



St. Rita School

“An Advantage For Life”

Parent – Student Handbook 2016-2017

*94 Years of
Faith, Excellence, Stewardship*

TABLE OF CONTENTS

Pg. 3-4	School Mission and Philosophy
Pg. 4	Student Learning Expectations
Pg. 5	Student Pledge
Pg. 6	School Information & Daily Schedule <ul style="list-style-type: none">-Campus Visitors-Daytime Telephone Calls-Classroom Deliveries
Pg. 7	Faculty and Staff
Pgs. 8-10	Uniform Dress Code <ul style="list-style-type: none">-Guidelines for Formal, Regular, and Non-Uniform Dress Days, and P.E Uniforms
Pg. 10-11	St. Rita School Charges <ul style="list-style-type: none">-Registration-Tuition-Annual Student Fee-SCRIP Commitment-Parent Volunteer Hours
Pgs. 12-13	Archdiocese of Los Angeles Policies <ul style="list-style-type: none">-Parental Attitude-Letters of Complaint-Code of Conduct for Students and Parents or Guardians-Solicitation, Substances, Alcohol
Pgs. 14-22	St. Rita School Policies <ul style="list-style-type: none">P. 13 AdmissionP. 14-15 AcademicP. 16-18 Discipline & GuidanceP. 18 After School Care (Kidz Club)P. 18-19 Field TripP. 19-21 School Safety: Car-line & Volunteer ResponsibilitiesP. 22 Emergency Disaster Plan
Pgs. 22-24	General Information <ul style="list-style-type: none">P. 22 Personal Devices & Cell PhonesP. 22 Late LunchesP. 22 Lost and FoundP. 22 School SuppliesP. 22 Bicycles, Skateboards, Scooters, Roller Tennis Shoes, etc.P. 23 Care of School PropertyP. 23 Birthday Treats & Out-of School Party InvitationsP. 23 Before & After School SupervisionP. 23 Attendance, P.E., HealthP. 24-25 Parent-Teacher Communication
Pgs. 25-27	Parent Teacher Organization <ul style="list-style-type: none">-Purpose-Board-Volunteer Hour Requirements
Pgs. 28-29	Parent Contract

St. Rita School Mission Statement

The mission of Saint Rita School is three-fold: to assist and to enable parents to fulfill their roles as the primary educators of their children, to inspire our students to grow and develop as Catholic-Christian citizens, and to provide a liberal arts education which will challenge each student to become responsible citizens educated to meet the needs of self and society.

St. Rita School Philosophy

St. Rita School is a faith community committed to the dignity and spiritual destiny of every person. We stress educational excellence and the development of the character and individual abilities of our students within the context of Catholic-Christian values and personal integrity. We, the faculty and staff at Saint Rita School, believe that we are called as Christian teachers to educate the whole person—spiritually, intellectually, socially, psychologically and physically. We acknowledge that the family is the heart of Catholic education and that parents are their children’s primary educators. We serve and assist parents by creating and maintaining a loving, caring, and Catholic environment. Through our modeling, we hope to guide and lead each child with respect to his/her ultimate goal and simultaneously with respect to the good of our global community. Our strategies for educating the whole child to become a life-long learner are guided by the following principles.

Our Religious Education places emphasis on a sense of Catholic community. Our instructional model as individuals is always Jesus Christ. Instruction in basic Catholic Doctrine prepares students for the sacraments, encourages prayer and public worship and focuses on living daily with a Christian attitude that involves concern and service for others. As educators we facilitate learning to achieve competency in the basic skills of math, reading, and the English language. Our education also includes a general knowledge of social studies, science, fine arts, and a recognition and appreciation of cultural activities.

Our Intellectual Education stresses the principle that all children with diverse needs and abilities can learn. Teachers and school administrators create and foster learning environments where all children are challenged to learn and utilize a variety of problem solving techniques to develop critical thinking, creativity and innovation.

Our Social Education recognizes parents as the primary educators of the students. Our teachers work with parents to prepare students for life as members of family, Church, civic, economic and global communities.

Physical Education is important to develop within each child a physical and psychological awareness of self and of others. This is achieved through developing a sense of body awareness through exercise and physical achievement.

Psychological Education is achieved by developing a deep self-respect and self-acceptance along with an understanding and care for all living things and the ability to make responsible decisions when faced with critical issues.

Discipline and guidance is an integration of character education and Christian social living. At St. Rita School, discipline is considered an aspect of moral guidance and not a form of punishment. Good discipline is necessary to establish standards of behavior, mutual respect, and a desirable system of values. This leads each person to develop self-control, self-respect and self-direction.

School Wide Learning Expectations

School Wide Learning Expectations indicate the skills, competencies, and keys to success students will gain by their successful completion of Saint Rita School's educational and religious program. Teachers, at all grade levels, plan lessons to ensure that students develop spiritually, intellectually and socially. In addition, teachers create activities aimed at fostering the "keys to success" that allow students to personalize the experiences.

A Saint Rita student strives to become:

I. A Christ-Centered Person Who:

- A. Prays daily and attends Mass
- B. Lives each day as Jesus did
- C. Supports and contributes to others through Christian service
- D. Understands the teachings of the Catholic faith

II. An Intellectual Learner Who:

- A. Is able to actively listen, speak and write well
- B. Develops critical-thinking and problem-solving skills in a variety of ways
- C. Uses technology responsibly
- D. Appreciates the fine arts

III. A Maturing Individual Who:

- A. Accepts all God-given talents and abilities
- B. Has developed self-confidence and self-motivation
- C. Practices sportsmanship
- D. Makes good choices

IV. A Globally Aware Citizen Who:

- A. Follows the Golden Rule
- B. Serves others
- C. Respects all God's creations
- D. Cares for the environment

Student Pledge

Our Human Rights

I have a right to be happy and to be
Treated with compassion in this room:
This means that no one will laugh at me or hurt my feelings.

I have a right to be myself in this room:
This means that no one will treat me unfairly because of
My skin color,
Fat or thin,
Tall or short,
Boy or girl,
Or by the way I look.

I have a right to be safe in this room:
This means that no one will
Hit me,
Kick me,
Push me,
Pinch me,
Or hurt me.

I have a right to hear and be heard in this room:
This means that no one will
Yell,
Scream,
Shout,
Or make loud noises.

I have a right to learn about myself in this room:
This means that I will be
Free to express my feelings,
And opinions without being
Interrupted or punished.

I have a right to learn according to my own ability:
This means no one will call me names because of the way I learn.

SCHOOL INFORMATION & DAILY SCHEDULE

Saint Rita School

322 N. Baldwin Avenue

Sierra Madre, Ca 91024

Office (626) 355-6114

Kidz Club (626) 355-6114 extension 117

School Website: www.st-ritaschool.org

Office Hours: 7:00 a.m. to 4:00 p.m. (All school days)

Report Attendance: office@st-ritaschool.org

Daily Schedule Grades TK-8

Tuesdays - Dress Uniform for 8:00 a.m. Mass

7:50 a.m. First Bell (M - F)

7:55 a.m. Second Bell: Classes Begin

Recess - Grades 1-8 is from 10:20-10:40 a.m.

9:30 a.m.-10:00 a.m. Snack and Recess - Transitional Kdg. and Kdg.

11:30 a.m. - 12:10 Lunch and Recess - Transitional Kdg. and Kdg

12:20 p.m. - 1:00 p.m. Lunch – Grades 1-8

3:00 p.m. Dismissal (M-T-W-F) *2:00 p.m. Thursday for Faculty Meetings

Students who are not picked up within 15 minutes of dismissal will be escorted to Kidz Club and charged for the drop in fee. Students may not wait for parents in the school office.

Parents and Visitors must sign-in and obtain a school visitor pass before being permitted on school grounds. All visitors will enter the east campus and west campuses through the Baldwin Avenue gates. All other gates will remain locked during school hours. Parents may not enter the classrooms without an appointment with the teacher.

Telephone Calls

No teacher or child will be called away from class to accept a telephone call. Leave messages with the school office.

Deliveries

All deliveries for students or teachers must be left in the school office. Staff will then deliver items to the classroom. There are no exceptions, medical or otherwise, to this policy.

FACULTY AND STAFF

Principal: Mrs. Joanne Harabedian	ext. 103	admin@st-rita.org
Vice-Principal: Mr. Richard Martinez	ext. 209	martinez@st-ritaschool.org

School Office

Scrip	Ms. Andrea Bertollini	ext. 118	bertollini@st-ritaschool.org
Admin. Assistant	Mrs. Sara Landis	ext. 102	landis@st-ritaschool.org
Office Staff	Mrs. Diana Norgord		

East Campus

Transitional Kindergarten	Mrs. Landie Lopez	ext. 105	lopez@st-ritaschool.org
TK Aide	Mrs. Sonya Froio		
Kindergarten	Mrs. Barbara Davies	ext. 109	bdavies@st-ritaschool.org
Kindergarten Aide	Mrs. Grace Lovano		
Kindergarten Aide	Mrs. Ary Foroutan		
First Grade	Mrs. Ellen Hoffman	ext. 108	hoffman@st-ritaschool.org
First Grade Aide	Mrs. Maureen Usle		
Second Grade	Mrs. Sandra Arana	ext. 110	arana@st-ritaschool.org
Second Grade Aide	Mrs. Dorelli Gorocica		
Third Grade	Mrs. Janice DeMarco	ext. 111	demarco@st-ritaschool.org
Third Grade Aide/P.E.	Mr. Chris Cid		
Lunch Proctor and Kidz Club	Mrs. Tonia Patino	ext. 117	

Both Campuses

Art	Mrs. Sally Seymour	ext. 107	sjpseymour@st-ritaschool.org
Computers/Grade 6 Math	Mr. Brian Wilkman	ext. 104	wilkman@st-ritaschool.org
Custodian	Mr. Lauro Sanchez		
Drama /Speech	Mr. Ralph Seymour		seymour@st-ritaschool.org
Health	Mrs. Darlene Nolan	ext. 106	nolan@st-ritaschool.org
L.E.A.P.S	Mrs. Sara Landis	ext. 102	landis@st-ritaschool.org
Music/Choir/Band	Mr. Joseph Augustynski		
School Counselor	Mrs. Maria Panagakis		panagakis@st-ritaschool.org
Scrip	Mrs. Landis/Ms. Bertollini		scrip@st-ritaschool.org

West Campus

Fourth Grade	Mrs. Melissa Cash	ext. 203	cash@st-ritaschool.org
Fifth Grade	Mrs. Maryann Griffin	ext. 207	griffin@st-ritaschool.org
Sixth Grade	Mr. Ryan Hagen	ext. 208	hagen@st-ritaschool.org
Seventh Grade	Mrs. Jennifer Jukic	ext. 201	jukic@st-ritaschool.org
Eighth Grade	Mrs. Jennifer O'Brien	ext. 202	obrien@st-ritaschool.org
Science/Math/P.E./Ath. Dir.	Mr. Randy Davies	ext. 206	rdavies@st-ritaschool.org
Spanish/Ass't A.D.	Mr. Richard Martinez	ext. 209	martinez@st-ritaschool.org
Math Gr. 8	Mrs. Becky Chadwick		chadwick@st-ritaschool.org
P.E./Student Council	Ms. Andrea Bertollini		bertollini@st-ritaschool.org
Academic Decathlon	Mr. Ryan Hagen/Mr. Brian Wilkman/Mrs. Janice DeMarco		

FORMAL UNIFORM DRESS CODE

Dress uniform days are every Tuesday (Mass days), and for special school events and for designated field trips. The dress uniform may be worn daily if desired.

Formal Dress Uniform Guidelines

Sweatshirts and Polo Shirts are not allowed on Dress Days.

Blouses and Dress shirts do not need a school logo.

Dress shorts may be worn with dress uniform.

Formal Dress Uniforms (Tuesday Mass)

Girls TK-3

Plaid skort or jumper

Peter Pan or Oxford shirt in
white/pale yellow/light blue

Navy sweatshirt, sweater or vest with logo

Cross-over uniform plaid tie

Girls 4-8

Plaid skirt knee length (**1" above the knee**)

Oxford shirt white/pale yellow/light blue

Navy sweatshirt, sweater or vest with logo

Uniform plaid or solid navy blue tie

No Fleece Jackets with Dress Uniforms

No Hooded Sweatshirts on school days

Spirit Wear Hooded Sweatshirts are for afterschool sports only

Formal Dress Uniforms

Boys TK-3

Navy blue pants or shorts

Oxford shirt white/pale yellow/light blue

Navy sweatshirt, sweater or vest with logo

Solid navy or uniform plaid tie

Boys 4-8

Navy blue pants or shorts

Oxford shirt white/pale yellow/ light blue

Navy sweatshirt, sweater or vest with logo

Solid navy or uniform plaid tie plaid tie

Boys' sweaters - cardigan or v-neck with school logo

No Fleece Jackets with Dress Uniforms

No Hooded Sweatshirts on school days

Spirit Wear Hooded Sweatshirts are for afterschool sports only

Regular Uniforms

Shoes and Socks- Boys and girls TK-8

- Primarily navy blue, black, grey or white tennis shoes with black, navy blue or white solid shoelaces.
- No slip-on (Toms, Slip-on Vans, etc.) or open toed shoes/sandals.
- Socks must be solid white to fully cover the ankle or knee-high only. No Stripes or logos.

Girl's Uniform Guidelines

- Girls must wear shorts under their skirts.
- Jumper or skirt or skorts – Plaid (TK-3 only) Knee length.
- Skirt – Grades 4-8 Plaid/Pleated from CKW – Knee length (No Skorts).
- Polo Shirt with school logo - White/Lt. Blue/Yellow.
- White Blouse (short sleeve) peter pan or pointed collar – no logo.

- Navy Blue Slacks - Twill Pleated.
- Navy Blue Walking Shorts/with cuff - Twill Pleated.
- Solid Navy Blue Cardigan, Vest or Pullover sweater with logo.
- Optional Navy Blue Crew Neck Sweatshirt with school logo.
- Nylon or Fleece jackets with logo available at CKW.
- School walking shorts may be worn all year long.
- Belts (dark colored) are to be worn by girls with slacks and shorts.
- Tights and leggings: solid white or navy blue or black only.
- No rolling of skirts. Detention slip will be issued for rolled skirts.

Boy's Uniform Guidelines

- Navy Blue Pants - Twill Pleated with belt loops – No Cargo or Dickies.
- Navy blue Walking Shorts – Twill with belt loops (no cuff).
- Polo Shirt - White/Lt. Blue/Yellow with school logo.
- Solid Navy Blue Cardigan, Vest or Pullover sweater with logo.
- Optional Navy Blue Crew Neck Sweatshirt with school logo.
- Nylon or Fleece Jackets with logo available at CKW.
- School walking shorts may be worn all year long.
- Belts (dark colored) are to be worn with slacks and shorts.

P.E. Clothing: TK-8

- P.E. Clothes are available at CKW Uniforms and through the P.E. Department.
- Athletic shoes of any color for P.E. only and white socks.
- St. Rita P.E. shorts with school logo.
- P.E. shirt with school logo or Spirit Wear T-shirt.
- Socks must cover the entire ankle.

Optional: TK-3 students may wear the St. Rita navy sweatpants on P.E. days only.

Hair

- Traditional, conservative hairstyles are **mandatory**.
- Dyed or bleached hair is never permitted beginning with the first day of school.
- Boys must have hair off the face, above the ears and neatly trimmed around the neck.
- No extreme fashion cuts.

Please Note

- Only the school navy blue sweatshirt **with the school logo** is part of the uniform (no hooded sweatshirts). White or colored sweatshirts may never be worn with the uniform.
- On extremely cold or rainy days, white long sleeved turtlenecks may be worn under the uniform shirt.
- Baggy, over-sized, torn, or faded pants are never allowed.
- Uniform shirts and blouses must be tucked in.
- Girl's Jewelry: One single stud pierced earring per ear.
- All Students -One ring, necklace, or bracelet.
- Make-up and colored nail polish are not allowed- no tips, acrylics, gels etc.
- Boys may not wear earrings of any type.
- Socks must cover the entire ankle.
- **LABEL EVERYTHING**

- **3 uniform violations will result in ½ hour detention.**

School Uniforms are available:
CKW School Uniforms
9668 E. Las Tunas Drive
Temple City, Ca 91780
(626) 287-1994 ckwuniforms.com

Spirit Wear and P.E. Clothes
Contact: Randy Davies A.D.
rdavies@st-ritaschool.org
(626) 355-6114 ext. 205

Non-Uniform Dress Days: Modest Attire

- Skirts, shorts, rompers must be no shorter than 3 inches above the knee.
- Shirts must cover midriff to thighs – no exceptions.
- No tank tops, spaghetti straps, camisoles, colored brassieres, or spandex.
- Leggings worn only under shorts or skirts.
- No clothing may be worn that denote inappropriate language or symbols.
- No flip-flops, heels, open toe shoes and sandals.
- Parents will be called if student that does not follow the guidelines.

ST. RITA SCHOOL CHARGES
2016-2017

Saint Rita Parish provides a financial subsidy to the school and maintains the building and grounds. Active parishioners support the parish and school financially and communally, and the school exists primarily for the benefit of their children. When space is available, we welcome Catholics from other parishes and families of other faiths.

No family pays the whole cost of educating their children. Purchasing SCRIP, fundraising participation and service are a part of parochial school life and help to bridge the difference between the tuition charged and the actual expenses of running the school.

Tuition Payment: All families are required to enroll in F.A.C.T.S Tuition Management. Tuition is collected through automatic debit or credit card on the 5th or 20th of the month August through May. **Go to our web site: www.st-ritaschool.org and click on F.A.C.T.S**

As an alternative arrangement, tuition may be paid in full directly to the school. The principal must approve any other alternative tuition payment plans.

Students will not be permitted to participate in extra-curricular activities or return to school until all delinquent obligations are paid in full.

Parish Support Families: Parish tuition rates are for Catholic families who attend Sunday Mass weekly and use the parish envelopes. New parishioners must establish a record of six months of weekly attendance and donations to qualify for the coming school year. Tuition rates will be adjusted in July and January to reflect current supporting parishioner status.

1. Registration: \$250.00 per family (due in January for returning families) accompanied by the parent agreement. Registration for the following school year will not be accepted if financial

ARCHDIOCESE of LOS ANGELES POLICIES

Parental Attitude

School and Parents must work together and set good examples for our children. Parents are expected to support all school policies and all teachers. In the case of a disagreement, contact the teacher or individual involved first. Refrain from “discussion and speculation” with other parents or other individuals. As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the Archdiocese of Los Angeles and St. Rita School. These principles include but are not limited to policies or procedures set forth in this parent/student handbook.

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. **However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.**
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, tournaments, field trips, etc).

The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

Solicitation And Distribution

The school prohibits outside persons as well as staff from making solicitations and/or distributing materials without authorization by the principal.

Non-Smoking Policy

Smoking is prohibited at all times within the school offices and classrooms. Persons who choose to smoke may do so in designated outdoor areas or, if none is designated, at a reasonable distance of no less than 25 feet from building entrances or playground facilities.

Substance Abuse

The school recognizes a responsibility to help provide a safe and productive work environment for all staff. The school has a particular concern about substance abuse since it can jeopardize the health and safety of our students, co-workers and the public, impair the reputation of the school and its staff, and affect an individual's productivity and efficiency. Any violation of this policy will be grounds for disciplinary action, up to and including termination.

Alcohol

The possession, consumption, purchase or sale of alcohol on school premises is prohibited except for special situations (e.g. special celebrations, social occasions, fiestas, carnivals, etc), in which case the presence of alcohol must be approved in advance by the principal and the school must be in full compliance with local and state licensing and other regulations. On these occasions, moderate and limited use of alcohol is acceptable; however, individuals are expected to remain responsible and professional at all times.

Letters/Notes of Complaint:

Letters or Notes of complaint to a teacher should be delivered in a sealed envelope.

The Education Code of California states: Any parent, guardian or other person who upbraids, insults or abuses any teacher or administrator of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor. (Education Code 44811)

If the teachers are “insulted or abused” by any person in the presence of other school personnel on the school premises, on public ways adjacent to the school, or at another place where the teacher is assigned, that person is also guilty of a misdemeanor (Education Code 44812).

Code of Christian Conduct Covering Students and Parents or Guardians

The students’ interest in receiving a quality, morally based education can be best served if students, parents, and school officials work together. Normally, differences can be resolved. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might diminish the effectiveness of the school. In some cases, the school may find it necessary to require parents or guardians to withdraw their children.

VIRTUS is a program designed to help prevent wrongdoing and promote “rightdoing” within religious organizations. The VIRTUS program empower organizations and people to better control risk and improve the lives of all those who interact with the Church. For more information, please visit: www.virtus.org/virtus/virtus_description.cfm

All parent volunteers must participate in Virtus training and complete fingerprinting before any interaction with students and prior to earning volunteer hours.

All parent volunteers must report to the office before entering a classroom or a volunteer location and wear a visitor's badge while volunteering on campus.

ST. RITA SCHOOL POLICIES

Admissions

It is the policy of St. Rita Elementary School to accept the registration of all who apply to enter our school, Transitional Kindergarten through Eighth Grade. Students applying for TK through Eighth Grades are accepted contingent upon the discretion of the principal. The age for admission of a child entering TK is four and one half years old by September 1st. For kindergarten it is five years old by August 1st and for first grade it is six years on or before September 1st of that year, etc.

New applications must include a registration fee, full completion of the registration information, a copy of their Birth and Baptism Certificate, Immunization records, Sunday envelope number (for parishioners) and social security numbers of parent and students.

Since St. Rita School is a Catholic parish school, final acceptance of families who are active parishioners are considered first in line of preference. Next consideration is given to Catholic families from other parishes, and finally, families who are not members of the previous two categories.

Acceptance of a student into St. Rita School enrollment is a two-step procedure:

- 1) Results of the entrance exam must show that the student can learn and perform academically in the curriculum studies of our school system as designated by the Archdiocese of Los Angeles.
- 2) A personal interview with the principal of the student and both parents indicating that all agree to comply with the requirements of students and families for the parish school as a member of the Los Angeles Archdiocesan Department of Education.

When a classroom quota has been filled for a grade, it is the practice of the school to compile an active waiting list, with notification of each family listed, until the last school day in December. Following that date, the waiting list is voided and the application process for the following September begins again in January.

This parish elementary school in the Archdiocese of Los Angeles admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. This school does not discriminate on the basis of race, color, and national and/or ethnic origin in the administration of educational policies and practices. Likewise this Catholic elementary school does not discriminate against any applicant for employment on the basis of sex, pregnancy, age, handicap, race, color, and national and/or ethnic origin.

Academics

Any unauthorized copying of tests or use of Teacher Editions/Assessment Manuals by students or parents/guardians is prohibited and may result in the withdrawal of the student from the school.

Student Extra-Curricular Eligibility:

1. All financial accounts must be current.
2. Students must maintain a "70% or higher" average in all classes, consistent good conduct standards, and demonstrate Christian behavior and positive attitude.
3. Students will be given a one week probation period to improve grades below 70% before eligibility is restricted.

Homework Assignments

School wide we expect that all students read every night. Teachers will assign the amount of time per week according to the grade level. Additional homework in grades TK-4 will be assigned to check for learning or to preview lessons that will be taught the next day. TK-4 students will have 10 -15 minutes of review or prep homework in addition to the required reading.

Students in grade 5-8 have multiple teachers and will have additional assigned homework that requires long term planning and organization. The increased amount of time for homework prepares our students for the demands of high school.

Academic Lab

Students in grades 4 through 8 who are missing class or homework assignments or need additional assistance with class lessons are sent to **Academic Lab** during lunch. Teachers on the west campus are the moderators and will assist students as needed.

Tutoring

All teachers are available for additional instruction for their students during the school day. Please encourage your child to ask for assistance. Teachers may not be paid for tutoring students assigned to their classes.

Deficiency Notices

Deficiency notices are issued for failing and/or chronically incomplete class work or homework.

Missing & Make-up Assignments

Students are responsible for planning a schedule for nightly and long-term assignments and for all missing assignments following absences. Students will be given a reasonable amount of time to make up work and tests when absent due to illness or emergencies. Academic Lab may be used to make up assignments. Some teachers encourage the use of email to relay missed work and will let you know of his or her policy at Back to School Night.

Grading Procedures

- Parents receive login access to *Cornerstone Student Information System* that provides current status of student progress.
- Report cards are issued one week after the Trimester end.

- No report card is given after 15 days of absence per trimester until all work has been completed.
- Progress reports and papers may be sent home for parent signature.
- It is the parent responsibility to monitor progress through Cornerstone. All assignments and tests are listed with status of completion and grade.

Report Card Grading Scale - Grades 1-8

A = 93-100%

B = 85-92%

C = 70-84%

D = 65-69%

F = 64% and below

Principal's List & Honor Roll - Grades 4-8

Principal List: Students with all A's (93% or higher) in Math, Social Studies, Literature/Reading, English, Science, and Religion. The student must also have no lower than "good" in effort or citizenship.

Honor Roll: Students with all A's or B's (85% or higher) in math, social studies, literature/reading, English, science and religion. **The student must also have no lower than "satisfactory" in effort or citizenship.**

The Blue and Gold Society

The Blue and Gold Society recognizes students who demonstrate academic success, as well as, Christian behavior and positive attitude during each Trimester. Criteria:

- Have a "70%" average or higher.
- Have not served a 30-minute detention.
- Have not received a deficiency notice.
- Have not received a conduct referral.
- Have not received a behavior log. (TK-3)

An "A" or "B" GPA does not automatically warrant a B/G certificate. Character, motivation and citizenship are emphasized for induction.

Retention Policy Procedure

Teachers notify parents and the principal of concerns. Parents are called in for a conference to determine course of action to promote student success. Retention often is recommended due for:

Immaturity: Emotional inability to cope with personal responsibility, academic requirements and social situations.

Attendance: Extended period of absence (illness/personal), tardies and study material that has not been made-up.

Failure: Grade of "F" in core subjects, thus not ready for next year.

Discipline and Guidance

The purpose of discipline is:

- To promote personal development and growth.
- To promote respect for authority.
- To provide an atmosphere which is conducive to learning.
- To assist in the growth of self-discipline and self-control.

Behavioral Expectations

It is the student's responsibility to:

- Behave in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing or bullying.
- Report all incidents of bullying, discrimination or harassment to the teacher and principal.

Discipline Consequences: Students who behave in a manner contrary to the Behavioral Expectations, depending on the severity of the action, will be given one or more Discipline Consequence. Discipline Consequences include:

1. Teacher Detention: teachers may issue a 10-minute detention to be held in the classroom after school or during recess/lunch with no prior notice.

2. Detention slips may be issued for incomplete class work, inappropriate classroom behavior problems, excessive tardies, excessive uniform and non-dress violations, consistent lack of school supplies, etc.

Parents will receive a copy of the slip and return it signed the next day. Students will serve 15 minutes for a detention slip during the weekly detention.

3 Administrative Detention: Is held weekly for detention slips and conduct referrals. Skipping detention will result in a double detention. Skipping twice will result in a Conduct Referral. Detentions automatically affect Blue & Gold Society status.

4. Extra-Curricular/Field Trip/Activity Eligibility

When the administration, in conjunction with the teacher or staff member, finds it an appropriate consequence for unacceptable behavior, participation or membership in an club/team, activity, and/or field trip may be suspended or denied.

5. Conduct Referrals will be given to a student for unacceptable behaviors: one copy to the office for the student's file, one copy to the student's teacher, and one copy to the student's parents. The signed parent copy must be returned the next school day. **Student will serve a 30-minute detention.**

6. Suspension: In-school or off-campus to be determined by administration.

7. Probation: Final warning before removal from school.

8. Expulsion: Withdrawal from school.

Conduct Referral Consequences

1st Referral Slip:

- Student meets with school counselor, principal/vice-principal and teacher that issued the referral.
- Student receives one Administrative Detention.

2nd Referral Slip:

- Student meets with school counselor and principal/vice-principal.
- Student receives one Administrative Detention.
- Student receives Lunch/Recess Detention for number of days determined by the administration.

3rd Referral Slip:

- One day of in-school suspension.
- Suspension or removal from field trips and school activities for a time determined by the administration.
- Mandatory parent conference with school counselor and principal/vice-principal.

4th Referral Slip:

- Two days of in-school suspension.
- Suspension or removal from extra-curricular activities, field trips, and school activities.
- Mandatory parent conference with school counselor and principal/vice-principal.

5th Referral slip: Probationary Status

- Three days of in-school suspension.
- Suspension or expulsion from extra-curricular activities, field trips, and school activities.
- Mandatory conference of both parents with the class teacher, the teacher giving the 5th Referral, and the principal.
- Student is placed on probation.

6th Referral slip:

- Parents withdraw student from enrollment at St. Rita School.

Behaviors that may result in a Detention Slip, Conduct Referral, Suspension and/or Expulsion.

- Disobedience
- Disrespect
- Unchristian actions (i.e. cheating, lying, stealing, forgery, plagiarism)
- Obscene and/or abusive language or actions.
- Harassment (i.e. bullying, teasing)
- Cell phone/electronics not left with teacher at the start of the school day.

After-school Care (Kidz Club)

- All daycare students are to report directly to the Kidz Club room upon the dismissal of school.
- A monthly activity and snack calendar will be sent to parents and posted on the bulletin board.
- There will be a homework time set aside. This will be a quiet time for students to do their homework for the following day. If they finish their assignments ahead of the designated time, they will have time for silent reading. Be sure they have a reading book with them.

- **School rules apply to the Daycare setting.** Students are expected to treat each other with respect and courtesy. There will be no fighting, use of bad language, chewing gum or disrespect for any adult or fellow students allowed.

Field Trip Regulations

Field Trips are an educational part of the classroom curriculum. They are also a privilege. The school may deny students participation in field trips if they fail to meet academic or behavioral requirements.

Permission forms for a field trip will be distributed by the classroom teachers and must be brought signed to school no later than two days preceding the event. A one-time family permission slip for walking trips and field trips is sent home at the beginning of the school year. This does not replace permission slips for scheduled field trips.

Archdiocesan Regulations for Field Trip Drivers

All field trip drivers must:

- Be over 25 years of age.
- Have proof of a valid, unrestricted driver's license on file in the school office.
- Provide a current declaration of automobile liability insurance coverage to be placed on file in the school office.
- Provide a car that is equipped with one seat for and used by each vehicle occupant.

Earthquake Policy while Children are Away from School on Field Trips, Extra Curricular Activities and Sporting Events

- Drop procedures as in the classroom.
- Teachers/aides/chaperones/coaches lead children to evacuate building to safe area.
- Teachers/coaches take roll to account for all students.
- Teachers/coaches remain with students at scheduled site until it is safe to depart.
- If parents are present, only their child/children will be released to them.
- Parents are aware of students' location and therefore should be assured of adult supervision until their return.
- Upon return to school, students remain with their teacher/coach until a parent or authorized adult arrives.
- As students are released, the person with whom they leave will be required to sign their name and the time of release.

School Safety: Carline and Volunteer Responsibility

St. Rita School in accordance with the Archdiocese of Los Angeles is committed to providing a safe environment for all of its students.

All Visitors must sign-in: Parents and visitors must sign in at the school office when they enter the school grounds and wear a visitor's badge **before** walking around campus.

Morning Arrival: East Campus Students enter through the gate on Baldwin that leads past the school office or be escorted by a parent through the Playground gate. West Campus Students enter through the Olive Ave. gate or Baldwin Ave. gate.

Drop-off/Pick-up Guidelines:

The school code requires that parents who drive children to or from school must:

1. Drop-off/Pick-up students at designated zones (Stay clear of Crosswalks).
2. Keep the line moving by staying in your car and moving up as the line moves.
3. Do not open trunk of car at any time during drop-off or pick-up.
4. When reaching the front of the line, place car in the “park” position.
5. **Please ensure your child exits/enters the car door closest to the curb.**
6. Children should not be walking around or in between other cars in the pick-up line to get in on the other side.
7. NO Double parking. It is a violation of traffic laws and is subject to ticketing.
8. Street speed (especially on Olive Ave.) should not exceed 20 mph and is subject to ticketing ticketing.
9. Church parking lot speed should not exceed 5 mph.
10. Always make sure your child fastens his/her seat belt.
11. **No Cell Phone Use is allowed in carline by drivers or proctors.**

Morning Drop-off Zones:

East Campus Drop-off Zone: The East Campus zone is on the south side of Algeria, east of Baldwin Avenue. West campus students may cross with the crossing guard.

West Campus Drop-off Zone: The West Campus zone is on the south side of Olive Ave., West of Baldwin Ave. This drop-off zone is intended for West Campus students only. Please enter Olive Avenue by way of Auburn. **Please remember, U-turns, stopping in front of driveways or red zones, and excessive speeds are not only illegal but also unsafe for your children.**

Church Parking Lot: Parents may park and escort students to school through the O’Malley Parking Lot Gate.

Afternoon Pick-up Procedure

Students who are not picked up by 3:20 p.m. will be escorted to the school office.

East campus: Parents should notify the classroom teacher as to which of the 4 pick-up areas the child should be released. The 4 pick-up areas are:

1. O’Malley Hall Parking Gate (students are placed in the car and the teacher assists with seat belts) **Please display your name placard on your dashboard.**
2. Alegria Car line (student should be able to enter the car and put on seatbelt without assistance)
3. L.E.A.P.S and 4. Kidz Club

Rainy days/East Campus: Teachers walk students to Gara Hall. Parents drive into the church parking lot off Grandview and continue through the O’Malley Gate up the driveway to the Gara Hall entrance (double doors) for pick-up. Cars then exit by a **right turn** only onto Baldwin Avenue. **Please display your name placard on your dashboard. Teachers will direct the flow of traffic.**

West campus: Pick-up is on the south side of Olive Avenue. This is not a parking line. Cars should move forward so that students are able to board cars efficiently. If students are delayed drive around the block and re-enter the line. Do not block the flow of traffic.

Please enter Olive Avenue by way of Auburn. **Please remember, U-turns, stopping in front of driveways or red zones, and excessive speeds are not only illegal but also unsafe for your children. Please ensure your child exits/enters the car door closest to the curb.**

Parent Volunteers: All volunteers **first** sign in at the school office to pick up “Stop” signs & safety vests.

East Campus Volunteers

Alegria Morning Drop-off 7:30-8:00
1 Car Line Monitor & 1 Crossing Guard

West Campus Volunteer

Olive Street Morning Drop-off 7:30-8:00
1 Car Line Monitor & 1 Crossing Guard

Alegria Pick-up 2:50-3:20

1 Car Line Monitor & 1 Crossing Guard

Olive Street Pick-up 2:50-3:20

1 Car Line Monitor & 1 Crossing Guard

**Each volunteer earns ½ hours of credit*

Drop-off Line Monitor Responsibilities (Morning)

- Sign-in at the school office and obtain vest from the bin.
- Be on the sidewalk on Alegria (East Campus) or Olive (West Campus) by 7:30am.
- This area is for the unloading of students only - No Parking.
- To keep the line moving, please assist students out of the cars as needed.
- **Students may exit car on curb side only.**
- Keep cars moving forward. No cars are to stop in the crosswalk, double-park, or use this line as a place to stop and visit.

Crossing Guard Responsibilities (Morning or Afternoon)

- Sign-in at the school office and obtain stop sign and vest from the bin.
- Stand at corner of Alegria/Baldwin (East Campus) or Olive/Baldwin (West Campus) by 7:30 a.m.
- Assist all students crossing Alegria or Olive.
- Raise the stop sign to head level while making eye contact with the driver to ensure you and the student are seen by the driver.
- Walk the student all the way across the street. There is no jay-walking.
- It is imperative the parent volunteer be between the car and the student while walking across the street.
- If no students are crossing the street, the *Stop Sign Parent* needs to keep the pick up line moving.
- While working, volunteers should be friendly, however, please remember to keep focus on the safety of the students.

Pick-up Line Monitor Responsibilities (Afternoon)

- Sign-in at the school office and obtain vest from the bin.
- Be on the sidewalk on Alegria or Olive (West Campus) by 2:50 pm.
- Pick-up duty starts at 2:50 p.m. (1:50 p.m. on Thursday) (½ Day dismissal TBA).
- This area is for the loading of students only. No Parking.
- During pick-up, students stay on the sidewalk until their car comes to a complete stop.
- To keep the line moving, please assist students into cars as needed.

- **Students may enter car on curb side only.**
- Keep cars moving forward. No cars are to stop in the crosswalk, double-park, or use this line as a place to stop and visit.
- While working, volunteers should be friendly, however, please remember to keep focus on the safety of the students.
- Any children remaining past 3:20 p.m. are escorted to the school office – no exceptions.

Emergency Disaster Plan

In the case of an emergency all parents who report to the school must park their vehicles, and then walk to the command post on the west campus or secondary location if needed. Students can be released to parents (*or anyone listed on the Emergency Card) through the command post only. The command post will direct parents to the student release area. The release staff will call for the students and will record the parent's/guardians name and time of release.

Emergency containers are located on both campuses with food, water, pop-up tents, blankets and medical supplies along with student emergency bins that are collected at the start of the school year.

GENERAL INFORMATION

Personal Devices & Cell Phones

Cell phones and electronic devices must be turned off and left with the homeroom teacher at the start of the school day. At the end of the school day, students will be given their device to place in their backpack. Student use of a cell phone on campus before, during or after school will result in a conduct referral and one-day in-school suspension. Necessary calls may be made through the school office 7:00 am- 4:00 pm daily. Technology devices (i.e. iPod, iTouch, iPad, wifi watches, etc.) are only allowed with permission and supervision of the teachers. The school is not responsible for loss or damage to any personal items.

Late Lunches

All lunches delivered past the morning bell must be left in the main office. Students will eat their lunch at the table by the front office. We discourage students leaving the campus for lunch with parents or relatives. Fast food lunches are strongly discouraged. **Parents may never hand lunches or any items over the fences.**

Lost and Found – Parents please mark clothing and personal belongings!

All marked articles of clothing will be returned to the owner. At the end of each month, all unmarked clothing will be sent to the used uniform sale.

School Supplies

The school does not sell supplies. A list of classroom supplies needed for the new school year is given to each child on the last day of the previous school year. New students receive a copy of this list when their acceptance has been completed. Each student is required to be prepared daily with the necessary supplies for class and should arrive on the first day of school with all necessary supplies.

Bicycles, Skateboards, Scooters, Roller Tennis Shoes, etc.

The Sierra Madre Police Department has recommended that only students in grades 5 through 8 ride bicycles to school. Parents, who wish their children in grade 4 to do so, may send a written request to the principal. The School Safety Code of California forbids the riding of bicycles on school playgrounds before, during or after school. Riders must walk bicycles off and on the playground. During the day, bicycles may be kept at the bike rack. The school is not responsible for stolen or damaged bicycles. Scooters, skateboards and roller/tennis shoes are never allowed at school.

Care of School Property

St. Rita's students are encouraged to take pride in school property by not littering the grounds, damaging desks, books, or any other school property. Carelessness and deliberate damage of books or any other school property will be charged to your account. Final Report Cards will not be issued to students who have not returned or replaced all school property.

Birthday Treats & Out-of School Party Invitations

Students in TK-8 may provide a healthy, low sugar content birthday treat for every class member to celebrate their birthdays. The snack will be eaten during lunch or recess. Parents must notify the teacher at least 48 hours in advance to avoid schedule conflicts. **Out-of-school party invitations may not be handed out at school unless every member of the class is invited.** Parents must first submit the invitation to the principal and homeroom teacher for approval.

Before and After School Supervision

The earliest a student should arrive at school is 7:30 a.m. Students must sit on or gather at the assigned bench areas until the 7:50 a.m. bell. In addition, students must remain calm without running, playing, screaming, etc. before the start of the school day. Supervision is not provided before 7:30 a.m. for students. Early morning practices of extra-curricular activities is an announced event, supervised by a teacher or team coach. It does not include any other students. Teachers sometime agree to meet with a student before school for help in a learning subject.

This arrangement, made ahead of time, allows for supervision of that student only. If necessity demands that some parents bring their children to school before 7:30 a.m., a written note to the principal and her approval are mandatory. **Children in grades TK-3 arriving before 7:30 am must be escorted to the school office.**

After school, all students should go directly home unless involved in sports, L.E.A.P.S, extra curricular activities or Kidz Club. Please arrive at school to pick up children promptly at 3:00 p.m. Teachers are not available to supervise students after school. Children staying to watch a game must have parental permission and are not supervised by coaches. **Early Dismissal at 2:00 p.m. occurs on Thursdays throughout the school year for faculty meetings.**

Attendance

Please call or email (office@st-ritaschool.org) the school office in the morning if your child will not be in school for any reason. Please copy the email to the classroom teacher.

Medical and dental appointments are discouraged during the school day and they are not "excused" but noted as an absence or tardy depending on length of time out of school. need for temporary medication to be dispensed please send it with a doctors note to the health

office and we will administer it to your child as you indicate. This includes **ALL** over the counter medication, if your child needs to have Advil/Tylenol available please provide that with a note from you giving the school permission to administer medication. **All medication must be clearly marked with the students name and dosage.**

Tardies are not excused. Students who arrive after the second morning bell at 7:55 am will be marked tardy. Gates are locked by 8:00 am therefore all late-arriving students must first check into the school office.

No student will be permitted to leave school before the regular dismissal time without a written note from the parent or a referral from the health proctor. All notes must be turned into your homeroom teacher at the beginning of the day or the office if you are arriving late.

P.E. Excuses: A student may be excused from P.E. class with a written note from a parent. A physician's note is mandatory for extended non-participation. On the day(s) a student does not participate in P.E., he or she may not participate in after school practices or games or recess/lunch activities. Please have your physician specify exact limitations and abilities of student on the note, along with a date of return to full ability. **Parents, send all written correspondence (attendance, messages, parent-teacher meetings etc.) in a sealed envelope addressed to appropriate recipient.**

Medication

Under No Circumstances should your child bring medication to school. If there is a need for temporary medication to be dispensed please send it with a doctor's note to the health office and we will administer it to your child as you indicate. This includes **ALL** over the counter medication, if your child needs to have Advil/Tylenol available please provide that with a note giving the school permission to administer medication. **All medication must be clearly marked with the student's name and dosage.**

Illness excuses a pupil from attendance at school. Through the school health proctor, the principal approves the dismissal of pupils who become ill at school. Parents are always notified by phone. If a parent is unavailable, a student will only be released to persons listed on the emergency cards. Your family emergency card information should be accurate and complete at all times. Please notify the school office **immediately** of changes in address, phone numbers, emails, occupations, and emergency contacts. When a child has been absent more than 3 consecutive days, a note from your physician is required.

Illnesses

Colds, flu and infectious diseases spread very easily among young children. Changes in normal behavior or appearance are the best indicators to catch illness in the early stages. Help us control the spread of disease at St. Rita School by keeping your child at home when he/she is not well. They may not return to school if they have had a fever of 99.6 or higher, diarrhea or have vomited until they are free of these symptoms for at least 24 hours. It may be necessary for your child to remain home for a couple of days until his/her symptoms have resolved.

Parent-Teacher Communication

All parents are expected to attend the Back-To-School Nights in September. You will receive an overview of the school year and the specific academic and behavioral expectations. This evening is provided to promote parental support for the school and to increase mutual understanding between teacher and parents.

Formal parent-teacher conferences are held annually in grades TK – 3. In grades 4 -8 parents conferences are scheduled as needed. Parents may view their child’s progress through **Cornerstone**, our student information system. Teachers update progress on a weekly basis. You can reach the website at: <http://cornerstonesms.com/>
You will be notified of your login and password at the beginning of each school year.

Parent-teacher meetings may be scheduled by appointment only. Send a written request or email (No Texts) for an appointment directly to the teacher. Phone calls, emails and texts to teachers will not be answered during the school day but you may leave a voice message on the teacher extension noted on faculty list. The principal and teachers are not available for drop-in meetings. Teachers will answer parent communications within 24 hours, Monday through Friday.

PARENT TEACHER ORGANIZATION (P.T.O.)

The membership of the P.T.O is made up of the executive board, all parents of students in the school, the pastor, the principal, teachers, and staff. General membership meetings in September and May are mandatory for parent.

The Purposes of the PTO:

- Promote open communication among the parents, teachers and administration.
- Provide support for the principal in his or her role as the administrator of the school program.
- Promote goodwill and cooperation between and among parents, faculty, administration, and parish.
- Direct and coordinate parental support through parent education activities and social functions that build community.
- Help build and enhance the faith community of the School and Parish.
- Raise funds for the school.
- Lobby for legislation that has a positive impact on the school and its students.
- In addition, the PTO exists to support the principal and staff in their endeavors to provide quality, Catholic education for all students and to help parents and teachers develop a mutual understanding of and appreciation for the ideals of Catholic education, especially in terms of proclaiming the Gospel message, building community, and educating for service and worship.

The volunteer efforts of parents help offset tuition and bridge communication between school and home.

2016-2017 PTO Board Members

President
Erin Oseguera

Vice President
Cher Culver

Parliamentarian
Jenny Shepard

Secretary

Treasurer

Communications

Ellen DeGroot

Nathan Cash

Rochelle Siegrist
Lani Vu-Ngo

Community Liaison

Ileana Barber
Alyssa Kilpatrick

Health and Safety

Dorelli Gorocica
Mary Ann Peters
Heather Young

Room Parents

Caitlin Guthrie
Renee Sullivan

Spiritual

Rebecca & Stephen Terni

Time Keeper

Beth Campbell
Jennifer Pucinelli

Ways and Means:

Stephania Bauer
Cassandra Hansen
Phil Raycraft

Jennifer Crane
Jennifer Moore
Ana Zambrano

Gio Guerra
Cristal Morse

Parish Representative

Msgr. Richard Krekelberg

Principal

Joanne Harabedian

Faculty Representative

Ellen Hoffman

PTO Parent Volunteer Hours - Sign in at www.volunteerspot.com

Minimum of 35 Hours per family to be completed September-June

(Single parent family 18 hours upon request and approval to the principal)

If you are unable to meet this requirement, you may buy out of your hours. The buyout amount is 35 hours x \$30 per hour = \$1050. You must buy out in full by November 1st, so that we may fill in the vacancies. **All unpaid fees will be automatically added to F.A.C.T.S.**

All volunteers must first sign-in at the school office or designated area in order to receive credit.

20 Fundraising + 10 Elective + 5 Safety hours = 35 hours/family

(10 Fundraising + 7 Elective + 3 Safety hours = 18 hours/single parent family)

1. Fundraising Total 20 Hours

10 Hours working on-site (set-up, clean-up, sales, baked goods)

- Harvest Festival
- Beer, Brats, & Bingo
- Sunday Plant Sales
- Hoop-It-Up
- Spring Social
- Casino Night

10 Hours working off-site

- Chairperson of Fundraising events
- Harvest Festival Booth Chairperson
- Monetary/Silent-Auction/Booth item donations (\$30 = 1 hour)
- Table/Booth Sponsorship
- PTO President, Treasurer, Timekeeper, or Way & Means

2. Elective 10 Hours per Family

- PTO General Meeting (September/May) 1 hour each meeting
- Field Trips (3 hours maximum per trip)
- Tickets to Fundraising Events
- Drama Productions (set building, snack bar, costumes, rehearsals)
- Speech and Debate Tournaments (chaperone, snack bar)
- Academic Decathlon
- Science Fair
- Catholic Schools Week Events
- Classroom Activities
- Health Screenings
- League Sports Events during the school week
- St. Rita hosted weekend Tournaments and Track Meet
- Mentor Family
- PTO Board Member

3. Safety 5 Hours per Family (anything over 5 hrs. is credited toward Elective hours)

- AM/PM Car line monitor or Crossing Guard
- Security/Supervision at events. (Harvest Festival, BB&B, Grandparents Day, etc.)

4. PTO General Meeting

- Mandatory Attendance for parent(s) at the September and May General Meetings. \$30 will be billed for not attending.
- Families that have not completed all required hours will be billed on May 1, 2016.

Duty

Hour Value

Fundraising

Set up (day before event)	credit as worked
Set up (day of the event)	credit as worked
Working in any booth	credit as worked
Clean-up (day of the event)	credit as worked
Clean-up (day after event)	credit as worked
Booth Chairpersons	16 hours
Sponsoring a Booth	1 hour per \$30 (off-site credited first, then on-site)
Monetary Donations	1 hour per \$30 (off-site credited first, then on-site)
Item Donations	1 hour per \$30 (off-site credited first, then on-site)
Baked Goods	1 hour (per 3 dozen)

****\$30 will be charged to families who do not sign-in for fundraising shifts****

Electives

Health Screening	credit as worked (credited towards safety)
Chaperone for field trips	credit as worked-3 hours max.
Sports Tournaments	5 hour max

Academic Decathlon	credit as worked
Speech & Debate Tournaments	credit as worked
Classroom parties donations	.5 hour per item

Safety Hours

AM Alegria Drop Off	.5 hour
AM Olive Drop Off	.5 hour
PM Alegria Sidewalk	.5 hour
PM Alegria Stop Sign	.5 hour
PM Olive Stop Sign	.5 hour



Saint Rita School
322 N. Baldwin Avenue
Sierra Madre, CA 91024
(626) 355-6114

2016-2017 School Term Parent Contract Agreement

I/We understand that St. Rita School follows the directives of the Department of Catholic Schools of the Archdiocese of Los Angeles, and I/We understand that certain responsibilities require our support if the school is to achieve its goals.

I/We Agree to:

- **To abide by all school and Archdiocesan regulations and policies.**
- **To complete and return all forms and records necessary to comply with school, Archdiocesan, and state regulations.**
- **To complete the Virtus Safeguard the Children Training for Adults and fingerprinting.**

I/We agree to fulfill all financial commitments as follows: _____ initial here

- **Family registration fee of \$250.00 due by March 15, 2017**
- **The \$500.00 student fee is due by July 15, 2016.**
- **Full Tuition for the school year**

2. I/We agree to one of the following tuition payment options:

Please check one

- _____ **Payment in full by September 15, 2016**
 _____ **Tuition paid monthly through F.A.C.T.S Tuition Management**

(\$38.00 one time set-up fee)

Duration of payment plan – check one

- 10 months (August through May)**
- 11 months (August through June)**
- 12 months (July through June)**

3. All Balances owed to St. Rita School for tuition, daycare and any other applicable fees on or before May 31 must be paid in full. Delinquencies will result in students staying home for the remainder of the school year. To ensure enrollment for the following school year all balances must be paid by this date.

4. I/We agree to pay the entire tuition amount even in the case of student withdrawal or transfer from St. Rita School. _____ initial here
Parish Tuition Rates are afforded to those families who attend Sunday Mass and contribute by using the parish envelope weekly (numbered with family name).
All other families will be charged the out of parish tuition rate per child.

I/We agree to fulfill the requirements for fundraising, attendance at PTO general meetings and support activities assigned by the principal or the Parent-Teacher Organization (PTO).

Specifically:

- Attend the PTO General Meetings in September and in May**
- Purchase or sell tickets to the Harvest Festival and Spring Fundraising Event (2 minimum per event)**
- Provide volunteer service (35 hours per family) or opt to buy out with a payment of \$1050.00 by October 11, 2016.**
- Purchase Scrip to generate \$250.00 profit for the school (percentages vary depending on the retail establishment).**

Acceptance:

I/We understand and agree to fulfill all points of the above agreement.

I/We also understand we may be asked to withdraw our children from school if we fail to fulfill our responsibilities under this agreement.

I/We agree, therefore, that our signatures below indicate our willingness to fulfill our obligations under the provisions of this agreement, and to support actively the philosophy and goals of the school and its programs.

Your signature is your acceptance of your obligations to St. Rita School.

Print Family name

Mother's signature

Father's signature

Date

Outstanding balances for all unfulfilled scrip or parent participation hours or fundraising commitments will be billed in May.

Families are required to pay the cost of lost Textbooks, library books and lost or damaged school property.