



**Diocese of Rochester
Catholic Schools**

Faith. Academics. Community.

STUDENT/FAMILY HANDBOOK

St. Rita School



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2023-2024

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
ST. RITA SCHOOL – STUDENT/PARENT HANDBOOK

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Mission Statement

The Diocese of Rochester Catholic Schools offer families an authentic Catholic education rooted in the Gospel of Jesus Christ and the teachings of the Roman Catholic Church.

Our schools:

- ***Guide** students to be disciples who know and live the Catholic faith;*
- ***Inspire** a learning community to foster academic excellence; and*
- ***Empower** young people to fulfill the two great commandments of Jesus Christ by loving God and being service-oriented, responsible, and self-disciplined neighbors to others.*

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1.00 WELCOME

Dear Families of St. Rita,

Welcome to a new school year at St. Rita School. As you know, St. Rita has a long history of academic excellence with strong Catholic values. This tradition exists because of the efforts of our students and their families, along with the professional, caring staff and supportive Parish community, working together to achieve success.

You are receiving this Student/Family Handbook, because students are most successful when they and their families know what is expected, understand school policies and procedures, and are involved members of the school community.

I hope this school year is one of the most rewarding for you and your family. Please feel free to contact me with any questions or concerns and thank you, for your support and involvement.

God bless,

Mrs. Jennifer LeFrois
St. Rita School, Principal

1.01 Student Expectations

All St. Rita School students have the responsibility to:

1. Contribute to maintaining a school environment conducive to learning and to show respect to other persons and to property.
2. Follow all St. Rita School handbook policies, school rules, and this Code of Conduct.
3. Refrain from negative and harmful verbal or physical acts towards others.
4. Attend school every day unless they are legally excused, and be in class on time, and prepared to learn.
5. Work to the best of their individual ability in all academic and extra-curricular activities and strive toward their highest possible level of achievement.
6. Complete all assignments as directed.
7. Keep parents informed of school-related matters including class and homework assignments as well as school events and ensure that parents receive communications that are sent home by teachers and school staff members.
8. Help maintain a school environment free of tobacco, weapons, illegal drugs, and alcohol.
9. React positively, proactively, and responsibly to directions given by principal, teachers, staff, and volunteers.
10. Avoid using cell phones, smart watches, and other personal electronic devices during the school day.
11. Display their emotions in an appropriate manner and communicate using respectful, appropriate language both verbally and in written form.
12. Ask questions when they do not understand.
13. Seek help in solving problems that might lead to discipline.

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14. Dress according to the St. Rita School uniform policy for school and school functions.
15. Accept responsibility for their actions.
16. Conduct themselves as representatives of St. Rita School when participating in or attending school- sponsored extra-curricular events (such as but not limited to fieldtrips and enrichment activities), while on a school bus, or on school grounds and to hold themselves to high standards of conduct, character, and sportsmanship.

When imposing discipline, school personnel shall adhere to the following guidelines:

- Discipline shall be administered when necessary to protect students, school employees, or property; maintain essential order and discipline; and promote an environment conducive to learning.
- Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include but are not limited to the following:
 - * Seriousness of the offense;
 - * Student's age;
 - * Student's disciplinary history;
 - * Intent or lack of intent at the time the student engaged in the conduct;
 - * Potential effect of the misconduct on the school environment;
 - * Any other mitigating factors.

1.02 Parent/Guardian Expectations

The philosophy of the Diocese of Rochester Catholic School community is to proclaim the Gospel message of Jesus, educate the whole child, guide students in the love and service of God and others, and integrate Christian virtues (love, faith, hope, courage, reconciliation, and justice) into the curriculum.

By registering your child/ren at a Catholic school, parents/guardians become members of the school community of students, faculty, and staff that recognizes the mission of building Christ-like presence in our schools by instilling Christian values in our young men and women who will shape our future. By registering at a Catholic school, parents/guardians agree to uphold the policies, procedures, and decisions of the school as a partner in the education of each child. This partnership obligates all of us to share in the responsibilities for the education of children by agreeing to the following oath:

- I (We) fully understand the importance of guiding my (our) children's faith development, acting as a good Christian role model, actively participating in church membership and attending weekly Mass or church services.
- I (We) fully understand the importance of attending Parent Teacher Conferences at the teacher's request, cooperating with school staff, and being present at other school events to support my child/ren.
- I (We) understand the importance of reviewing my child/ren's homework daily.

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- I (We) support and work with the faculty and staff to ensure a nurturing learning environment.
- I (We) agree to volunteer for events and projects within the school year.
- I (We) will ensure that students are picked-up from school and from school events on time.
- I (We) will register dissatisfactions and complaints in a reasonable and fair way, will not gossip, and will give everyone the benefit of the doubt by assessing the facts before passing judgment. Solutions to specific classroom issues must be sought at the level of the teachers before approaching the administration. The school expects that students and parents/guardians are respectful of one another, the faculty, and staff, including verbal, written, and face-to-face communications.
- I (We) will fulfill financial obligations to the school in a timely manner, including the payment of tuition, fees, and other expenses.

This promise is designed to implement the blessings of the Church-Family-School relationship. The Catholic school becomes a faithful atmosphere with the positive interaction of students, parents/guardians, teachers, administration, and support staff.

RESOLVING QUESTIONS OR CONCERNS

The mark of a Christian society is the way in which conflicts are resolved. Virtue and respect for others demand that questions or concerns be addressed directly to those involved and not discussed with others, requires an understanding that sometimes people have to “agree to disagree”, and that they not be presented to higher levels of authority unless previous attempts at resolution have been unsuccessful.

All interaction with faculty, staff, and administration should be by appointment. Parents/Guardians should not expect availability on a “drop-in” basis. **For the safety and security of all students and staff, visitors must report to the main office and be escorted throughout the building and abide by all safety policies and procedures set forth by the school.**

- Questions regarding classroom order, expectations, grading, and other classroom related issues should be discussed directly with the teacher to address concerns.
- General questions regarding academics should be addressed to the teacher and then the Principal.
- Disciplinary issues should be addressed with the Principal.
- Financial questions should be addressed with the Business Office.

PARENT/GUARDIAN VOLUNTEERISM

We have an active group of volunteers – Volunteers are the main support system of every Catholic School. Please become involved in some capacity. The Principal expects every family will become involved in one of our celebrated events to support their child/ren and the school. As Jesus said, “I am the way and the truth and the life. No one comes to the Father, except through me” (John 14:6). In service to the children and the school, your gifts will be realized and valued.

All parent/guardian volunteers must complete the online Diocese of Rochester’s Creating a Safe Environment (CASE) for Volunteers Training (before volunteering at any event where students are present). Information is provided below:

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Diocese of Rochester Volunteer Requirements

Catholic school system or in its parishes and related ministries fulfill the following criteria:

1. Complete online a CASE (Creating a Safe Environment) training course on our parish website following all steps provided: (<https://stritawebster.org/case/>)
2. Complete and sign a Diocese of Rochester Volunteer Code of Conduct Form.
3. Complete the Criminal Record Check process.

This is required to work with children in any capacity in our school - room parent, assist in the classroom, chaperone on field trips, athletic coach, and/or assistant at any social event where students are participating. All volunteers must participate in a renewal of training as determined by the Diocese of Rochester every 3 years.

2.00 SCHOOL ADMINISTRATION

2.01 SCHOOL HOURS

The School Day begins at 8:00 AM and ends at 2:30 PM. For safety and security reasons, students are not allowed to enter the school building or be on school grounds before 7:50 AM or after 2:30 PM, unless attending an authorized school program or function.

St. Rita School utilizes an app called PICK UP PATROL that parents can use to notify the School Office of student absences, late arrivals, early pick up, dismissal changes, etc.

LATE ARRIVAL PROCEDURE– please bring your child to the front door of school and ring the bell. A staff member will meet you at the door to have you sign your child in. **All students (K-5) must be signed in if arriving to school after 8am.**

EARLY DISMISSAL PROCEDURE – please come to the front door of school and ring the bell. A staff member will gather your child and bring him/her to the main door where you will sign him/her out.

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2.02 SCHOOL FACULTY & STAFF

SCHOOL PERSONNEL 2023-2024

	<u>Position/Grade</u>	<u>Room</u>
Mrs. Jennifer LeFrois	Principal	00
Ms. Katie Hicks	PK3 & PK4	12
Mrs. Jeanne Billal	PK 4	1
Mrs. Patty Hyman	Kindergarten	15
Mrs. Michelle Odenbach	Kindergarten	11
Mrs. Carmen Henry	Grade 1	14
Mrs. LoriBeth Manarchuck	Grade 1	13
Mrs. Shannon McGrath	Grade 2	6
Mrs. Tammi Bansbach	Grade 3	5
Mrs. Terese Farley	Grade 4	8
Ms. Emily Sutley	Grade 5	9
Mrs. Eileen Perryman	Academic Intervention	3
Mrs. Peggy Ansaldi	Educational Technology Coordinator	Media Center
Mr. Allan Mutrie	Physical Education/Health	Gym
Mrs. Gail Wagner	Art	Barn
Mrs. Alexis Smith	Music	4
Mrs. JoAnn Campbell	Library Coordinator	Media Center
Mrs. Carole Knoepfler	Nurse (Webster CSD)	Health Office
Mrs. Joan Sullivan	Business Manager	Parish Office
Mrs. Cath Tytler	Administrative Assistant	Office
Mrs. Yvonne McHugh	Office Assistant	Office
Mr. Gary Staszak	Maintenance Supervisor	Barn
Ms. Meghan Rahn	Aftercare Coordinator	Barn
Mrs. Susan Gueli	Teacher's Assistant	PK4
Miss Sarah Hendrickson	Teacher's Assistant	Kindergarten
Mrs. Mary Liberti	Teacher's Assistant	PK3 & PK4
Mrs. Kim Momot	Teacher's Assistant	Gr. 1
Mrs. Marian Carney-Ryan	Teacher's Assistant	Gr. 1
Ms. Veronica Pervaiz	Teacher's Assistant/Aftercare Asst.	PK4
Mrs. Nicole Rosso	Teacher's Assistant	Gr. 1
Ms. Marilyn Schwab	Teacher's Assistant	Kindergarten
Ms. Cas Sutley	Teacher's Assistant	PK4/Gr. 2
Mrs. Christa Tytler	Teacher's Assistant	PK3

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2.03 SCHOOL DRESS-CODE AND UNIFORMS

It is a proven fact that uniforms: effect behavior in a positive way, eliminate competition, save money, instill pride (if worn properly), and give one a sense of belonging.

All students in Grades K-5 at St. Rita School are to be dressed in the proper uniform each day of the school year. Complete uniform is to be worn to and from school unless specific permission is granted otherwise. Parents will be notified of any violation of the uniform code.

No jewelry (this includes plastic chokers, chains, and ankle or wrist bracelets). Necklaces are NOT allowed for safety reason (PE & Recess – playground) except for religious necklaces (crosses or medals) on a small, short chain that are worn UNDER the child's blouse or shirt. Only stud earrings are acceptable for girls. Other earrings are dangerous at lunchtime and in PE class. Boys are not allowed to wear earrings in school or at school functions.

No unusual hair styles (including mohawks, hair carvings, bleached, colored, tinted, highlighted, etc.) are to be worn. These can all be distracting to the learning process. Only navy, white, or school plaid headbands and small bows are allowed. Hair for boys and girls should not be in their eyes or over their faces. Boys hair should be **above** the collar.

Clothing must “fit appropriately”! Not too tight, not too loose, and/or not too short!

GIRLS - GRADES K - 5

- Regulation plaid jumper.
- Navy blue uniform dress pants or skort purchased from Stitchworks.
- Navy blue dress shorts from Stitchworks. (Shorts may only be worn during September, October, May, and June.) Shorts purchased in September that are too small or short in May should not be worn.
- Plain white or blue tailored blouse with embroidered Peter Pan collar (long or short sleeved) to be worn only with jumper.
- White embroidered polo shirt, long or short-sleeved, may be worn tucked in with uniform shorts, skorts, or pants, NOT with jumper.
- Jumpers, shorts and skorts should reach the length of student's fingertip when considering length.
- White embroidered turtleneck (appropriate in winter), may be worn with jumper, skort, pants, or shorts.
- Navy or white knee socks, tights, or “crew” type socks. (*no golf socks*). Socks must be above the ankles.
- Plain navy blue embroidered sweater (pullover or cardigan) purchased from or Stitchworks.
- NO makeup is to be worn. Subtle-colored solid nail polish – no decals/designs is acceptable.

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BOYS - GRADE K - 5

- Regulation light blue embroidered polo shirt – purchased from Stitchworks. Shirts may be long or short-sleeved and must be tucked neatly in pants.
- White embroidered turtleneck is appropriate in winter.
- Plain navy blue or black dress pants (no cargo pants, elastic at ankle or baggy pants).
- Navy blue dress shorts purchased from Stitchworks. (Shorts may only be worn in September, October, May and June.) Shorts are worn with a light blue embroidered polo shirt tucked in.
- Plain navy blue embroidered sweater (pullover or cardigan) or blue embroidered sweater vest.
- Black, navy, or SOLID white socks (*no golf/tennis socks/athletic/sports socks are allowed*). Socks must be above the ankle.

Embroidered and screen-printed items are now mandatory.

Embroidered items:

- Girls: Peter Pan collared blouses, white turtlenecks, polo shirts, sweaters
- Boys: Blue polo shirts, white turtlenecks, sweaters, sweater vests

BELTS

- A belt needs to be worn with pants and shorts, as shirts are required to be tucked in. A uniform plaid, solid black, blue, or brown belt is acceptable.

SHOES

- A dark, rubber-soled (non-marking), flat heeled solid dress shoe (tie or loafer style) is to be worn with the dress uniform including the dress shorts and skirt. No clogs, crocs, or open-backed shoes) are allowed. No shoes with buckles will be allowed as they may scratch the desks and floors.
- Any LOW TOP sneaker (please no high tops) to be worn only on PE days. Please no lights or wheelies.
- Shoes and sneakers that make no marks protect our gymnasium floor and school hallway.
***Shoes that follow the code have been found at Kohl's, Famous Footwear, JC Penney, Wal-Mart and Target.**

PE UNIFORM

This uniform is the school uniform on your child's PE days.

- Gray embroidered sweatshirt (winter), gold screen-printed T shirt. Only a St. Rita logo is permitted on PE uniforms. CYO/ST. RITA TIGER shirts/jerseys are worn for sports events, not PE class.

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- Solid black embroidered nylon PE pants (winter) or long, loose-fitting, screen-printed mesh black shorts (September, October, May, and June). Please remember shorts should be at student's fingertip length.
- Any LOW TOP sneaker (please no high tops) to be worn only on PE days. Please no lights or wheelies
- St. Rita sweatshirts may be worn *only* on PE days (not with dress uniform).

PE uniforms **MUST** be purchased at Stitchworks, or Recognition Experts (online at <http://www.recognitionexperts.com/> Click on 'Teams, Schools, Corporate' link at the top)

Embroidered and screen-printed items are now mandatory.

Embroidered PE items:

- Girls: PE sweatshirts and nylon PE pants.
- Boys: PE sweatshirts and nylon PE pants.

Screen-Printed Items:

Girls and Boys: PE T-shirt and long, loose-fitting, black mesh shorts

Please label ALL clothes with child's name.

Students who are not in uniform compliance will receive a FIX-IT TICKET that will be sent home for parents to sign.

NON-UNIFORM DAYS

Students are expected to dress in a manner appropriate for school -- clean, neat clothes that fully cover the torso. **Shorts can only be worn on Non-Uniform Days in September, October, May, and June.** Please remember shorts must be at student's fingertip length.

Students are NOT to wear shirts with offensive writing or pictures.

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2.04 SCHOOL CLOSINGS & WEATHER EMERGENCIES

If it becomes necessary to close school due to inclement weather, such notice will be given over the local TV and radio stations beginning at 6:00 a.m. The announcement will indicate that ALL WEBSTER CENTRAL SCHOOLS ARE CLOSED. Families are requested to check TV and radio and not call the School Office. **Students who attend St. Rita School from districts other than Webster will not be transported if their home district is closed due to inclement weather.**

St. Rita School will also use the FACTS SIS emergency communication system to alert parents through phone numbers and text alerts.

School sponsored activities are automatically cancelled when school is closed (i.e., choir, language class).

For Scouting and CYO activities (soccer, basketball, cheerleading), contact the leader or coach.

2.05 DIGNITY FOR ALL STUDENTS ACT

St. Rita School adheres to the New York State's Dignity for All Students Act ("The Dignity Act") which seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus, and/or at a school function. Diocese of Rochester Schools have pledged to eliminate bullying and harassment as best as possible by not only posting and enforcing school wide rules against bullying and harassment, but by applying our key instrument: involving parents/guardians.

2.06 ATTENDANCE & ABSENCE

Regular student attendance is an integral factor in maintaining a quality educational program and is one of the most powerful factors of a student's success in school. **Student's are expected to make up missed work once they've returned from vacation. Teachers are not expected to provide work ahead of missed class time.**

Parents/Guardians must notify the Main Office 585-671-3132 to report student absences or use the Pick Up Patrol App.

Approved excused absences are defined as

- Sickness
- Serious family illness
- Death of a family member or close friend
- Religious
- Medical or Dental Appointment
- Court
- Approved school-related program

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If a student's absence becomes a concern a meeting will be arranged with their teacher and School Principal.

2.07 School Lunches

Students eat their lunches in their classroom under the supervision of their teachers.

- Lunches should be packed from home
- Lunches can be ordered through your online School Eatery account

Door Dash and other food delivery services are not allowed. If your student does not have a lunch, the office will notify you to bring one in.

3.00 SCHOOL ADMISSION

3.01 AGE REQUIREMENTS

New York State Law requires children entering Kindergarten must be five years of age on or before December 1 of the entering year. Similarly, children entering a pre-school program for four-year-olds must be four on or before December 1 of the entering year. The same rule applies for three-year-olds.

3.02 IMMUNIZATION

The Diocese of Rochester and its Affiliated Employers follow New York State Public Health Law requires every student entering school to be immune to diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, varicella and meningococcal in accordance with Advisory Committee on Immunization Practices (ACIP) recommendations, NYS Public Department of Health Immunization Laws and Regulations. Exceptions may be granted for medical or religious reasons.

3.03 NONDISCRIMINATION

Title IX – Nondiscrimination, Harassment, and Bullying: Diocese of Rochester and its Affiliated Employers personnel must follow regulations of Title IX and the guidelines of the nondiscriminatory policy of the Federal government. Diocese of Rochester and its Affiliated Employers will not discriminate in the administration of their educational policies, admission policies, scholarship and financial aid programs, athletic and other school-administration programs. It is the responsibility of the principal (Title IX Coordinator), teachers and staff, students and parents/guardians to create an environment free from harassment, bullying and discrimination.

All students have equal educational opportunities at St. Rita School without regard to any legally-protected category under federal or state law. Moreover, harassment against students on the basis of a protected category will not be tolerated.

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If you believe you or another person has been discriminated against, harassed or denied an opportunity on the basis of any protected category, please promptly contact the Title IX Coordinator, at 585-671-3132 to report your concerns. All concerns reported will be promptly and thoroughly investigated/ reviewed. Confidentiality will be maintained to the greatest extent possible under the circumstances. Retaliation against persons who raise concerns is strictly prohibited. If you believe you have suffered reprisal for raising concerns, please contact the Title IX Coordinator to report your concerns.

3.04 LEAD TESTING FOR PRE-SCHOOL AND KINDERGARTEN STUDENTS

Not Applicable

3.05 TRANSFERS

Students with past due balances will not be accepted at any other Catholic school within the Diocese of Rochester until the past due amount is resolved.

4.00 SCHOOL CURRICULUM

Our curriculum is unique to the individual teacher and school as it integrates our faith and includes all teaching and learning experiences. All curriculum in our schools meets and exceeds the minimum learning standard requirements set forth by New York State. Teachers are expected to use a variety of resources to devise lesson plans and tailor instruction to the individual needs of their students. Teachers of all subject areas are encouraged to collaborate to show the connection between subject areas and allow for students to apply knowledge and skills in preparation for college and careers.

Religion is taught as a core subject as well as integrated into all subject areas and aspects of the school day. Prayer occurs multiple times daily and the integration of religious values within other subject areas is the constant responsibility of all faculty and staff.

Shared Expectations for Excellence in Development guides curriculum and instruction in our schools. The document is available online at the Diocese of Rochester Department of Catholic Schools' website (www.dorschools.org)

5.00 STUDENT HEALTH AND SAFETY

5.01 ADMINISTRATION OF MEDICATIONS AT SCHOOL

Prescribed medications will only be dispensed by the school nurse, doctor, or other health professional with a written order from a health care professional stating the drug to be given and the time and dosage. In keeping with New York State law, medications must be transported directly by the parent/guardian to the school (medications CANNOT be transported on the school bus).

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5.02 EMERGENCY TREATMENT

If a student becomes ill during school hours, the parent/guardian will be notified. Each year a “Webster Central School District Student Health History” form must be completed and returned to the school. This form summarizes emergency contacts, medical conditions, medications, and allergies.

5.03 CHILD PROTECTIVE SERVICES ACT

Under the New York State Child Protective Services Act, school personnel who “suspect” that a child coming before them in their “professional capacity” is being abused, maltreated, and/or neglected are mandated to report this suspicion to the New York State Central Register for Abuse and Maltreatment. All school faculty and administration are mandated reporters. All Diocese of Rochester Schools are legally and morally bound to make such reports and will contact the local Department of Social Services when necessary.

5.04 DRUG, ALCOHOL, AND TOBACCO

Student use, possession, sale, conveyance, distribution or manufacture of controlled substances (as defined by New York Penal Law and Title 21 of the Code of Federal Regulations) and/or illegal drugs is expressly prohibited on parish, school, or diocesan (including vehicles) property. Underage possession or use of alcohol and tobacco on parish, school, or diocesan (including vehicles) property is strictly prohibited. Students shall not be under the influence of alcohol or other prohibited substances on parish, school or diocesan grounds or at parish, school or diocesan-sponsored events.

School authorities (minimum of two adults) may conduct a search of a student's book bag, locker, and/or a personal search of a student when there is sufficient cause to believe that drugs, alcohol, tobacco, weapons or other materials are hidden

Local police must be called to investigate suspicion of a violation of this policy. Anyone on school premises who is taking drugs prescribed by a physician, dentist, or other licensed practitioner which may affect their ability to function in the school environment, should bring this information to the attention of the principal. Prior to the ingestion of any such prescribed medication every student must provide to the principal a written statement from the prescribing practitioner that identifies any restrictions that the medication may necessitate.

New York State Law prohibits smoking in all parish and diocesan buildings as well as anywhere on school grounds. Students may not smoke on school grounds at any time. For purposes of this policy, smoking includes the use of any tobacco products, such as lighted or unlighted cigarettes, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spitless tobacco and any other smoking or tobacco product. The use of e-cigarettes and any other products containing nicotine is also prohibited.

Compliance with this policy is a condition of enrollment, and any student who engages in any such behavior may be subject to disciplinary action, up to and including expulsion.

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5.05 WEAPONS ON SCHOOL PREMISES

No implement that can be construed as a weapon (e.g., firearms, knives, large sticks, matches, lighters, or the like) will be allowed on school or parish grounds. Appropriate disciplinary action should be taken if a weapon is found including contacting the police, if the student possessing the weapon is considered to be jeopardizing the safety of themselves and/or others. In the event of contacting the police, the Diocese (Department of Catholic Schools and the Chancellor's office) must be notified immediately.

School officials must cooperate with law enforcement officers who come to the school for purposes of questioning pupils. Cooperation with police will be done in such a way as to protect the legal rights of each individual student.

6.00 FINANCIAL

6.01 TUITION

Tuition is announced each year by the St. Rita Parish Finance Committee. If the tuition rate is not announced at the time of registration, the registration fee is refundable until tuition is announced.

At the time of registration, you may choose to pay annually, semi-annually or monthly. Tuition is paid through the FACTS Family Portal, our tuition processing company. For more detailed information regarding tuition, please go to our website: <https://www.srswebster.org/> or contact our Finance Director, Joan Sullivan.

The annual tuition for Grades K-5 at St. Rita School for 2023-2024 is:

1 Child - \$5,450

2nd Child - \$3,825

Each Additional Child is \$2,175.

2023-2024 PreK rates are:

PreK 3 (2 Day T/Th) Half Day - \$2,375

PreK 3 (2 Day T/Th) Extended Day - \$4,075

PreK 4 (3 Day M/W/F) Half Day – \$2,750

PreK 4 (3 Day M/W/F) Extended Day – \$4,400

PreK 4 (5 Day) Half Day – \$4,300

PreK 4 (5 Day) Extended Day - \$5,550

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6.02 PARISHIONER STATUS

St. Rita School does not provide different tuition rates based on Parishioner Status.

6.03 DELINQUENT ACCOUNTS

Families that are one payment in financial delinquency will be notified by FACTS as being past due. The Pastor/Pastoral Administrator, Business Manager/Finance Director and Principal will be notified of the past due status.

Families with balances greater than 60 days past due will not be permitted to return to school until the outstanding balance is resolved.

St. Rita School will pursue every avenue to obtain tuition and extended care payment, including collection agencies and legal options. Academic records and transcripts will not be released until the outstanding balance is paid in full, as well as any collection fees incurred.

7.00 TECHNOLOGY

7.01 ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY

It is the policy of **St. Rita School** to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the "**St. Rita School** Acceptable Use of the Computer Network and Internet Policy." Access privileges may be revoked, administrative disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Internet Terms, Conditions, and Regulations

Acceptable Use

Use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of **St. Rita School**. Use of other organizational networks or computing resources must comply with the rules appropriate for these networks.

Unacceptable Use

Transmission of any material in violation of any national, state or Diocesan policy or law is prohibited. This includes, but is not limited to, copyright materials, threatening, violent, or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, unauthorized chat or chain letter communication or political lobbying is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, or like material.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access sign-on and/or password and/or accounts, and/or files is prohibited.

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Privileges

The use of the Internet and related technologies is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Each user, who is provided access to Internet and related technologies, will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user access to the Internet and related technologies due to unacceptable use.

Warranties

The educational programs governed by St. Rita School make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damage's users may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational program governed by St. Rita School specifically denies any responsibility for the accuracy or quality of information obtained through its services. The computer user will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the school budget.

Acceptable Student Use of the Computer Network and Internet Policy

Rules and Responsibilities:

Access to the Internet will enable students to explore thousands of school-related libraries, databases, and research media. While St. Rita School's intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable material as well. St. Rita School believes that educational benefits to students from accessing the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, St. Rita School has set the following standards for acceptable student use of on-line information sources via the Internet.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The Internet network is provided for students to conduct research and communicate with others as a regular part of the curriculum. Access to Internet network services is given to students who agree to act in a responsible manner. Parental permission is required, and access is a privilege - not a right.
2. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas will be monitored regularly. Users should not expect that files used or stored on school computers or servers would always be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources

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- such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
4. The following list describes behaviors and/or actions that are not permitted. The principal, as school administrator, has final authority to determine what behaviors and/or actions are unacceptable:
 - Sending, displaying, or downloading offensive messages or pictures;
 - Using obscene language;
 - Harassing, insulting, or threatening others;
 - Damaging of computer systems or computer networks;
 - Violating copyright laws;
 - Submitting documents from the Internet as a student's personal work;
 - Using another person's sign-on and/or password;
 - Trespassing in someone else's folder, work, or files;
 - Intentionally wasting limited resources;
 - Using the network for commercial purposes;
 - Revealing a personal phone number, name or address of one's self or another;
 - Any other form of cyber bullying.
 5. Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

7.02 USE OF ELECTRONICS – CELL PHONE AND OTHER ELECTRONIC DEVICES

Neither the Diocese of Rochester nor the school is responsible for any electronic items brought to school; including cell phone, tablets, or any digital equipment. All electronic communications devices are subject to the Acceptable Use of the Computer Network and Internet policy.

We have a cell phone policy at St. Rita School. Cell phones are not allowed in school or on the school grounds between 8:00 am and 2:30 pm. If any child is using a personal cell phone between 8:00 a.m. and 2:30 p.m. the cell phone will be confiscated. The parent of the child possessing the cell phone will need to make an appointment to pick up the cell phone.

We thank you for your cooperation in this matter. Please allow the children to be without unnecessary distractions during the school day.

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8.00 PARENT INFORMATION & COMMUNICATION

8.01 COMMUNICATION FLOWCHART

As a Catholic school community, we recognize the role of parents/guardians as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care. This communication flow chart serves as a guideline and should assist parents/guardians and school community members in contacting the appropriate school staff members with questions or concerns. We encourage you to contact the staff member most immediately involved with your question or concern as the first contact. If the issue is not resolved, please progress through the flow chart below.

Questions/ Concerns	First Contact	Second Contact	Third Contact
Academics	Teacher	Principal	
Athletics/CYO	Coach	Athletic Director	Director of CYO Sports
Behavior	Teacher	Principal	
Extra-Curricular Activities	Club Advisor	Teacher	Principal
Financial Aid	Finance Office	Principal	Pastor/ Pastoral Administrator
Medical	School Nurse	Teacher	Principal
Religion	Teacher	Principal	Coordinator of Curriculum & Instruction
Safety	Teacher	Principal	
Special Education	Teacher	AIS Teacher & Principal	K-8 th : District of School Location; Pre-K: District of Residence
Transportation/ Bus Behavior	Driver	Principal	Transportation Department of District of Residence
Technology	Teacher	School Technology Coordinator	Principal
Tuition Payment	Tuition Management Company, <i>if applicable</i>	Finance Office	Principal
Use of Facilities	Parish Office	Principal	Pastor/ Pastoral Administrator

Additionally, the Superintendent of Schools is the Fourth Contact.

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8.02 MEDIA RELEASE STATEMENT

St. Rita School subscribes to the following photo release policy:

Throughout the year, the Diocesan Catholic Schools often takes photographs of their students engaging in classroom activities and participating in school events. The photographs are used for general marketing purposes in publications, public relations, promotions, and advertising – both in print and online. They are also posted on Facebook, Instagram, and Twitter as a way to share the students' school day with their school families. SeeSaw (or other classroom communication app) is sometimes used by some classroom teachers and parents only. SeeSaw information is not posted publicly.

To protect our students' identity, we will NOT use their full names and biographical information in conjunction with photographs designated for promotional purposes to the general public. However, internally distributed materials, such as the school yearbook and newsletter, will include our students' full name. In the event a third party wishes to publish a news-related story about our school, we will do our best to limit them to the use of the students' first name and last initial only.

If you want photographs of your child(ren) to be published as specified above, then **no further action is required**.

If you **DO NOT** want photographs of your child(ren) to be published as specified above, you must contact the School Office for a Photo Opt Out Form and return it signed. This Diocesan-wide Photo Opt Out Form must be completed each year.

9.00 CODE OF CONDUCT

9.01 COMMUNICATION

We strive to ensure that all disciplinary matters are communicated with parents in a timely manner so that we continue to work as a unit on teaching students about behavior, choices, and consequences, in a Catholic and Christ-centered manner.

Teachers and principals will document all infractions with a description of the infraction, the disciplinary response, and the communication made to parents, whether written or verbal.

9.02 Home to School Chain

The Catholic Schools Office encourages parents to discuss their interests regarding their children's education as early and as directly as possible. The following steps should be followed:

1. Discussion with the Teacher
2. Discussion with the Principal
3. Submission of the concern in writing to the Superintendent of Schools.

Most concerns can be dealt with at the source and this is the best place to seek solutions.

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9.03 Matrix of Behavioral Expectations

Behaviors listed in this Code of Conduct are examples and are not an all-inclusive list.

All Settings	Classroom	Hallway Stairway	Lunch	Playground	Bus	Bathrooms
Be Safe <ul style="list-style-type: none"> ● Follow the safety procedures of the school ● Move safely at all times 	-Walk/move safely -Use materials and supplies safely -Follow classroom expectations	-Walk safely	-Follow instructions of monitor -Follow schedule -Walk in appropriate areas	-Stay on school grounds -Play safely	-Be on time -Allow others their space -Follow bus rules	-Flush after use -Report problems to the office
Be Responsible <ul style="list-style-type: none"> ● Care for school & personal property ● Be truthful and honest ● Recognize and appreciate individual qualities 	-Be ready & on time -Be on task and attentive -Work for success -Listen to, and follow, instructions	-Carry your own supplies -Keep the area clean	-Clean up after you eat -Follow the schedule -Use appropriate voice and language	-Follow instructions of monitors -Take care of your things -Be responsible with equipment	-Listen to and follow driver's instructions	-Respect people's privacy -Clean up after yourself
Be Respectful & Kind <ul style="list-style-type: none"> ● Use appropriate voice & language ● Follow adult directions ● Assist others in need of help 	-Respect other's property and space -Respect other's right to learn -Use polite and quiet voice -Work cooperatively with others	-Use quiet voice -Listen carefully to instructions -Walk single file in hall -Do not disturb other classes	-Use good manners -Be and act kind to all -Respect other's space -Be sensitive to other people's feelings	-Keep playground clean -Share equipment -Keep hands and feet to self -Include others. -Show good sportsmanship	-Stay in assigned seat -Wait in designated area	-Wash hands -Respect people's privacy

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9.04 Progressive Discipline

The school's Code of Conduct has been communicated to students and parents. Discipline actions arising as a result of students not adhering to the Code of Conduct will be based on the notion of progressive discipline with the last possible erosion of instructional time depending on the severity of the infraction. When investigating behavior issues, we must adhere to the facts as they are presented to us.

9.05 Progressive Step System

This system is a whole-school approach that utilizes interventions, supports, and consequences to address inappropriate student behavior and to build upon strategies that promote positive behaviors. When inappropriate behavior occurs, disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. These interventions, supports, and consequences include learning opportunities for reinforcing positive behavior while helping students to change their behavior and make good choices.

Step 1

After a minimum of 3 minor infractions in a short period of time a student completes a Reflection Sheet or Recess Detention (Grades 3-5 only). Teacher sends the form home to be signed and returned.

Step 2

If behavior continues, teacher calls parent to discuss behavior and ways to support student at home and at school.

Step 3

If behavior continues, parent/teacher/student conference requested. Parent, teacher, and student develop a plan. School Services may become involved to support change in student behavior.

Step 4

If behavior continues, teacher, student, parent, and principal meet to discuss behavior and review plan.

Step 5

If behavior continues, principal may consider serious consequences such as suspension and/or expulsion.

*A student can progress quickly through the steps for more serious infractions such as fighting, defiance, bullying, consistent use of disrespectful language, etc.

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9.06 Minor and Severe Infractions

All infractions and interventions result in communication with parents/families.

<u>Tier 1 Infractions</u>	<u>Tier 2 (Serious) Infractions</u>	<u>Tier 3 (Severe) Infractions</u>
Teacher Intervention	Teacher + Principal Intervention May result in suspension or expulsion	Teacher + Principal +Pastor Intervention May result in expulsion
Disrespect to Adults (defiance)	Disrespect to Adults (repeated defiance, intentional refusal)	Bullying
Dress Code Violation	Verbal Aggression	Physical Aggression
Inappropriate language	Fighting	Inappropriate physical contact
Property damage/misuse	Technology violation	Weapons
Cell phone use	Inappropriate physical contact depending on severity	Tobacco/Alcohol
Lying/Cheating	Tier 1 Infractions that are repeated after Intervention become Tier 2 Infractions	

In some circumstances, short-term suspension may be needed. In the case of a serious incident, expulsion may be the response that is required. If two students are disciplined for the same infraction but one of the students has had a previous Reflection Sheet(s), the consequence(s) may look different for that student.

In considering the most appropriate response to address inappropriate behavior, the following will be taken into consideration:

- The particular student and circumstances (e.g., mitigating or other factors) such as; student's age, maturity and special needs (if any-such as intellectual, physical, sensory, emotional and behavior disability)
- The nature, severity and frequency of actions of the behavior
- The impact on the school and classroom climate
- In all matters the principal will make the final determination regarding consequences up to and including continued enrollment.

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9.07 Consequences

When inappropriate behavior occurs, the school will utilize a range of interventions, supports, and consequences that are developmentally appropriate and should include opportunities for students to focus on improving behavior. Consequences may include, but are not limited to, recess detention, meeting with the parent(s), student, teacher, and principal; focus on repairing relationships (restorative justice), in-school suspension time, or loss of privileges including school and class trips or special celebrations.

The range of consequences increases with each visit to the office and may result in out of school suspension time or expulsion.

9.08 Bullying

Bullying can be physical, verbal, or emotional. Bullying happens everywhere in all different forms. There are six primary types of bullying:

- Physical bullying – using strength and size to overtake a victim
- Verbal bullying – using harmful words, cursing or name calling to intimidate a victim
- Sexual bullying
- Relational bullying – working to destroy someone’s reputation and make their friends turn against them
- Reactive bullying – convincing others to take part in bullying, completely overpowering and outnumbering the victim
- Cyberbullying

In considering the most appropriate response to address bullying, the following will be taken into consideration:

- The particular student and circumstances
- The nature and severity of the bullying incident, as well as how long the bullying has been going on
- The impact on the school and classroom climate
- The school will take all reasonable steps to prevent retaliation against a student who has made a complaint about behavior that is a breach of the code of conduct.

9.09 What Bullying Is Not

The incidents on this list are NOT considered bullying:

- Not liking someone – It is natural that people do not like everyone around them and, as unpleasant as it may be to know someone does not like you, verbal and non-verbal messages of “I don’t like you” are not acts of bullying. However, in a Christian environment, our teachers will do everything they can to build

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relationships between students, teaching tolerance, patience, and understanding for those different from ourselves.

- Accidentally bumping into someone – When people bump into others, the reaction sometimes depends on the bumped person's mood. If they are having a bad day, they may think it is an act of aggressive behavior. If they are having a good day, they smile back and attract an apology. This is also relevant for playing sports on the playground. It is important to understand that some accidents happen without bad intention and should not turn into a big conflict.
- Making other kids play a certain way – This is natural behavior in terms of development and is not an act of bullying. Teaching students to use their voice, make some compromises, and learn to set boundaries for themselves during play and sharing is part of the educational process.
- Arguments – These disagreements between two (or more) people are also a natural part of development, especially when students are together all day, every day. It is appropriate for people to have different interests and disagree occasionally.

All of the above behaviors are unpleasant and need to be addressed, but they are not to be treated as bullying. Sometimes students will fight, name call or argue, but will talk the next day after they've made their apologies or have moved on from the incident.

Teachers will use various strategies to teach students life skills needed to work cooperatively with others, develop self-advocacy, and, most importantly, keep Christ at the center of their dealings with each other. All classrooms are currently using Caring School Community, along with their religious curriculum and strong Catholic Identity, to continue to teach, model and practice values that support the development of a responsible, self-sufficient, and productive graduate who has empathy and compassion for others, with Christ as the guiding force in his/her life.

9.10 Cyberbullying and Internet Safety

The Acceptable Student Use of the Computer Network and Internet Policy was outlined for parent approval in the Technology (7.0) section of the Student Handbook. This section pertains to bullying and threats using social media and the internet.

Many incidents involving inappropriate student behavior while online occur outside of school. However, these problems often spill into the school in the form of bad feelings, arguments, and disruption. What we see most frequently includes cyberbullying or cyber threats via instant messaging or in chat rooms, the posting of hurtful messages, the sharing of hurtful text messages, embarrassing comments, and inappropriate photos and videos being uploaded to social networking sites such as Facebook, YouTube, Instagram, Snapchat, and more.

Most of these incidents occur without the knowledge or consent of parents, who aren't aware of their children are doing when they go online either in their own home or at a friend's house.

Cyberbullying will be treated in a serious manner and students who partake in hurtful images or messages will be dealt with accordingly.

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We encourage parents and families to support, learn and monitor what your child is doing online.

- Communicate with your child about what they are doing online.
- View your child's instant messaging and social media sites
- Check your child's files and photos to see what images are being sent
- Learn how to adjust/increase privacy settings

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St. Rita School 2023-2024 Student/Family Handbook

Parent/Guardian Agreement Form

Parents/guardians are asked to complete this form after reading and discussing the “*St. Rita School 2023-2024 Student/Family Handbook*” with their child(ren). This signed document will be kept at the school for the duration of the school year.

Parent/Guardian Support for St. Rita School 2023-2024 Student/Family Handbook:

As the parent and/or guardian of _____, I have read and will support terms described in the “*St. Rita School 2023-2024 Student/Family Handbook.*” I have instructed my son/daughter to cooperate with and support the rules and guidelines set forth in the “*St. Rita School 2023-2024 Student/Family Handbook.*” I understand my son/daughter will be held responsible for any non-compliance with the stated policy’s rules and responsibilities.”

Signature of Parent / Guardian

Date

Student Support for St. Rita School 2023-2024 Student/Family Handbook:

As a student, I have read/discussed and will follow the guidelines of the “*St. Rita School 2023-2024 Student/Family Handbook.* I understand I will be held responsible for any non-cooperation with the stated rules and responsibilities.”

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

**PLEASE KEEP A COPY OF THE HANDBOOK FOR
YOUR REFERENCE AND RETURN THIS SIGNED
PAGE TO SCHOOL BY FRIDAY, SEPTEMBER 22, 2023**