



ST. RITA SCHOOL
FAITH · EXCELLENCE · SERVICE

**322 N. Baldwin Avenue
Sierra Madre, Ca 91024
Office (626) 355-6114
Kids Club (626) 355-6114 extension 106
School Website: www.st-ritaschool.org
Office Hours: 7:00 a.m. to 4:00 p.m. (All school days)**

2020-2021

Parent – Student Handbook

*98 Years of
Faith, Excellence, Stewardship*

Table Of Contents

Pg. 3	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
Pg. 10-13	St. Rita School Charges <ul style="list-style-type: none">-Registration-Tuition-Annual Student Fee-SCRIP Commitment-Parent Volunteer Hours
Pgs. 13-14	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
Pgs. 15-23	St. Rita School Policies <ul style="list-style-type: none">-Admission-Tuition and Parent Financial Commitment-Academic<ul style="list-style-type: none">-Discipline & Guidance-After School Care (Kids Club)-Field Trip-School Safety: Car-line & Volunteer Responsibilities-Emergency Disaster Plan
Pgs. 24-27	General Information <ul style="list-style-type: none">-Personal Devices & Cell Phones-Lunches-Lost and Found-School Supplies-Bicycles, Skateboards, Scooters, Roller Tennis Shoes, etc.-Care of School Property-Birthday Treats & Out-of School Party Invitations-Before & After School Supervision-Attendance (Appointments, Tardies, P. E. Excuses)-Parent-Teacher Communication
Pgs. 27-29	Parent Teacher Organization <ul style="list-style-type: none">-Purpose-Board-Volunteer Hour Requirements
Pgs. 30-31	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

Kids Club (626) 355-6114 extension 106

School Website: www.st-ritaschool.org

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

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

9:30 a.m.-12:50 p.m. Recess - Grades TK-8

TK and Kindergarten: 9:30-10:00 a.m. Snack and Recess & 11:30 a.m. - 12:15 p.m. Lunch and Recess

1st-8th: 10:20-10:40 a.m. Snack and Recess & 12:20 p.m. - 12:50 p.m. Lunch

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 Kids 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. The school secretary will transfer you to the teacher voice mailbox. Messages may not be accessed until the end of the school day.

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. Adela Solis ext. 103 solis@st-ritaschool.org

School Office
Mrs. Sara Landis ext. 102 landis@st-ritaschool.org
Mrs. Laura Garcia ext. 101 garcia@st-ritaschool.org

East Campus

Transitional Kindergarten Mrs. Landie Lopez lopez@st-ritaschool.org
Kindergarten Aide: Ms. Kathy Willner jennelle@st-ritaschool.org
Mrs. Vicki Jennelle
First Grade Aide: Ms. Erin Miller flopez@st-ritaschool.org
Mrs. Francina Lopez
Second Grade Aide: Mr. Chris Cid chernandez@st-ritaschool.org
Mrs. Christina Hernandez
Third Grade Aide: Ms. Jill Jose mottola@st-ritaschool.org
Mrs. Julie Mottola
Health Office/Lunch Proctor Aide: Ms. Jill Jose patino@st-ritaschool.org
Kids Club Mrs. Tonia Patino (ext. 112) patino@st-ritaschool.org
ext. 106

West Campus

Fourth Grade Mr. Guillermo Gomez gomez@st-ritaschool.org
Fifth Grade Mrs. Maryann Griffin griffin@st-ritaschool.org
Sixth Grade Mr. Ryan Hagen hagen@st-ritaschool.org
Seventh Grade Ms. Sarah Phillips phillips@st-ritaschool.org
Eighth Grade/Student Council Mrs. Jennifer O'Brien obrien@st-ritaschool.org
Science/Math/Spanish Mr. Nelson Wong wong@st-ritaschool.org
Math & Literature Ms. Janice DeMarco demarco@st-ritaschool.org
P.E./Coach Mr. Chris Cid cid@st-ritaschool.org
Athletic Director Mr. Randy Davies davies@st-ritaschool.org

Both Campuses

Art Mrs. Sally Seymour sipseymour@st-ritaschool.org
Custodian Mr. Lauro Sanchez
Speech and Debate Ms. Maryann Griffin griffin@st-ritaschool.org
Academic Decathlon Mr. Ryan Hagen & Mrs. Janice DeMarco
Music/Choir Mr. Joseph Augustynski augustynski@st-ritaschool.org
Drama Mr. Ralph Seymour seymour@seymourmedia.com

Uniform Dress Code

School Uniforms are available at:

Kyrie Designs
40 E. Foothill Blvd.
Arcadia, CA 91006
(626) 272-0680
www.kyriedesign.com

CKW
9400 E. Las Tunas Dr.
Temple City, Ca. 91780
(626) 287-1994

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 Uniforms

Girls TK-3

Plaid skort or jumper
Peter Pan or pointed collared shirt
Navy sweater or vest with logo
Cross-over uniform plaid tie

Girls 4-8

Plaid skirt knee length (**1" above the knee**)
Oxford shirt white, light blue, or yellow
Navy sweater or vest with logo
Uniform plaid or solid navy blue tie

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

Dress Uniforms

Boys TK-8

Navy blue pants
Oxford shirt white, light blue or yellow
Navy sweater or vest with logo
Solid navy or uniform plaid tie

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

Regular Uniforms

Shoes and Socks- Boys and girls TK-8

- Primarily blue, black, grey or white shoes with solid laces to match shoe color.
- No slip-on (Toms, Slip-on Vans, etc.) or open toed shoes/sandals
- White socks to cover the ankle. May have simple logo. No stripes.

Girl's Uniform Guidelines/Options

- School walking shorts may be worn all year long
- Girls must wear shorts under their skirts
- Plaid Jumper or skirt or skorts – (TK-3 only)
- Plaid skirt – Grades 4-8 Plaid/Pleated – Knee length (No Skorts)
- Polo Shirt with school logo - White/Navy/Gray/Lt. Blue/Yellow
- White Blouse (short sleeve) peter pan (TK-3) or pointed collar – **no logo**
- Navy Blue Slacks - Twill Pleated
- Navy Blue Walking Shorts - Twill Pleated
- Solid Navy Blue Cardigan, Vest or Pullover sweater with logo
- Navy Blue Crew Neck Sweatshirt with school logo
- Nylon or Fleece jackets with logo
- Navy Blue Blazer with logo (optional)
- Belts (black, navy blue or dark brown) are to be worn with slacks and shorts
- Solid black, navy or white tights/leggings may be worn
- No rolling of skirts

Boy's Uniform Guidelines

- School walking shorts may be worn all year long.
- Navy Blue Pants - Twill Pleated with belt loops – No Cargo or Dickies
- Navy Blue Walking Shorts – Twill with belt loops (no cuff)
- Polo Shirt with school logo- White, Light Blue, Navy, or Gray
- 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
- Belts (black, navy blue or dark brown) are to be worn with slacks and shorts

P.E. Clothing: TK-8

- Athletic shoes PE with white socks
- St. Rita P.E. shorts with school logo
- P.E. shirt can be any St. Rita t-shirt (Spirit shirt, 2019 Harvest Festival Shirt) or grey P.E. shirt
- Socks must cover the entire ankle- for protection of students'

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 of the face, above the ears and neatly trimmed around the neck.
- No extreme fades, shaves and fashion cuts.
- Bangs must be trimmed above the eyebrows

Please Note

- Only the school navy blue sweatshirt **with the school logo** is part of the uniform (no hooded). White or colored sweatshirts may never be worn on a uniform day.
- 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
- 3 uniform violations will result in school service.

Non-Uniform Dress Days: Modest Attire

- Skirts and shorts must be no shorter than 1 inch above the knee
- Shirts must cover midriff to hips
- No tank tops, 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

St. Rita School Charges

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 February for returning families) accompanied by the parent agreement. Registration for the following school year will not be accepted if financial accounts are not current. A student's continued enrollment and participation in after school sports and extra-curricular activities is contingent on accounts being paid and up-to-date.

2. Tuition:

# of Children	Annually
1	\$ 6,100.00
2	\$ 11,400.00
3	\$ 17,100.00
4	\$ 22,380.00
Out of Parish	
Tuition per child	\$9,000.00

3. Annual Student Fee	\$ 500.00 per child
First Reconciliation/First Eucharist Fee	\$ 200.00 per child
Graduation Fee	\$ 400.00 per child

4. Kids Club After School Care

Registration	\$50.00 per family
1 Child	\$300 per month
2 Children	\$400 per month
3 Children	\$450 per month
4 Children	\$500 per month

Drop-In Rate:

- \$25.00 per Day (Regular Session)
- \$30.00 per Day (Thursdays-2:00 p.m. Dismissal)
- \$35.00 per Day (12:20 p.m. Dismissal Days)

Late Pick-Up Fee- \$20 will be charged every 10 minutes after 6:00 p.m.

****Kids Club Fees will be added to your F.A.C.T.S. account.**

Kids Club Hours

Monday, Tuesday, Wednesday, Friday 3:00-6:00 p.m.

Thursday 2:00-6:00 p.m.

Students who are left unsupervised after school will be escorted to Kids Club at 3:15. Drop in fees will apply.

5. St. Rita Athletics Fees

Sports fees are intended to cover the cost of uniforms, equipment, coaches fees, referee fees, tournament fees, the CYO annual fee and facility usage fees.

*****Please note that Team Spirit Shirts will not be automatically ordered for each player like in past years.**

*****If a player wants a Team Spirit Shirt, he/she must place an order.**

Co-ed Cross Country (3rd - 8th grades)

3rd-8th fees \$40
CC Spirit Shirt \$10

Boys Flag Football (5th - 8th grades)

JV/Varsity fees \$65
B fees \$65
Football Spirit Shirt \$10
Helmet fee \$25 rent \$60 buy

Girls Volleyball (5th - 8th grades)

JV/Varsity fees \$65
B fees \$65
Volleyball Spirit Shirt \$10

Boys Basketball (5th-8th grades)

JV/Varsity fees \$65
B fees \$65
Basketball Spirit Shirt \$10

Girls Basketball (5th-8th grades)

JV/Varsity fees \$65
B fees \$65
Basketball Spirit Shirt \$10

Boys Volleyball (5th-8th grades)

JV/Varsity fees \$65
Volleyball Spirit Shirt \$10

Girls Softball (5th-8th grades)

Varsity \$65
Softball Spirit Shirt \$10

Track & Field (3rd-8th grades)

Fees \$60
Track & Field Spirit Shirt \$10

Co-ed Golf (3rd - 8th grades)

3rd-8th fees
CYO Tournament \$50
Golf Polo Shirt \$20
Golf Spirit Shirt \$10

Co-ed Bowling (3rd-8th grades)

3rd-8th fees \$40
Bowling Spirit Shirt \$10

***** Additional fees for winter and spring sports will be published before the start of the season.**

***** Golf and Bowling fees are set by CYO. Prices are subject to change.**

6. Scrip Commitment

SCRIP is a part of our budgeted fundraising program (\$50,000). Your everyday purchases generate a percentage back to St. Rita School. We offer many opportunities to support the school through the scrip program. A total of \$250.00 in **scrip profit** is required per year of every family from June 1 through May 31. This includes your Ralphs Reward card, gas cards, gift cards and credit cards registered through E-scrip. Fulfilling the requirement is very easy and does not add an additional economic burden to your budget.

- An option to “buy out” for the year in the amount of \$250.00 may be paid by November 1, 2020.
- Once a family fulfills the \$250 scrip profit commitment, 50% of the additional profit will be credited toward the family’s student fees or tuition for the following school year.
- Families will be billed the difference at the end of the school year.
- All open balances will be applied to FACTS

7. Parent Volunteer Service Hours

35 Hours total required

PTO Families may choose to “buy out” for \$30.00 per hour. Total “buy out” is \$1,400.00 per year due by November 1, 2019.

*****See page 29 for complete breakdown of Parent Hours*****

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 classwork 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.

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 August 1st of that year, etc.

New applications must include a registration fee, full completion of the registration information, a copy of the Certificate of Baptism, 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.



GRADE	NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION ^{1, 2, 3}				
K-12 Admission	4 Polio⁴	5 DTaP⁵	3 Hep B⁶	2 MMR⁷	2 Varicella
{7th-12th}⁸	K-12 doses + 1 Tdap				
7th Grade Advancement^{9,10}		1 Tdap⁸			2 Varicella¹⁰

1. Requirements for K-12 admission also apply to transfer pupils.
2. Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.
3. Any vaccine administered four or fewer days prior to the minimum required age is valid.
4. Three doses of polio vaccine meet the requirement if one dose was given on or after the 4th birthday.
5. Four doses of DTaP meet the requirement if at least one dose was given on or after the 4th birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the 7th birthday (also meets the 7th-12th grade Tdap requirement. See fn. 8.)
6. For 7th grade admission, refer to Health and Safety Code section 120335, subdivision (c).
7. Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the 1st birthday meet the requirement.
8. For 7th-12th graders, at least one dose of pertussis-containing vaccine is required on or after the 7th birthday.
9. For children in ungraded schools, pupils 12 years and older are subject to the 7th grade advancement requirements.
10. The varicella requirement for seventh grade advancement expires after June 30, 2025.

DTaP/Tdap = diphtheria toxoid, tetanus toxoid, and acellular pertussis vaccine
 Hep B = hepatitis B vaccine
 MMR = measles, mumps, and rubella vaccine
 Varicella = chickenpox vaccine

INSTRUCTIONS:

California schools are required to check immunization records for all new student admissions at TK /Kindergarten through 12th grade and all students advancing to 7th grade before entry. Students entering 7th grade who had a personal beliefs exemption on file must meet the requirements for TK/K-12 and 7th grade. See shotsforschool.org for more information.

UNCONDITIONALLY ADMIT a pupil whose parent or guardian has provided documentation of any of the following for each immunization required for the pupil's age or grade as defined in table above:

- Receipt of immunization.
- A permanent medical exemption in accordance with 17 CCR section 6051.
- A personal beliefs exemption (filed in CA prior to 2016) in accordance with Health and Safety Code section 120335; this is valid until enrollment in the next grade span, typically at TK/K or 7th grade.

CONDITIONALLY ADMIT any pupil who lacks documentation for unconditional admission if the pupil has:

- Commenced receiving doses of all the vaccines required for the pupil's grade (table above) and is not currently due for any doses at the time of admission (as determined by intervals listed in Conditional Admission Schedule, column entitled "EXCLUDE IF NOT GIVEN BY"), or
- A temporary medical exemption from some or all required immunizations (17 CCR section 6050).

CONDITIONAL ADMISSION SCHEDULE FOR GRADES K-12

Before admission a child must obtain the first dose of each required vaccine and any subsequent doses that are due because the period of time allowed before exclusion has elapsed.

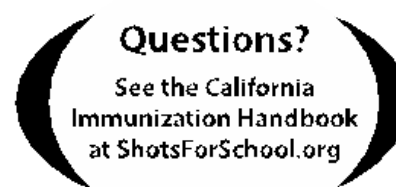
DOSE	EARLIEST DOSE MAY BE GIVEN	EXCLUDE IF NOT GIVEN BY
Polio #2	4 weeks after 1st dose	8 weeks after 1st dose
Polio #3	4 weeks after 2nd dose	12 months after 2nd dose
Polio #4¹	6 months after 3rd dose	12 months after 3rd dose
DTaP #2	4 weeks after 1st dose	8 weeks after 1st dose
DTaP #3²	4 weeks after 2nd dose	8 weeks after 2nd dose
DTaP #4	6 months after 3rd dose	12 months after 3rd dose
DTaP #5	6 months after 4th dose	12 months after 4th dose
Hep B #2	4 weeks after 1st dose	8 weeks after 1st dose
Hep B #3	8 weeks after 2nd dose	12 months after 2nd dose and at least 4 months after 1st dose
MMR #2	4 weeks after 1st dose	4 months after 1st dose
Varicella #2	Age less than 13 years: 3 months after 1st dose	4 months after 1st dose
	Age 13 years and older: 4 weeks after 1st dose	8 weeks after 1st dose

1. Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday.
2. If DTaP #3 is the final required dose, DTaP #3 should be given at least six months after DTaP #2, and pupils should be excluded if not given by 12 months after second dose. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.

Continued attendance after conditional admission is contingent upon documentation of receipt of the remaining required immunizations. The school shall:

- review records of any pupil admitted conditionally to a school at least every 30 days from the date of admission,
- inform the parent or guardian of the remaining required vaccine doses until all required immunizations are received or an exemption is filed, and
- update the immunization information in the pupil's record.

For a pupil **transferring** from another school in the United States whose immunization record has not been received by the new school at the time of admission, the school may admit the child for up to 30 school days. If the immunization record has not been received at the end of this period, the school shall exclude the pupil until the parent or guardian provides documentation of compliance with the requirements.



Academics

Please Note: 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 & Make-up Work

Each night during the week students are assigned homework that includes written assignments, notebooks, review, projects, reading, outlining, summarizing and study. 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.

Academic Lab

Students in grades 4 through 8 who are missing homework assignments or require 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. It is the responsibility of the student to ask for assistance. Teachers **may not be paid for tutoring students assigned to their classes.**

Grading Procedures

- Parents receive login access to *SchoolSpeak* that provides current status of student progress.
- Report cards are issued following the close of each Trimester.
- 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 *SchoolSpeak*. 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

Deficiency Notices

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

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:

- Maintain a "70%" average or higher academically.
- Have not received multiple behavior infractions.
- Have not received a deficiency notice.
- 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

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to any policies or procedures set forth in the school's 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, and field trips).

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.

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.

****Students are to leave their cellular phone with the teacher.***

Guidelines for Appropriate Behavior of Students prohibits the following:

- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use possess or be under the influence of alcohol or illegal drugs.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth
- Touch a child/youth in a sexual, overly-affectionate or other inappropriate manner.
- Sexually harass, request sexual favors, or make sexually explicit statements to anyone.
- Use actions that frightens or humiliates a child/youth.
- Participate in private visits, parties or other activities with the children/youth unless approved by my administration.
- Disobedience/Disrespect

Discipline Consequences: Students who behave in a manner contrary to the Behavioral Expectations, depending on the severity of the action, will be documented, reported and issued a conduct report through SchoolSpeak.

***Conduct Report available on SchoolSpeak**

School-wide discipline will be documented and reported to parent through the conduct report on SchoolSpeak. Students will receive 'marks' for Uniform Violation, General Conduct Violation, Academic Violation, Serious Conduct Violation. Parents will receive a notification the same day a student receives a conduct report.

1. School Service: Held during lunch recess. Will be served for general conduct & academic violations.

2. 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.

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

4. Probation: Final warning before removal from school.

5. Expulsion: Withdrawal from school.

Behaviors that may result in School Service, Detention, 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.

CONDUCT REPORT: SCHOOL SPEAK

Uniform Violations

Uniform Violation: Accessories
 Belt
 Hair
 Length of skirt
 Make-up/Nail Polish
 P.E. Clothes
 Shoes
 Socks
 Tie
 Other

Consequence:

Explanation:

General Conduct Violations

General Conduct Violation: Actions harmful to moral/spiritual welfare of other students and/or self
 Disobedience
 Disrespect
 Excessive talking
 Inappropriate Language/Gesture
 Leaving class without permission
 Misuse/abuse of school property
 Rough play
 Use of school property without permission
 Other

Consequence:

Explanation:

Academic Violations

Academic Violation: 1-2 Missing Assignments
 3-4 Missing Assignments
 5+ Missing Assignments
 Leaving class without permission
 Missing Supplies/Books
 Other

Consequence:

Explanation:

Serious Conduct Violations

Serious Conduct Violation: Bullying, physical or verbal assaults
 Cheating/plagiarism
 Cyberbullying or any defamatory comments about the school, the faculty, or other students
 Deliberate Disobedience/Disrespect
 Destruction/misuse of school property
 Disregard for School rules
 Fighting/Severe Rough play
 Inappropriate Language/Gesture
 Inappropriate use of School iPad
 Leaving assigned areas without permission
 Leaving the school property without permission
 Possession of knives, firearms or weapons
 Use of electronic devices during the school hours (personal cell phone, Ipad etc)
 Other

After-school Care (Kids Club)

- All daycare students are to report directly to the Kids Club room upon the dismissal of school.
- 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 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 - 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.

Morning Drop-Off and After School Pick Up

Morning Drop Off:

Parents who wish to pull up and drop off their child(ren) have two supervised a.m. zones: East Alegria Avenue and Olive Avenue.

East Alegria Avenue:

Travel north on Baldwin Avenue and turn right onto Alegria Avenue. Pull forward in the “no parking zone” and place your car in park. A proctor will assist your child(ren) out of the car on the curbside (only) and direct them down the sidewalk to the school steps onto the east campus (grades TK-3) or use the crosswalk supervised by Mr. Sanchez to the west campus (grades 4-8).

Olive Avenue:

West campus students may be dropped off on the south side of Olive Avenue which is a “no parking zone”. Pull forward and place your car in park. A proctor will assist your children out of the car on the curbside (only) and direct them down the steps onto the west campus. NO turning left from Baldwin Avenue during drop off or during pick-up.

Enter Olive Avenue from Auburn Avenue off of Grandview Avenue.

Parents are welcome to park in the church parking lot or on the street and walk students to either campus in the morning. Double parking is a violation of traffic laws and is subject to ticketing. **Children should never cross outside of crosswalks or exit vehicles on the street side.**

Afternoon Dismissal: Dismissal Plan

All parents will need to go to *SchoolSpeak* at <https://www.schoolspeak.com> to state where their child will be picked up at dismissal, daily. (ex: car line, black top, etc.) ALL PARENTS ARE RESPONSIBLE FOR UPDATING THEIR CHILD(REN) PICK-UP INFORMATION! **Your child(ren) pick up schedule will remain the same until you make that change.** Teachers will look on *SchoolSpeak* daily for any updates.

*Please note: Parents who do not submit your child’s dismissal plan information on SchoolSpeak assume all responsibility during after school time.

How to Access grade level dismissal plan sheet:

From the SchoolSpeak App:

1. Select St. Rita School
2. Select Menu in the bottom left corner
3. Select Grade Level Group Page
4. Select Dismissal Plan Sheet

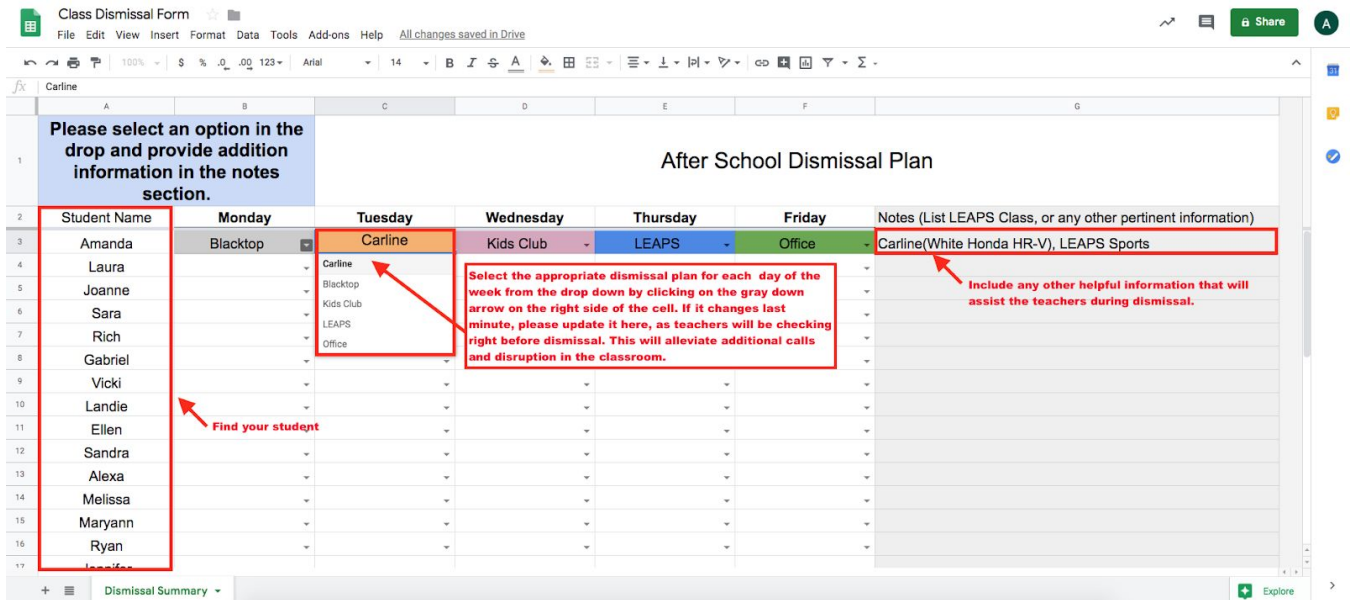
From the SchoolSpeak Website:

1. Log In to your account
2. On the left side of the page scroll to the Grade Level Group Page you wish to edit.
3. Find Dismissal Plan Sheet
4. It will open the Google Sheet

Once you have accessed the Google Sheet:

1. Find your student
2. Click on the gray drop down arrow on the right side of the cell.
3. Select the dismissal plan option for each day of the week
4. On the far right, under the notes section, please provide any additional information that will assist your student’s teacher is getting them to the appropriate place.

Helpful hints: Please be mindful of other students dismissal plans, if you accidentally change them, please correct or undo.



*Please Note: Parents who do not submit your dismissal plan assumes all responsibility during after school time.

Afternoon Pick-up Lines – (Place name placards on your dashboard)

Church Parking Lot

Cars enter from the east driveway off Grandview Avenue, wait for your child to be assisted into your car and then exit out the west driveway back onto Grandview. (Horseshoe pattern). **Always place your car in park while in line. Please display your name placard on your dashboard.** Teachers will assist your child into the car and seatbelt.

West campus pick-up is on the south side of Olive Avenue. This is not a parking line. Cars should move along 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 remember, U-turns, stopping in front of driveways or red zones are not only illegal but also unsafe for your children. Always fasten seatbelts before driving on.**

On rainy days east campus students await pick-up in Gara Hall. Parents drive into the church parking lot off Grandview and continue up the driveway to the Gara Hall entrance (double doors across from church) for pick-up. Cars then exit by a **right turn** only onto Baldwin Avenue. **Please display your name placard on your dashboard.**

****Name Placards are available at the PTO General Meeting in September, in the church pick up line and in the school office upon request.**

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
4. Kids 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 a.m.

1 Car Line Monitor

1 Crossing Guard

Alegria Pick-up 2:50-3:20 p.m.

1 Car Line Monitor

1 Crossing Guard

West Campus Volunteer

Olive Street Morning Drop-off 7:30-8:00 a.m.

1 Car Line Monitor

1 Crossing Guard

Olive Street Pick-up 2:50-3:20 p.m.

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 assure students are safe and not in the street.
- **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 2:45 p.m.
- Pick-up duty starts at 2:45 p.m. (1:45 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 3:15 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/guardian names 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 one-day in-school suspension. Necessary calls may be made through the school office phone system 7:00 am- 5:00 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.

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 single treat for every class member to celebrate their birthday. The treat will be given to fellow students at the start of recess or lunch. Birthdays are not celebrated in the classrooms. **Parents, please notify the teacher at least 48 hours in advance if you wish to provide a birthday treat. (No party bags or decorations). We recommend low sugar, healthy snacks.**

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. When an out of school party is planned, it is expected that parents advise their child(ren) not to discuss the party while at school.

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 Kids 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 the school office in the morning if your child will not be in school for any reason. 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.

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.

Tardies are not excused, as well. 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.

Every Day Counts!

*If you want your child to be successful at school, then, YES,
attendance does matter!*

1 or 2 days a week doesn't seem like much but...

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 1/2 years
1 day per week	40 days per year	8 weeks per year	Over 2 1/2 years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

How about 10 minutes late a day? Surely that won't affect my child?

He/She is only missing just...	That equals...	Which is...	And over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 1/2 weeks per year	Nearly 1/2 year
20 minutes per day	1 hr. 40 min. per week	Over 2 1/2 weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 1/2 years
1 hour per day	1 day per week	8 weeks per year	Nearly 2 1/2 years

Parent-Teacher Communication

All parents are expected to attend the PTO General Meeting and 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 – 3rd. In grades 4th -8th parents conferences are scheduled as needed. Parents may view their child's progress on *Schoolspeak*, our student information system. Teachers update progress on a weekly basis.

You will be receive 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 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. Teachers and Staff

have 24 hours (Monday-Friday) to respond to and emails, phone messages and written notes. The principal and teachers are not available for drop-in meetings.

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 is to:

- 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.

PTO Board Members

President
Danii Gleason

Vice President
Christina Miller

Secretary
Jessica Boskovich
Catherine Loiacono

Treasurer
Michele Gil
Armando Barragan

Communications
Laura Bragg

Health & Safety
Misty Scott
Marisela Smith

Room Parents
Lisa Arnerich

Time Keeper
Cristin LaFromboise
Victoria Friedman

Harvest Festival
Rosana Wallace
Gio Guerra
Brenda Conde
Michelle Andrews

Casino Night
Debbie King
Melanie Savarese

Hoop It Up
Alexine Herdina
Shannon Tavera

Pastor
Father Tom Baker

Principal
Adela Solis

Faculty Representative
Julia Mottola

PTO Parent Volunteer Hours - Sign in at www.schoolspeak.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 40 hours x \$30 per hour = \$1,400. You must buy out in full by October 15, 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.



ST. RITA SCHOOL
FAITH · EXCELLENCE · SERVICE

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

2020-2021 School Term Parent Contract Agreement

No family pays the whole cost of educating their children at St. Rita School. 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.

Family Name

Please print

1. I/We Agree to: _____ **Initial here**

- 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.

2. I/We agree to fulfill all financial commitments: _____ **Initial here**

- Family registration fee of \$250.00 with application for enrollment.
- The \$500.00 student fee
- Pay the entire tuition amount even in the case of student withdrawal or transfer from St. Rita School.
- Provide volunteer service (35 hours per family) or buy out.
- Participate in the Scrip program by purchasing scrip or buy out.
- I/We agree to support all fundraising events assigned by the principal or the Parent-Teacher Organization (PTO).
- Attend the mandatory PTO general meetings in September and May.
- Pay the cost of lost or damaged textbooks, iPads, library books and other school resources.

Please check one:

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

- _____ Payment in full by September 1, 2020.
_____ Tuition paid through the F.A.C.T.S. Tuition Management Plan.

4. All outstanding balances (tuition, daycare, parent hours, scrip and other applicable fees) must be kept current.

Delinquent tuition will result in student withdrawal from school. _____ Initial here

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. _____ Initial here

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.

Father's Signature Date

Mother's Signature Date

Students Signature Date

To ensure continued enrollment for the 2020-2021 school year all balances must be current.