

# St. Rita School

*Accredited by Cognia*



[www.school.stritaharahan.com](http://www.school.stritaharahan.com)

## 2025-2026 Family Handbook

## Administration

**Pastor.....Father Steven Bruno**

### Administrative Leadership Team

**Principal.....Mrs. Toni Vezinat**  
**Director of Early Education and Student Development.....Mrs. Lori Tucker**  
**Director of Curriculum and Teacher Development.....Mrs. Kassie Britz**  
**Director of Curriculum and Teacher Development.....Ms. Kristi Clewis**  
**School Counselor.....Ms. Hannah Smith**

### Office Staff

**School Secretary.....Mrs. Laurie Buras**  
**Registrar.....Mrs. Carrilyn LeCour**  
**Accounts Payable.....Mrs. Paige Mosley**  
**Cafeteria Manager.....Ms. Kaneisha Gros**

**School Hours .....8:00am–3:00pm**

School Office	(504) 737-0744, ext. 1000
Admissions/Registration	(504) 737-0744, ext. 1004
Accounts Payable	(504) 737-0744, ext. 1000
Attendance Office	(504) 737-0744, ext. 1000
Cafeteria Direct Line	(504) 737-2773
Tiny Trots Direct Line	(504) 738-9002
Church Office	(504) 737-2915
School Fax	(504) 738-2184

**School Address: 194 Ravan Avenue, Harahan LA 70123 (504) 737-0744 ext. 1000**

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The ultimate authority in all school matters lies with the Principal of St. Rita School, and the Principal’s decisions regarding the implementation of school policy are final. The administration of St. Rita School has tried to be as explicit as possible concerning the rules and regulations outlined in this handbook, but during the academic year new and unusual circumstances may arise. The Principal has the authority to use her discretion in making decisions regarding unforeseen circumstances.

# **Foundation Documents**

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## **Mission Statement**

St. Rita School sets forth its mission to educate the whole child by celebrating Catholic tradition and pursuing academic excellence in a caring community that prepares them in mind, body, and spirit for a productive, Christ-centered life.

## **Philosophy of St. Rita School**

St. Rita School serves students, their families, the community, and the Church by providing opportunities for spiritual, intellectual, emotional, social, and physical growth. Thus, empowering all students to reach their fullest potential and preparing them to be well-rounded citizens of today's world.

## **Framework**

Three focus areas provide the framework for a St. Rita School education:

- ***Catholic Tradition*** St. Rita School students, created in God's image, are afforded dignity and taught respect for Catholic values. The school offers faith centered daily instruction and guides students to holiness through worship services that instill gratitude for their many blessings as well as an appreciation for the gift of Catholic identity. All members of the school community are encouraged to model Gospel values and integrate them into their daily lives.
- ***Academic Excellence*** The academic program incorporates high standards and challenges students to become life-long learners who are self-motivated and capable of critical and independent thought. Through varied classroom experiences and extra-curricular activities students are accountable for expanding their horizons, learning responsibility, and preparing for a successful future.
- ***Caring Community*** St. Rita School believes that partnership with parents and other community members is paramount to achieving educational goals. Within this supportive network, students demonstrate respect for others, acceptance of diversity, and gratitude for their blessings. St. Rita School students strengthen community and personal self-esteem through generous service to those in need.

## **Historical Foundation and Purpose**

St. Rita School was founded in 1953-1954 by Monsignor Champagne to provide the families of St. Rita Parish with a Catholic education. Today, the school exists for this same important purpose of providing students the educational opportunities necessary for spiritual and intellectual growth. The Staff and Faculty of St. Rita School believes that the privilege of enabling and encouraging each child to develop to his/her full potential constitutes the greatest responsibility that they have toward the child, his/her parents, and to God.

St. Rita School has been recognized as a Blue Ribbon School by the United State Department of Education twice. In 1998 St. Rita School was nationally recognized as an outstanding academic institution through the Blue Ribbon School of Excellence Program, and in 2007 St. Rita School was awarded the No Child Left Behind Blue Ribbon Award as a Top 10% school.

The Tiny Trots 3-year-old program was established in 2001 and the Tiny Trots 2-year-old program was established in 2014. The 2-year-old program is licensed by the State of Louisiana Board of Education as a Type I Child Care Center.

St. Rita School received initial accreditation by the Southern Association of Colleges and Schools (SACS) in December 2003. Since that time, St. Rita has maintained accreditation status through annual commitment to school improvement and was reaccredited by Cognia. Our accreditation status is valid until May 2029.

## Organizational Structure

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St. Rita School is a state-approved parochial elementary school, which provides educational facilities for children in preschool through seventh grade. The school is staffed by a certified lay principal with qualified, dedicated laypersons committed to Christian formation and educational excellence. St. Rita School recognizes the shared responsibility of parents, students, professional staff, pastor and parish priests, and other parishioners in the educational program. To facilitate this process of co-responsibility, the following structures exist:

### St. Rita Board of Education

This Advisory School Board has as its primary concern the ministry of Catholic school education: the spiritual, intellectual, physical, emotional and social development of the students. The Advisory School Board operates under the guidance of the pastor. In collaboration with the principal and in conformity with the policies of the Archdiocese of New Orleans, the Board shall concern itself with planning, marketing the school to the various communities, operational vitality of the school, and policy issues pertaining to the general excellence of Catholic education at St. Rita School.

Areas in which the board has responsibility and a consultative role are:

- Finance - Assist in developing the plans and means to finance the on-going educational program according to the Archdiocesan format.
- Public Relations - Assist in the formulation and implementation of public relations and marketing.
- Advancement - Assist in the formulation and implementation of an advancement program that includes fund development, and alumni and constituency relations.
- Technology - Assist in developing long range plans and goals for the school.

Grievances, outside of the responsibilities listed above, will be directed by the Board of Education to the principal. The Board welcomes suggestions.

### St. Rita Home & School Association

The objectives of the St. Rita Home & School Association are:

- To support Catholic education.
- To promote cooperation and understanding between members of the home and the school.
- To provide a channel of communication and interchange between parents and teachers.
- To strengthen home-school-parish-community ties.
- To provide a vehicle for community awareness regarding education.
- To contribute toward the physical maintenance of the St. Rita School plant, whenever possible.

Membership in the St. Rita Home & School Association shall be of three types:

- **Active** – Active members shall consist of all parents, guardians, or other parties directly involved or interested in the children of St. Rita School. They shall pay full dues as stipulated in the by-laws and will have rights and privileges of the association.
- **Inactive** – Inactive members shall consist of those relatives and friends of children attending St. Rita School, and who wish by paying dues, to participate in the work of the association. They shall enjoy the same privileges as the active members except that of holding office.
- **Honorary** – Honorary members shall consist of the pastor and associate pastor(s) of St. Rita Parish. They shall enjoy the same privileges as active members.

## **St. Rita Dads' Club**

Founded in 1955, the objectives and purposes of the St. Rita Dads' Club are to foster and promote, under God, the spiritual, cultural and physical welfare of the youth of St. Rita Parish; and to provide support to endeavors critical to the financial, social and overall prosperity of St. Rita Parish and School.

Annual events typically include two Lenten Fish Frys, a Father/Son event, a Father/Daughter dance, and the St. Rita Car Show & Cook-Off. In addition to these events, the SRDC is a critical piece to the success of the St. Rita Fall Fest, assisting with setup and breakdown plus staffing both the beer booth and kitchen. SRDC also proudly supports school extracurriculars and various ministries of St. Rita Parish through donations of time, labor and funds.

Membership is open to all men who want to make our school and parish a better place. Meetings are held monthly throughout the year, typically on the second Friday of the month. Follow us at <https://www.facebook.com/StRitaDadsClub> or email [stritadadsclub@gmail.com](mailto:stritadadsclub@gmail.com) for the latest on meetings and upcoming events.

## **Professional Memberships**

- American School Counselors Association
- Citizens for Educational Choice (CEC)
- Council of Catholic Schools Cooperative Clubs (CCSCC)
- Catholic Schools Athletic Conference (CSAL)
- Cogna
- Metro Middle School League of New Orleans
- National Association of Elementary School Principals
- National Board of Certified Counselors
- National Catholic Educational Association
- National Elementary Honor Society
- National Junior Honor Society
- Southern Association of Colleges and Schools

## **Enrollment & Admissions**

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The schools of the Archdiocese of New Orleans, Louisiana, admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX.

### **Parent Cooperation as a Condition of Enrollment**

St. Rita School clearly recognizes the role of parents/guardians as the primary educators of their children and that the school exercises its authority *in loco parentis*. The relationship between parents/guardians and St. Rita School is a partnership. Cooperation between parents/guardians and St. Rita School is vital to ensure that each student receives an appropriate secular and Catholic education.

Parental support and cooperation are essential in the schools. Normally a child is not to be deprived of Catholic education or otherwise penalized for actions of parents. However, the principal/pastor may recommend transfer of a student when parents have been persistently and overtly uncooperative with school staff, policies, regulations, or programs, or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children. It is never acceptable to address an issue through the use of social media. Further, the school reserves the right to require the withdrawal of a student



and his/her siblings enrolled in the school in the event that a parent/guardian engages in conduct determined by the school to be disruptive or harmful to its faculty, staff, and students, including, but not limited to, filing a lawsuit against the school and/or its employees.

### **Admissions Guidelines**

St. Rita School complies with Jefferson Parish regulations for age requirements to enter school, which indicates that first graders must be 6 years old by September 30. Likewise, the following age requirements are determined:

- Tiny Trots Twos – 2 years old by September 30 (Child is not required to be potty trained.)
- Tiny Trots Threes – 3 years old by September 30
- Pre-Kindergarten – 4 years old by September 30
- Kindergarten – 5 years old by September 30
- **Potty Trained – all students, excluding TT2, must be FULLY potty trained.**
  - See detailed requirements under “Health and Safety”

### **Records Required of All New Students** (Copies are sufficient, originals are not needed)

- Birth Certificate
- Baptismal Certificate (front/back)
- Social Security Card
- Up-to-date Immunization Record
- Cumulative Records of Previous Grades (For students entering grades 1 – 7)
- Standardized test scores (For students entering grades 4 -7)
- Legal Custody Papers, if applicable

Final approval for admission will not be granted until all records are received. Students missing records may be sent home as of September 1st until all records are received. New students and their parents are required to interview with school administration. Applicants may also be required to complete an assessment and/or a spend-a-day.

### **Returning Students**

- St. Rita School reserves the right to allow students to return from year to year.
- Re-admittance is based on academic performance, satisfactory behavior records, respectful and collaborative parental engagement, as well as satisfactory financial standing.

The Pastor and Principal will determine jointly how many sections of each grade level are warranted each year.

### **Transfer Students**

According to Archdiocesan policy, parents seeking to transfer their children from one Catholic school to another, or from a public and/or private school, must follow the archdiocesan transfer procedures prior to registration. Students who enter St. Rita School in Grades K – 7 are accepted on a probationary basis for a period of one school year. Probationary guidelines include the following:

- All grades/scores earned, including Student Development (conduct) grades, must be average to above average.
- Prompt and regular attendance must be maintained.

Students who do not meet the probationary guidelines may have their enrollment terminated immediately or may not be allowed to register for the subsequent school year at St. Rita School.

Students entering St. Rita School during the school year must provide a copy of the current report card. TT2 students will have additional forms required for state licensing that must be completed.

# Financial and Related Policies

## Registration Fee

A registration fee reserves a student's place in a given grade level for the next year until **tuition is due on May 1st**. After May 1st, the place is only secured by tuition paid in full. This is provided the student is accepted by St. Rita School and meets academic and disciplinary requirements established by St. Rita School. **The registration fee is non-refundable.** However, the payment of a registration fee does not constitute a guarantee of enrollment if academic and disciplinary requirements are not met and/or if required fees and/or tuition are not paid.

Registration for Supporting Families begins prior to Open Registration. Registration for the following year may not be accepted or processed if tuition and/or fees for the current year are delinquent.

For the 2026 - 2027 school year, registration for Returning Families begins on January 20, 2026.

- Registration Fees: \$200.00 per child (due with registration application)
- Returning Families registering late will be charged \$50 per month per family beginning February 27, 2026.

## Tuition Policy

The long range plan for archdiocesan elementary schools calls for parishes to provide financial support for the children of supporting families. A minimum contribution per family has been set by St. Rita Parish. Parents who would like to be eligible for the Supporting Family Tuition Reduction and early registration for 2025 - 2026 must have made the minimum contribution to St. Rita Parish by December 31, 2024.

Non-Catholic families and families not meeting the parish support requirements are classified as Non-supporting and are charged the tuition rate according to their classification. Non-supporting families, whether they have students currently enrolled at St. Rita School or are new to the school, must register during open registration on a first-come basis

## Tuition

Tuition is the main source of revenue for the school and is therefore necessary for the financial stability of the program. Tuition may either be paid in full by May 1 of the previous year or financed through a bank program.

St. Rita School Tuition: 2025 – 2026			
Grade Levels	Number of Children	Supporting	Non-Supporting
K - 7	1 Child	\$6,450	\$7,100
K - 7	2 Children	\$11,850	\$13,100
K - 7	3+ Children	\$16,000	\$17,850

St. Rita Early Education Tuition: 2025 - 2026			
Levels	Number of Children	Supporting	Non-Supporting
TT2	1 Child	\$7,350	\$7,850
TT3 and PK4	1 Child	\$7,050	\$7,550

**Tuition Payments for 2026-2027 School Year - Full payment for tuition to St. Rita School is due by May 1, 2026.**

Options available for tuition payment:

- Personal check made payable to St. Rita School
- Discover, Mastercard, VISA (5% fee on all transactions)
- Cashier's check or money order made payable to St. Rita School
- Tuition Loan Program (through Gulf Coast Bank)
- Cash

**Tuition Loan Program**

**Tuition not paid in full by May 1, 2026** must be paid through the tuition loan program administered by Gulf Coast Bank. You may access Gulf Coast Bank's online tuition portal at <https://tuition.gulfbank.com> and it is available to you 24/7 offering the below payment options. If you already have an account with another school in our program, LOG IN by using your email address and password. First-time users click SIGN UP to create your tuition management account.

Payment options include:

**Pay by E-Check or Credit Card**

- Pay the school in full by scheduling your one-time payment through the Gulf Coast Bank website; all you need is your bank routing number and checking/savings account number. No payment fee applies to this option.
- Credit card payments are accepted with an assessed convenience fee of 3.00% on the amount paid.

**Pay by Loan (Monthly Financing Option – Tuition)**

- Easy application to complete. School approval is required.
- Loan interest rate is **9.75%**.
- One-time fixed \$25.00 Origination Fee per loan / school term.
- Option to finance a **10** month loan - first payment begins July.
- Option to set monthly payments on the 1st or 15th of the month.
- Late fees incur if payment is late after 10 days (refer to borrower agreement for details)
- Final payment due in May, however, you can pay your loan in full before the maturity date without penalty.

Should you need assistance or have any questions, feel free to contact Gulf Coast service team at **504-544-6370** or email [tuition@gulfbank.com](mailto:tuition@gulfbank.com). Local customer service experts are readily available to assist.

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

**Policy for Delinquent Payments**

The following policies will be implemented regarding tuition, fees, and payments for services:

- If tuition or fees become more than 45 calendar days past due, the student(s) will not be allowed to attend classes, go on field trips, or participate in extra-curricular and co-curricular activities until the account balance is made current. Academic assignments, quizzes, and tests will not be available to the student, and work missed may affect the student's academic grade. Furthermore, the student's enrollment may be terminated for non-payment past 45 days. **You will be notified by the bank through email, and then contacted by school administration.**
- Registration for the following year will not be accepted or processed if current year tuition and/or fees are delinquent.

- If the tuition loan is charged back to the school, the full amount including tuition, interest charges and penalty fees is due immediately to the school. Students will not be allowed to attend class or participate in end of the year programs, including but not limited to field trips and final exams.
- St. Rita School reserves the right to deny loans to parents whose loans are charged back to the school.

### **Tuition Assistance Program**

The *Msgr. Champagne Adopt-a-Student Fund* has been established to build an endowment for financial aid. Reductions apply to tuition only, and all fees must be paid in full. It is the parent's responsibility to complete the tuition assistance process. The pastor and a committee appointed by the Parish Finance Council jointly determine the extent of financial assistance awarded to each applicant.

The Board of Education requests donations for *Msgr. Champagne Adopt-A-Student Fund* each year. Donations may be placed in an envelope marked *Msgr. Champagne Adopt-A-Student Fund* and return with your registration. Donations are accepted throughout the year.

### **Charge for Textbooks & Workbooks**

Students are not charged for the first copy of textbooks, workbooks, agendas, and the student development folder; however, students must pay replacement costs for lost or damaged books. The assessed fee for damaged or lost books must be paid in full before a new book is issued to the student and/or before the student receives his/her report card. The student must furnish supplemental materials, such as paperback novels and other classroom supplies that are required in courses.

### **Fall Festival Parent Work Policy**

Parents must commit to work at least three hours in an assigned booth during the St. Rita Fall Festival to avoid the \$400 Festival Support Fee. Parents who do not fulfill this commitment must pay the support fee by December 1 for their child(ren) to continue to attend St. Rita School.

### **Student Withdrawal**

Requests for withdrawal must be made in writing to the Principal. If the tuition is paid in full for the year, a portion of that pre-paid tuition is refundable for students who withdraw from school during the school year. The refund schedule is as follows:

- 90% refund of tuition for withdrawal prior to the first day of school year
- 60% refund of tuition for withdrawal prior to October 1
- 40% refund of tuition for withdrawal prior to December 1
- 10% refund of tuition for withdrawal prior to March 1
- No tuition refund for withdrawal after March 1

## **Attendance Policy**

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### **Attendance**

School hours are 8:00am – 3:00pm each day. School office is open from 7:30am – 3:30pm on school days.

- Prompt and regular attendance at school is considered essential for successful class work and academic progress.
- By law, attendance at school for all children between the ages of 7 and 18 is compulsory.
- Students must be present a minimum of 160 days to be eligible for promotion (80 per semester). A student who is absent more than 17 days may be retained or required to attend summer school.
- To comply with the daily required minutes of instructional time in order for students to be marked present for the day, a student can leave no earlier than 2:00pm or arrive later than 10:00am

- Exceptions *may* be made only in the event of an extenuating circumstance as verified by a physician or at the discretion of the Principal, with required documentation of reasons for absences.
- Parents are responsible for closely monitoring their child's school attendance.

### **Absences**

- Parents are to call the school office (737-0744, ext. 1000) before 9:00 am if a student is to be absent.
- Parents are required to notify the school in writing as soon as they have knowledge that their child has a communicable disease or condition. Any student returning to school after having a communicable disease or condition and/or having missed 5 consecutive days of school must present a doctor's certificate to the office in order to be readmitted.
- Failure to supply absence notes in a timely manner may jeopardize current enrollment or result in denial of re-admittance.
- Excused Absences
  - Students who are absent but are representing St. Rita School by the authority of the school administration.
  - Students who submit documentation from a doctor's office of illness within three days of the absence.
- Unexcused Absences
  - Students who are missing school without documentation from a doctor's office.

### **Make-Up Work, Tests, and Quizzes**

It is the responsibility of students to contact the teacher regarding missed work. Students are given 3 days to complete any missed work. Work not completed within the required time period may receive a failing grade; special consideration may be made for extenuating circumstances and be left to teacher discretion.

If students are present for the review day of a test or quiz, that student is responsible to be prepared to take the test or quiz upon return to school. If the review day is missed, it is the responsibility of the student to schedule a time with the teacher to make-up the missed test or quiz.

If a student knows that he/she will be absent due to personal or family matters, please advise the teacher/administration of the absence in writing as soon as possible. Teachers are not obligated to prepare work in advance for students to take with them.

Student make-up work can be retrieved from the shelf outside the office after 2:30pm on the day of the absence.

### **Check-out Procedure: PK4 - 7**

Requests for student check-out must be made at the school office. Only persons on file with the school office that have been pre-authorized by parents or guardians may pick students up from school. No students may leave premises otherwise (i.e., taxi, Uber, Lyft, etc.) Unless there are special activities which warrant classroom or field trip sign-out privileges, parents may not sign-out students from any location other than the office.

Students checked out before 10:00am are marked absent for a whole day. Students checked out after 10:00am are marked absent for a half day. Exceptions may be made for special situations such as field trips, classroom parties, or at the discretion of the school administration.

Students will not be allowed to check out after 2:40pm.

### **Tiny Trots Twos and Tiny Trots Threes: Check-in and Check-out Procedures**

Tiny Trots students brought to school must be left in the presence of a staff member. If students are picked-up before dismissal time, they must be signed-out from the Tiny Trots classrooms. All Tiny Trots students participating in the after-school care program must be signed out daily.

### **Tardiness**

The school day begins at 8:00am. Students in PK4 - Grade 7 must be present in their homeroom when the 8:00am bell rings. Students arriving at or after the 8:00am bell are considered tardy and must report to the school office for a tardy slip before going

to class. After 10:00am, students in PK4 - Grade 7 will be marked absent ½ day. Current enrollment or subsequent year re-admission may be jeopardized for students who are frequently tardy.

- Tardiness is defined as: arriving late, after 8:00am but before 10:00am. Students will be counted absent if they arrive after 10:00am. Students checked out of school before 10:30am will be counted as absent for the day. In order for a tardy or absence to be counted as exempted, excused, a doctor's note must be presented to the school office.
- Students arriving after 8:00am, **must check-in at the office accompanied by an adult** to sign the student into school.
  - Arriving on time allows your student to have the necessary time to prepare for the school day.
  - Tardiness not only affects your child, but is a distraction to his/her teacher, fellow classmates, and the student learning environment.
  - If a student has excessive tardiness, parents will be contacted to explore ways to resolve the issue.
  - Excessive tardiness/absences may affect promotion.
- 5 tardies will equal one unexcused absence

## **Transportation: Arrival and Dismissal**

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### **Arrival**

**At 7:30am** students in TT2 and TT3 may be brought to their classrooms for arrival.

Students arriving **before 7:30am** must attend the Before School Care (BSC) program. Parents bringing their child(ren) to BSC may park in the spots along Ravan Avenue between the cafeteria and Bourg Street and walk their student(s) to the outside cafeteria door.

Students in PK4-7th grade arriving **between 7:30am-8:00am** must be dropped off through carpool.

PK4 and Kindergarten students will report to their homeroom directly from carpool. Students in Grades 1-7 will wait in the courtyard until their designated homeroom time.

**At 7:45am** students in grades 1, 2, 3, & 4 report to their homeroom class.

**At 7:50am** students in grades 5, 6, & 7 may go to their locker and/or report to their homeroom class.

Breakfast is available in the cafeteria between 7:10 am and 7:40 am each morning. Prices for breakfast are set by School Food Services. There is a free and reduced food program for breakfast and lunch. Students may not bring breakfast into the classrooms.

### **Dismissal**

**At 2:45pm** students in grades **TT2 and TT3** may begin being picked up at their classroom doors.

**At 2:55 students in PK4** will be walked by a teacher to their designated courtyard spots. Parents who choose to pick up students in the courtyard may park in the yard on the Ravan side or in the neighborhood on the Ravan side and enter the yard through the gate by the cafeteria. Parents will not be allowed to enter the building to pick their child(ren) up.

**After afternoon announcements**, courtyard students in grades K-7 will be walked by a teacher to their designated courtyard spots. Parents who choose to pick up students in the courtyard may park in the yard on the Ravan side or in the neighborhood on the Ravan side and enter the yard through the gate by the cafeteria. Parents will not be allowed to enter the building to pick their child(ren) up.

**After afternoon announcements**, carpool students in grades K-7 will be walked by a teacher to their designated carpool spots.

For the safety of students, parents are not allowed to take their child(ren) out of line while the teachers are walking their class to the courtyard or carpool. Parents are asked to wait until students are in their designated area and eye contact is made with the teacher before collecting their child.

**At 3:15**, once carpool is over, students who are walking home will be dismissed from the Ravan Avenue cafeteria gate.

Students in 1<sup>st</sup>-7<sup>th</sup> attending After School Care will report to ASC at 3:15 when courtyard ends. Students in PK4 and Kindergarten attending After School Care will stay in their classrooms. Students who remain on campus after 3:15pm will be checked into the After School Care program unless they are involved in a scheduled, supervised school program (sport or activity).

#### **Additional Notes Regarding Arrival & Dismissal Procedures:**

- Students may never be dropped off or picked up on Jefferson Highway or Imperial Woods Drive.
- All cars should come from the river to join the carpool line. If you get in line from one of the cross streets, the teacher putting names into the list may miss you, and your child will not be on the list.
- Cars are to enter the gate on Bourg Street, form one lane, and stay in line until reaching the loading zone. Students may exit/enter cars only when the traffic sign is turned to "stop" by the duty teacher.
- After loading/unloading children, parents are to exit onto Imperial Woods.
- There is no parking on Imperial Woods between Bourg and the crosswalk on either side of the street during drop off and pick up times.
- If students are not in the pick-up area when their car arrives, the car must exit the yard, circle the block, and re-enter at a later time for student pick up. No cars are allowed to park in the student pick up zone. (Students sometimes take a few minutes to pack books. Parents should plan student pick-up accordingly.)
- **Louisiana Law prohibits drivers from using cellphones in school zones.** Drivers **may not use cell phones** while in school carpool lines. While the law allows hands-free devices, St. Rita School STRONGLY encourages parents to refrain from any activity that could result in distracted driving.
- Parents must complete the St. Rita Walker Form designating that their child has permission to walk or ride their bike to school or home without adult supervision.
- Students who walk or ride a bike to or from school by themselves or with an adult must enter campus through the walk-in gate behind the cafeteria.
- There is no scheduled crossing guard. Students walking home and needing to cross Jefferson Highway must notify the school office prior to dismissal if assistance is needed. A faculty/staff member will be assigned to cross the student.
- Faculty/staff members fulfill supervisory duties during arrival and dismissal, and the cooperation of parents and students is required. Faculty members are instructed not to have conversations with parents during carpool.
- For any extraordinary circumstances during arrival or dismissal, parents must communicate in a timely manner to both the office (737-0744, ext. 1000) and the staff members on duty.

#### **Rainy Day Dismissal Procedure**

- Parents report to the gym as students who are in the courtyard will be dismissed from the gym. Students will not be allowed to be pulled out of line while walking to the gym.

#### **Parking Areas**

The parking spots on the Ravan Avenue side of the school building from the front doors of school to Bourg Street are reserved for faculty/staff from 7:00am to 3:15pm each school day. Please do not stop or park in this area.

**Parking is allowed there in the afternoon for parents who meet their children in the courtyard (Gr. K – 7) or who pick up their children (Tiny Trots Twos & Threes & PK4) from the classrooms. Children may NEVER walk to or from the school yard parking area unaccompanied.**



## Louisiana Seat Belt Law

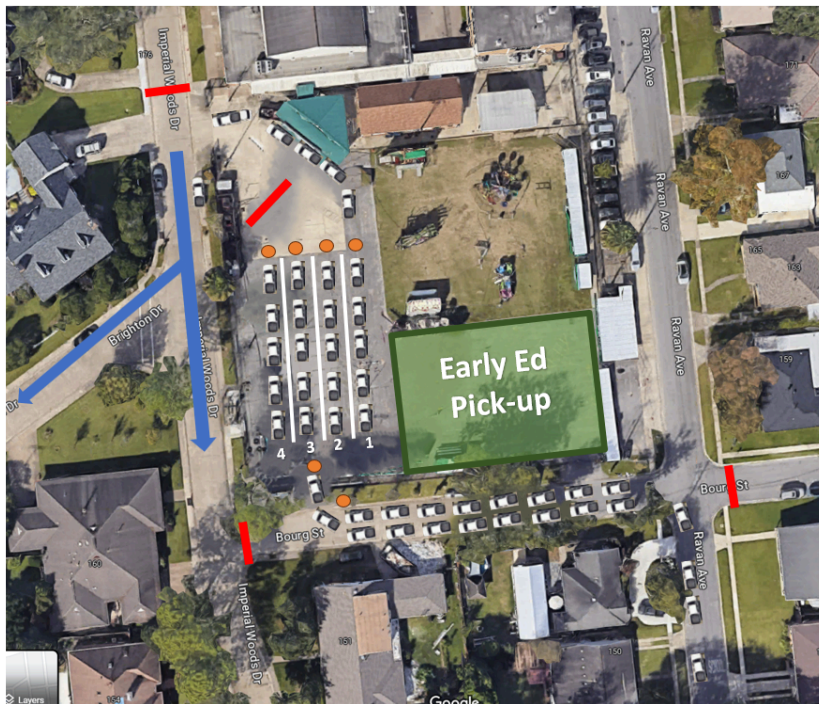
Louisiana law requires that children younger than 6 years old or weighing less than 60 pounds shall be restrained in a child restraint system:

- Under 1 year old or less than 20 pounds = rear facing seat.
- 4-6 years old or 40-60 pounds = child booster seat.
- At least 6 years old or over 60 pounds = the vehicle's safety belt or a booster seat.
- Louisiana law also requires that all passengers be buckled into a proper seat belt.
- Louisiana law requires all children under the age of 13 to sit in the back seat of the vehicle. Faculty and staff are not allowed to place children in the front seat.

It is the parent's (caregiver's) responsibility to buckle children into the car seat or into the car, as appropriate and as required by law. **Archdiocesan policy dictates** that St. Rita faculty cannot buckle children into a car seat or into the car. Children who are unable to buckle their own seatbelt should be picked up from the courtyard.

## Traffic Pattern for Morning Drop-Off and Afternoon Pick-Up

During morning drop-off and afternoon pick-up, Ravan Ave is a one-way coming from the river and going towards Jefferson Hwy. Cars will turn left on Bourg and will be directed into 2 lanes. Traffic will be directed into several lanes in the yard. Cars leaving the yard will turn left onto Imperial Woods. Parents are required to cooperate with traffic pattern procedures (see map below) to ensure the safety of all St. Rita students.



## St. Rita Carpool Plan

- 4 Pick-up Lanes Formed in St. Rita Parking Lot
- Bourg St. Closed at Imperial Woods
  - 2 lanes of cars headed West on Bourg
- Car-pool monitor release 5 cars at a time
- Remaining line headed northbound on Ravan
- Bourg St. Closed headed east at Ravan
- Imperial Woods closed northbound at St Rita
  - Traffic exiting St. Rita head south on Imperial Woods
- Early Ed Pick up remains the same

— Street Traffic Closed

● Lane Control Cones

## Curriculum

### Religion Across the Curriculum

The Religion curriculum at St. Rita School consists of a comprehensive educational program approved by the Archdiocese of New Orleans, in accord with the Catechism of the Catholic Church, the Curriculum for Religious Education and Catechesis in the



Archdiocese of New Orleans. Our Catholic faith is the foundation of everything we do. Every subject in our curriculum is taught through a Catholic lens, with Christ as Teacher. His teachings inform not only our religious education but also our approach to literature, science, social studies, math, and the arts, fostering a holistic formation rooted in Gospel values.

Learning is achieved through classroom instruction, liturgies, sacramental preparation, special seasonal celebrations, service learning, and parish activities. St. Rita School students in grades PK4 through 7 are afforded the opportunity to experience a nurturing Christian community as the foundation of their education by attending Mass each week.

### **Early Education Program: TT2 (Tiny Trots Twos), TT3 (Tiny Trots Threes) and PK4**

St. Rita School Early Education Program offers classes daily from 8:00am to 3:00pm. These readiness programs provide for the spiritual, social, emotional, intellectual, and physical growth of preschoolers.

Programming is based primarily on the children's developmental needs with emphasis on developing a strong foundation and love for learning. The program values play and understands that it is the child's natural path to mastery. Equipped with learning centers for various areas of a young child's development, the classroom provides opportunities for both teacher-directed and child-initiated activities.

### **Elementary and Middle School Curriculum**

St. Rita School is a state-certified, Cognia accredited Archdiocesan school that emphasizes Catholic tradition, academic excellence, and a caring community.

The curriculum for all PK – 7 students includes instruction in religion, mathematics, language arts, science, social studies, physical education, computer, music, art, foreign language, and library.

SRS fulfills all requirements set by the State of Louisiana in the Louisiana Handbook for School Administrators (Bulletin 741) of the Louisiana State Department of Education for grades PK through 7.

Numerous extra-curricular, co-curricular, and auxiliary activities are supported by the school.

Overall curriculum guidelines in all subject areas conform to the Archdiocesan and state guidelines.

Parents' cooperation with school curriculum policies is important for the effective teaching/learning environment in the school community.

### **Student Support Policy**

St. Rita School does not provide special education services or facilities; however, minor adjustments can be implemented in the classroom. The nature and extent of such minor adjustments is within the sole discretion of the Principal of St. Rita School and School Counselor. After a review of the student's psychoeducational/educational evaluation, the teacher and parent will receive a written Minor Adjustment Plan (MAP) of recommended adjustments from the Student Support Team (SST) made up of the Administrative Leadership Team and the student's teachers.

To be considered eligible for a Minor Adjustment Plan (MAP), a student must have a current formal evaluation on file. A formal evaluation includes either a comprehensive psychoeducational assessment, comprising cognitive, academic, and psychological testing conducted by a licensed psychologist or full evaluation services provided by the local public school district. Evaluations are valid for up to three years from the date they are conducted, unless the evaluator recommends a shorter time frame. To maintain eligibility, a full formal evaluation must be updated every three years from the date of the initial assessment. A doctor's note from a pediatrician will not be accepted for eligibility for a MAP.

Should the Principal determine that minor adjustments in St. Rita School's education program has not been satisfactory in meeting needs of the student and that it is in the best interest of both the school and the student that he/she be placed in a more appropriate learning environment, then the Principal may ask the parents to withdraw their child from St. Rita School and/or the student will be removed from rolls of the school and/or not allowed to re-enroll.

## **Procedure for Educational Evaluation**

St. Rita School does not conduct educational evaluations; however, the school does cooperate with parents and testing agencies for such evaluations. Evaluation forms that require information from teachers are submitted directly to the School Counselor. Written parent permission must be given in order to complete evaluation forms. Since completion of evaluation forms usually requires one to two weeks, depending on workload and calendar, parents must allow adequate time for such forms to be completed. All forms will be returned **directly** to the testing agency.

## **Resource Services**

As per federal guidelines and funding, Title I classes are provided to St. Rita School students in math and reading for selected grade levels.

## **Assessment of Student Progress**

Assessment is an important component of the educational program. Several facets of evaluation involving parents, teachers, and students are utilized in presenting a profile of student strengths, weaknesses, and accomplishments. Academic assessment of students includes, but is not limited, to the following:

- Written assignments (homework and class work)
- Teacher evaluation (oral participation and effort)
- Teacher-made quizzes, tests, and exams (oral or written)
- Projects and/or presentations
- Portfolios
- Standardized tests

Parent/Teacher conferences are scheduled quarterly. However, if a parent feels more time is needed to discuss their child's progress, they are encouraged to contact teachers for a conference outside of the regularly scheduled parent/teacher conferences. Meetings can be arranged by emailing the teacher or by sending a note in your child's SRS folder. Teachers and/or administration may also occasionally feel it necessary to schedule a conference outside of the regularly scheduled parent/teacher conferences.

## **Grading**

Daily work, including homework, class work, oral participation, and effort, as well as quizzes, tests, exams, projects and presentations given during the nine-week period, comprise the quarterly grade.

The grading scale for most courses is as follows:

A (94 - 100%)   B (86 - 93%)   C (78 - 85%)   D (70 - 77%)   U (Below 70%\*)

\*Extremely low scores on tests, exams or major projects/presentations earned by students will be averaged as no lower than 60%. However, a score of 0% may be issued for cheating, failure to follow test procedures, and for **work not submitted**. The minimum grade of 60% does not apply to any other graded assignment, including but not limited to, homework, quizzes, classwork, or class participation.

Evaluation of student performance in activity classes will be based on skill and class participation. Students will be evaluated in the following manner:

AA – Above Average   AV – Average   BA – Below Average

**Progress reports and report cards are issued quarterly to all students in Grades 2 – 7.** Progress reports and report cards should be checked carefully. Report cards must be signed by the parent, and returned to the homeroom teacher within two days.

**PK4 and Kindergarten** students will receive a skills-based progress report each quarter. **First grade** students receive a progress report at the end of the first nine weeks instead of a report card. This is to allow first graders a transitional period into the academic curriculum.

Requests for grade changes must be received by the office in writing within one week of report card issuance. If a student receives an incomplete grade on the report card ("I"), he/she must remedy the incomplete status within two weeks of the report card issuance. Failure to remove the "I" from the report card may result in a "U" for the quarterly grade in the subject.

**Students in Grades 6th and 7th are exempt from 4<sup>th</sup> quarter exams provided the following conditions are met:**

1. The numerical average of the final grades in the three previous quarters is 94% or higher.
2. The student's grade for the Fourth Quarter prior to taking the final exam is an A.

**Graded Work and Test Papers**

- In Grades 1 – 5, all graded student work must be signed by parents and returned to the teacher within two days.
- In Grades 6 – 7, parents can view tests/quizzes in student binders or posted grades online through Educonnect.
- Tests taken online are able to be viewed through Google Classroom.
- In Grades 3 – 7, tests may be given via online platforms. These grades can be accessed through the students' accounts.
- In Grades 2 – 7, St. Rita School provides parental access to student grades via Educonnect.

**St. Rita School Honor Roll & Awards**

St. Rita School maintains two Honor Rolls for students in Grades 2 - 7 to recognize academic achievement during each nine-week grading period. The requirements for the Honor Roll are as follows:

"A" Honor Roll	"B" Honor Roll
<ul style="list-style-type: none"><li>• All A's in academic subjects (includes Middle School Spanish).</li><li>• Activity class grades must be average (AV) or above average (AA).</li><li>• No less than an M in Conduct.</li></ul>	<ul style="list-style-type: none"><li>• All A's and B's in academic subjects (includes Middle School Spanish).</li><li>• Activity class grades must be average (AV) or above average (AA).</li><li>• No less than a W in Conduct.</li></ul>

**Homework**

Homework is an assignment given by the teacher that the student is responsible for completing on his/her own time. Homework is necessary to provide continuity of learning, enrich the curriculum, direct study, and encourage student independence and responsibility.

Students in grades 1st - 7th will receive a tracker to keep track of their homework assignments. Students are required to write assignments in their trackers daily. Lost trackers can be replaced for a \$5.00 fee.

**Types of Assignments**

In order to provide variety and to stimulate interest, the following types of assignments are suggested:

- Individual and group work
- Observations
- Drill – oral and written
- Study and memorization
- Reading – academic and recreational
- Written assignments – exercises, problems, themes, questions, outlines
- Oral/written reports and projects based on reading and research

## **Grading of Homework**

Homework is an integral part of a student's academic success, thus assignments may assume some credit toward the student's quarterly grade in one of the following ways:

- The assignment may be checked and given a daily grade for completion.
- The homework may be discussed orally in class and credit given for student responses. Students may lose partial or full credit for homework not completed according to the teacher's directives. Though homework grades may affect the quarterly average, the greater part of a student's grade will be derived from test grades, quiz grades, special projects, and exam grades.

## **Student Responsibility for Homework**

- Record all assignments given in class in the school given tracker. Assignment trackers are used in Grades 1 - 7.
- Homework is to be completed as accurately as possible.
- All written assignments must have the proper school heading and are to be neatly completed in ink or pencil, as indicated by the teacher.

## **Suggestions for Parental Support of Homework**

- Become acquainted with homework policies.
- Check your child's assignment tracker for consistency, accuracy, and completeness.
- Provide materials and a comfortable, quiet, and well-lighted place to study.
- Assist your child if he/she should encounter difficulties without actually doing the assignment for the child.
- Encourage high quality work.
- Sign graded papers, tests, and official school correspondence in a timely manner.

## **Time & Frequency of Homework**

The time required to complete homework may vary depending on student ability, and the following is offered as a general guide:

- Grades K - 3: 15 to 60 minutes
- Grades 4 - 7: 45 minutes to 2 hours

Studying for tests may require additional time. Homework is assigned on a regular basis for Monday through Thursday nights, and weekend and holiday assignments may be given for continuity of the learning process.

Homework for Grades K – 7 is not assigned on nights of Home & School Association General Meetings, Onion Mum Night, Fall Fest weekend, and other special event nights designated by the school calendar. This policy has been implemented to allow parental and/or student attendance at these functions.

For grades 3-7, there will be no homework, quizzes, or tests during standardized testing. In class projects and assignments will be used for a grade during this week. Completion of these projects may be assigned to homework if not completed in class.

## **Promotion and Retention Policies**

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### **Kindergarten**

Students may be retained in kindergarten if they do not successfully complete the course of instruction. Retention is based on the child's readiness and academic progress. Since kindergarten is a mandated grade level, the decision to retain a student in kindergarten will be made by the teacher and the school administration.

## **Grades 1 - 7**

If a student fails two or more promotional subjects, then he/she is required to repeat that grade level. On the student's final report card, a "U" will be assigned to the failed promotional subjects.

First Grade students receiving a "U" in the subject of ELA in the fourth quarter will be required to repeat the year. Additionally, First grade students must earn two of their three quality points in ELA in the second semester to pass first grade. Students receiving one quality point in ELA in first grade will be required to repeat the year. Students failing to pass ELA in first grade are required to repeat first grade.

With the exception of first grade ELA, If a student fails one promotional subject, then he/she is required to make up that subject before being placed in the next grade level. In addition, on the student's final report card, an incomplete, "I", will be assigned to the failed promotional subject. After the student completes the required summer remediation for the failed promotional subject, the "I" on the student's final report card will be changed to a "P" (pass) for that subject.

Currently, there are two options available for remediation of credit:

- Students may attend a state-approved summer school.
- Students may work with a teacher or tutoring service. The teacher must be certified and the teacher's credentials must be approved by the administration prior to summer tutoring in order for credit to be accepted. Parents may NOT tutor their own children for summer school credit. A designated amount of logged hours will be required.

Promotional subjects are as follows:

Grades 1: Math and Religion, and ELA (refer to bolded statement above for passing first grade ELA)

Grades 2-3: ELA (English/Language Arts), Math and Religion

Grades 4-7: ELA (English/Language Arts), Math, Religion, Science and Social Studies

**Students in Grades 2 - 7** must earn four quality points using a 4-point scale (A=4, B=3, C=2, D=1, U=0) without rounding in order to pass a subject for the year. Additionally, **at least two of the quality points must be earned in the second semester.**

## **Student Services**

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### **Cafeteria**

St. Rita School participates in the Archdiocesan Food Services Program. Students must establish a prepaid cafeteria account for breakfast, lunch and extras such as juice, milk, ice cream, water etc. Purchases must be made through the cafeteria account as no money will be accepted at the register. An initial deposit of \$40.00 must be sent to the school cafeteria for students to participate in the cafeteria program. Parents will be notified periodically of account balances. Cafeteria program guidelines require prepayment of all services for continued participation in the program.

### **Computer Lab/Technology**

St. Rita School offers various opportunities for students to utilize technology on campus. Computers, iPads, and Chromebooks are used in classrooms, and the St. Rita School Computer Lab is open for student and faculty use during the school day. Advancements in technology provide tools that may be utilized by students and faculty to enhance the learning environment and increase opportunities for learning.

With the privilege of using technology comes the responsibility to use that technology in a way that promotes authentic learning within the mission and philosophy of St. Rita School. Failure to use technology appropriately constitutes a major offense, which

warrants disciplinary action up to and including loss of use of technology, detention, suspension, or expulsion. Examples of inappropriate use include, but are not limited to, vulgarity, profanity, and cyber-bullying.

By signing the Handbook Accountability Contract, the student and parent agree that the student, not St. Rita School, is responsible for his/her actions while using the Internet and the student and parent agree to release, indemnify and hold harmless St. Rita School, its teachers, and staff for illegal and/or improper use of e-mail or the Internet and/or for claims arising from student actions while at school.

### **Ethical and Responsible Use of Technology**

The use of technology at St. Rita School is guided by the philosophy and mission of the school. The school promotes the use of technology in an effort to nurture students to reach their fullest potential and prepare them for the future in a positive, creative, and enriched learning environment.

Because the network and all equipment is the property of the school, the school reserves the right to regulate all use of technology and to monitor all communications through the network without notice. Violations of regulations regarding the proper and responsible use of technology shall be reported to the administration for further disciplinary action up to and including loss of use of technology, detention, suspension, or expulsion.

The school's acceptable use of technology policy is not intended to be comprehensive and presupposes good will and good judgment on the part of the student in all circumstances. In order to promote the ethical and responsible use of technology, the following regulations are established for the good of the individual and the school community. Violations of any or all parts of the technology policy may result in disciplinary action.

1. The implementation and upgrading of technology is a costly endeavor. Students are instructed in the proper and careful use of chromebooks, iPads, computers, and other forms of technology. Food and drink are not to be taken to areas in which computers are located. Students are not to tamper or be destructive with any hardware, including computers, chromebooks, or iPads. If inappropriate use of hardware or software leads to damage, the student(s) involved will be charged for the damages or replacement of the hardware and/or software. The assessed fee for damage to the hardware and/or software must be paid in full within the prescribed time period.
2. Mobile Device Policy (iPads and Chromebooks): Students may have the opportunity to use various types of mobile devices. Students are responsible for the proper use of these devices. Instructions will be given in class about proper use and care. If a student damages a device, the parent/guardian will be responsible for the repair or replacement of the device. Students are expected to adhere to all items listed in the Acceptable Use Policy of Technology (AUP).
3. Smart watches or any type of wearable smart device that has the capability to text, email, or take pictures are not allowed at school.
4. Students will be responsible for damaged or lost property belonging to the school or another person.
5. Students are prohibited in changing the appearance of the computer by removing or adding applications or web extensions.
6. The use of profanity or vulgarity is prohibited. This includes viewing, downloading, sending, storing or printing files or messages that are profane, obscene, or that use offensive or degrading language. Posting inappropriate information on sites such as Facebook, Instagram, Twitter, etc. is prohibited.
7. Students are allowed access to the Internet while on-campus. The archdiocese has installed a firewall that eliminates viewing of most inappropriate sites; however, it is impossible to filter every site. The actions of those on the archdiocesan frame relay system are being monitored for inappropriate use, and any person using technology inappropriately will face disciplinary action.
8. Students are provided access to Google Drive through their St. Rita School account for saving and exchanging information. Only files that are to be used for academic purposes should be saved on Google Drive. In particular, students should not download music and/or video files unless these files are to be used for school projects or assignments.
9. Accessing the accounts and files of others is prohibited. Violations of another person's privacy are prohibited. Such violations include but are not limited to: logging in as another person, accessing another person's files and/or programs, and altering another person's files/programs.
10. Posting personal information (name, address, cell number, passwords, etc.) is strictly forbidden.

11. Tampering with the network or a computer to impair the functionality of either, or knowingly initiating a computer "virus" on a computer or network which modifies or destroys the work of others is prohibited.
12. Attempting to subvert security systems or to bypass restrictions set by the network administrator (i.e., hacking) is prohibited.
13. Students shall comply with copyright laws in the use of software, including loading and using software without proper licensing. The use of a network or the Internet as a valid academic resource is governed by the same rules that apply to library resources. Improper use or distribution of information is prohibited. This includes using the network for financial gain or for illegal or commercial activities. The use of another person's work, without proper reference or permission, is considered plagiarism.
14. Email accounts accessed on SRS computers are not considered private and may be monitored. The sending of chain letters is prohibited.
15. Students may not access personal online subscription services using school computers and/or telephones.
16. The Internet is to be used for research and as a means of obtaining information. In the interest of safety and maintaining the educational environment, students are not to participate in any chat room activity.
17. Students may be permitted to listen to music with teacher permission; however, all music must be appropriate within the mission and philosophy of St. Rita School.
18. Students may be permitted to play some games on the computer with teacher permission. Games which depict violence, vulgarity, gambling, or anything of explicit nature are strictly prohibited.
19. Removable flash drives may be used at school only if they contain information or data for a class project. Flash drives are not to have any type of program or material that would be considered in violation of school policies on them.
20. Students should not publish or cause the publishing of material to the Internet that in any way is offensive, inappropriate, or in any way may cause harm to St. Rita Parish, St. Rita School or the students, faculty, and staff of St. Rita School. This includes but is not limited to material posted on personal websites, forums, and social media.
21. Students will be responsible for damaged or lost property belonging to the school or another person.
22. Assisting others in violating these rules shall be considered unacceptable behavior and shall be subject to disciplinary action.

St. Rita School recognizes that normal wear and tear of technology occurs throughout the school year. Thus, repairs due to natural causes are inevitable. For the purposes of this handbook and the agreement between St. Rita School and St. Rita parents, "natural causes" include burned out/fading LCD screens, faulty batteries, or internal software related issues.

**However, Parents/Guardians of St. Rita Students are responsible for paying a repair fee of \$125 for repairs on chromebooks, iPads, or any St. Rita device that occur due to unnatural causes. These unnatural causes include but are not limited to: internal damage related to food and drink, broken or damaged keyboards, ports, or broken screens.**

Violations of regulations regarding the proper and responsible use of technology will be reported to the principal and/or assistant principal. In addition to disciplinary consequences, the student may also incur the loss of the privilege of using the technology opportunities available at St. Rita School as a result of irresponsible, unethical or illegal usage.

## **Extended Care Program**

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### **Before School Care and After School Care**

A registration fee of \$15.00 per child is required for students to participate in the Extended Care Program.

Participation in the Extended Care Program is a service afforded St. Rita School families as a convenience. Inappropriate behavior while participating in these programs may result in suspension or termination of services.

### **Before School Care**

Before School Care (BSC) is provided beginning at 7:00 a.m. for TT3-7<sup>th</sup> Grade. Before Care students will enter through the outside cafeteria door. Parents may park in the yard on the Ravan side to walk students to the cafeteria.

Breakfast is available in the cafeteria between 7:10 am and 7:45 am each morning. Students may not bring breakfast into the classrooms.

2025 – 2026 Before School Care Fee and Time		
Grades	Time/Location	Cost
TT3 - 7	7:00am – 7:30am/Cafeteria	\$3.00 per day (Does not include breakfast.)

### **After School Care**

After School Care (ASC) begins at 3:15pm for students in TT2 – 7. Age appropriate snacks and playtime are provided for all students during after care. Students in Grades 1- 7 have time in ASC for independent homework. Students who use the ASC services must sign-in to the program BEFORE going to any on-campus after-school activities.

2025 – 2026 After School Care Times and Fees		
Grades	Times	Cost
TT2 -7 <sup>th</sup>	3:15pm – 4:15pm	\$6.00 (Cost for one hour)
TT2 -7 <sup>th</sup>	3:15pm – 5:30pm	\$12.00 (Cost for two hours)
<b>*The charge for any student not picked up by 5:30 pm is \$2.00 per minute.</b>		

**After School Care Pick Up** - Students in the After-School Care Program will remain in classrooms, cafeteria, or rear yard until they are picked up. Parents may park on Ravan Avenue in teacher spots after 3:15pm to pick up students. Students are to be picked up from after care from the cafeteria doors. All students will be logged out daily on the school's Extended Care database so that an electronic record is kept. Continued late pick up may result in dismissal from participation in the ASC program.

**Please note:** The Extended Care Program is not provided on special scheduled days and holidays. After School Care is not provided on: Halloween, Fall Fest Friday, last day of school before holidays (ie. Thanksgiving, Christmas, Mardi Gras, and Easter) and on the final day of school. There is no extended care on any early dismissal day. Parents should consult each month's revised school calendar for days of extended care services.

***On days when after school care is not provided, the charge for any student not picked up within 15 minutes of dismissal time is \$2.00 per minute.***

Accounts for Extended Care services must be current for students to continue receiving the services offered through the program. **Invoices not paid within 45 days of the due date will result in suspension of services until the account is made current.**



## **Co-Curricular Programs**

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### **Counseling Program**

The counseling program at St. Rita School is designed to assist students in achieving educational success. The counseling program supports student growth and development in the areas of emotional well-being, academic progress, and personal and social development. All students in Grades PK 4 - 7 participate in the counseling program throughout the school year.

The school counselor assists administration, faculty and parents with the understanding of student needs and behavior. In addition to teaching monthly guidance lessons to students in grades Kindergarten through 7th, the school counselor also conducts routine visits and observations for all grades and acts as a liaison between parents, faculty, and students and will meet with students both individually and in group sessions. The school counselor facilitates groups throughout the school year focusing on growing different developmental areas.

The school counselor does not provide intensive or long-term counseling services to students, parents, or family members.

### **Library**

The St. Rita School Library offers students access to a variety of reading materials. The library is open from 7:30am until 3:30pm; however, ASC students must check in and receive permission before they go to the library. Students are encouraged to visit the library and make use of all services in both formal and informal settings.

### **Piano Lessons**

St. Rita School offers piano lessons (Grades 1 – 7) as part of the activity/enrichment program. The schedules and fees for piano classes are provided each year in August.

## **Extracurricular Activities**

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### **Student Activities**

St. Rita School provides students the opportunities for growth in all areas – spiritual, intellectual, social, emotional and physical – through co-curricular, extracurricular, and auxiliary programs. Students who participate in after-school activities must be picked up promptly at the end of the activity. Students who are not picked up on time will be checked into the ASC program with all associated costs.

Auxiliary activities include Scouts, Disciples of Christ, and Altar Servers.

Extracurricular clubs offered include: Choir, Drama Club, SRS Council, Cheerleaders (Gr. 4-7), Junior Trotters (Gr. 2-4), National Junior Honor Society, National Elementary Honor Society, STREAM Club, WSRS, Strategy and Sport Club, Board Game Club, Robotics, Book Club, Customs and Celebrations, and Art Club.

Athletic teams are usually fielded in both junior and senior divisions in the following sports: volleyball, cabbage ball, basketball, flag football, swim team, bowling, soccer and cross-country.

### **Eligibility for Participation in Extracurricular Activities & Team Sports**

A student who merits a failing grade on any progress report or report card in any promotional subject will be ineligible for participation in clubs, extracurricular activities, and team sports. Students receiving a “In Need of Support” on any progress report or report card in Student Development will be ineligible for participation in clubs and extracurricular activities. Eligibility to participate in extracurricular activities may be reinstated if the student has no failing grades or is no longer “In Need of Support” on the subsequent progress report or report card.

Students absent from all or part of the school day must receive written permission from the administration to participate in after-school and/or weekend activities sponsored by the school.

Participation in team sports contributes to the physical well-being of the student and to the development of good sportsmanship. Students who display behavior contrary to the school's mission and philosophy may be removed from the team. Students are chosen as team members on the basis of try-outs. In order to try-out, a student must:

1. Meet the age requirements established by the league.
2. Agree to be present for all practices and games, except when a valid reason makes this impossible.
3. Meet the conduct and academic requirements for extracurricular activities, as outlined in this handbook..

## **Student Dress**

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The purpose of a school uniform and the regulations regarding dress and appearance is to identify the student as a member of the St. Rita School community. Because the student's appearance reflects on the school as well as on the student and his/her family, students should wear the uniform with pride and dignity. The following items may be purchased at Schumacher Uniforms (3601 Hessmer Ave.) and Schiro's School Time Uniforms (5008 W. Esplanade Ave.): Girls skirts and blouses, boys khaki pants and shirts, and 2, 3, and 4 year old khaki skorts, shorts, and pants.

Items available through the St. Rita Home and School Association include PE shirts and shorts, sweatshirts (no hooded sweatshirts), fleece jackets, wind pants, socks, and tote bags.

Please label all parts of the uniform on the inside with the student's name.

### **Uniform Requirements**

#### **Girls Grades K – 4**

- Green plaid jumper/uniform walking shorts
  - No shorter than 3 inches above the crease of the knee
  - Optional belt with the shorts must be black or brown
  - Shorts must be worn at the waist, not the hips
- Long or short-sleeved white blouse or polo with the school crest patch
- Undergarments, including t-shirts, must be solid white and may not extend beyond the length of the sleeve or hem of the blouse or shirt
- Solid black, low cut, canvas or non-scuff leather shoes of any brand must be worn.
  - Shoes must be solid black without any color and must have shoelaces, buckles or Velcro. Ballet type shoes or high top shoes are not allowed. The sole and trim must be black.
- All socks must cover the entire ankle
  - Designs or logos, other than the approved SRS logo are not allowed.
  - Socks must be solid white or solid black

#### **Girls Grades 5 – 7**

- Green plaid skirt/uniform walking shorts
  - No shorter than 3 inches above the crease of the knee
  - Optional belt with the shorts must be black or brown
  - Must be worn at the waist, not the hips
- Long or short-sleeved white blouse or polo with the school crest patch
- Undergarments, including t-shirts, must be solid white and may not extend beyond the length of the sleeve or hem of the blouse or shirt
- Solid black, low cut, canvas or non-scuff leather shoes of any brand must be worn.
  - Shoes must be solid black without any color and must have shoelaces, buckles or Velcro.

- Ballet type shoes or high top shoes are not allowed.
- The sole and trim must be black.
- All socks must cover the entire ankle
  - Designs or logos, other than the approved SRS logo are not allowed.
  - Socks must be solid white or solid black

### **Boys Grades K-7**

- Khaki pants/shorts
  - Not shorter than two inches above the crease of the knee
  - There should be no splits or cuts at the seams of pants or shorts
  - Pants must be hemmed and not rolled
  - Pants and shorts must be worn at the waist, not at the hips.
- Khaki or black belt
- St. Rita white or green long- or short-sleeved shirt.
- T-shirts worn under the uniform shirt must be solid white and may not extend beyond the length of the sleeve or hem of the shirt
- Solid black, low cut, canvas or non-scuff leather shoes of any brand must be worn.
  - Shoes must be solid black without any color and must have shoelaces or Velcro.
  - High top shoes are not allowed.
  - The sole and trim must be black.
- All socks must cover the entire ankle
  - Designs or logos, other than the approved SRS logo are not allowed.
  - Socks must be solid white or solid black

### **Early Education Uniform for Tiny Trots Twos, Tiny Trots Threes, and PK4**

- Early Education t-shirt
- Khaki elastic waist skort (girls), khaki elastic waist long pants (boys and girls) and khaki elastic waist shorts (boys and girls)
- Velcro-fastened, non-marking tennis shoes of any color
  - Shoes that tie are not allowed
  - Students may not wear “light-up” tennis shoes or tennis shoes with wheels
- Students may only wear solid black or solid white socks
- SRS Green Tote Bag required
- All clothing or other belongings must be marked with the student’s name

### **Uniform Reminders**

- All uniforms must be of good fit and condition, clean, and properly worn. Shoes must be properly worn with the whole foot in the shoe. Shoelaces must be tied so that the shoes are not loose and strings are fully visible.
- Parents may check the monthly calendar and other communications from the school for specific events when shorts/dress down are not allowed, such as Mass and special assemblies.
- All parts of the uniform must be labeled with the student’s name to facilitate their return if lost.
- Uniform skirts, shorts and pants must rest at the student’s waist. Shirts/blouses must be tucked-in at all times.

### **P.E. Uniforms for students in Grades K – 7**

P.E. uniform shorts may be worn under the school uniform provided they do not extend below the length of the school uniform. Students are not allowed to wear their P.E. shorts to school instead of their regular school uniform. **P.E. shorts must be of acceptable length and fit. Students will not be allowed to wear shorts that school administrators deem unacceptable.**

#### **P. E. uniform requirements for students in grades K – 4:**

- Black uniform tennis shoe or other tennis shoe to change into before P.E. class.
- The gray P.E. shirt is optional. The gray shirt may be worn instead of the school uniform shirt on P.E. days.
- P.E. gym shorts are optional for PE days, but are required for the Boosterthon Fun Run and Trotter Olympics
  - Girls may wear the SRS “Nike” style running shorts or black mesh shorts.
  - Boys wear the SRS black mesh shorts.

#### **P. E. uniform requirements for students in grades 5 - 7:**

- The **gray P.E. shirt is required.**
- The gray shirt may be worn instead of the school uniform shirt on P.E. days.
- **P. E. gym shorts are required.**
  - Girls must wear the “Nike” style running shorts or the SRS black mesh shorts.
  - Boys must wear the SRS black mesh shorts.

#### **Cold Weather Regulations Concerning Uniforms**

- In the event of cool weather, school issued sweatshirts or jackets are allowed.
- During cold weather, any heavy coat or jacket may be worn to school in addition to the items listed above in #1. Students are not allowed to wear any non-uniform garment in the school buildings.
- Solid white long sleeve t-shirt or turtleneck may be worn under a uniform shirt.
- Girls may wear solid white, dark green, black leggings, or tights under uniform shorts, skirts, or jumpers in cold weather. Sweatpants may not be worn with the shorts.
- For extreme cold weather, administrators may announce guideline adjustments.

#### **Guidelines for Dress-Down Days**

During the year students are given the opportunity to Dress Down for various occasions.

Unless otherwise specified (Halloween, Christmas, Black & Gold Days, St. Patrick’s Day, etc.) ONLY ST. RITA T-shirts can be worn.

<b>SRS Dress Down Day Options</b>	<b>Non- SRS Dress Down Day Options</b>
<b>What can I wear?</b> <ul style="list-style-type: none"><li>• Any St. Rita School issued t-shirt or top</li><li>• Jeans, long shorts, neat sweatpants, skirts or dresses (shorts must be worn underneath)</li><li>• Shorts, skirts and dresses must be no shorter than 4 or 5 inches from the top of the knee.</li><li>• Shirts/tops must hang below the waist by at least 3 inches.</li><li>• Only school shoes or tennis shoes</li></ul>	<b>What Can I Wear?</b> <ul style="list-style-type: none"><li>• Jeans, long shorts, neat sweatpants, skirts or dresses (shorts must be worn underneath)</li><li>• Shorts, skirts and dresses must be no shorter than 4 or 5 inches from the top of the knee.</li><li>• Shirts/tops must hang below the waist by at least 3 inches.</li><li>• Only school shoes or tennis shoes</li></ul>
<b>What can’t I wear?</b> <ul style="list-style-type: none"><li>• No sleeveless shirts, no cut-out shirts, and no cold shoulder shirts.</li><li>• No clothing with inappropriate graphics, slogans, expressions, etc.</li><li>• No plain white undershirts may be worn in place of a shirt.</li><li>• No pajama pants.</li><li>• All clothing must be deemed modest and in good condition by school administration (No fraying tearing, rips, holes, etc.).</li><li>• All clothing must fit appropriately. Clothing may not be too tight or too large.</li></ul>	<b>What can’t I wear?</b> <ul style="list-style-type: none"><li>• No sleeveless shirts, no cut-out shirts, and no cold shoulder shirts.</li><li>• No clothing with inappropriate graphics, slogans, expressions, etc.</li><li>• No plain white undershirts may be worn in place of a shirt.</li><li>• All clothing must be deemed modest and in good condition by school administration (No fraying tearing, rips, holes, etc.).</li><li>• All clothing must fit appropriately. Clothing may not be too tight or too large.</li></ul>

- Tutus, yoga pants, jeggings, and leggings may not be worn.
- No boots, sandals, crocs, flip-flops, boat shoes, TOMS, etc.

- Tutus, yoga pants, jeggings, and leggings may not be worn.
- No boots, sandals, crocs, flip-flops, boat shoes, TOMS, etc.

**It is the student's responsibility to follow Dress Down guidelines. Consequences will be given to students who fail to comply with the guidelines. Repeated failure to comply will result in loss of the dress-down privilege.**

### **Other Dress Code Regulations**

- Hairstyles for students must be simple and neat. Hair must be cut in a conventional style, neatly combed at all times, kept out of the eyes.
- Boys' hair must be cut around the ears and above the eyebrows. Boys' hair must also be cut above the shirt collar. No hair accessories (i.e. headbands, pony tails, barrettes, etc.). Boys must be clean shaven.
- Hair must be clean, neat, and not distract from or disrupt the learning process (i.e. hair pulled back, not in the face or covering eyes). Unnatural colors, exotic cuts/shavings, and extensions/wigs that are not a natural hair color (i.e. blue, purple, orange, pink, tinsel) are not acceptable. Administration will determine the consequences given to students who are not in compliance.
- No large or unusual accessories may be worn in the hair and must be of a basic design.
- Make-up, colored nail polish, and/or fake fingernails are not permitted.
- Students may not bring cologne, perfume, after-shave, aerosol cans, hair spray, mousse, or any similar grooming product or scented product to school. Any use of these products before coming to school must be in moderation.
- Temporary or permanent tattoos are not permitted.
- Jewelry must be moderate and conducive to the learning environment.
  - Girls may wear small non-hanging earrings in each lobe.
  - Boys are not permitted to wear earrings of any type.
  - Students may wear one simple necklace, ring and rubber/commemorative bracelet as approved by the administration. Students may not wear choker style necklaces. Students may be asked to remove excessive jewelry.
- Neither boys nor girls may wear hats, crowns, or any head or face jewelry. Girls may wear traditional headbands.
- Students are not allowed to write on their bodies or clothing at any time.
- School Bags should be appropriate to the grade level and the size of the student. Backpacks are to be worn over both shoulders and high on the back. Wheeled bags must be carried up and down stairs. Writing and/or graffiti is not allowed on school bags or backpacks.
- Students in After School Care may wear their St. Rita P.E. shorts during play time in the yard.

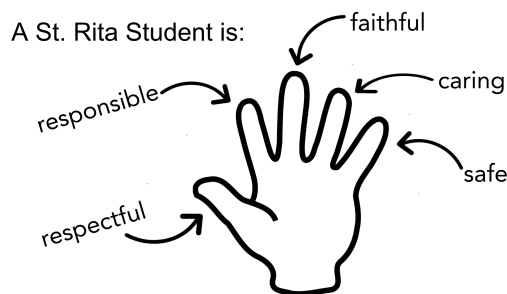
## **Student Behavior Policy**

Our student behavior policy is part of our student development program. This program is based on the three focus areas that provide the framework for a St. Rita School education: **Catholic Identity**, **Academic Excellence**, and **Caring Community**. This program is designed to provide guidance and support for students to be successful in their development by:

- focusing on the formation of each student to be the best version of themselves following Catholic teachings.
- providing and protecting a positive, organized, and student centered learning environment where students can focus on academic excellence.
- creating a physically and emotionally safe caring community.

All students are required to follow the five school wide expectations and rules that have been established to support our school philosophy and mission.

## SRS School Wide Expectations



## SRS School Wide Rules

1. Follow directions the first time given.
2. Respect yourself, others, and all property.
3. Keep hands, feet, and objects to yourself.
4. Work quietly and do not disturb others.
5. Work and play safely.

The goal of our behavior program is to promote **responsible** decision making, **respect** for self and others, respect for property and pride in appropriate behavior. One of our primary responsibilities as a Catholic school is to cultivate faithfulness in our students while promoting a **safe**, productive learning environment. It is our belief that communication and teamwork between home and school are necessary in promoting good citizenship in a safe, **caring** environment. Proper manners are always expected, but are especially critical in assemblies, church, cafeteria, and restrooms. Discipline originates at home where the parents/guardians are the first teachers of the child and set the foundation on which the school builds. Students are expected to conduct themselves in a manner that will reflect credit upon themselves, their parents, and the school at all times. St. Rita School students are representatives of the school both on and off campus and should conduct themselves according to the accepted rules of courtesy and the standards of the school.

To promote self-discipline and to aid self-awareness and reflection, the following Behavioral Development System will be in place.

Each student in grades K - 7th will receive a green Student Development folder. The folder will be used to keep track of student behavior as it relates to the five expectations and will be used as a form of communication between school and home. This folder will be sent home in the beginning of the school year for the parents/guardians to review and sign. If a student is not meeting the expectations, rules, or procedures they will receive an infraction mark in their folder. The infractions are tiered and coded as listed in the Student Development plan in the front of the green folder.

### Development Skills and Detention Procedures

Students receiving an infraction in Tier 1 will receive a one point mark.

Students receiving an infraction in Tier 2 will receive a five point mark. This will result in an email from the teacher and notification to the Director of Student Development.

Students receiving an infraction in Tier 3 will receive a ten point mark and is considered a major infraction. This will result in parent contact from the Administration. Possible consequences for a major infraction are after school detention, suspension, probation, or expulsion at the discretion of administration.

Students receiving a combination of infractions equivalent to ten points will receive a recess detention. An email will be sent from the teacher and a reply from the Director will inform you what day they will serve the recess detention.

After serving three recess detentions, a meeting will be scheduled with the student support team including guardians, administration, the homeroom teacher, and any other pertinent faculty and/or staff.

After serving three recess detentions, the next detention and all subsequent detentions will be served after school. The teacher will send an email and a reply from the Director will inform you of the day and time the after school detention will be served.

After serving three after school detentions, receiving an additional ten points will result in a suspension. Any student receiving a suspension will be placed on probation for the remainder of the school year. Any additional infractions may result in an immediate detention, suspension, or expulsion at the discretion of administration.

Teacher discretion can be used in any category for any point value including any repeat behaviors or any other unacceptable behaviors not specifically listed.

Points are accumulated semestery giving a point value of zero at the start of the second semester. Points will reset at 0 but the number of detentions will not.

**Recess Detentions** are served in the office of the Director of Student Development. During their recess time, students will bring their Student Development folder and they will write the codes that they received on the pink detention form. The Director and student will discuss the codes, review the school wide expectations, rules, and procedures. The detention form will be sent home to be signed by a parent/guardian and returned to school.

**After School Detentions** are served in the office of the Director of Student Development or in the Principal's office. After school detentions are served from 3:15-4:15 on a day set by the Administrator holding the detention. Students are to be picked up from the front entrance at 4:15. Students serving an after school detention will not be allowed to attend after care or participate in extracurricular activities for that day. Scheduled detentions will not be excused regardless of extracurricular activities. They will fill out the pink detention form and do assigned work that must be signed and returned to school.

### **Quarterly Grading**

**E**- Exceeding Expectations: 0-1 mark

**M** - Meeting Expectations: Receiving 2-4 marks

**W** - Working Toward Expectations: Receiving 5-9 marks

**I** - In Need of Support: Receiving 10 or more marks

Receiving an 'I' may result in loss of privilege to participate in After School Care, fieldtrips, special extra-curricular activities, clubs, sports, etc.

**Student Development folders will be sent home every Friday to be signed and returned to school on Monday.**

Students in Early Education will follow the behavior program described in their class procedures.

St. Rita faculty and staff, along with our parents at home, will be encouraged to use a formative, proactive approach to discipline versus a punitive approach. Several positive incentives will be put in place to encourage and reinforce students to make responsible, respectful, faithful, caring, and safe choices. Some include individual and class positive reward systems, student shout outs, and monthly and quarterly student behavior celebrations.

### **Suspension**

Suspension is a disciplinary measure that follows serious failure on the part of the student to comply with the rules and standards of behavior of St. Rita School. Suspensions are assigned out-of-school for a one-to three-day period.

Assignments in academic subjects will be given while students are on suspension, and students must complete all assignments before returning to class. The student receives a failing grade for his/her work (60% maximum grade) during the suspension. If a student is suspended during exams, he/she will be allowed to attend school only during the exam period. Exam grades will not be discounted because of suspension. Students on suspension may not participate in after school extra-curricular or co-curricular activities during the suspension period.

If a student is considered seriously delinquent or has shown consistent disregard for school regulations, he/she will be removed immediately from the school environment until a conference can be arranged with his/her parents and the administration. The principal has the right to refuse registration for the subsequent school year to students who have been suspended.

## **Probation**

If a student receives a suspension, he/she is automatically placed on probation for the rest of the school year. A mandatory conference will be held with the student, parents, and a school administrator to clarify the conditions of probation. Students on probation may not be allowed to attend the extended care program, club activities, extra-curricular activities, field trips, campus activities, etc.

## **Expulsion**

Expulsion may be warranted for serious offenses or instances of repeated disregard for school regulations. In such cases, the principal may allow the student to be withdrawn from the school before expulsion proceedings begin. The principal has the right to refuse registration for the subsequent school year.

The criteria for the decision to take serious disciplinary action will always be based on the good of the student in conjunction with the common good of the school community. In any serious matter, a meeting with the student's parents will be held, and the decision of the Principal and Pastor will be final.

**Repetitive disruptive behavior not befitting of a St. Rita student that negatively compromises the learning environment will not be tolerated. If after exhausting our resources and behavior has not improved, the Principal may ask the parents to withdraw their child from St. Rita School and/or the student will not be allowed to re-enroll for the following school year.**

## **Harassment or Bullying**

St. Rita School is committed to promoting the worth and dignity of all individuals regardless of race, creed, religion, physical or mental disability, color, gender, national origin, age, political opinion, or personal appearance and follows the anti-bullying policy set forth by the Archdiocese of New Orleans:

<https://files.ecatholic.com/16596/documents/2024/6/Bullying%20Prevention%20Policy%20July%202023%201.pdf?t=1719339110000>

The school will not tolerate nor condone any act of bias, discrimination, insensitivity, or disrespect toward any person whether these acts be implicit or explicit, verbal or non-verbal, in-person or via technology. The school will not tolerate nor condone any sexual advances or sexually derogatory or discriminatory remarks.

Any student who believes he/she has been the victim of harassment by any member of the school community shall report the violation immediately and directly to the teacher or school administrator. A school administrator shall investigate any reported behavior that is alleged to violate this policy. If, after the investigation, the Principal finds that this policy has been violated, the individual will be disciplined in accordance with the severity of the violation. This discipline may include, but is not limited to, student conference, parent conference, detention, suspension, expulsion, and/or recommendation of professional counseling as a condition of continued enrollment. The principal has the right to refuse registration for the subsequent school year to students who have exhibited bullying behavior.

## **Field Trips**

Field trips are planned by the faculty to enhance the instructional program and to motivate student interest in the subject matter. Parental consent slips are required for all students participating in the field trip.

In order to participate in field trips and other off-campus school sponsored activities, students in Grades 3 – 7 must have a report card grade of “W” or better in conduct for the previous quarter as well as a “W” or better in the current quarter. Guidelines for satisfactory behavior of students in PK4 – Grade 2 will be determined by the teacher. Teachers may require that students be accompanied by a parent if student behavior warrants concern. Students receiving an “I” in conduct may not participate in any off-campus school-sponsored activities.

Parents and other volunteers who assist with field trips are required to complete the necessary forms and training prior to the activity. Parents attending field trips must follow teacher direction and dress appropriately in order to participate.



Students may be signed out from the field trip by any authorized person on the emergency contact sheet. In all other cases, students must return to school on the bus and may be signed out from the school office.

The bus driver is the authority while students are riding the bus. Students are expected to follow all rules established by the bus driver. Any student who behaves inappropriately on a school bus will lose the privilege of attending any future school function which involves the use of school bus transportation.

### **Possession of Firearms**

Act 833 of the 1991 regular session of the Louisiana Legislature created the crime of carrying a firearm onto school property. The crime is defined as the intentional possession of any firearm by any student or non-student on a school campus during regular school hours or on a school bus. A maximum penalty of imprisonment and hard labor for not more than five years is mandated by the law, which also requires that the principal notify the parents if a student is arrested for carrying a concealed weapon on campus. Disciplinary and/or legal action will be taken if a student brings a firearm or look-alike onto St. Rita School property.

### **Search/Seizure and Drug Testing Policy**

A school official may search students' belongings, including but not limited to, handbags, briefcases, and book bags for reasonable cause, for the purpose of maintaining discipline and order or for health and safety reasons. The search may also take place when there are reasonable grounds for suspecting that the search will reveal that the student has violated either the law or rules of the school. Lockers are the property of the school. The administration or other designated employees have the right to inspect a student's locker at any time without notice.

The school reserves the right to require drug and/or alcohol testing at any time by testing agencies approved by the school. This includes, but is not limited to, activities during the school day, any extracurricular or other school-sponsored activity on or off campus, or any activity at which the individual is representing the school. Fees for such testing are the sole responsibility of the student and her parent/guardian.

### **Criminal Charges and Other Allegations**

Any student accused of a serious wrong, criminally charged, or civilly charged may be removed from the school until a determination can be made. St. Rita School may provide educational materials for a student to be homeschooled pending adjudication or investigation. The determination of discipline to be imposed on any student of St. Rita School accused of a serious wrong or being charged civilly or criminally will be in the sole discretion of the Principal and will not be dependent on or necessarily coincide with the outcome of any formal legal action instituted against the student. Instead, the disciplinary rules as set forth herein shall guide the Principal as to the imposition of any discipline, up to and including expulsion.

Additionally, even though a student is not charged civilly or criminally, if the school learns of a serious wrong that falls within the scope of the behavioral expectations of St. Rita School, the school reserves the right to impose whatever discipline it deems necessary, within the sole discretion of the Principal.

## **Health and Safety**

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### **Abuse & Neglect**

Any suspected abuse and/or neglect of a child will be reported in accordance with Louisiana Revised Statutes 14:403 to Child Protection Services. As mandated reporters, teachers and staff members are required to follow both archdiocesan and state guidelines. Parents are urged to follow the suggestion of the Archdiocesan Safe Environment Program, which is taught in all classes during the month of October, in communicating with their children about the importance of reporting any instances in which they feel uncomfortable or threatened.

If a parent is deemed unable to safely transport their child from school, a family member or the local authorities will be called.

## **Accidents**

It is the student's responsibility to report injuries incurred on campus to supervisory faculty or staff members immediately after occurrence. In the event of a serious accident, staff will attempt to contact parents. If parents cannot be reached, the emergency contact will be called. The child's physician or emergency services (911) may be contacted, if necessary as stated on the emergency information form.

St. Rita School does not assume the role of health care provider in diagnosing or treating its students; nor do personnel (administrators, faculty and staff) have experience, knowledge, or expertise in providing any emergency treatment that may be necessary for any student, including but not limited to – and by way of example only – any treatment for allergic or diabetic conditions. The school will take reasonable steps in a medical emergency to care for a student.

***It is the parent's responsibility to inform the school in writing of changes in all phone numbers, emergency numbers, and other pertinent information that may be needed in the event of an accident.***

## **Asbestos Report**

St. Rita School is in full compliance with the Asbestos Hazard Act of 1987. In accordance with the Asbestos Hazardous Emergency Response Act, AHERA, a Management Plan has been prepared and approved by the Louisiana Department of Environmental Quality, LDEQ. This management Plan is available for you to review in the Principal's office during regular school hours. If you desire a copy of the plan, it will be available to you at the cost of \$25.00, which covers the cost of reproduction.

## **Crisis Plan**

St. Rita School is committed to the safety of students and personnel. The St. Rita School Crisis Plan addresses procedures for School Community Crisis, including lock-down and evacuation. Students are expected to obey the directions of faculty members and personnel in the event of crisis or emergency in order to ensure their safety. Copies of the Crisis Plan can be viewed in the school office.

## **Emergency/Health/Authorization Information**

For the health and safety of students, all demographic and health information must be kept current. In the beginning of each school year, you will be asked to fill out and sign the SRS Emergency Information form to be kept on file. It includes current contact information, sign-out authorization, medical information, and authorization to activate emergency services if we are unable to reach you. It is the parent's responsibility to update information throughout the school year in writing to the school office. Parents must inform the administration and classroom teachers concerning physical and/or mental conditions that require special considerations, whether temporary or permanent.

## **Illness**

Students should be kept home if they are ill and will not be allowed to attend school if they have, or are suspected of having fever, undiagnosed rash, impetigo, pink eye, lice, diarrhea, vomiting, or any infectious disease or condition. If a child becomes ill at school, parents will be notified and required to pick up the student within the hour. Children should not return to school until symptoms have been gone for 24 hours. Should the child leave school with a fever, the child will not be allowed to return to school until he/she is fever free without taking fever-reducing medication for 24 hours.

Parents are required to notify the school in writing as soon as they have knowledge that their child has a communicable disease or condition. Any student returning to school after having a communicable disease or condition or having been absent five consecutive school days due to illness must bring a doctor's certificate to the school office in order to be readmitted.

## **Bathroom Independence**

All students enrolled in St. Rita School must be "potty trained" prior to starting school in August of the PK3 school year per the school's admissions policies. This requirement is in place not only to ensure the smooth operation of the academic day, but in order to comply with regulations regarding hygiene, sanitation, and student health.

## Accidents (excluding early education students)

- Accidents will require the office staff to contact the parent and have the parent come to school to assist with clean up and to redress the student.
- In the event that a student has an excessive number of accidents, a meeting will be held with the parents to discuss next steps.
- Possible courses of action (this is not an exhaustive listing of all possible courses of action):
  - Developing a plan to ensure the student has frequent restroom breaks in order to avoid future accidents.
  - Scheduling the student to attend school for only part of the day until the accidents subside.
  - Scheduling the student to stay home from school and not return until accidents subside.
  - A physician's note may be required
  - Removal from St. Rita School. The student would be welcome to re-enroll for the next academic year, given that the student is completely "potty trained" by the beginning of the next school year.

## Medication Administration

St. Rita School does not have a registered nurse to dispense medication. Parents are strongly encouraged, whenever possible, to give medication at home or come to the school personally to administer medication to their children. However, in order to assist parents whose children require medication during the school day, and to ensure safe and accurate administration of medications, the policy listed below must be followed.

### Medication administration policy requirements:

- All medications must be delivered to the front office by a parent/guardian and will be kept in a secure location. St. Rita does not provide any medications. **Students are not allowed to carry any type of medication on school grounds. This includes cough drops, eye drops, nasal sprays, creams, aerosol cans, etc.**
- Any prescription medication to be given must have a Medication Authorization Consent Form from the school office completely filled out and signed by the student's parent/guardian and their **licensed physician**. Prescription medication must be in its original container, clearly labeled with the students' name, name of medication, dosage and route, time of administration, date of prescription (must be within one calendar year), purpose, any possible side effects, physician name, pharmacy name and phone number. Certain medications will require Administrators to count and record the amount of medication brought to school. The date and time of medication administration will be recorded.
- Any over the counter medication to be kept at school must have an As Needed Medication Form from the school office completely filled out and signed by the parent/guardian. It must be in its original box (container) and must include the amount to administer and must match the instructions for your child's age on the container. If the amount is not clearly listed on the side of the container, a physician's order will be required stating the exact amount to be given. If the student comes to the office requesting medication, we will call the parent/guardian for permission and will document the date and time that the medication was given.
- Any non-prescription topical medications must have an Authorization for the Application of Topical Products signed by the parent/guardian, be in the original container, and clearly labeled with your child's full name.
- The initial dose of any medication must be administered by the student's parent/guardian at home with sufficient time for observation for adverse reactions (at least 24 hours). We will not administer the initial dose of the medication at school.
- Medication administration trained office staff will dispense and document all medication given. Medication will not be administered during before or after regular school hours.
- **Students requiring emergency as needed medication, such as Epi-Pens, nebulized medications, inhalers, etc. must have a written health care action plan and instructions completed by the child's physician, a signed consent form signed by parent/guardian, and must set up a conference with Administration to discuss expectations and reasonable precautions. If a student has to be given an Epinephrine injection, 911 will be called immediately and parents will be notified.**
- Medications will not be administered until all necessary forms have been correctly completed and medication **has been approved and accepted** by St Rita Administration or office staff trained in medication administration. Expired medications will not be given and you will be responsible for picking them up from the office.

All medications must be picked up from the office at the end of each school year. Any medication that is not picked up after 30 days will be properly discarded.

If a child has an existing medical condition which warrants special attention or alteration of the school program, this information is to be made known to the principal in the form of a doctor's note or medical report at the time of registration or upon diagnosis.

### **Healthy Snack**

Each day, during a designated time, students will be allowed to eat a healthy snack during class. There may be restrictions on the snacks students may bring if any student in the class has a severe food allergy. Candy is not permitted.

Sharing of snacks between students is not allowed.

### **Water Bottles**

- Students should bring a water bottle to campus each day. The school is equipped with several bottle-filling stations.
- Students are only allowed to drink water throughout the school day.
- Student water bottles should have the capability of being completely closed and sealed to prevent spillage. Students may not use straws in water bottles during the school day.
- Water bottles should not exceed 24 ounces.

### **Cafeteria**

Students are responsible for maintaining a healthy and safe environment in the cafeteria. Good table manners are expected at all times, as well as picking up spilled food on tables and floors, disposing of lunch materials properly, responding to teacher/staff directions, and following procedures for dismissal from the cafeteria. Students who disregard cafeteria procedures will receive disciplinary action.

**The Food Service Program has a “peanut/nut free” policy.** Regarding the Food Service Program, there are certain situations where cross contamination cannot be avoided. The cafeteria manager will notify the school office of these situations. For the safety of students with peanut/nut allergies, students bringing such items from home will be seated away from those students with allergies.

Pricing is set by School Food and Nutrition. Families can apply for the free and reduced lunch program.

### **Allergies**

Any student with a life threatening allergy must meet with Administration and follow the guidelines listed in the Medication Administration section.

All allergies must be reported to the office for the safety of all students. Students may not use any type of air freshener, air sprays, essential oils, scented hand sanitizers, etc.

### **Safety in School Yard and Playground**

Playground safety is critical for the well-being of all students. Students are responsible for following all playground guidelines and procedures. These include, but are not limited to, the following:

- Students must stay in the play area(s) to which they are assigned and may not go out of the play yard to retrieve recreational equipment.
- Students may not hang on basketball goals, climb fences, or jump on bleachers.
- Throwing non-recreational objects (i.e., water bottles, rocks, etc.) or engaging in any activity that may endanger safety is prohibited.
- Only equipment (i.e., balls, bats, etc.) approved by the school may be used during recess.
- Students are not allowed to play in the courtyard or cafeteria in the morning before school.
- Students are not allowed on campus before or after school hours if not directly supervised by an adult.

If a student is injured on school grounds, the student must immediately report the injury to the supervising teacher.

## **Safety in School Building**

School wide procedures for safety have been established and all students and parents must follow to ensure a safe environment.

It is the responsibility of all members of the school community to ensure health and safety in the school buildings. Teachers and staff welcome students into classrooms beginning at 7:30 a.m.

During the school day, students may not enter school buildings during morning break or recess without the expressed permission of a supervising adult.

Students are required to immediately report to faculty any situations in the buildings or on campus that may jeopardize the health and safety of the school community.

Students in grades 5 – 7 must follow the locker use guidelines of the school and are responsible for the contents and orderliness of their lockers. Additionally, according to fire codes, lockers must be locked when not being used.

## **Smoking**

In accordance with an act of the 1994 Louisiana Legislature, it is illegal for anyone to engage in smoking on school campuses. Thus, all buildings and campus grounds of St. Rita School are designated as “Smoke-Free Zones.”

## **Weather Cancellation of School**

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In the event of emergency situations regarding cancellation of classes or early dismissal of students, consult the local radio and television stations. The announcement of emergency closures will be broadcast on all local television and radio stations in the metropolitan area of New Orleans. Additionally, St. Rita School subscribes to a Parent Notification Program which allows the school administration to text families simultaneously using the phone numbers supplied to the school by parents at registration. Parents may also be contacted via email through the Educonnect Program. Also, information will be posted on all available social media.

**PLEASE DO NOT CALL THE CHURCH OFFICE FOR INFORMATION ABOUT SCHOOL CLOSINGS.**

## **Fire/Evacuation//Weather & Lock-Down Drills**

School wide procedures for quick and orderly evacuation of the buildings have been established. Exit maps are posted in classrooms and other areas. Fire drills are held monthly and lock-down/weather drills are conducted in accordance with state regulations. Lock-down procedures are in place and drills are conducted and reviewed by the local law enforcement agency. Teachers continually review safety procedures with students ensuring that all students know the steps to be taken depending on the situation.

## **General Policies**

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### **Office Procedures**

- Parents may contact the school office by dialing 737-0744 (Ext. \*1000 for absences).
- Only messages of vital importance will be relayed to students during school hours. Similarly, classes will not be disrupted for deliveries of items dropped off by parents.
- Parents should make every effort to inform students of any changes concerning their routine dismissal before coming to school. The office cannot always deliver messages timely, especially when they are called in at the end of the day.

- Parents are responsible for emailing teachers to request books and materials.
- Lost articles are placed in the cubby inside the cafeteria. Articles of clothing should be clearly marked with the student's name to facilitate the return of lost items. At the end of each quarter unclaimed items will be donated.
- Parents requesting information about student grades or progress must submit a written request to the school office.

### **Visitors**

- All visitors, including parents, must ALWAYS report to the office, sign in, and receive a visitor's pass before walking through the school buildings between 8:00am and 3:00pm. **Parents are never allowed to walk directly to any classroom without first checking in with the office.** Class time is important and may not be interrupted for unscheduled appointments or visits. Appointments with teachers can be requested by emailing the teacher or sending a note in your child's folder.
- All classroom visitations by non-personnel must be approved by the principal in advance of the visit. The school has the right to refuse visitation privileges.
- Visitors, including parents, must wear appropriate attire when visiting school. Short-shorts, sports bras, tight fitting clothing, and other inappropriate dress are disruptive to the educational environment of the school.
- In the event that any parent or guardian is a registered sex offender, there are restrictions in place for presence on campus and at functions around students.

### **Confidentiality**

Personnel are obliged to disclose to appropriate administrators information relating to the life, health, or safety of students. Personnel and volunteers are required to maintain confidentiality regarding student matters and student information, except when required by law. Demographic information is shared with the Archdiocese of New Orleans.

### **Authorization and Release of Records**

By signing off on the school handbook, parents/guardians are granting permission to any school previously attended to send a copy of any and all of their children's school records, including but not limited to, any and all transcripts, standardized test scores, attendance records, special education records, disciplinary records, financial records in regard to payments of fees and/or tuition, and/or any and all other educational and/or social or informational records to St. Rita School. If St. Rita School receives a request in the future from any other Catholic School for records and/or information described above, the school is authorized to send such information to the requesting school.

By signing off on the handbook, parents/guardians agree to release, defend, indemnify and hold harmless the owners of and/or any such schools that send and/or receive the aforementioned records, The Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents and/or representatives and the Archbishop, bishops and all clergy of the Archdiocese of New Orleans, from any and all claims, demands, and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

### **Cell Phone Policy**

**Students are allowed to bring their cell phones to school. All students who bring a cell phone to school must drop their phones off at the front office before 8:00am. All phones must remain off at all times including courtyard, carpool, after school care, clubs, or any function while under the supervision of any faculty member. Students will pick up their phones from the front office after announcements after being dismissed from their last class. Random checks will be performed to make sure students do not have their phones in their possession. Any student not following the above policy will have their phone taken from them. A parent will have to come to the office to pick it up. Repeated infractions will result in a loss of this privilege.**

Students may be given permission to use their cell phone under direct supervision of a faculty member.

### **Custody**

St. Rita School will comply with legal mandates according to official court papers kept on file in the school office. Parents must supply the school office with a copy of the **most recent** notarized court custody documents. The school will not be responsible for

enforcing court directed custody mandates if the papers are not on file at the school. If there is a court order specifying that there is to be no information given to a specific parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order stating such. A meeting with administration may be required if there are custody restrictions regarding pick up and drop off.

### **Toys/Fidgets**

- Items from home (toys, stuffed animals, etc.) are not allowed unless using an earned classroom coupon.
- Only students with counselor recommendations are allowed to bring counselor-approved fidgets to school.

## **Public Relations & Advancement**

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### **School Name/Logo/Shield/Photographs**

The St. Rita School name, logo, or shield may not be used in any technological or printed manner or displayed or distributed without the express written permission of the Principal or Pastor. St. Rita School has the right to use any photographs or videos taken at its events in publicity materials.

### **Promotional Publications & Media**

As a condition of enrollment, parents of St. Rita School agree to allow the school, parish, and the Archdiocese of New Orleans to publish and/or print their child's name and/or likeness and work on the Internet, in newspapers, in education displays, and/or at professional meetings. Further, parents agree to release, indemnify and hold harmless St. Rita School/Parish, the Roman Catholic Church of the Archdiocese of New Orleans, their directors, officers, agents, pastor(s), employees and insurers from any and all claims and/or damages on behalf of themselves and/or their child arising from the publication of names, photographs, likenesses, works on videotape and/or film on the website or the Internet.

### **Invitations/Handouts**

Teacher permission must be received at least one day before distributing any and all invitations. Students may only distribute invitations at school if all students (boys and girls) or all of one gender in the class are invited. Permission from the Principal must be received to distribute handouts or any other items. The school has the right to refuse distribution of any handouts or items.

## St. Rita School

### Family Handbook Accountability Contract

**2025 – 2026**

Parents are expected to read the entire handbook in the presence of their child and to understand its content before signing this contract. Some of the wording may be confusing to children and will require some minor translation by parents to facilitate a complete understanding of the policies contained herein. Ignorance or lack of understanding of school policy in no way releases students and/or parents from their responsibilities regarding the rules and regulations described in this handbook.

This Accountability Contract must be signed by every student and his/her parent and returned to the homeroom teacher by **Friday, August 22, 2025** or within two school days of enrollment if enrolled after the beginning of the school year. Students are not allowed to continue attendance without the accountability contract on file. Signing and returning this contract is not optional, and failure to do so within the stated time frame may result in disciplinary action or student withdrawal from the school.

I have read and fully understand the disciplinary and regulatory guidelines included in my Family Handbook for the 2025-2026 school year. It is my intention, with the help of God, my parents, friends, teachers, and school officials, to always try to do my best and to live up to the moral and behavioral standards set forth by St. Rita School. I understand my responsibilities as a Christian and as a student of St. Rita School and realize the disciplinary actions that may result should I not live up to the standards required by St. Rita School.

### Signatures

Oldest/Only Student: \_\_\_\_\_ Homeroom: \_\_\_\_\_ Date: \_\_\_\_\_ 2025

Student (2): \_\_\_\_\_ Homeroom: \_\_\_\_\_ Date: \_\_\_\_\_ 2025

Student (3): \_\_\_\_\_ Homeroom: \_\_\_\_\_ Date: \_\_\_\_\_ 2025

I have read and fully understand the disciplinary and regulatory guidelines included in my Family Handbook for the 2025-2026 school year. It is my intention, with the help of God, to always try to uphold the moral and behavioral standards set forth by St. Rita School. I understand my responsibilities as a Christian and as a parent of St. Rita School and failure to comply may jeopardize my child's enrollment status.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 2025



## ***Prayer to St. Rita***

***Dear Rita of Cascia, saint of the impossible, during your life on earth you found happiness by following the will of our heavenly Father. Help us who call upon you as our patroness to be as trusting of God in all His plans for us. Enable us to give ourselves to Him as you did, without limit. May we be generous in serving the needs of others, patient in all difficulties, and forgiving toward those who injure us. Bring us to a deeper appreciation of the mystery of the cross of Jesus, so that by embracing it as you did, we may come to experience its power to heal and to save.***