside with their classes. (See “*Health Policies- Exclusion from Physical Exercise*” for exceptions to this policy.) Students should be dressed appropriately for the weather every day. If there is any doubt about the weather, please send a coat, jacket or sweatshirt with the student. No student may be left in a classroom during recess.

## **OUTSIDE OFFERINGS**

From time to time St. Rita Catholic School provides the names of programs, tutors, camps or other activities to our families. The fact that the school offers these names does not mean an endorsement of these programs or entities. Please be sure to read the following disclaimer:

St. Rita Catholic School and St. Rita Catholic Parish (“St. Rita”) make no representations or claims regarding the quality or characteristics of the offerings or materials in these programs. St. Rita is not in any way liable or responsible for any occurrences arising out of your or your family’s voluntary participation or involvement in these programs. These individuals are independent contractors and are not employees, agents, or representatives of St. Rita.

## **PARENT ORGANIZATIONS**

### **PARENTS’ CLUB**

The Parents Club includes all school families. Through its efforts, support is given for initiation and continuation of numerous valuable school events and projects. General meetings are held three times a year. The meetings are open to all school families. Additional information is available on the school website.

### **BOOSTER CLUB**

The Booster Club provides support and assistance to the school’s Athletic Director and promotes the athletic programs offered by the school. The Booster Club holds regular monthly meetings. Contact Athletic Director for more information.

### **DADS’ CLUB**

The Dads Club is an organization begun under the auspices of the school Advisory Council. Its primary purpose is to assist the school with whatever it may need. It meets on the third Monday of every month and all St. Rita School dads are automatically members.

### **SPORTS BOARD**

The Sports Board assists the Athletic Director on policies and procedures for the Athletic Program. The Sports Board generally meets monthly. Contact the Athletic Director for more information.

## **PARENTAL COOPERATION**

In keeping with the Christian nature of the school, the very highest standards of conduct and courtesy are expected at all times, not only of the students, but also of the parents. Parents are expected to treat all school employees and volunteers with courtesy and respect, to support the authority of the school employees and volunteers and to cooperate in good faith with the implementation and enforcement of all policies and procedures set forth in this Handbook. Please refer to the parental Covenant of Conduct and Ethics at the end of the handbook. Failure by a parent to meet these standards may result in the parent being required by the principal to withdraw their child(ren) from the school.

## **PHONE MESSAGES**

Phone messages are delivered to students at the end of the day unless they are of a critical nature. Messages for students must be given to the school office before 2:00 p.m., as afternoon announcements are made at 2:30 p.m. The phone in the school may be used by students in emergency situations or with teacher permission. The phone may not be used to arrange social gatherings after school, contact parents to bring forgotten items to school (except for medicine or glasses), or announce a change of plans at the end of the day (unless it is the school’s mistake in communication).

## **PLAYGROUND SAFETY**

### **RECESS**

Recess time is an opportunity for a release of energy, a time when students can exercise more independent choices and a time for free play with classmates of one's choice. Recess time is not a time for rough play, aggressive or unchristian behavior or use of inappropriate language. Parents are asked to volunteer for recess duty to assist the grade level aide and teachers in monitoring. We ask that all volunteers refrain from using their phones while on supervisory duty.

### **PLAYGROUND SUPERVISION**

Students and other children are not allowed to use the playground equipment before or after school hours unless supervised by a parent or other adult. Parents are asked to not engage the teachers in conversation during recess or other playground times as this distracts them from their primary duty of supervision.

## **PROBLEM-SOLVING (GRIEVANCE)**

The goal of the school is to make every effort to ensure effective communication among parents, staff and administrators. Should a problem or misunderstanding occur please refer to the following guidelines and procedures. Hopefully, any problem can be resolved in an open, cooperative and Christian manner.

1. Any problems or concerns involving an allegation of sexual harassment should be addressed in the manner described in the *"Conduct and Discipline-Sexual Harassment"* section of this Handbook.
2. Any other problems or concerns should first be voiced to the person closest to the problem. Accordingly, if a student is having difficulty in class, the first person to be contacted should be the child's classroom teacher. (For grades 5-8, please see middle school self-advocacy section.)
3. If no satisfactory solution is reached, the parent or guardian should schedule an appointment with Administration.
4. If the concern involves a teacher or other school employee and no satisfactory solution is reached after the grievant follows the guidelines in 1-3 above, the grievant may request that the Principal set up an appointment for the grievant with the Superintendent of Catholic Schools of the Diocese of Dallas. The opinion of the Superintendent of Catholic Schools is final.

Parents who have suggestions for the improvement of school policies or programs are encouraged to discuss their suggestions with the principal.

## **RELEASE OF CHILDREN**

The school reserves the right to refuse to release children into the care of any parent, guardian, or other designated person if, in the opinion of the administrator or supervising teacher or staff member, the adult is impaired by alcohol or drugs, including prescription drugs. Another designated person will be called to come.

## **REPORTING, GRADING AND TESTING**

### **PROGRESS REPORTS**

Student progress is monitored continually by the teachers. Four weeks into each quarter a progress report is sent home via e-mail. First graders do not receive progress reports until the second quarter of school. PreK and Kindergartners do not receive progress reports at all.

### **REPORT CARDS**

Report cards inform parents of a student's progress in academics and the development of Christian values and character. A report card is issued at the end of each of the four quarters. Kindergartners do not receive a report card until the second quarter of the school year. PreK receive a first and then second semester report card. A copy of the student's report card remains in the student's permanent file until graduation or transfer.

Parents are asked to review the report card with their child. Discussion of strengths, weaknesses and goal setting motivates the student. Talking with a child about the report card also demonstrates parental interest and support. Parents may keep the final report card.

## **GRADING**

The school uses the diocesan grading system. The coding is as follows:

PK4 students will receive periodic assessments throughout the year.

### **KINDERGARTEN**

#### **Achievement Codes**

- M = Has Met Objective
- P = Acceptable Progress
- I = Improvement Needed

### **GRADES 1-8**

Numerical grades are used for grades 1-8. According to diocesan policy, the following are the numerical academic codes:

- A = 100-94
- B = 93-85
- E= Excellent
- G= Good
  
- C= 84-76
- D = 75-70

#### Conduct Codes

F = 69 and below

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

## **TESTING**

Students in grades 1-8 take the Iowa Test of Basic Skills in the fall of each school year. The results of this test are made available to parents. Eighth graders have the opportunity to take a high school entrance test at the Catholic high school of their choice. Kindergartners are screened individually in the spring of their kindergarten year. This evaluation is to supplement teacher observations to help determine the best academic setting and the particular needs of each student as the student begins formalized school as a first grader.

Students in grades K-8 take the Renaissance Start 360 Benchmark Testing at a minimum of 4 times per year for teacher use in differentiating instruction but not necessarily for review by the parents.

## **RIGHT TO AMEND**

St. Rita Catholic School reserves the right to amend this Handbook at any time. Notice of amendments will be sent to parents through e-mail communication or via the family packet.

## **SCHOOL COLLECTIONS**

The purpose of any collection at school is to promote student understanding of the Christian responsibility for almsgiving and sharing. Any collection must be pre-approved by the Principal. This includes collections for teacher gifts of any kind.

## **SCHOOL GOVERNANCE**

The principal, with the cooperation of the pastor, is the chief administrator of the school. Programs and decisions about matters pertaining to teachers and students, to scholastic programs to extracurricular programs, to the day-to-day operation of the school, rest with the principal. The Advisory Council is an advisory board to the pastor and principal. *See also "Advisory Council"*.

## **SCHOOL HOURS**

### **REGULAR SCHOOL DAY HOURS**

Classes are in session according to the following schedule:

- PK4-K 7:45 a.m. - 3:00 p.m. (see Carpool Dismissal Procedures section)
- Grades 1-8 7:45 a.m. - 3:30 p.m.

### **WEDNESDAY SCHOOL DAY HOURS**

Classes are in session according to the following schedule:

PK4-K	7:45 a.m. - 2:00 p.m.
Grades 1-8	7:45 a.m. - 2:30 p.m.

### **EARLY RELEASE DAYS**

There are days throughout the school year when the school is dismissed early. Typically, all children are released at 11:45 am on an early release days. Please consult the school's monthly calendar to determine the exact times and dates of such early release days. Please be advised that there is no lunch period on early release days. There are no Extended Day services on early release days unless otherwise communicated by the school. See also "Attendance and Absences-Individual Student Early Release."

### **SCHOOL OFFICE HOURS**

The school office is open from 7:30 a.m. until 4:00 p.m. on every school day. The office may close earlier on an early release day, however. School business should be transacted between the hours of 7:30 a.m. and 3:45 p.m. Students and parents are not allowed entry to the classrooms or lockers after 4:00 p.m. or on weekends.

### **SEARCHES**

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect desks and lockers at any time. In addition, the school may inspect the personal possessions of students at any time the following, but not limited to: backpacks, gym bags and purses, and may require students to empty their pockets upon request.

### **SMOKING ORDINANCE**

In accordance with the City of Dallas smoking ordinance, smoking is prohibited in all school facilities.

### **SOCIAL FUNCTIONS**

Children of elementary age need continual guidance and help from their parents in developing social graces. Parents are encouraged to arrange opportunities for family gatherings and activities. Such activities encourage open communication and trust.

Attendance at school-related functions is also encouraged. Students in grades 5-8 have the opportunity to attend school-sponsored socials at certain times throughout the year. No school-sponsored dances are permitted for students below the 7<sup>th</sup> grade. See also "Color Days-Other School Functions" for information about the dress code for school functions.

### **SPIRITUAL LIFE**

The school aims to provide the guidance, instruction and opportunities that help all children acquire Christian values. The total atmosphere of the school reflects Christian life and learning.

### **RELIGIOUS FORMATION**

Religious formation and education are provided on a daily basis. This includes religious instruction, prayers at the beginning and end of each day and at lunchtime, and integrated value formation throughout the curriculum. The following morning prayer is led by a Student Council member over the school intercom:

*Heavenly Father,*

*I praise You and thank You for Your great love—and I lift up this day for Your blessing!  
With Your help, I will live today as a responsible, generous and honest student. Like Jesus, I  
will try today to treat everyone I meet with dignity and respect. Help me today, Father, to put  
into action what I have said in words. I ask this in Jesus' Name. Amen.*

### **SCHOOL MASSES**

Students attend Mass weekly and recite the St. Rita Parish Prayer at all school Masses. Participation during Mass and frequent reception of the Eucharist are encouraged. Participation includes reading, gift bearing, altar serving, and singing.

### **SACRAMENTAL PREPARATION**

Sacramental preparation is coordinated by the parish Religious Education Office. Students in the second grade receive First Reconciliation and First Eucharist, and eighth grade students receive Confirmation.

### **YOUTH MINISTRY**

The St. Rita Youth Ministry offers Christian fellowship, volunteer opportunities and social activities to students in grades 6, 7 and 8. This ministry is sponsored by the parish and is led by the parish youth minister.

### **TEACHER REQUESTS**

Parent requests for particular teachers for the next school year are not taken by teachers or administrators. Parent requests to separate children because of issues such as personality conflicts should be directed to the Principal.

### **TECHNOLOGY**

We believe that the use of the Internet and electronic networks provides rich sources that promote educational excellence and are critical in preparing our students for the 21st Century. It is the school's intention to provide a safe, appropriate and engaging Internet environment for every child. The school uses a filtering product that prevents access to pages and/or sites with inappropriate materials. In addition, teachers and media specialists work with students on grade-level appropriate projects assisting students with critical 21st Century skills such as searching, evaluating, crediting and synthesizing a variety of quality digital sources, collaborating on curriculum projects, and giving an authentic voice to their work.

At the beginning of each school year, your child's teachers will review the appropriate use of technology including the use of the Internet. The school's Acceptable Use of Technology Policy will be reviewed and students expected to follow the rules established by those guidelines. Students will also review computer use procedures and safety guidelines when using computers in the school.

St. Rita Catholic School is using a variety of strategies to ensure compliance with CIPA and COPA for the safety of students while using Internet resources. Access to the Internet is a privilege and carries personal responsibility. We continue to teach appropriate Internet skills, courtesy and safety, and look to our parents as partners in our effort to using the Internet ethically, responsibly and in accordance with the guidelines outlined by the Acceptable Use of Technology Policy (See Appendix D). Signing the parent/student handbook agreement indicates your compliance with this policy.

### **STUDENT PHOTOS/VIDEO**

Using student pictures and videos on the St. Rita School website and social media platforms promotes learning, collaboration and provides an opportunity to share the achievements of students. However, safety of students is a priority. The school website will follow all procedures for content, copyright and appropriateness.

Images of PreK-8 students may be included on the school website, in school administered social media sites, or in publications.

*Parents may opt out of any use of image/student work by indicating their wishes upon enrollment.*

### **TEXTBOOKS AND SUPPLIES**

Textbooks are the property of the school. All textbooks are to be covered at all times. Students may not write in the textbooks or abuse them in any way. Students are charged for the current price of lost or

defaced materials. Any books issued to the students for home use must be returned in the same condition.

Students are to have the necessary supplies each day. A supply list is published annually on the school website.

## **UNIFORMS**

### **GENERAL**

- Risse Brothers is the official supplier of the school uniform. Girls' jumpers and skirts must be purchased from Risse Brothers.
- Students must be in school uniform each day, unless otherwise stated in this Handbook or by the Principal. The Uniform Dress Code will be strictly enforced.
- Uniforms may not show excessive wear and tear. They must be in good repair, neat, cleaned, pressed and without stains or tears. When uniform pieces become ripped or soiled beyond cleaning, they are to be replaced.
- Uniforms are to be worn with Christian modesty in mind. Skirts and jumpers must be no shorter than three inches above the knee. Sufficient material should be available in the hem to permit lengthening of skirts or jumpers as needed throughout the year. Girls' walking shorts must be knee-length or no more than three inches above the knee.
  - Undergarments (camisoles/brasieres) should blend with the skin tone so that it does not distinctly show through the shirt. Any shirts that become too thin must be replaced.
- If undershirts are worn under the uniform shirt, they must be solid white. Undershirts worn under the uniform shirt must fit so that the sleeves of the undershirt are shorter in length than the sleeves of the uniform shirt.
- Pants should be hemmed to touch the top of the shoes.
- For a visual summary of uniforms, please visit: <https://www.strita.net/apps/pages/Uniforms>
- Shoes must be worn with laces and must have laces tied with the exception of PreK, K and 1.
- No footies, anklet, tennis or golf socks are permitted, even if the student is wearing pants or slacks. Girls are permitted to wear knee socks/ tights or ankle socks. See appropriate sections below. Socks may not have any lace or other embellishments.
- Hair bows and hair bands must be of uniform colors, white, navy blue or dark green, and an appropriate size that will not be a distraction to others. The only hair accessories the girls will be permitted to wear are those sold at Risse Brothers or in the school's supply store. Plain plastic brown or black headbands are also permitted. There should be no attachments, such as bows, on the head band. Students are not allowed to wear feathers in their hair.
- All clothing, including outerwear, must be clearly and permanently marked with the student's name.
- Regular uniform checks are made after September 1st and the parents of any child who is in violation of the dress code may be contacted to supply correct apparel within an hour or to take the child home. Repeated uniform violations may result in consequences.
- Clothing must fit the student. Oversized or undersized clothing may not be worn.
- Pants and belts must be worn above the hipbone.
- Body piercing (other than pierced ears) and tattoos are not allowed.
- Those in need of a haircut or skirt lengthening will be given one week to conform to the uniform requirements.
- Three or more uniform violations in middle school will result in a consequence.

### **HAIR**

- Boys' hair must be above the eyebrows and collar and no longer than mid-ear. Bangs must not fall across their face.
- Boys' sideburns are to be no longer than the middle of the ear.
- Girls' bangs must be above the eyebrows and must be secured away from the face. It is recommended that girls secure their hair away from their face on PE days.
- Hair must be of a color and style that does not hinder learning or distract other students. No bleached hair or two-tone hair color is permitted.

**JEWELRY AND MAKE-UP**

- Students are permitted to wear one watch, one ring, one simple necklace, one pair of earrings and one bracelet. Earrings must be located on the ear lobe with only one earring per lobe. No dangle rings, dangle or hoop earrings or cloth or string necklaces are permitted. Any additional jewelry is inappropriate and can be dangerous during times of physical activity.
- No student may wear or bring make-up to school. A student wearing make-up will have a consequence, unless permission to wear it has been granted by the administration because of medical reasons. Any make-up found at school must be given to a teacher and may be reclaimed by a parent only.
- Only clear nail polish may be worn. Only 8<sup>th</sup> grade girls are allowed to have French or American manicures.
- No “smart watches,” fitness trackers with advanced features, or watches that chime. Students may wear a pedometer.

**SHOES**

- All shoes must be low-cut. Shoes must be worn appropriately with laces tied. Only PreK-1 students are allowed to wear Velcro.
- Boys in grades PreK-4 may wear an all -black athletic shoe.
- Girls in grades PreK-4 may wear the Keds saddle shoe, the Willets saddle shoe (soft sole), or white athletic shoe. No other shoes are permitted.
- Boys in grades 5-8 must wear any color brown leather topsider.
- Girls in grades 5-8 must wear any color brown leather topsider.
- Students in grades 5-8 are required to bring athletic shoes on P.E. days. Any type of athletic shoe is acceptable, as long as it is not a slip-on shoe. We highly recommend that students leave a pair of shoes, labeled on the inside with his or her name, in the grade level storage offered by the P.E. Department.
- When a student outgrows his/her shoes, new ones should be purchased. Students may not walk on top of the heel. Students who damage their shoes by walking on the heel will be required to purchase a new pair.
- No writing on the outside is allowed on shoes and they should be polished or cleaned regularly.

**GIRLS (PREK-4)**

The uniform for girls in grades PreK-4 consists of the following requirements:

Permitted in 2018-19 Only	2018-19 and Beyond
Choice of plaid jumper, plaid walking shorts or navy slacks Navy slacks must be worn with a solid black belt if the slacks have belt loops.	Choice of plaid jumper or plaid walking shorts
<i>White, rounded collar, long or short-sleeved blouse is permitted with the plaid jumper, plaid walking shorts and/or navy slacks .</i>	<i>White, rounded collar short-sleeved blouse from Risse Brothers with SRCS on the collar</i>
Girls are permitted and encouraged to wear navy modesty shorts	Girls are required to wear navy or black modesty shorts.
Socks must cover the ankle and be solid white, black, navy or dark green. Knee socks/tights in school colors (white, black, navy or dark green) are also permitted. No footies, anklet, tennis or golf socks are permitted.	Crew socks in solid white or crew socks from Risse Brothers with SRCS in green. Tights or leggings in school colors (white, black, or navy) are also permitted. No footies, anklet, tennis or golf socks are permitted.
Optional: approved school navy or green sweatshirt, the green fleece, or navy cardigan sweater	Optional: For PreK and K, the full zip gray fleece jacket with green crest logo from Risse Brothers. For 1 <sup>st</sup> -4 <sup>th</sup> , the ¼ zip gray fleece jacket with green crest logo.

**GIRLS (5-6)**

The uniform for girls in grades 5-6 consists of the following requirements:

Permitted in 2018-19 Only	2018-19 and Beyond
Choice of plaid skirt, khaki shorts or khaki slacks. Khaki slacks must be worn with a solid black or brown belt if the slacks have belt loops.	Traditional plaid skirt
Choice of white, blue, yellow or blue and white stripped button-down oxford shirt (long or short-sleeved), stretch poplin over blouse, or navy, dark green or white short-sleeved knit or pique shirt from Parker.	Short sleeve WHITE oxford with green SRCS on collar OR short sleeve BLUE oxford with white SRCS on collar OR short sleeve white NO TUCK blouse with green SRCS on collar
Girls are permitted and encouraged to wear navy modesty shorts	Girls are required to wear navy or black modesty shorts.
Socks must cover the ankle and be solid white, black, navy or dark green. Socks may not have any lace or other embellishments. Knee socks/tights in school colors (white, black, navy or dark green) are also permitted. No footies, anklet, tennis or golf socks are permitted.	White crew socks or the white crew socks sold by Risse Brothers with the green SRS logo. No other logos are permitted.
Optional: navy pullover sweater from Parker or approved school navy or green sweatshirt, or the green fleece jacket.	Gray fleece jacket, ¼ zip, with green crest logo or Green VNeck Pullover Sweater with white crest logo

**DRESS UNIFORM GIRLS 5-6**

In the 2<sup>nd</sup> and 3<sup>rd</sup> quarter only, the 5<sup>th</sup> and 6<sup>th</sup> grade girls will wear Green v-neck sweater with white crest logo on designated dress uniform days.

**GIRLS (7-8)**

The uniform for girls in grades 7-8 consists of the following requirements:

Permitted in 2018-19 Only	2018-19 and Beyond
Choice of plaid skirt, khaki shorts or khaki slacks. Khaki slacks must be worn with a solid black or brown belt if the slacks have belt loops.	Traditional plaid skirt
Choice of white, blue, yellow or blue and white stripped button-down oxford shirt (long or short-sleeved), stretch poplin over blouse, or navy, dark green or white short-sleeved knit or pique shirt from Parker.	Short sleeve WHITE oxford with green SRCS on collar OR short sleeve BLUE oxford with white SRCS on collar OR short sleeve white NO TUCK blouse with green SRCS on collar
Girls are permitted and encouraged to wear navy modesty shorts	Girls are required to wear navy or black modesty shorts.
Socks must cover the ankle and be solid white, black, navy or dark green. Socks may not have any lace or other embellishments. Leggings or tights in school colors (white, black, or navy) are also permitted.	White crew socks or the white crew socks sold by Risse Brothers with the green SRS logo. No other logos are permitted.
Optional: navy pullover sweater from Parker or approved school navy or green sweatshirt, or the green fleece jacket.	Gray fleece jacket, ¼ zip, with green crest logo or Green VNeck Pullover Sweater with white crest logo

**DRESS UNIFORM GIRLS 7-8**

On designated dress uniform days, girls in 7-8 are required to wear the Risse Brothers navy blazer with the school logo. For additional warmth, girls are permitted to wear underneath the blazer the green v-neck pullover sweater with the white crest logo.

**BOYS (PREK-4)**

The uniform for boys in grades K-4 consists of the following requirements:

Permitted in 2018-19 Only	2018-19 and Beyond
Choice of navy pants or shorts with a solid black belt, if shorts or pants have belt loops.	Khaki pull-up pant or khaki pull-up shorts OR khaki pant with belt loops or khaki shorts with belt loops. If wearing shorts or pants with belt loops, a black belt is also required.
White knit or pique, short-sleeved pullover shirt with collar	Short sleeve performance polo with crest logo. Colors: white, green or navy
Socks must cover the ankle and be solid white, black, navy or dark green.	White crew socks or the white crew socks sold by Risse Brothers with the green SRS logo. No other logos are permitted.
Optional: approved school navy or green sweatshirt, the green fleece jacket, or navy school cardiga	Optional: For PreK and K, the full zip gray fleece jacket with green crest logo from Risse Brothers. For 1 <sup>st</sup> -4 <sup>th</sup> , the ¼ zip gray fleece jacket with green crest logo.

**Boys (5-6)**

The uniform for boys in grades 5-8 consists of the following requirements:

Permitted for 2018-19 Only	2018-19 and Beyond
Choice of white, blue, yellow or blue and white striped button-down oxford shirt (long or short-sleeved), or navy, dark green or white short-sleeved knit or pique shirt	Short sleeve performance polo with crest logo. Colors: white, green or navy
Choice of khaki pants or khaki shorts with a solid black or brown belt.	Khaki pants with belt loops or khaki shorts with belt loops
	Black belt
Socks must cover the ankle and be solid white, black, navy or dark green	White crew socks or the white crew socks sold by Risse Brothers with the green SRS logo. No other logos are permitted.

**DRESS UNIFORM FOR BOYS 5-6**

On designated dress uniform days in quarters 1 and 4, boys in 5-6 must wear khaki pants, not the khaki shorts, with the white button down shirt and green and silver wide striped tie. In quarters 2 and 3, the boys must add the green crew neck pullover to the aforementioned uniform.

**Boys (7-8)**

The uniform for boys in grades 7-8 consists of the following requirements:

Permitted for 2018-19 Only	2018-19 and Beyond
Choice of white, blue, yellow or blue and white striped button-down oxford shirt (long or short-sleeved), or navy, dark green or white short-sleeved knit or pique shirt	Short sleeve performance polo with crest logo. Colors: white, green or navy
Choice of khaki pants or khaki shorts with a solid black or brown belt.	Khaki pants with belt loops or khaki shorts with belt loops
	Black belt

Socks must cover the ankle and be solid white, black, navy or dark green	White crew socks or the white crew socks sold by Risse Brothers with the green SRS logo. No other logos are permitted.
Optional: navy pullover sweater or approved school navy or green sweatshirt, or the green fleece jacket.	Gray fleece jacket, ¼ zip, with green crest logo or green crew neck pullover sweater with green OR crest logo

**DRESS UNIFORM FOR BOYS 7-8**

On designated dress uniform days in quarters 1 and 4, boys in 7-8 must wear khaki pants, not the khaki shorts, with the white button down shirt, green and silver wide striped tie and the Risse Brothers navy blazer with the school logo. In quarters 2 and 3, the boys may add the green crew neck pullover to the aforementioned uniform for additional warmth.

**USE OF FACILITIES**

Any outside organizations wishing to use the school’s facilities must request approval from the parish Facilities Manager.

**VISITORS**

All visitors, including school parents, must report to the school greeter area or school office when entering the building. Visitors should sign in and obtain a “visitor” badge, no matter how frequently they visit or how well known they are by school personnel. They should sign out with the greeter when leaving the school. If a parent is visiting and not volunteering, he/she should wear his/her current Safe Environment badge. Teachers have been instructed to direct visitors to the office before giving admission to their classrooms or anywhere else on school grounds. These policies are for the protection of the students and staff and to minimize disruption to the classrooms. Parents are welcome to come on Fridays and eat lunch with their child. However, fast food/outside lunches are not permitted.

Alumni students may visit the school during our middle school lunch periods. All visitors must sign in with the greeter and wear a visitor badge at all times while on campus. These students may not bring in outside food.

**VOLUNTEERS**

All volunteers must report to the school office wearing their current Safe Environment picture ID badge when entering the building. They should sign the appropriate sign-in section. The school could not offer the quality of education, service and sense of community that it does without parental involvement as volunteers, committee members and supporters. All jobs are important and the students are delighted to know that their parents are working for the school. All volunteers are expected to dress appropriately. Clothing should be modest and neat. All volunteers are expected to turn their cell phones off or on vibrate while they are volunteering and to refrain from using their phones while supervising students.

Keeping the best interests of the students in mind, all parents must undergo a routine investigation of their background, including a criminal history check, and completion of the Diocese of Dallas Safe Environment Training Program.

**WITHDRAWAL AND TRANSCRIPTS**

Parents are required to notify the Administration in writing prior to withdrawing a student from the school. If written notice has been given and all responsibilities of the student and the student’s parents to the school have been fulfilled, transcripts and other necessary information will be sent to the new school. If notice or financial obligations have not been fulfilled, the school will withhold recommendations.

The school may require that a student withdraw if the school administration, in its sole discretion, feels that it is in the best interest of the student or the school. In addition, a student may be required to withdraw from school or may be refused re-admission to the school for subsequent semesters if the

family's financial obligations are not current. These responsibilities include, without limitation, the return of school and library books and athletic uniforms and the payment in full of tuition and fee obligations, library fines, fines for lost or defaced school books, lunch fees, and fees for field trips and extracurricular activities.

## **THE ROMAN CATHOLIC DIOCESE OF DALLAS SCHOOL POLICIES HANDBOOK ADDENDUM**

### **1. OVERVIEW**

Catholic schools within The Roman Catholic Diocese of Dallas (the “Diocese”) are an extension of the religious ministry of the Diocese and, in the case of parochial schools, of the parish to which they are attached. To help schools fulfill this important role, the Diocese has promulgated certain policies for implementation in every school within the Diocese. Accordingly, the policies contained in this Addendum amend, replace, and control over any local school policies which apply to the same subject matter thereof.

### **2. EXPULSION**

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including without limitation parents and siblings) can also significantly hinder a school’s ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (e.g., parents and siblings) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate.

#### **a. Grounds for Expulsion**

Any instance or course of misconduct may, at the sole discretion of the school’s chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school’s chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of behavior that will generally result in expulsion include but are not limited to:

- i. Actions gravely detrimental to the moral and spiritual welfare of other students;
- ii. Incurable or disruptive behavior which impedes the progress of the rest of the class;
- iii. Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- iv. Habitual or persistent violation of school regulations;
- v. Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;
- vi. The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;
- vii. Use or possession of firearms or other potentially harmful objects or weapons;
- viii. Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- ix. Theft, extortion, arson;
- x. Habitual truancy;
- xi. Malicious damage or destruction of real or personal property at school;
- xii. Hazing;
- xiii. Serious bullying and/or harassment;
- xiv. Conduct which may damage the reputation of the school or parish;
- xv. Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and
- xvi. Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or

indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.

b. Procedure for Expulsion

Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student.

Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

When practical, the pastor of a parochial elementary school and the president of a diocesan high school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;

When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.

The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In high schools, the president should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.

The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted. In diocesan high schools, the president should be consulted.

c. Tuition and Fees

Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

## 1. PARENTAL ACCESS TO STUDENT RECORDS

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers and it is not the school's responsibility to enforce court orders. *See below for additional information regarding reimbursement of the school's costs and attorneys' fees for involvement in family custody disputes.*

Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will

determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

## 2. CUSTODY AND FAMILY LAW ISSUES

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

*Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc...) with a supporting business records affidavit to both parents and their attorneys free of charge.*

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

## 3. REPORTS TO AND COOPERATION WITH LAW ENFORCEMENT

### a) Reports to Law Enforcement

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular contact with a student whose conduct is the subject of the notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

### b) Cooperation with Law Enforcement and Child Abuse Investigations

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests.

From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. *However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.*

#### 4. PARENTAL COOPERATION AND BEHAVIOR

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

#### 5. Reimbursement for School Costs and Attorney's Fees

The Diocese of Dallas and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy:

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

*Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.*

#### 6. AUTHORIZATION OF CONSENT TO TREAT MINOR

I/We, the Parents listed below, are the \_\_\_ parent(s) / \_\_\_ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

*In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.*

## 7. ENROLLEMENT

I/We is/are the natural parent(s) or managing conservator(s) of the Student listed below and have the legal authority to enroll Student in the School. Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student's best interest. I/we understand that School is a Roman Catholic School and that Student's education and the expectations for Student's behavior and the conduct of Student's family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School's student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally-binding contract. As a result, I/we understand that Student's continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student's family in their dealings with the School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School's sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student's enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student's educational records. I/we understand that it is not School's responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School's right to recover attorneys' fees incurred as a result of Student or family misconduct and custody and related legal matters.

I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individuals information regarding Student's education, behavior, and/or medical conditions as needed.

I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

## 8. PARENT CONSENT AND RELEASE FORM

The School offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The School believes that parents, students, and the School community are best-served when parents and students together determine the range of activities that are appropriate for a particular student's participation. Parents should review the opportunities listed below,

determine which activities are appropriate for their student's participation, and students and parents should sign where indicated below for each activity

<b>Student Name ("Student"):</b>	
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<b>Athletics: Subject to the Release and Indemnification terms below</b> , by my/our initials below, I/we consent to Student's participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre- and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student's continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.		
<b>Parent(s) initials:</b>	Yes:	No:

<b>Transportation to/from Athletics: Subject to the Release and Indemnification terms below</b> , by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored athletics activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.		
<b>Parent(s) initials:</b>	Yes:	No:

<b>Extra-curricular Activities: Subject to the Release and Indemnification terms below</b> , by my/our initials below, I/we consent to Student's participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.		
<b>Parent(s) initials:</b>	Yes:	No:

<b>Transportation to/from Extracurricular Activities: Subject to the Release and Indemnification terms below</b> , by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.		
<b>Parent(s) initials:</b>	Yes:	No:

<b>Video/Image Release: Subject to the Release and Consideration and Indemnification terms below</b> , by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.		
<b>Parent(s) initials:</b>	Yes:	No:
<b>Student: If age 18 or over, initial appropriate box to the right:</b>	Yes:	No:

**Release and Indemnification:**

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their

respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section 10.

**Acknowledgement and agreement**

**For hard copy handbooks:** By my signature below, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student Name (print): \_\_\_\_\_

School Name (print): \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

School year: \_\_\_\_\_

Date: \_\_\_\_\_

**For online acknowledgement:** By submitting this form to the school, I represent that I have read the foregoing Handbook and understand and agree to the contents thereof. I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school.

## **APPENDIX A: COVENANT OF ETHICS AND CONDUCT FOR PARENTS**

As a parent, I am the person primarily responsible for the education and formation of my children. By choosing to send my child to St. Rita Catholic School, I am entering into a cooperative relationship with the administration and teachers of the school.

### **Therefore, as a parent I:**

- Will continue to play an integral role in the education and formation of my child.
- Remember that as a parent, I am the first and foremost role model for my children and they will learn from my interactions with the school.
- Acknowledge that parochial schools are a significant expression of the teaching mission of the Catholic Church and function within its structure.
- Will become more knowledgeable about the mission of Catholic education as expressed in this school and as stated in this handbook.
- Recognize that Catholic school educators have the responsibility for the overall well-being of all students as the foundation of his/her decisions and actions.
- Acknowledge that our teachers and administrators are professionals dedicated to the education of our children based upon the ideals of the Catholic Church, the vision of our individual parish, and sound educational principles.

Therefore, I accept the following parental Covenant when dealing with the school, its staff, volunteers, other school families and our children.

- I will treat the school, staff, teachers, volunteers and parents with the same respect with which I expect to be treated.
- I recognize that teachers see children in a school setting, and therefore may witness different behaviors than parents do at home.
- I accept that reasonable people can respectfully disagree.
- Therefore, I will listen to the teacher and give great weight to their appraisal of student behavior and performance before rushing to judgment.
- I promise to approach school staff and teachers politely and respectfully if I have questions about my children's rewards and selections or consequences given for misbehavior.
- I recognize when I am present at extra-curricular activities I am responsible for the good name and reputation of St. Rita Catholic School.
- If, after a conference with a teacher, I continue to disagree with that teacher's decision, I understand that I will take that disagreement to the school administration or principal, or assistant principal for a resolution rather than continue the discussion with the teacher.
- I will be mindful of the power and immediacy of email to any school employee, volunteer or parent and will reconsider the content of my messages before hitting the "send" key
- I will read the school handbook in its entirety with my children and discuss it before signing.

STUDENT AND PARENT  
HANDBOOK AGREEMENT

I have read the *St. Rita Catholic School Handbook for Students and Parents for the current school year*. I understand what is expected of me and my child at the school. I have discussed the Handbook with my child.

I agree to support the policies and procedures set forth in the Handbook. In addition, I agree to cooperate in good faith with the implementation and enforcement of the policies and procedures stated in the Handbook. I understand that if I fail to so cooperate, the school may require me to withdraw my child from the school.

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Both parents must sign the agreement. In the event of two household families, the signature of one parent is binding on both households.

I have read the *St. Rita Catholic School Handbook for Students and Parents for the current school year* or it has been explained to me by my parents. I understand what is expected of me at the school.

I promise to obey the policies and procedures set forth in the Handbook. In addition, I understand that if I choose to violate any school rules or policies, I am also choosing to accept the consequences. I agree to accept responsibility for my actions.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Room No.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **APPENDIX B: ATHLETIC PERMISSION FORM**

Name of Athlete \_\_\_\_\_ Grade: \_\_\_\_\_

Sports: Basketball \_\_\_\_\_, Soccer \_\_\_\_\_ Baseball \_\_\_\_\_ Volleyball \_\_\_\_\_, Cheerleading \_\_\_\_\_,  
Softball \_\_\_\_\_ Football \_\_\_\_\_ Cross Country \_\_\_\_\_ Track and Field \_\_\_\_\_

### **Insurance**

The following information must be completed and signed by the appropriate parent or guardian and turned in to the main office before participation in student athletic activities will be allowed.

All students participating in student athletic activities at St. Rita must have their own medical coverage. Students will not be allowed to participate in student athletic activities unless the following information is submitted and the form is signed by the parent or the guardian of the student.

Insurance Company: \_\_\_\_\_

Policy Holder: \_\_\_\_\_

Policy and Group Number: \_\_\_\_\_

Address or phone number of insurance company: \_\_\_\_\_

### **Waiver of Liability**

We, the undersigned, hereby certify that I (we) am (are) the parent or legal guardian of the student.

I hereby give permission to the staff of St. Rita Catholic School to seek during the period of school athletic activities, appropriate medical attention and for the student to receive medical attention and treatment to be covered under the student's insurance policy detailed on page 1 of this form. I/We the undersigned, for ourselves, our heirs, our executor and administrator, waiver, release, and forever discharge St. Rita Catholic School and its staff, officers, agents, employees, representatives, successors and assigns from any and all liability claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, personal injury or property damage that may be sustained or occur during participation in student athletic activities or while at school.

Signature of Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX C: ATHLETIC CONTRACT**

Please initial each statement below to acknowledge your agreement to this contract. Then sign the form at the bottom and return to the Athletic Director to be eligible for participation.

### **As a St. Rita Student--Athlete...**

\_\_\_ I will strive to give my best to the team in every practice and every game.

\_\_\_ I will be on time for all practices and games and will not miss a practice or game because of another outside sport or extra--curricular activity unless approved by coach or A.D.

\_\_\_ I will take my coaches' directions and comments as constructive suggestions, which make me a better athlete and my team a successful unit.

\_\_\_ I will always play hard, but always will be a fair sport whether we are winning or losing the game, realizing that everyone on my team and my opponent's team is playing for fun and the competitive experience.

\_\_\_ I will carry these principles to my schoolwork and my family life with the realization that these are of greatest importance and take precedence to any sport.

\_\_\_ I will be an example of Christ in all my actions on and off the field/court of competition.

### **As a parent of a St. Rita Student Athlete commit to the following:**

\_\_\_ Keep all comments positive whether on the field or in the stands.

\_\_\_ To ensure consistency and strategy of the game as well as specific rules, please respect the coaches ability to direct the Student--Athlete during games and practices.

\_\_\_ Criticizing or using abusive language toward officials, coaches and opponents will not be tolerated.

\_\_\_ Parents are responsible for all family members and friends attending the games. Please do not leave children unattended.

\_\_\_ Parents and students may not challenge final team placement in any sports needing student-athlete evaluations. Student athletes may not quit a team because there is a disagreement with regard to placement.

Player Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX D: ST. RITA ACCEPTABLE USE OF TECHNOLOGY POLICY**

St. Rita Catholic School is pleased to offer all students access to the school's computer networks and the Internet. The use of the Internet and its resources can promote educational excellence and is critical in preparing our students for the Digital Age. Teachers, Media Specialists, and Instructional Technologists will work with students on grade-level appropriate projects assisting students with critical 21st Century skills such as searching, evaluating, crediting and synthesizing a variety of quality digital sources, collaborating on curriculum projects, and giving an authentic voice to their work.

Because the Internet is an integral part of our school, society and learning, all students are granted access to the electronic networks including the Internet when they are enrolled in our school. At the beginning of each school year, the school's Acceptable Use of Technology Policy will be reviewed and students expected to follow the rules established by those guidelines. Your child's teachers will review the appropriate use of technology including the use of the Internet. Students will also review computer use procedures and safety guidelines when using computers in the school.

Disclaimer: It is the school's intention to provide a safe, appropriate and engaging Internet environment for every child. In accordance with the Children's Internet Protection Act (CIPA), the school uses a filtering product that prevents access to pages and/or sites with inappropriate materials. Innocent search requests may lead to sites with offensive content. Additionally, having an e-mail address may lead to receipt of unsolicited e-mail containing offensive content. St. Rita Catholic School reminds authorized users that accessing the Internet is done at the risk of the user. No filtering software is one hundred percent effective and it is possible that potentially offensive material may be shown. In the event that the filtering software is unsuccessful and children gain access to inappropriate and/or harmful material, St. Rita Catholic School will not be liable. To minimize these risks, student use of the Network is governed by this agreement. Furthermore, students are responsible for seeking assistance in the event they inadvertently access questionable material or need help in safely conducting Internet searches.

The policies, procedures and information within this document apply to all accounts and devices assigned by St. Rita Catholic School. Teachers may set additional requirements for technology use in their classroom.

### **Acceptable Use and Internet Safety Agreement**

St. Rita Catholic School uses a variety of strategies to ensure the safety of students while accessing Internet resources. Access to the Internet is a privilege and carries personal responsibility. We continue to teach appropriate Internet skills, courtesy and safety, and look to our parents as partners in our effort to using

the Internet ethically, responsibly and in accordance with the guidelines outlined by this Acceptable Use Policy. Signing the parent/student handbook agreement indicates your compliance with this policy. It is assumed that parents grant their child the right to access the network.

Technology resources at St. Rita Catholic School are provided to facilitate resource sharing, research, innovation, and communication within our school and the world. Access to these services is given to students who agree to act in a considerate and responsible manner and to follow school rules and values. This access is a privilege, not a right. Students will be held responsible at all times for the proper use of your school-issued accounts, computers, iPads, or any other technology resources. The school may suspend or revoke your access for failure to follow this agreement. The school may, at its discretion, take other disciplinary actions.

### **Rules for Responsible Use**

\* School Technology resources are primarily for instruction and education purposes. Limited personal use is allowed only if the use follows the rules of this agreement and the use does not interfere with school work.

\* Absolutely NO chat room or access of non-school web email.

- \* If you are issued your own account and password, you must not share your account information with another person, except an authorized administrator or a parent/legal guardian.
- \* You must always keep your personal information and the personal information of others private. This includes name, address, photographs, or any other personally identifiable or private information.
- \* Students will not download or sign up for any online resource with school accounts or install any application to school devices without prior approval from the campus Integration Technology Specialist or the Director of Technology.
- \* When communicating through e-mail or other electronic means, you must use appropriate language and etiquette as you would when communicating face to face. Always be respectful.
- \* You must be sure to acknowledge or cite the work and ideas of others when you reference them in your own work. Students will comply with trademark, copyright law and all license agreements. This includes all forms of media on the Internet, such as graphics, movies, and text. Ignorance of the law is not immunity.
- \* Files must be saved to the student directory on the server or on the school issued online file storage, and not to the laptop's hard drive. Any added files to the laptop will be deleted.
- \* Students must ask for permission from their teacher to print, and may only print to designated printers. Superfluous or excessive printing wastes material, and may lead to loss of printing privileges from school.
- \* You must immediately report any suspicious behavior or other misuse of technology to your teacher or other school administrator.
- \* If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, close out and notify your teacher as quickly as possible.

#### Inappropriate Uses

The following are examples of inappropriate uses of technology resources that may result in loss of privilege or disciplinary action:

- \* Accessing resources to knowingly alter, damage or delete school property or information, or to breach any other electronic equipment, networks, or electronic communications systems in violation of the law, Diocesan, or school policy.
- \* Damaging or defacing computer, electronic communication systems, or other equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a network from becoming vulnerable.
- \* Disabling or attempting to disable any Internet filtering device.
- \* Using resources for any illegal purpose, including threatening school safety.
- \* Using someone's account without express permission from a teacher or administrator.
- \* Pretending to be someone else when posting, transmitting, or receiving messages.
- \* Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- \* Using resources to engage in conduct that harasses or bullies others.

\* Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another person's reputation, or illegal, including material that constitutes cyber-bullying or "sexting."

\* Using inappropriate language such as cursing, vulgarity, racial or ethnic slurs, and any other inflammatory language.

\* Posting personal information about yourself or others, such as addresses, phone numbers, or photographs without permission, or responding for requests for personally identifiable information or contact from unknown individuals.

\* Making appointments to meet people met online. If a request is received, it should be reported immediately to a teacher or administrator.

\* Violating others' intellectual property rights, including downloading copying or using copyrighted material without permission from the copyright holder.

\* Downloading unauthorized applications or software or gaining unauthorized access to restricted information, systems, or resources.

### Reporting Violations

Students must immediately report any known violation of the school's applicable policies, diocesan policies, or acceptable use policy to a supervising teacher, campus integration technologist, director of technology, or other school administrator.

Students must report to a supervising teacher or school administrator any requests for personally identifiable information or contact from individuals, as well as any content communicated that is abusive, obscene, suggestive, harassing, damaging to another's reputation, or illegal.

STUDENT NAME: \_\_\_\_\_ Grade: \_\_\_\_\_

I understand that my use of school technology resources is not private and that the school will monitor my activity.

I have read St. Rita Catholic School's Acceptable Use of Technology policy and agree to abide by its provisions. I understand that a violation of these provisions may result in suspension or revocation of access to the school's technology resources or other disciplinary measure in accordance with the policies of St. Rita Catholic School and the Catholic Diocese of Dallas.

I understand that this user agreement must be renewed each academic year.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

PARENT:

I have read St. Rita Catholic School's technology resource policy, associated School policy, and this user agreement. In consideration for the privilege of my child using the School's technology resources, I hereby release St. Rita Catholic School, its operators, and any other institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use, or inability to use, these resources.

I understand that my child's use of the school's technology resources is not private, that that the school will monitor my child's activity.

The Children's Online Privacy Protection Act (COPPA) is a federal law governing the online collection of personal information from children under 13. The rules spell out what a website operator must include in a privacy policy, when and how to seek verifiable consent from a parent, and what responsibilities an operator has to protect children's privacy and safety online. In order for our student's to use these valuable programs and services, certain personally identifying information, generally the student's name and username and/or email address, must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information on behalf of all of its students, eliminating the need for individual parent consent given directly to the website operator. These outside parties are under the School's direct control with respect to the use and maintenance of student data. More information regarding COPPA is available on the Federal Trade Commission's website at [www.ftc.gov](http://www.ftc.gov).

I understand St. Rita Catholic School uses online educational applications that allow authorized individuals to access student information, including assignments and grades, through the Internet for school-related purposes. A list of online education applications and a link to their terms of service may be enumerated and made available by parental request.

I give permission for my child to access St. Rita Catholic School's technology resources, including School-approved online educational applications, and certify that the information contained on this form is correct.

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_