



St. Rita School

2020-21
Student Handbook

Revised August 2020

SIENA CATHOLIC SCHOOLS OF RACINE MISSION STATEMENT

We are committed to educating in a Catholic learning environment rooted in Christ's teachings and characterized by academic excellence, servant leadership, student diversity, personal accountability and respect for every individual.

SIENA CATHOLIC SCHOOLS OF RACINE VISION

We will affect positive change in the community by graduating life-long learners, grounded in strong Gospel values, who are prepared for higher education and to meet the challenges of a rapidly-changing world with compassion and hope.

NON-DISCRIMINATION STATEMENT

St. Rita School respects the dignity of the child. St. Rita School does not discriminate on the basis of race, color, national origin, ethnicity, gender, or disability in the administration of its admissions policy. St. Rita School admits students of any race, color, national origin, and ethnicity. Students of other religions may be accepted on a seat available basis unless attendance would cause conflict for the child and/or family because of the unique religious philosophy of the school education programs.

St. Rita School participates in the Racine Parental Choice Program and follows the admissions guidelines and procedures of that program.

SCHOOL GOVERNANCE AND POLICY

St. Rita School is a part of the Siena Catholic Schools of Racine and, as such, is governed by the Board of Directors of Siena Catholic Schools and follows the policies of the Archdiocese of Milwaukee. Additionally, St. Rita School participates in the Racine Parental Choice Program and adheres to the policies of that program as stated by the State of Wisconsin.

The President of Siena Catholic Schools is the chief administrator of the school. The Chief Academic Officer serves as the delegate of the President in most school operational activities. The specific direction of the school is delegated to the Principal, who reports to the Chief Academic Officer. The specific direction of the classroom is delegated to the teacher. Should you have a concern regarding your child in the classroom, the following procedure is to be followed:

1. Consult the teacher. This should be done first.
2. Consult the Principal if the first step does not produce a satisfactory result.
3. Consult the Chief Academic Officer of Siena Catholic Schools if the first two steps do not produce a satisfactory result.
4. Consult the President of Siena Catholic Schools only when all other steps have been completed without satisfactory results.

RELIGION

As a Catholic school in the Archdiocese of Milwaukee, religion is an integral part of our daily program. Either a formal class or a planned liturgy is experienced each day. Our main task is to create an environment for people to learn Christian values and principles, at the same time teaching Catholic Doctrine. Only approved religion texts are used in the formal religion class. Guidelines prepared by the Bishops of the United States are followed in all of our sacramental and liturgical preparation.

Students in second grade receive the sacraments of Holy Eucharist and Reconciliation. Children of other religious affiliations who attend St. Rita School are expected to participate in religion classes as a content area and are encouraged to participate in other religious activities of the school at an appropriate level.

SCHOOL LEADERSHIP
Siena Catholic Schools of Racine

Brenda White

President
bwhite@sienacatholicschools.org

Address

245 Main Street, Ste L2
Racine, WI 53403

Telephone

(262)
800-1111

Siena Catholic Schools of Racine Board of Directors

Executive Committee:

Robert N. Miller - Retired High School Educator / Administrator, Chair
TBD, Vice-Chair
Rita Flores - HR/Payroll, Secretary
Emily Ansani - Frm. Vice President, Bank of America, Treasurer

Directors:

Mary Jane Carreno - Educator
Bill Dombrowski - USMC, Educator, Sales Engineer
Arthel Howell - Chief of Police, City of Racine
Stephen Hrpcek - Retired IT Solutions and Services, S.C. Johnson & Son
Tim Just - Facilities/Construction Contractor
Dan Kuemmel - Personnel Management
Kevin McCabe - Retired Medical Doctor
Kelly Mould - Vice President Wealth Fiduciary Advisor, Johnson Financial Group
Linda Pulice - Social Worker
Ruth Rademacher - Retired Pediatrician
Alison Sergio - Health Care, Non-profit Director
Nola Starling-Ratliff - Retired School Administrator, Racine Unified School District
Alida Harper Trocke - HR Consultant
Arletta Frazier Tucker - Educator
Bruce Varick - Associate Superintendent, Archdiocese of Milwaukee

St. Rita School

Jennifer Jeffers

Principal
jjeffers@sienacatholicschools.org

Courtney Lamberty Heide

Administrative Assistant
clamberty@sienacatholicschools.org

Address

4433 Douglas Ave
Racine, WI 53402

Telephone

(262) 639-3333

Main Office Hours

School Days: 7:45 a.m. to 3:45 p.m.
Summer Days (Monday-Thursday): 9:00 a.m. to 2:00 p.m.

St. Rita School Mission

Living, Loving, and Learning Our Faith: Living as members of our Catholic Faith Community; Loving God and all of His creation; Learning for our future on Earth and in Heaven

Our Vision

We will guide children in Catholic faith values as they become responsible, knowledgeable, and caring members of their families, the Church, the community, and the world.

Our Accreditation

St. Rita School is accredited in a seven-year cycle by the Archdiocese of Milwaukee and by the Wisconsin Religious and Independent Schools Accrediting Association and our school is fully accredited at this time. We strive for annual school improvement by long-range planning based on student achievement data. The school staff is licensed and certified by the state, and is certified in Religious Studies through the Archdiocese of Milwaukee.

TABLE OF CONTENTS

SECTION 1 ADMISSIONS

1.01	Registration.....	8
1.02	Minimum Age Requirements.....	8
1.03	Registration Requirements.....	8
1.04	School Choice Voucher Program.....	8
1.05	Transfer Students.....	8
1.06	Probationary Period.....	8
1.07	Children with Exceptional Needs.....	9
1.08	Home-Schooled Students.....	9
1.09	Class Size.....	9
1.10	Withdrawal of Enrollment.....	9
1.11	Expectations of the Family.....	9

SECTION 2 SCHOOL TUITION AND FEES

2.01	Tuition.....	10
2.02	Additional Fees, Costs, and Fundraising	10
2.03	Financial Assistance.....	10

SECTION 3 ATTENDANCE POLICIES AND INFORMATION

3.01	School Hours.....	11
3.02	School Attendance Law.....	11
3.03	Absences.....	12
3.04	Reporting Absences.....	12
3.05	Extended or Excessive Absence.....	12
3.06	Truancy.....	13
3.07	Leaving During School Hours.....	13
3.08	Vacations.....	13
3.09	Absentee Homework.....	13
3.10	Extracurricular Activities on an Absent Day.....	13
3.11	Tardiness.....	13
	...	
3.12	Entrance and Dismissal Procedures.....	13
3.13	Transportation to and from School.....	14
3.14	Changes in Transportation Plans.....	14
3.15	Before and After School Child Care.....	14

SECTION 4 COMMUNICATIONS

4.01	Communications from School.....	15
4.02	Weather Closings or Delays.....	15
4.03	Unplanned or Emergency Dismissal Notification.....	15
4.04	Contacting a Child at School.....	15
4.05	Contacting or Meeting with Staff.....	16
4.06	Complaint or Unresolved Concern.....	16
4.07	Communications Distributed at School/Party Invitations.....	16
4.08	Updates to the School Handbook.....	16

SECTION 5 ACADEMIC DEVELOPMENT

5.01 Curriculum 17

5.02 Homework..... 17

5.03 Reporting Methods..... 17

5.04 Assessment of Students..... 17

5.05 Parent-Student-Teacher
Conferences..... 17

5.06 Acceleration..... 18

5.07 Retention..... 18

5.08 Title 1..... 18

5.09 Standardized Achievement
Tests..... 18

5.10 Record Archives..... 18

5.11 Technology Use..... 19

5.12 School Library..... 19

5.13 Enrollment in High School..... 20

SECTION 6 HEALTH, SAFETY, AND WELFARE

6.01 School Building Security..... 21

6.02 Crisis Plan..... 21

6.03 First Aid and Illness..... 21

6.04 Medication at School..... 22

6.05 Special Health Conditions..... 22

6.06 Peanut/Food Allergies..... 23

6.07 Visiting the School..... 23

6.08 Inclement Weather on School Days..... 23

6.09 Traffic Safety-Entrance/Dismissal Procedures..... 23

6.10 Preparedness for Fire or Natural Disaster..... 23

6.11 Special Cases Barring Persons from School..... 24

6.12 Mandatory Reporting of Suspected Abuse/Neglect..... 24

6.13 Asbestos Statement..... 24

SECTION 7 STUDENT SPIRITUALITY, RESPONSIBILITIES, & DISCIPLINE

7.01 Student Spirituality..... 25

7.02 General Rules for Respect and Behavior..... 25

7.03 Classroom Management..... 27

7.04 Student and School Property..... 28

7.05 Lunch and Recess Expectations..... 28

7.06 Bullying and Harassment..... 29

7.07 Role of the School Office in Disciplinary Matters..... 29

7.08 Probation, Suspension, and Expulsion..... 30

7.09 Prohibited on School Grounds..... 31

SECTION 8: PARENTAL RESPONSIBILITIES AND INVOLVEMENT

8.01 Required Training..... 32

8.02 Service Hours..... 32

8.03 Chaperones..... 32

8.04 Parent Organizations..... 32

SECTION 9 UNIFORMS AND APPEARANCE

9.01 General Student Appearance..... 33
9.02 Uniform and Appearance Violations..... 33
9.03 Uniform Requirements..... 33
9.04 Physical Education Dress Requirements..... 37
9.05 Outerwear Requirements..... 37
9.06 Out of Uniform Days..... 37
9.07 Cosmetics..... 37

SECTION 10 EXTRACURRICULAR ACTIVITIES AND ATHLETICS

10.01 Eligibility for Extracurricular Activities and Athletics..... 38
10.02 Movies Shown at School..... 38
10.03 Field Trips..... 38
10.04 Athletic Program..... 38
10.05 Sacraments..... 39

APPENDIX

- Discipline Matrix
- COVID-19 Addendum

The President, Chief Academic Officer, and Principal of St. Rita School reserve the right to make discretionary decisions and judgments on any area not specifically covered in this handbook or in parent/student contracts. Please note that due to the COVID-19 pandemic, some procedures and regulations might be changed for the 2020-21 school year.

SECTION 1: ADMISSIONS

As space allows, other families are welcome to enroll, following the Admissions Policy and Eligibility Requirements outlined in this section. St. Rita School provides students of any race, color, nationality and ethnic origin with all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

1.01 Registration

Registration for a class will be accepted when the class size for a grade has not reached capacity. The principal may at any time limit class sizes based on the needs of the particular class. New school families may begin to register at the Open House on the Sunday of Catholic Schools Week. Mid-year admissions are dependent upon space. The principal has final discretion with respect to mid-year enrollments. It is considered a rare occurrence to admit eighth grade students to St. Rita School. Students wishing to be admitted in eighth grade must submit all necessary paperwork for the principal's review prior to being admitted. The principal may decide to deny the applicant if there are academic, behavioral or attendance issues from the previous school. Students with expulsions will not be admitted to St. Rita School.

1.02 Minimum Age Requirements

No child may be admitted to 5-year-old kindergarten unless he or she is 5-years-old on or before September 1 in the year he or she proposes to enter school.

No child may be admitted to first grade unless he or she is 6-years-old on or before September 1 in the year he or she proposes to enter school. Completion of 5-year-old kindergarten is a prerequisite to enrollment in first grade unless certain exemptions apply.

1.03 Registration Requirements

An application for admission is considered complete upon receipt of the following:

- Birth Certificate
- Immunization Record
- Baptismal record (if applicable)
- Most recent report card (if applicable)
- Parental request for release of records (if applicable).
- Online Racine Parental Choice Application (if applicable)
- Current tuition payments
- Registration fee of \$50 for one child or \$100 for family

1.04 School Choice Voucher Program

Choice students may begin to register on February 1 for the next school year. Additional choice open application periods occur in March, April, May and August.

1.05 Transfer Students

All prospective transfer and re-admit students are subject to a review by the principal. The review can include, but not limited to: a review of academic, attendance, and behavioral records from prior school(s), testing results, or any other materials relevant for admission. If circumstances exist that would significantly prevent the student from being successful at St. Rita School, admission can be denied. If previous academic, attendance or behavioral records warrant such an action, a student may be enrolled on conditional terms. These will be determined by the principal. A meeting will occur with the principal and the parents to discuss the terms.

1.06 Probationary Period

All newly-admitted students are placed on probation for the first year of attendance at a Catholic school. During this time, the principal and the student's teachers will evaluate the student's social, emotional, and academic adjustment to determine if the school can meet the needs of the student. If a new student is not meeting the spiritual, academic and social standards of the school they may be asked to leave. The decision of the principal is final (Regulation 5110). If a registering family withholds information, or if school records from a previous placement indicate the SRS staff would not be able to successfully educate a student, it may lead to termination of enrollment. Enrollment may be terminated for non-payment of tuition.

1.07 Children with Exceptional Educational Needs

Catholic schools/parishes in the archdiocese welcome children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs.

Catholic school admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the school's learning support team. A student accommodation plan will be developed in order to document the reasonable accommodations the school will provide to a student with special learning needs. Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible.

A child with exceptional educational needs that cannot be met through reasonable accommodations should be referred to the local public school to determine whether the child is eligible for services. The final decision for admission, instruction, and retention of any student rests with the principal. Administrators will give careful consideration to the admission of students with special needs but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

1.08 Home-Schooled Students

Home-schooled students follow the regular admissions procedures as outlined in Admissions Procedures including testing for placement at St. Rita School. St. Rita School may grant a diploma to a homeschooled student, if the home school curriculum fulfills requirements for graduation from St. Rita School, and if the student successfully completes a minimum of two consecutive semesters as a full-time student at St. Rita School. WIAA regulations require that a student be enrolled full time at St. Rita School in order to participate in sports. Participation in other extracurricular events at St. Rita School requires full-time enrollment.

1.09 Class Size

The optimal class sizes determined by the Siena Catholic Schools of Racine are listed in the chart.

School/Grade	3K	4K	5K	1	2	3	4	5	6	7	8
Siena K-8 Schools Min	18	20	22	22	22	24	24	24	26	26	26
Siena K-8 Schools Max	20	22	24	24	24	26	26	26	30	30	30

1.10 Withdrawal of Enrollment

When a student must leave St. Rita School, records are sent on to the address of the new school. Any tuition debt will remain until it is paid. If any family departing is owed a tuition refund, that is handled through Siena's Finance and Admissions department. The registration fee paid for any year is not refundable, even if the student is withdrawn before the first day of school. At departure, the family will be asked the reason for leaving if it has not been disclosed, in order to assure any concerns have been shared.

1.11 Expectations of the Family

Every family is expected to:

- Practice our Catholic faith in order to support the values, morals, and traditions taught at school. If not Catholic, each family is expected to model moral values and choices and to support Catholic values.
- Be personally involved in school to enrich student and family life.
- Remain current in tuition payments and participate in annual fundraising.
- Fulfill service-hour requirement (20 hours) to school.
- Read newsletters and information sent home, maintain good communication with staff, and attend required Parent Night and parent-teacher conferences.

SECTION 2: TUITION AND FEES

2.01 Tuition

Tuition for the school year is set before registration begins and is clearly posted on the enrollment form. Information for tuition payment is provided by the Siena Catholic Schools of Racine financial department.

2.02 Additional Fees, Costs, and Fundraising

- A non-refundable registration fee is collected at the time of registration to secure your child's enrollment.
- All school supplies on the annual Supply List are purchased by the family.
- School uniforms are purchased by the family.
- Some extra project items or supplies may be requested by the teacher during the year.
- There may be optional "dollar days" or other donation events; families participate according to their means.
- The cost of field trips is split between the school and the family. Any family foreseeing financial difficulty may notify the office to see if help is available.
- After-school optional clubs have participation fees as shown on the sign-up literature.
- St. Rita School holds at least one major fundraiser per year to fund specific programs and enhancements; every family is expected to participate or to buy out of participation.

2.03 Financial Assistance

Siena Catholic Schools of Racine Finance Department offers financial assistance to those families in need. St. Rita School participates in the Racine Parental Choice Program and follows the admissions guidelines and procedures of that program. Please contact David Adrian at (262) 833-5507 x406 for more information.

SECTION 3: ATTENDANCE AND TRANSPORTATION

Regular attendance at school is essential to the success and well being of the students. Irregular attendance or frequent tardiness is detrimental to the student's education.

3.01 School Hours

- The main office opens at 7:45 a.m. and closes at 3:45 p.m.
- Entrance begins at 8:05 a.m. The tardy bell rings at 8:10 a.m.
- Dismissal begins at 3:10 pm; students not picked up by 3:20 p.m. go to CARES.

By Archdiocese policy and state law, the school year is 180 student days plus 10 teacher inservice days. The school day is to be 6 hours long by law.

3.02 School Attendance Law

Wisconsin Statute 118.15 requires all children between the ages of 6 and 18 "to attend school regularly during the full period and hours that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age." The state legislature has made it clear that children with exceptional educational needs are covered by the requirements of the law.

The Wisconsin Compulsory Attendance Law (Wis. Stat. 118.15) puts the burden on any person having a child under his or her control to ensure that the child attends school. Parents/guardians who do not comply with the law may be guilty of a misdemeanor punishable by a fine and/or imprisonment.

In accordance with the Wisconsin Compulsory Attendance Law, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five (5) days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten (10) or more days in the school year. Principals are authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing. At the start of each school day, the school shall determine which students enrolled in the school are absent from school and whether each absence is excused. It is the responsibility of the school to attempt to contact the parent or guardian after it has been determined that a child is absent from school without notification to the school by the parent or guardian. All absences, excused and unexcused, must be recorded in the legal attendance records.

The following are considered excused absences:

- Personal illness. Medical verification may be required.
- Family emergencies or crises
- Attendance at a funeral or religious service
- Medical and legal appointments
- Severe weather when school is not officially closed.

The following are examples of unexcused absences:

- Working
- Babysitting
- Car trouble
- Oversleeping, running late, or missed bus.

It is the policy of St. Rita School to strictly enforce the State's compulsory attendance law.

3.03 Absences

Attendance is imperative to the learning process. Accordingly, parents/guardians should exercise due diligence in scheduling doctor, dental, and other appointments after school hours.

In order to promote proper attendance and be eligible for grade completion and advancement, **a student must have no more than five unexcused absences during the academic year.** The principal will make the final determination of whether an absence is excused.

Excessive absences will result in administrative action which may include disciplinary letters, mandated parent meetings, and referral to Racine County District Attorney's Truancy Abatement Department for possible action. Students who are found to be truant are also subject to school disciplinary action, including the possibility of expulsion.

Excused Absences will include the following:

- Illness (mental or physical) – An excuse from the physician or dentist should be brought in whenever possible. If excessive absences occur, medical verification may be required for all absences.
- Appointments with Medical Specialists – Such appointments should be made, whenever possible, when school is not in session. A signed excuse from the medical specialist should be brought into the main office. It is highly recommended that students bring in a "doctor's excuse" anytime a visit with a medical professional takes place. These absences are coded differently in the attendance system.
- Family Emergency or Crisis
- Funeral Leave
- Severe weather when school is not officially closed
- Pre-Planned Absences – A "Pre-Planned Absence" form must be filled out at least five days in advance of these planned vacations. The school does not support these types of trips except in special circumstances.
- Required Legal Appearance – Students should supply verification of the court appearance
- Approved School-Sponsored Activities

All other absences will be regarded as unexcused. All student absences are subject to review by the principal whose decisions are final. If a student is absent part or all of ten school days (excused AND unexcused) over the course of the school year, that student will require medical verification of all future absences. A conference with the parent/guardian, student, and administration will take place to develop a plan to improve the student's attendance.

3.04 Reporting Absences

Absence from school must be reported daily. All absences should be reported no later than 8:30 a.m. to the school office either by phone (262) 639-3333 or email at clamberty@sienacatholicschools.org. You can call the school office at any time, night or day, and leave a voicemail.

3.05 Extended or Excessive Absence

It is the shared responsibility of the school and the home to help students develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance. Wisconsin Compulsory Attendance Law requires parents or guardians of children between the ages of six and eighteen to have their child enrolled in and attend full periods and hours on the days that school is in session. A student who has been absent from school without an acceptable excuse for part or all of 5 or more days is considered a habitual truant under the state law. For an extended planned absence such as a surgery, a written note or e-mail detailing the days absent may take the place of daily phone calls. Absences longer than three days require a doctor's release from school. The school will enforce State and Archdiocesan policy with respect to truancy or unusually frequent absences.

3.06 Truancy

Truancy is willful absence from school for no good reason, or from the classroom or teacher's supervision without permission or knowledge. Truancy will incur a consequence depending on age level that could include detention or disciplinary suspension (Section 7.08). Repeated truancy could result in referral to social service representatives, or the police department.

3.07 Leaving During School Hours

Parents or guardians are not to take a child or children out of school during the day except with good reason. Students leaving during the day will wait inside the school and the escorting adult must enter the school to check out. Students returning to school must always be escorted inside and checked in by an adult. Adults whom we do not recognize will be asked to show identification. Parents permission is required to allow a person other than those listed on the emergency contact form to remove the student from school.

3.08 Vacations

Families should avoid taking vacations during the school year. Vacations during school time may delay educational progress for some students, so consider carefully. We also acknowledge the positive value of enriching travel if that is the purpose of vacation.

Teachers and the school office should be informed of extended vacation plans (1 week or more) prior to the absences. Teachers are not expected or required to provide written assignments ahead of time, nor to waive any assignments or grading requirements. Each teacher determines what work is to be made up or accomplished.

3.09 Absentee Homework

Upon request, teachers will send assigned work to the school office at the end of the school day and a sibling or parent may pick it up. In the event of a very long term absence for illness, injury, etc., contact the school for special arrangements. Families may discuss with staff the long-term homework requirements due during an extended trip, but should not expect any teacher to prepare lessons ahead of time.

3.10 Extra-curricular Activities on an Absent Day- Students who are absent from school may not return for after-school activities the same day except with the authorization of the principal.

3.11 Tardiness

It is the shared responsibility of the school and the home to help students develop good habits of punctuality and attendance. The school tardy bell rings at 8:10 a.m. Students not in their classrooms at 8:10 a.m. will be marked tardy. A child arriving at school after 8:15 a.m. must be accompanied by an adult and signed in at the school office. Arrival after 9:30 a.m. will result in the child being marked absent for half a day. Leaving school prior to 2:00 p.m. will also result in a half day absence mark. If a student will be arriving more than an hour late for school or leaving school early, the parent/guardian must inform the school office.

By law, excessive tardiness is considered truancy and will be subject to referral to Racine County District Attorney's Truancy Abatement Department for possible action. Students who are found to be truant are also subject to school disciplinary action, including the possibility of expulsion.

3.12 Entrance and Dismissal Procedures

Students arriving by bus will be admitted into school through the center doors at 8:00 a.m. They will proceed to the gym until the bell rings at 8:05 a.m. Students eligible for busing will receive information from Racine Unified Department of Transportation regarding their route. If you have questions you may contact them at 262-631-7138 or transportation@rusd.org.

Students arriving by car must arrive before 8:05 a.m. and remain in their cars until a supervising staff member signals students to enter. Students enter the building at 8:05 a.m. Students attending morning CARES will be dismissed to their classrooms at 8:05 a.m.

Dismissal is at 3:10 p.m. We will load buses and dismiss car riders/CARES students. Any child not picked up by 3:20 p.m. will be escorted to CARES-no exceptions.

Parents should not walk their children into the school building in the morning, nor expect to wait indoors for children at dismissal. If you would like to speak to your child's teacher, please email them ahead of time or schedule an appointment. We ask that adults do not wait for students on the porch area at entrance or dismissal as the area becomes quite congested.

3.13 Transportation to and from School

Driving: Families may drive students to and from school. Supervision of children who arrive by car begins at 8:05 a.m. All persons arriving are meant to wait in the cars until that time, no earlier. Any driver who must leave earlier than 8:05 a.m. must take the child or children to the CARES program. Please follow these basic parking lot rules when driving to keep everyone safe.

- All drivers are to park on the east playground, east of the light poles, or in the overflow lot next to the baseball fence.
- No one is to park between the school and the light post in the back (east) parking lot.
- No one is to park in the striped walking path or in the road (main driveway onto campus).
- Drivers entering from the main driveway-boulevard should turn in at the second opening.
- Cars are to park facing school.
- No one is to back up.
- Regardless of weather, no one is to pull up and drop students off near the building.
- No one is to park in the parking circle.
- Be very careful. Small children walking alongside or in front of a car are hard to see. Always drive slowly!
- Encourage your children to use the walkway..
- Inform other adults who may be transporting your child(ren) to and from school of these guidelines.

Bussing: Bus transportation is available for students living within our parish school boundary (Lake Michigan; 3 Mile Road; Milwaukee County Line; Nicholson Road; plus the northern section of North Green Bay Road). Busing is provided and governed by the Racine Unified School District. Enrolled families receive a bus pass for each child from RUSD. The contact number for RUSD Transportation is (262) 631-7138.

Other Transportation: Students who ride bicycles or walk to school do so at their own risk and only with written permission kept on file at school. Bicycle riders are to walk their bikes if other students are present. Bicycles must be locked to the bicycle rack on the front porch. The school cannot accept responsibility for loss, damage, or liability to the bicycles or the riders. Note: skateboards, scooters, etc. are not allowed.

3.14 Change in Transportation Plans

If your child's mode of transportation after school should change it is imperative that you CALL the school before 3:00 p.m. to ensure we may relay the message to the student.

3.15 Before and After School Child Care

The St. Rita Church CARES child care program provides before and after school child care for students of St. Rita School in the school building. The program is drop-in and available every day before school beginning at 6:30 a.m. and after school until 6:00 p.m. Students must be registered for the program annually to utilize the service. Please contact director, Mary Poehlman, at 262-639-1889 or poehlmanm@archmil.org, to register.

SECTION 4: COMMUNICATIONS

Effective communication to and from the school office, staff, and parish, fosters the best relationship with the families of St. Rita School and enhances their experience within its community.

4.01 Communications from School

School Newsletters: The weekly newsletter supplies information and timely reminders for events, dates, policies and news. Weekly newsletters are delivered through the email service MailChimp and are posted to the school website. Any newsletter item or attachment sent from an individual or organization is subject to editing for space and content, and should be sent by Thursday at noon to both the principal and secretary in order to appear the same week.

Swift K12 Alerts: The school office regularly uses Swift K12 to broadcast needed reminders via email. Phone calling is used mainly for school closings or other immediate emergency. It is important to have correct email addresses and phone numbers on file for all school families.

Teacher Communication: Staff members communicate through email, written notes, phone calls, newsletters, and Class Dojo. Staff will respond to emails within 24 hours during the week, and by Monday evening if a message was received over the weekend.

Public Address Announcements: Announcements are made over the public address system each morning and each afternoon. Committees, coaches, and others may request appropriate and timely announcements.

Student Reports: The school provides four midterm reports plus four report cards on dates shown on the annual calendar. We use an online gradebook for grades three through eight that parents/ guardians can access. Report cards and midterm reports are covered in Section 5.

4.02 Weather Closings or Delays

The school will be closed including CARES supervision, on days when Racine Unified School District is closed. Closings are announced over local radio (WISN 1130, WTMJ 620 / 94.5, WRJN 1400), television (FOX 6, WTMJ 4, CBS58, WISN 12), and their media websites. Parents will NOT expect to hear our school name announced on public media unless there are specific circumstances affecting only our school or only all Catholic schools. School closings will be announced on the media as Siena Catholic Schools of Racine.

If a delayed start is announced for Racine Unified School District, St. Rita will follow the same schedule and delay our start, too. Parents may use their own discretion to decide whether to keep the children at home for safety all day to avoid driving, and it will be recorded as an excused absence.

4.03 Unplanned or Emergency Dismissal

In the event of severe weather, the local school district may order schools to close early so that bussing is safer. Also, in rare instances, our school may encounter a building issue that would suddenly require a mid-day closing of the school (example: water main break). In both cases, the school office will notify families, using the emergency information provided by the family. We will also send a parent alert e-mail and voice message.

4.04 Contacting a Child at School

Students will not be allowed to leave classes for phone calls from home. The main office will relay messages from parents to students. In the rare event a parent/guardian MUST speak to a child during the school day, office personnel MUST know the reason for the contact, in the interest of the child's security and continuing well-being. No parent should contact a child for a negative reason during the school day except when there is no other choice as in a family emergency.

4.05 Contacting or Meeting with Staff

The principal and teaching staff are available to conference by appointment. To schedule an appointment, contact the staff member directly by phone or email. Teachers are not available for phone calls or conference during instructional time and will set the communications at their discretion. Standard response time to appointment requests are one business day.

4.06 Complaint or Unresolved Concern

School staff members will work to resolve any concern about a school related matter using the following guidelines:

1. The parent/guardian must first contact the staff member related most closely to the concern. In most cases this will be the classroom teacher. If an agreement is made to take any specified action, a timeline should be set to implement the actions.
2. If the issue is not resolved, contact the principal. You may be directed to put the concern in writing. The school principal is available during most school hours, by appointment if a face-to-face meeting is desired.
3. The sequence of authority for unresolved concerns is as follows: Teacher>Principal>Chief Academic Officer of Siena Catholic Schools of Racine>President of Siena Catholic Schools of Racine

4.07 Communications Distributed at School / Party Invitations

All communications to be distributed to students or families through the school must be reviewed by the principal prior to distribution. This includes party invitations, organizational announcements, etc. Distributions or communications must include all members of a class, official organization, or group. To be specific, no child may bring to school invitations, greetings, etc. meant for one child or only a few children in the group. Such messages must be mailed from home, or better yet skipped, to avoid any exclusion or hurt feelings at school.

4.08 Updates to School Handbook

Situations not directly covered by current school policy, or policies in need of updating, are the responsibility of the principal. The best interests of our students guide all decisions, policies and practices. Once a policy is published or communicated it is enforceable. Any policy or policy change restricting student or family rights is made with appropriate study and forethought, and with consultation and communication.

SECTION 5: ACADEMIC DEVELOPMENT

5.01 Curriculum

St. Rita School curriculum is aligned to the Archdiocese of Milwaukee curriculum expectations. Curriculum guides that form our educational programs can be found at <http://schools.archmil.org>. The program of instruction for all grade levels includes: Religion, Reading/Language Arts, Mathematics, Science, Social Studies, Art, Music, Physical Education, and Health. Elements of Health instruction are included in Physical Education, Religion, and Science programs.

5.02 Homework

Homework is essential for practice in learning, and students are expected to do a reasonable amount of home study daily. The family is responsible to supervise this work and provide an environment to do it well. Students in grades one through eight have an assignment notebook provided to them and they should use it daily. Teachers may assign consequences for late and missing work.

Although the amount of homework may vary daily, the average homework time expected daily is: Grades K-3, 20-50 minutes; Grades 4-5, 45-90 minutes; Grades 6-8, 60-120 minutes. Departmental teachers will try to avoid overlap of large assignments, tests, projects, etc. We acknowledge that the homework minutes are affected by each student's own work pattern and some students may take longer than others to complete the same work. Parents who have concerns about the homework load for their child should consult the teacher.

5.03 Reporting Methods

The school utilizes PowerSchool to share each child's progress and achievement for grades three through eight. The private and confidential access codes needed for each child are provided to the families. The teachers are expected to enter grades for homework and tests once a week. Parents are expected to check PowerSchool regularly for the most up-to-date information regarding a student's academic progress. At midterm, a reminder is sent home to check PowerSchool for grades three through eight, while a paper midterm is sent home for grades K through two. Report cards are issued on a quarterly basis for the purpose of informing the parent/guardian of the student's academic progress. Parents/guardians are expected to attend the fall conference to learn about their child's progress.

There are three types of report card formats:

- Kindergarten: The form is developmental in nature, noting progress, or need for further progress on age-level skills, readiness, and behaviors.
- Grades 1 - 2: The form is progress-oriented, but with more latitude to indicate comparative grade-level performance and social growth.
- Grades 3 - 8: The form is based on achievement grade averages, attitudes, and study skills and uses an A-B-C-D-U grading system.

5.04 Assessment of Students

Classroom assessment includes, but is not limited to, observation, oral or written tests or quizzes, review of class work, homework, projects, demonstrations, or other subject-appropriate and grade-level-appropriate means of determining progress. Assessment may also include participation where such values are integral to student progress. Students' annual report cards are archived and copies may be requested through the school office.

5.05 Parent-Student-Teacher Conferences

Parent-Student-Teacher conference dates appear on the annual calendar. The first midterm conference of the year is mandatory for all families. Conferences are offered in the spring as well, by teacher or parent request. Teachers will also meet with parents/guardians at other times by request.

5.06 Acceleration

Grade level or subject level acceleration can occur if it is deemed the best solution after the student has been evaluated for the gifted and talented program. The process includes considering many factors including academic achievement and ability as well as social-emotional level.

5.07 Retention

Students who cannot meet grade level standards may be retained, with these review points:

- The child's performance at the current level falls far below grade and age-level expectations.
- The student may also show emotional/social immaturity.
- The teacher feels that repetition of the current curriculum will increase academic performance and confidence so that the child will be successful.
- The student is not suspected or known to have a condition or educational need that requires services or adaptations the school cannot provide.
- Retention is meant to serve the child's best interests and academic well-being.
- No student will be retained in grade level because of disciplinary / behavioral issues or academic difficulties in one subject.
- The family of a student in grade eight who meets the criteria for retention may, as an alternative to repeating the grade, request remedial work and a summer vacation timeline for successful completion, to receive the diploma. If the student still does not meet criteria, a certificate of attendance is provided in lieu of a diploma, or the child may repeat grade eight.
- The ultimate decision to retain a student will belong to the school.

Teachers will communicate with families as soon as possible concerning possible retention and will plan for regular conferences or communication. In certain cases, the principal may agree to a probationary promotion based on the family's specific plan to remediate through summer tutoring. In such a case, the school would need written evidence of full success, and a student promoted under such conditions would be on academic probation for the following year. If, after allowing a probationary promotion the school finds the child cannot master the next school level, retention will be the only path considered, in the child's best academic interest.

5.08 Title 1

This federally funded program is available to some students selected on the basis of academic need and is dependent on home address. It consists of weekly remedial assistance for students in reading, in small groups or individually, provided by a visiting teaching specialist. Families eligible for such service are notified during the first grading period.

5.09 Standardized Achievement Tests

St. Rita School will administer the state standardized test, the Wisconsin Forward Exam, to all students in grades three through eight as required by the Archdiocese of Milwaukee and the State of Wisconsin. The reports will be shared in the fall. Current state law allows parents to "opt out" of having their students participate in this testing. Parents who would like more information about this should contact the principal.

St. Rita School utilized the STAR 360 computerized assessment for all grades three times throughout the school year to track student performance in support of the educational process. This is an internal assessment and may not be opted out from. Parents will receive copies of their children's reports after each testing period.

5.10 Record Archives

A cumulative record for each student is kept on file in the school office. These records include report card forms, registration papers, standardized tests results, attendance records, and health/immunization records. The contents are passed onto the next school, but copies of the records of attendance are kept permanently and archived.

Records of major disciplinary incidents, special-needs testing, medical and court/legal records any other sensitive information are kept separately. Such records are passed to the next school as required. Parents/guardians may request a review or copies of records. Requests should be in writing and by appointment.

5.11 Technology Use

Every student has access to the school's technology which is included across the curricular areas. Internet use is protected and filtered for student safety. Students and parent/ guardian are required to sign a contract for Acceptable Use of Computers and Technology, to help assure correct and appropriate use at home and at school.

Students in grades one through eight are provided with a St. Rita School email address, access to PowerSchool, and other electronic resources. Starting in sixth grade, students are expected to check these resources on a regular basis.

St. Rita School utilizes numerous forms of technology to network students, parents, faculty, and staff. St. Rita School considers any communication through these mediums to be official, public, and regards any interactions between students as if they occurred inside the school.

Students are expected to act with maturity and to treat others with respect. Any inappropriate conduct, including threats, harassment, display of inappropriate images, or other distasteful acts through social networking or technological mediums, on or off of school grounds, can result in disciplinary actions including suspension or expulsion.

Students are to be as responsible with these resources as they are in a classroom or a school corridor. Access is a privilege, not a right. It is important that students do not share their username and password with others, and that they always log out of the computer once finished. Students are responsible for any activity that takes place under their own identity. Inappropriate use will result in the suspension or loss of these privileges as well as disciplinary, legal and/or monetary consequences for damages incurred.

St. Rita School utilizes software programs that monitor student usage of school technology. The reports generated by this program can and will be used in disciplinary investigations should inappropriate conduct be suspected.

Abiding by the generally accepted rules of network etiquette including (but are not limited to) politeness, use of appropriate language, proper spelling of words, and following privacy rights

The following uses of school-provided computing and network resources are NOT permitted:

- Illegal activities, including copyright or contract violations, downloading inappropriate content including viruses, file-sharing software, hacking programs or any other form of inappropriate content
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or security measures
- Electronically posting personal information about yourself or others (e.g., address, phone, photos)
- Conducting searches of an inappropriate nature on a school computer (e.g. drugs, pornography, profanity)

5.12 School Library

St. Rita School has a fully functioning school library staffed by a community volunteer, and students are exposed weekly to age-appropriate literature. Students in grades K through three are allowed to check out one book per week, for one week. Grades four through eight are allowed to check out two books per week for two weeks. There is a selection of Young Adult books for older students, available to grades five through eight, or to grade four with parent's permission. Students must return books and pay any outstanding fines before they are allowed to check out additional books. Students receive notification of overdue books and fines. If books are not returned and fines paid within three weeks, families are notified. The family is responsible to replace lost or damaged books.

We invite families to consider donating a book to our library as a birthday memento for their child. Such books would have a special bookplate acknowledging the gift to our library. The school accepts donations of school-appropriate soft and hardcover books for all reading levels, any time. Any books not needed in the library or classrooms will either be sold at the Lenten used book sale or donated to a charity in the school's name.

5.13 Enrollment in High School

Parents or guardians are responsible to select and enroll an eighth grade graduate in the high school of their choice. High schools all require enrollment/placement tests. Information about enrollment at St. Catherine's Catholic High is published in the weekly newsletter as deadlines approach. On request, St. Rita School will provide student records, recommendations, and other needed information to assist correct high school placement and/or scholarships.

SECTION 6: HEALTH, SAFETY, AND WELFARE

School and student security is vital. In the interest of safety, the school creates and regularly reviews plans for crisis situations such as an intruder or a natural disaster. A summary is shown below.

6.01 School Building Security

The outer doors of the school are locked during the day. Visitors use one entrance at the southeast corner, which is secured by a signal system for the inner doors. The inner doors are open only at entrance and dismissal times, or when they are directly supervised, as for the arrival of large numbers of adults for bus trips, assemblies, etc. Anyone seeing a door propped open is asked to close it and to report the matter to the principal. A similar signal system is in place for the CARES southwest corner doors. There are 12 security cameras with recording capability for added safety.

6.02 Crisis Plan

The staff has a plan for student safety measures in the event of an intruder, fire, tornado, or other personal danger. These include announcements and procedures for shelter, evacuation, lockdown, and steps for student safety and security. The school has a chain-of-command for communication with outsiders, to assist with information and privacy issues, and for emergency communication to families.

In the event of a school lockdown or crisis event at school, families in most cases would not be permitted to approach or enter the school building or grounds. Parents who respond in panic may endanger themselves or safety procedures by causing traffic problems, interfering with crisis personnel, or school staff. Even phone calls to school may not be possible or may cause problems.

If there would be a large-scale crisis, parents/guardians would not be allowed to approach the school, make demands, tie up phone lines, or interfere in any way. Be aware of this. No one knows how he or she will react in a true crisis, but planning ahead will help everyone to act in the most reasonable and the safest ways. The staff will do their best, in all circumstances, to protect, defend, and act in the best interests of the children.

Our evacuation site is St. Rita Church. Our alternative meeting site is North Park School, three blocks directly north, at 4748 Elizabeth Street.

6.03 First Aid and Illness

Students who become ill or injured during the day will be referred to the main office. The school personnel are responsible for determining whether a child should leave school because of illness or injury. Once notified, the parent or guardian must make suitable arrangements to have the child taken home, and may not request the school to provide care for a child who is ill. Emergency cards should be updated as needed, with phone numbers of responsible adults other than parents who are actually available. All visits will be logged. If a pattern of chronic visits occurs, the parent will be contacted, and/or medical documentation may be requested.

If a child receives a minor injury (not to the head) which does not interfere with schoolwork, we will treat it at the office and we will not notify the parent/guardian. For an injury which may need attention later at home, we will call the parent or guardian to inform them. If we encounter a head injury, the parent or guardian will be contacted at that time because of the possibility of a concussion and we will be extra watchful.

The school is not authorized to administer more than basic first aid, and may not apply anything other than a bandage to a wound, or to administer any medication other than what the family may have provided. The school notifies parents and appropriate authorities in the event of an emergency requiring further care or transportation. The staff is trained regularly for CPR / Defibrillator use. An automated external defibrillator is located in the entrance hallway to the gym. The staff is also trained in the handling of potential blood borne pathogens.

The school follows the federal guidelines for blood borne pathogens in handling any injury or incident involving blood or other bodily fluids. No student will be required or allowed to touch another student's bodily fluids. To whatever extent possible, the injured student will be assisted to attend to their own injury. Any bodily products will be disposed of carefully and correctly, and cleanup will be thorough.

6.04 Medication at School

Students may have prescription or over-the-counter medication at school for regular or occasional use. In such cases the parent or guardian is required to fill out a Medication Consent Form, available at school or online to give signed permission listing dosage and directions. All medication and medical items will be kept in the school office, or, in special circumstances, with a designated teacher. Cough drops are not considered medication, but must be turned over to the teacher to dispense as needed. Certain students requiring inhalers or other rescue medication may carry their own device with doctor's written direction and release form, which is kept on file.

Non-prescribed medication may only be dispensed to students who have a parent/guardian permission slip on file and who have delivered the medication in a pharmacy-labeled container to the school office. St. Rita School does not provide any over-the-counter medications to students including pain relievers, fever reducers, or cough drops.

Regardless of the age of the student, any unauthorized drug products, including aspirin, cough medicine, etc., found in the possession of a student will be confiscated and parents/guardian will be notified. If a student is suspected of hiding, using, or distributing medication or an illegal/controlled substance, the student will be disciplined and police may be notified. By law, school personnel may, in circumstances of reasonable suspicion, examine and open personal property of students, including contents of lockers, purses, backpacks, etc.

6.05 Special Health Conditions

Students who come to school are expected to fully participate in activities. Exceptions apply for students with doctor's orders for restrictions, or students who become ill or injured at school.

Any student with a high fever, or who is suspected of having strep throat, chicken pox, head lice, pinkeye, or any other communicable condition will be sent home immediately. Care and protocol for returning:

- **Strep Throat:** Students having a fever and sore throat should remain home to avoid contagion. Such symptoms should also be reported to the pediatrician, who may recommend a test and treatment for strep.
- **Fever:** If a child has a fever (100 degrees or higher) the Centers for Disease Control recommends that the child stay at home and under care for AT LEAST 24 hours after the fever is gone on its own- that is, without the use of a fever-reducing medicine. This is our policy as well, because fever can be the precursor of a contagious disease.
- **Head Lice:** The family must report every case of head lice to the school; must provide immediate treatment for the child and for other family members including removal of nits; wash all clothing, bedding, outerwear, and other washable items in a hot wash/dryer; sweep and vacuum thoroughly all floors and furniture; and seal all non-washable fabric items (pillows, stuffed animals) in trash bags for 14-days. The child may return to school following treatment. The entire grade level will have a head-check at school upon reporting, and a letter will be sent home to that grade level detailing instructions, including photographs of what to look for. This is our local policy to assure the fewest problems.
- **Chicken Pox:** Students with chicken pox may not re-enter school until all pox have healed.
- **Pinkeye:** Students with suspected pinkeye must see a physician. If eye drops are prescribed, the student(s) cannot return to school at least 24 hours after starting the medication, to protect others.
- **Flu/other communicable condition** not listed: For health reasons, families are required to disclose any such problems to school personnel, and isolate the student(s) for treatment.
- **Pregnancy:** By Archdiocesan policy, no student may be denied attendance or graduation because of pregnancy.

6.06 Peanut/Food Allergies

Some students have severe allergies to peanuts, nuts, gluten, eggs, or other foods. We ask that all classroom treats take this into consideration. The office can provide information to any parent planning to send a treat for class. We have an allergy-protected table in the lunchroom for students needing this option.

6.07 Visiting the School

All persons visiting the school must expect to explain their purpose for the visit, sign in and out, and wear a badge if they are leaving the office area. When picking up a child for an appointment drivers will wait in the office while the child is brought to them. Some persons may be denied entrance to the school per Section 6.11. Visitors must respect the activities of the students and staff alike.

Any volunteers who are with children must complete mandatory Safeguarding training and a background check performed by the school before participating.

School tours are available to current and potential families of the school and parish. Visits are scheduled with the school office and teacher, and would not be allowed to disrupt instructional time.

Classroom drop-in visits by current families are not permitted during the school day, but an observation time may be scheduled. A conference at the start or end of the day requires the teacher's notification/permission.

6.08 Inclement Weather on School Days

In rainy or subzero weather, students need appropriate outerwear, as they may be outdoors for recesses. A hooded sweatshirt is not adequate as a winter jacket.

If the outdoor temperature is 10 degrees or below, wind chill factor of 0 degrees or below, or rain/drizzle/blizzard, recess is likely to be indoors (the supervisor may decide to go out in some cases). If any playground supervisor determines the weather is too severe for outdoor recess, they are authorized to bring the children inside.

6.09 Traffic Safety-Entrance and Dismissal

Three elements are expected to be in place at entrance and dismissal times: 1) student safety, 2) reasonable policies that everyone follows, 3) driver courtesy and patience.

Use of the parish and school lot is a privilege and convenience for families who drive children to school. St. Rita School will set and enforce reasonable policies to help drivers maintain the safety of the children. St. Rita Church, St. Rita School, Siena Catholic Schools of Racine, and the staff do not accept responsibility or liability for any accident during the entrance or dismissal time. The drivers must accept responsibility and liability in keeping all children safe. The supervisor present will assist with student safety near the building. Please see section 3.13 for detailed parking lot rules.

The principal will contact parents whose reported and verified parking lot behavior endangers any student. If any driver would continue to pose a problem for students after repeated warnings, that family would receive an official letter limiting parking to side streets outside the parish property.

6.10 Preparedness for Fire or Natural Disaster

The school holds multiple fire drills throughout the year to assure safe exit practices for fire. The school has identified the safest sheltering areas in the school building in the event of a tornado warning and holds an annual drill to prepare for severe weather. The school office monitors the weather when any danger threatens. The school works with the Caledonia Fire Department to determine the safest evacuation routes and shelters.

6.11 Special Cases Barring Persons from School

The school must be informed in each case a non-custodial parent or other person has restricted or legally forbidden access/contact with a student. All requests must be in the form of an official document that will be kept on file, and should include a photograph. If any person is a known personal threat to any student or staff member, that person may be barred from the school premises, or may have specific restrictions on access.

6.12 Mandatory Reporting of Suspected Abuse/Neglect

The State of Wisconsin mandates the immediate reporting of any suspected child abuse or neglect on the part of the family, a family member, or any other person. The categories to report are sexual, physical, or emotional abuse or neglect. (Wisconsin Reporting Law 48.981(2))

If a staff member becomes aware of evidence of any of these, he or she is mandated to contact local authorities immediately in order to advocate for the child. All families must know and understand:

1. The family will not and cannot be notified first by the school if a report is made and will not be contacted by the school if the report involves a suspected family member.
2. A family member will not have the right to be present during any interview or examination of a child made by a person in authority (ex. Police officer, nurse, or social worker).
3. The family will be notified by the authorities in due time, as a follow up.

The school must be held harmless in such reporting, as the action is on behalf of the child's welfare and safety.

6.13 Asbestos Statement

St. Rita School annually manages some asbestos that exists within our building. All asbestos has been sealed and is shielded from students and staff. Every family has the right to know of the presence of asbestos and to have access to the school's asbestos abatement and monitoring plan. This plan is available for review upon request from the Director of Parish Maintenance.

SECTION 7: STUDENT SPIRITUALITY, RESPONSIBILITIES, AND DISCIPLINE

As a Catholic faith community, our school fosters friendly, fair, and positive interactions among its members. Parents, staff, and students are to interact in accordance with Christian values. It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition.

7.01 Student Spirituality

The St. Rita Mission is Living, Loving, and Learning our Faith. St. Rita School exists only because of this mission. All who enroll must understand that our religious function is vital to our academic function. The school fosters faith development through daily religion lessons, prayer, teaching and reinforcement of values. Students and staff participate in prayer services, liturgies, Christian outreach, and seasonal activities.

Student mass is at 8:30 a.m. on Thursdays. All are welcome. Notice of changes in the weekly mass time, weekly liturgies, seasonal religious activities and prayer services will be shared in the weekly newsletter. Families are encouraged and expected to participate in the faith life of the parish. If your family is Catholic you are asked to take seriously the obligation to attend weekend liturgy, as this completes the religious training. Non-parishioners are encouraged to participate in their own places of worship.

Catholic students in grades four through eight are invited to be mass servers. Training is offered annually. Parish service is honorable, appreciated, and enriches the personal development and faith life in our students.

7.02 General Rules for Respect and Behavior

St. Rita School discipline policies are always meant to

- foster age-appropriate personal and moral responsibility
- reflect our responsibilities as a faith community
- protect the peace of the school environment for all students and staff
- provide appropriate consequences as well as rewards for behavior

Students and staff are expected to follow the Code of Conduct which is at St. Rita, we respect others, imitate Jesus Christ, try our best, and are Accountable.



Following is the table showing expectations for each area of the school.

	Respect Others	Imitate Jesus Christ	Try Our Best	Are Accountable
Classroom	Raise your hand and wait your turn to talk or receive help. Use good manners, such as saying please and thank you. Use the appropriate voice level. Allow others to peacefully learn and work. Keep your hands, feet, and other objects to yourself.	Treat others as you would like to be treated. Participate in daily prayer. Help others in need. Encourage the efforts of your classmates. Be a peacemaker.	Be actively engaged in learning. Use class time wisely. Study for all tests and quizzes. Ask for help. Persevere using a growth mindset when something is difficult.	Accept consequences for actions. Share information with parents daily. Complete all assignments on time. Take care of learning materials, especially technology and books. Arrive on time.
Hallways	Allow others to peacefully learn and work by staying at voice level 0. Follow all of your teacher's directions the first time. Hold the door for others. Respect personal spaces and property. Keep your hands, feet, and other objects to yourself.	Treat others as you would like to be treated. Smile and silently greet anyone that you pass. Be a role model for other students. Move with a purpose. Help keep the hallways clean.	Read information on posters and bulletin boards. Walk in a straight, single-file line. Stay to the right side of the hallway. Keep the area around lockers/hooks clean. Use a voice level 0 in the hallway.	Use walking feet in the hallways and on the stairs. Follow school rules, even when in the hallway alone. Store lunch boxes and playground equipment in correct places. Use lockers quickly and close them quietly. Move quickly, quietly, and safely to destination and be on time.
Cafeteria	Speak at a voice level 2 during conversation time. Use table manners (chew with mouth closed, no burping, etc.) Raise your hand for help or to be dismissed. Use kind words and actions. Keep your hands, feet, and other objects to yourself.	Treat others as you would like to be treated. Pray before eating. Show gratitude for the gift of food and for those who serve it. Keep conversations positive. Be inclusive of others.	Read information about healthy foods on the posters. Try new foods and make healthy choices. Eat all of your food to prevent being wasteful. Clean up after you finish eating. Recycle whenever possible.	Use walking feet. Wait your turn in line. Eat only your food. Store lunch boxes and playground equipment in correct places. Follow directions the first time.
Playground	Use voice levels 2 (conversation), 3 (presenting), or 4 (loud crowd). Use good manners, such as saying please and thank you. Share and take turns. Use kind words and actions. Keep your hands, feet, and other objects to yourself.	Treat others as you would like to be treated. Keep conversations positive. Be inclusive of others. Be a good sport. Be a peacemaker.	Try new games and activities. Exercise. Be fair. Be patient. Be honest.	Monitor items taken outside and bring them back inside. Follow all game rules. Ask permission to return to the building. Line up quickly and quietly when instructed. Follow directions the first time.
Church	Once in church, be at voice level 0 except when praying or singing. Remove hats upon entering the church. Greet the priest and parishioners. Close hymnals quietly and put them away gently. Genuflect when entering and exiting the pews.	Treat others as you would like to be treated. Pray silently. Pray with words out loud. Pray through song. Be open to God's presence.	Participate in prayers and songs. Be reverent. Listen carefully to the Gospel and homily. Be reflective. Apply the lessons you learned in church to your life.	Ask God for forgiveness for your sins. Follow the procedures for mass (sitting, standing, kneeling, etc.). Put the kneeler up when you are not kneeling. Take care of church property. Use the restroom before or after church.
Bathroom	Ask permission to use the bathroom. Move quickly, quietly, and safely to and from the bathroom. Be at a voice level 0. Leave the main door to the bathroom open. Keep your eyes, hands, and feet in your stall.	Treat others as you would like to be treated. Read the scriptures posted in the bathrooms. Respect other people's privacy. Move with a purpose. Help keep the bathrooms clean.	Use the bathroom at appropriate times. Turn off the faucet completely to save water. If you make a mess, clean it up or ask for help. Practice bathroom hygiene skills. Return to class as quickly as possible to continue learning.	Flush the toilet after use. Throw away used paper towels. Wash hands completely with soap and water. Report issues to the office. Return to class promptly.
Arrival/Dismissal	Greet staff members or students. Hold the door for others whenever possible. Thank people for holding the door. Use a voice level 2. Keep your hands, feet, and other objects to yourself.	Treat others as you would like to be treated. Smile and greet others. Be a role model for other students. Help others in need. Be reverent during morning and afternoon prayer.	Treat others as you would like to be treated. Smile and greet others. Be a role model for other students. Help others in need. Be reverent during morning and afternoon prayer.	Wait in your vehicle/bus until it is time to enter the building. Enter the building when an adult greets you. Exit the building promptly when dismissed. Use walking feet in the building. Cell phones should be stored when you are in the school.

Parental Responsibilities: Be sure to insist your child act in a friendly and fair way to others. Correct your child if he or she engages in unkind behaviors. Never speak unpleasantly about another child or adult in front of your own child. Show support of staff, coaches, and other adult supervisors when children are present. Make sure your child is being raised to accept some frustration in social interplay, and to react appropriately to peer aggression and the normal level of disagreement that happens among children.

If you feel your child has been harassed or bullied at school, please contact the teacher or adult supervising the activity and follow the steps listed below. If you would like an in-person conference or want others present, indicate that in your first contact.

- Be specific about the issue or issues, including names, times/locations, what was said, and all other relevant information.
- If you have already advised your child how to respond, share that information with the teacher. Responses should never include striking back, using bad language, or other unacceptable actions.
- At the time you speak with the teacher or adult supervisor, be prepared to discuss strategies, especially your expectations.
- After a conference, if the strategies do not help in addressing the problem, contact the principal. Subsequently, the chain of command is the Chief Academic Officer and then the President of Siena Catholic Schools of Racine.
- Not all interpersonal difficulties among children can be fully controlled through the efforts of school staff. If your child is being harassed outside of school time, you have the right to contact the parents of the child or children causing the problem.

Staff Responsibilities: Staff members are responsible for supervising the children, promoting good interpersonal behaviors, and taking action when there are problems.

- Lesson content within our curriculum will include positive social values and peace-making plus assertive and useful responses to interpersonal issues.
- Staff members will be alert to student interactions and provide age-appropriate consequences for aggressive, harassing or bullying behavior.
- Staff members will work in partnership with parents who report incidents of harassment or bullying, and will be proactive to end the problem.

Student Responsibilities: Students should do their best to follow the Code of Conduct.

- Students are expected to be kind to others and continue to grow morally, so as to defend and protect others.
- Students should respond assertively to bullying or harassment whenever possible and should escape/leave situations where their well-being is compromised.
- Student witnesses, including the victim, have the duty to report to their teacher or supervising adult incidents that may be harassment and bullying, and they have the right to expect that the adult will follow up the complaint.

7.03 Classroom Management

Each classroom will use Class Dojo for classroom management. Class Dojo is an online behavior management system intended to foster positive student behaviors and classroom culture. Students earn Dojo points by demonstrating the Code of Conduct. Teachers use Class Dojo to keep parents up to date on student progress and classroom happenings. Each parent has a code to sign up for Class Dojo. Please be sure to set up your account to receive important information. It can be accessed online or through an app. Visit www.classdojo.com to learn more.

7.04 Student and School Property

We encourage students to care for and preserve their personal property. The following guidelines are in place to promote responsible care:

- To safeguard property, we recommend labeling with your child's first and last name.
- Staff and school are not responsible for personal items lost/damaged at school/ field trips.
- We have a Lost and Found box in the gym for student possessions, but jewelry or other small items found will be sent to the office to be claimed.
- Students are not permitted to bring electronic games or music players to use at school. Exceptions occur when a student is permitted or requested by a staff member to bring such an item to assist with a classroom program or project.
- Cell phones are discouraged at school. If a family insists that a student must carry a cell phone to school, the phone must be kept out of sight and in the backpack, and must be turned off for the entire school day.
- Any inappropriate item, electronic device, or cell phone seen in use without permission at school will be confiscated and can be claimed by a parent or guardian.

7.05 Lunch and Recess

In addition to following the Code of Conduct outlined for the cafeteria and playground, supervisors enforce these general lunch time rules.

Cafeteria

- Students must use walking feet and may not loiter in the hallways or bathrooms.
- Candy or soda is not allowed.
- Food should not be thrown or tossed.
- Students may select their own seats each day, but once a seat is selected, students may not change seats.
- Students in grades K-1-2 will eat silently for the first 10 minutes of their 20-minute lunch period so they can focus on eating. Students will be able to talk for the last 10 minutes of their lunch period.
- Students in grades 3-4-5 will eat silently for the first 5 minutes of their 20-minute lunch period so they can focus on eating. Students will be able to talk for the last 15 minutes of their lunch period.
- Students should dispose of trash and lunch trays correctly and keep the table and floor neat.
- Student may use the gym bathrooms with permission.
- Students may not return to their lockers/classrooms between lunch and recess without permission.
- Students must follow directions for lining up after lunch.

Playground

- Students may not return to the building except if they are injured, and in this case they must have the supervisor's permission and a student escort.
- Students may not take food outside during lunch time or recess. Uneaten lunch box food is put away to take home.
- Students are not allowed on the grass or on the gravel climbing area after a heavy rain or in any areas that are muddy or slippery.
- In the snow, boots, snow pants, and mittens are required to play in any unplowed areas. Gr. K-1-2-3 must have these for all active play in winter.
- Students may not leave the main playground area to retrieve balls unless directly observed by the supervisor.
- Rules for sharing and good sportsmanship will be enforced.
- Students are responsible for playground equipment and balls. If a ball or other equipment goes out of bounds it must be reported to the playground supervisor.
- In winter there is no throwing snow, sliding on icy patches, or dangerous play.
- Students will use the assigned entrance/exit doors and no others.
- Students must line up promptly at the end of recess period.

7.06 Bullying and Harassment

It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation. Bullying/harassment is systematic and repeated verbal, and/or physical, and/or emotional abuse of another person or another group with intention to do harm. A single aggressive act, personal argument, or an incidence of name-calling is not bullying; it is peer-to-peer aggressiveness. Peer aggression is handled with different consequences. Bullying and harassment behaviors are prohibited in all school buildings, property, and educational environments. Educational environments include, but are not limited to, every activity under school supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All staff members who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual, is encouraged to report the conduct to the staff or administration. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report. An investigation shall be conducted immediately.

If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

There shall be no retaliation against individuals making such reports. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

7.07 Role of the School Office in Disciplinary Matters

The school office may take over determination and administration of consequences for behavior. See the appendix for the discipline matrix. When a student must be suspended or ultimately expelled, the principal is taking into account the needs of the other students and the staff for a good learning environment.

7.08 Probation, Suspension, and Expulsion

Policies and Regulations of the Archdiocese of Milwaukee (#5144) guide our policies.

Out-of-School Suspension is defined as dismissal from school for a period determined by the principal based on the offense. One or more days of immediate out of school suspension may be imposed in certain cases. Suspension is a very serious consequence that could lead to disciplinary probation and ultimately expulsion.

Immediate Out-of-School Suspension is justified when a student's conduct endangers property, health or safety, is destructive to a positive school environment, or breaks a law. It may be imposed to protect others or the learning environment at school, or to provide an appropriate consequence for severe misbehavior.

Suspension Procedures:

The student and parent are advised of in-school or out-of-school suspension and the number of days or suspension, as determined by the principal and based on the seriousness of the violation.

- The parent/guardian of a suspended student will be given notice by telephone call and email, and written copy of the filed suspension letter will be mailed home.
- Suspension for a criminal activity, or suspension leading to an expulsion hearing, may be up to 15 days, pending the convening of a Disciplinary Hearing team.
- A copy of the suspension report letter becomes part of the student's records. It may be expunged at graduation or departure for a fair reason such as a positive change.

Disciplinary Probation is a written plan and notice put in place when a student is highly at risk of expulsion for disciplinary infraction. It is recorded as a contract for the remainder of the grading period, or the remainder of the school year, based upon a plan for greatly improved behavior. It entails immediate final suspension leading to an expulsion hearing for violation of the plan.

Expulsion is considered a termination of enrollment and is used as a last measure. The procedure includes an impartial hearing. Parents/guardians of a child who is going to be expelled may exercise the option of withdrawing the child from school, thus ending enrollment by their choice. The Chief Academic Officer of Siena Catholic Schools of Racine will be consulted at the time of an expulsion hearing and the procedure will go as follows:

1. Actions taken to expel a student are preceded by the sequence of disciplinary procedures documented by the school staff. The exception to this would be an immediate need to permanently remove the child from the school for an immediately compelling reason. Example: assault with a weapon.
2. The principal or other authorized staff member will inform the parent/ guardian of a final suspension pending the convening of an expulsion hearing. This notice, and information about the date and time of the hearing, may initially be verbal but will also be sent in writing by post or email. It is the school's right to suspend the student from school for up to 15 school days during preparations for the hearing; but the hearing will be expedited as much as possible.
3. Those convened shall include the principal, Chief Academic Officer of Siena Catholic Schools of Racine, and parent(s)/guardian(s).
4. Legal representation is not allowed to be present or to guide any part of the proceedings.
5. If the decision to expel the student is confirmed, parents will receive verification of the decision in writing, within three days of the hearing.
6. Within five working (school) days of the expulsion notification, the family may schedule a conference of appeal with the Archdiocesan Superintendent/Designee, to assure that appropriate procedures were followed.

7.09 Prohibited on School Grounds

Student's personal telephone or other device usage: Students are not allowed to use cell phones, iPods, tablets, or any other such devices during school hours. Devices will be confiscated and kept in the school office for parents to pick up in the school office.

Pets or Other Animals: Archdiocesan policy states that animals may not visit the school building or grounds. Anyone bringing an animal onto school or church property (as in a car) has full responsibility and liability for any personal or property damage caused by the animal. Exception to this is a professional assembly or other formal event where the animals have protected interaction with the students.

Cigarettes and Tobacco Use: The entire school building and parish property are SMOKE-FREE ZONES during school hours and during events related to the school function.

Alcohol, Drugs, Pornography, Inappropriate Items: The school takes seriously its mission to protect children from all kinds of harm and will react swiftly to reports. Police will be contacted for violations that could endanger students or staff.

Firearms or Any Other Weapon: Weapons of all types are expressly forbidden on the premises, even for those persons with "Concealed Carry" certification; ours is a place of peace. We would deal with "toy" weapons on a case by case basis.

SECTION 8: PARENTAL RESPONSIBILITIES AND INVOLVEMENT

8.01 Required Training

Training is required for all adults who volunteer to work with children at the school, including lunch, playground duty, scouts, athletics, PE/ office/playground help, field trips—any contact with children. The training is a mandate from the Archdiocese under the program name "Safeguarding All God's Family". This includes a background check.

Dates and times for the three-hour training sessions, available at area Catholic parishes, can be accessed at the Archdiocesan website www.archmil.org. Find the link on the home page for "Safeguarding All God's Family," then select a date and location and click the link to register. The certificate received after the session should be brought to the school office as proof of compliance. Contact the school secretary for help in signing up or other information.

8.02 Service Hours

The school expects families to work a minimum of 20 hours of school service as volunteers. This volunteer service enriches our school community and brings parents/guardians together to meet and form friendships.

8.03 Chaperones

Parents or guardians are often requested to act as chaperones or supervisors for school events and field trips to help staff maintain order, discipline, and safety. All chaperones must follow these guidelines:

- Must be 21 years or older and have the Safeguarding training/background check (Section 8.01).
- Participate fully in keeping all students safe and well-behaved.
- Refrain from smoking or any tobacco, alcohol, or illegal drugs use during the event.
- Dress modestly and appropriately for the event.
- If driving (very rare cases) must provide full insurance data and complete training as required.
- Arrive on time, and wait in the school office if arriving early.
- Ride the bus or transportation as directed by staff.
- Do not purchase items for students at all, unless approved by staff to do so.
- Younger or older siblings/guests are not allowed unless pre-approved.

8.04 Parent Organizations

The Royal Parent School Association (RPSA) promotes effective communication and cooperation among parents, educational staff, and administration at St. Rita School. The goal of the RPSA is to enhance the school experience for our students through faith-building opportunities, enrichment activities, and social functions by sponsoring special programs, providing educational resources, and promoting volunteer efforts. The RPSA has an elected, parent leadership committee. All parents of active St. Rita students are members of the RPSA. The RPSA serves:

- To assist in the coordination of fundraising programs to fund school activities;
- To provide marketing of the school to the greater Racine community;
- To help coordinate enrichment for students and staff including extracurricular student events and teacher appreciation
- To strengthen faith development and the connection between the church and school
- As a forum for parents/guardians to provide feedback about the school's educational, fundraising, and extracurricular programs

The Athletic Association is a parish-based committee that helps to improve and maintain the sports programs, leagues, facilities, and equipment for student athletes in grades five through eight.. This group coordinates the St. Rita's Basketball Tournament and co-sponsors annual Golf Outing to raise funds for athletics improvements.

SECTION 9: UNIFORM, DRESS CODE, AND APPEARANCE

Students and their families are bound by the following uniform and appearance code. Parents are responsible to see that the child(ren) conform to policies. If you have questions about a uniform item, bring the item to school or call. In cases of repeated violations we reserve the right to have the parent bring appropriate clothing items from home, or we would provide used items to wear.

9.01 General Student Appearance

Appearance of Clothing: Clean, free from wrinkles, fit well, and not torn, faded, or stained. Shirts must be tucked in. All skirts and shorts must be no shorter than two inches above the knee. Leggings worn under skirts must be ankle length (no capris). Only St. Rita logo fleece/nylon jackets purchased through Sports of All Sorts or white cardigans are permitted for added warmth in the classroom on uniform days.

Personal Hygiene and Perfume: Students in grades four through eight should shower daily and apply antiperspirant or deodorant. Perfume/cologne in any form is not allowed.

Hair: Clean and neat/combed appearance, with cut or style above the eyebrow line. Hair may not be purposely styled to stand out from the head more than an inch, and hair styling that is extreme in any way will not be permitted. Noticeable coloring, highlighting, or streaking of hair is not allowed and must be returned to original color if infraction occurs. Simple hair bands or barrettes in red, blue, black, or white may be worn.

Jewelry, Accessories, Etc.: Earrings must be smaller than a dime in circumference or length and limited to one per ear (no ear gauges or other types of piercings can be permitted). Modest necklaces and bracelets are allowed but no large medallions or noisy charms. Wallets, belt chains, keys, and purses are not permitted in class. No visible permanent or temporary tattoos can be permitted.

Spiritwear: St. Rita Spiritwear (separate from the uniform jacket) is purchased for outerwear or casual dress and may not be worn to class except on out-of-uniform days.

Special cases: In the event of a cast or medical condition, special allowances may be made to the uniform policies to accommodate individual needs.

9.02 Uniform and Appearance Violations

If students are not wearing the correct uniform, they will be given available items from the used uniform collection to wear.

First Warning: Reminder note sent home.

Second Warning: Teacher phone call home.

Final Warning: Conference with family, students, and principal to determine action plan if there are continued infractions. Policies as stated will be the final word.

9.03 Uniform Requirements

Students and their families are bound by the uniform information on the following pages. If questions arise about a purchased uniform item, bring it into school to check before wearing.

Shirts and pants can be found at JC Penney, Sears, Shopko, Target, K-Mart or other stores and online. Plaid skirts or jumpers can be purchased online from RC Uniforms (Plaid 49), Catholic Supply of St. Louis (Plaid 49), Shaheen's Department Store (Plaid 49), and Dennis Uniform (Lloyd Plaid). The nylon/fleece spirit wear can be ordered through Sports of All Sorts. All items must conform to stated policies.

If an undershirt is needed, students may wear a plain white T-shirt style only, and the sleeves may not show. Bras, if needed, are to be white only.

Year 2: 2020-21
Navy short/long-sleeve polo



Lloyd plaid or Plaid 49 skirts or jumpers (old and new patterns); Tan pants, shorts (August-October 15; May-June), or pleated skirts (any style of pleat, no embellishments). Shorts, skirts, and jumpers should be no more than two inches above the knee.



White, navy, or black ankle/shin-height socks; White, navy, or black tights or leggings worn under skirts
Any type/color of athletic shoe with laces or Velcro or rubber-soled shoe; Shoe height should not be above the ankle



Nylon/fleece spirit wear or plain knitted white cardigan/pullover sweater worn over the uniform for warmth



Year 3: 2021-22

Navy or navy with logo (Vendor to be determined) short/long-sleeve polo



Lloyd plaid or Plaid 49 skirts or jumpers (old and new patterns); Tan pants, shorts (August-October 15; May-June), or pleated skirts (any style of pleat, no embellishments). Shorts, skirts, and jumpers should be no more than two inches above the knee.



White, navy, or black ankle/shin-height socks; White, navy, or black tights or leggings worn under skirts
Any type/color of athletic shoe with laces or Velcro or rubber-soled shoe; Shoe height should not be above the ankle



Nylon/fleece spirit wear or plain knitted white cardigan/pullover sweater worn over the uniform for warmth



Year 4: 2022-23

Navy with logo short/long-sleeve polo (Vendor to be determined)



Lloyd plaid or Plaid 49 skirts or jumpers (old and new patterns); Tan pants, shorts (August-October 15; May-June), or pleated skirts (any style of pleat, no embellishments). Shorts, skirts, and jumpers should be no more than two inches above the knee.



White, navy, or black ankle/shin-height socks; White, navy, or black tights or leggings worn under skirts
Any type/color of athletic shoe with laces or Velcro or rubber-soled shoe; Shoe height should not be above the ankle



Nylon/fleece spirit wear or plain knitted white cardigan/pullover sweater worn over the uniform for warmth



9.04 Physical Education Dress Requirements

Grades K through 3: Large white T-shirt with student's name written in permanent marker on front

Grades 4 through 8: T-shirt and shorts (no more than 2 inches above the knee) or sweatpants

9.05 Outerwear Requirements

Every student from kindergarten through eighth grade goes outside for recess daily unless the temperature is below 10 degrees Fahrenheit. Students must be prepared with warm jackets, hats and gloves/mittens. Proper outdoor coats are expected if the temperature is below 45 degrees. Sweatshirts are not considered coats. White, navy, or black tights or leggings can be worn under skirts for warmth.

When snow falls students in grades kindergarten through five must have snow pants and boots to wear outdoors. Middle school students wishing to play in the snow will only be permitted if they have snow pants and boots. Students must have appropriate indoor shoes to change into.

9.06 Out of Uniform Days

Out of Uniform Days (OOU) are communicated by the school office through handouts, passes, the weekly newsletter, and the classroom teacher. Students are never required to participate in OOU days and may always choose to wear the school uniform.

All clothing should be clean, free from wrinkles, fit well, and not be torn, faded, or stained.

Torn/ripped/distressed/frayed jeans are not acceptable. OOU clothing must be modest and appropriate. Shirts must fully cover the stomach and may not be low-cut, front or back. No tank or sleeveless tops; shoulders must be covered. Jeggings/leggings must be paired with tops that fully cover the stomach and backside. Sheer fabrics require a sleeved shirt underneath. Clothing with any negative design, innuendo or connotation is not allowed. Shorts may not be worn out of season. Students must wear appropriate shoes on OOU days--no sandals, flip-flops, open heel or toe, or high heeled shoes.

For certain OOU days and for Halloween costumes, other special restrictions, allowances, or color limitations may be listed. If an OOU day falls on a Mass day, students may not wear leggings or sweatpants. Violation of OOU policies/restrictions may result in exclusion from a future OOU or other consequence.

Please note that it is the right of the administrator to determine if an item of clothing is deemed inappropriate. Contact the school office if there are questions about clothing prior to your child wearing it to school.

9.07 Cosmetics

Only cosmetics used to treat or conceal acne, allergic condition, or skin condition are allowed. Non-colored lip balm to treat chapped lips is acceptable. All other cosmetics worn are treated as uniform infractions and subject to consequence. Girls coming to school wearing makeup will be asked to wipe it off.

SECTION 10: EXTRACURRICULAR ACTIVITIES, ATHLETICS, AND SACRAMENTS

10.01 Eligibility for Extracurricular Activities and Athletics

Extracurricular activities are valued, but education has a higher priority. The school reserves the right to determine students' eligibility for activities and athletics, based on grades, behavior, attitude, work effort, and attendance.

On a case-by case basis, the principal may temporarily suspend or terminate a student's participation. In the event of a decision to restrict a student's participation in some way for a period of time, the parents and the director/coordinator of the activity will be notified in writing. The decision of the principal would be final. If there is a collateral consequences such as forfeiting games, etc. that consequence would be considered the responsibility of the offending student.

10.02 Movies/TV Shown at School

Movies or other media programs shown to students at school related to education will have a G rating. An exception to show an educationally valuable PG rated movie would require preview by the teacher, consultation with the principal, written permission from parents/guardians, the rights of attendance by a parent, or non-participation by a child.

Unrated films and videos such as social studies or science programs used for program enrichment are screened by the teacher to assure quality. In the case of appropriate but "sensitive" subject areas the same precautions will apply as for PG above.

Occasional seasonal or reward parties for students may feature a video/film purely for entertainment, held to the same standards as educational programs.

10.03 Field Trips

Field trips away from the school are at the discretion of each teacher, and will be planned as curricular enrichment opportunities. The principal will review and approve all field trip plans. Field trip planning will include disclosure of any safety concerns or special activity. Ordinarily every student will be considered fully eligible to attend any field trip. In certain circumstances a parent/guardian may be required to accompany and supervise a child who has behavioral or physical needs. Students who have been suspended for behavior may have field trip privileges rescinded.

- Permission slips and payment are to be sent in a marked envelope, and may not be combined with other money or forms sent to school.
- Students without signed official permission forms will not be allowed to participate since the school cannot accept sole liability for such events. In such a case the child would be sent home for the duration of the trip with no option to remain idle at school.
- If financial difficulties inhibit the student from attending, the family should contact the principal for financial options.
- See Section 8.03 for information about field trip chaperone expectations.

If a family decides to opt out of a field trip they must inform the school by the same deadline the permission slips are due. For the day(s) of the field trip, the student(s) are considered absent, and are to remain at home.

10.04 Athletic Program

St. Rita School offers volleyball and cross country in autumn, basketball in winter, and track and field in spring, to school and religious education students in grades five through eight. St. Rita Parish is a member of the Racine Parochial Athletic League and follows Archdiocesan policies for the program.

10.05 Sacraments

First reconciliation and first eucharist are celebrated in second grade. Any families with students past second grade wanting to participate in either of these sacraments should contact the Director of Religious Education.

By parish policy, parents or guardians are responsible for the students' readiness for the sacraments. This means most of the instruction is expected to be completed in the home. Parent meetings and workshops provide each family with information, workbook, and other materials to prepare their child for the sacrament. The parish Director of Religious Education is the coordinator for the sacraments and handles all communication, policies, and fees.