



SAINT RITA SCHOOL

PARENT & STUDENT HANDBOOK

**Faith, Family and Excellence
Since 1949**



Saint Rita School

33200 Baldwin Road
Solon, OH 44139

440.248.1350

Website: <https://www.stritaschool.com>

Middle School Office: 440-248-1350 ext. 102

Primary School Office 440-248-1350 ext. 106

Faith Kirtley, Principal

440.248,1350 ext 256

Ali Harris, Assistant Principal

Little Falcon Learning Center, Director

440.248.1350 ext 251 Classroom

440.248.1350 ext 271 Primary School Office

Mr. Eric Sikora, President & Admissions Director

440.248.1350 ext 105

Mission Statement

*Saint Rita School instills **Catholic morals** by developing the whole child to **know, love, and live in faith** while empowering our students academically, creatively, and emotionally to **achieve success in the global community.***

Daily School Schedule

7:40-7:55 am All Students enter their buildings
7:55 am School Begins
2:50 pm Dismissal

School Directory

Name	Contact Info	Who do we go to for:
Mr. Eric Sikora President Admissions Director	esikora@stritaschool.com ext. 105	Admissions K-8 Ed Choice WeGiveCatholic
Mrs. Faith Kirtley Principal	fkirtley@stritaschool.com ext. 256	Principal
Mrs. Ali Harris Vice Principal Preschool Director	aharris@stritaschool.com ext. 271	Before Care Preschool Admissions Preschool Aftercare <u>K-8 Aftercare</u>
Mrs. Shannon Johnson Primary School Secretary	sjohnson@stritaschool.com ext. 106	Preschool - 2nd Grade (questions: tardy, absent, buses and uniforms)
Ms. Laura Scimone Middle School Secretary	lscimone@stritaschool.com ext. 102	3rd Grade - 8th Grade (questions: tardy/absent)
Mrs. Liz Kozar	art@stritaschool.com	Art
Mrs. Lori Foster	lfoster@stritaschool.com	Computer, Tech Issues
Mr. Jamieson Bowman	jbowman@stritaschool.com	Physical Education
Veronica Robledo	spanish@stritaschool.com	Spanish
Ms. Erika Smith	nurse@stritaschool.com	School Nurse
Mr. Kevin Bell	band@stritaschool.com	Band
Mrs. Dawn Gryns	dgrys@stritaschool.com	Cafeteria
Mrs. Shari Armstrong	sarmstrong@stritaschool.com	Music

Fr. Thomas Behrend	ftrbehrend@stritaparish.com ext. 101	Pastor
Mr. Roger Greene	rgreene@stritaparish.com ext. 113	Business Manager Angel Scholarship Fund Tuition Questions
Mrs. Dene Hummon	dhummon@stritaschool.com ext. 121	EdChoice Applications
Mrs. Kathy DiPerna	kdiperna@stritaparish.com	Facts Financial Tuition Payments

Who Is Saint Rita?

**The Precious Pearl/The Story of Saint Rita of Cascia (Abridged)
by Michael DiGregorio, OSA**

Antonio and Amata Lotti, natives of Roccaporena, Italy - a tiny village in the Umbrian Hills of the republic of Cascia - welcomed their only child, Margherita, in 1381. In the local dialect, her name



meant “pearl” and she was known as Rita. Baptized in the church of St. Augustine in Cascia, Rita became acquainted with the local Augustinian nuns of St. Mary Magdalene and was attracted to their way of life. But her parents arranged a marriage for her in order to provide safety and security, and so Rita obediently married Paolo Mancini with whom she had two sons. In the climate of the times, there was often open conflict between families, and her husband Paolo was murdered. Her sons were young, but the expectation would be for them eventually to avenge the murder of their father to defend family honor. Rita,

influenced by the peacemaking example of her parents, pledged to forgive her husband’s killers. She faced a steep challenge, however, in convincing her sons to do the same. Tradition has it that she often pointed out to them the image of the crucified Christ and the fact that he forgave those who killed him. Within a year, however, both sons succumbed to a deadly illness leaving Rita not only a widow, but also childless. Following these tragedies, Rita placed her trust in God, relying on her deep faith to find her way. After eighteen years of marriage, Rita felt called to a second but familiar vocation, to religious life in the Augustinian convent.

But the Sisters were hesitant and refused her request. However, Rita was not discouraged, convinced that she was called to the contemplative community. The Sisters even more firmly refused, citing that although Rita had forgiven her husband’s killers, her family had not. There were members of the rival family in the convent; her presence would be detrimental to community harmony. And so, Rita set out to make peace between the families. She went to her husband’s family and exhorted them to put aside their hostility and stubbornness. They were convinced by her courage and agreed. The rival family, astounded by this overture of peace, also agreed. The two

families exchanged a peace embrace and signed a written agreement, putting the vendetta to rest forever. A fresco depicting the scene of the peace embrace was placed on a wall of the Church of Saint Francis in Cascia, an enduring reminder of the power of good over evil and a testament to the widow whose forgiving spirit achieved the impossible.

At the age of 36, Rita finally was accepted into the Augustinian convent. She lived a regular life of prayer, contemplation and spiritual reading, according to the Rule of Saint Augustine. Fifteen years before her death, on Good Friday 1442, she had an extraordinary experience. In contemplation before an image of Jesus, she was moved by a deeper awareness of the physical and spiritual burden of pain which Christ so freely and willingly embraced for love of her and of all humanity. With the tender, compassionate heart of a person fully motivated by grateful love, she spoke her willingness to relieve Christ's suffering by sharing even the smallest part of his pain. Her offer was accepted, her prayer was answered, and Rita was united with Jesus in a profound experience of spiritual intimacy, a thorn from his crown penetrating her forehead. The wound it caused remained open and visible until the day of her death.

Toward the end of her life, Rita progressively weakened physically. Several months before her death, she was visited by a relative from Roccaporena who asked if she could do something for her. Rita at first declined, but then made a simple request to have a rose from the garden of her family home brought to her. However, it was January, the dead of winter in the hills of Umbria. But upon her return home, the relative passed Rita's family garden and found to her astonishment a single fresh rose in the snow-covered garden on an otherwise barren bush. She immediately returned to the convent where she presented it to Rita who accepted it with quiet and grateful assurance. For the four decades she had spent in Cascia's convent she had prayed especially for her husband Paolo, who had died so violently, and for her two sons, who had died so young. The dark, cold earth of Roccaporena, which held their mortal remains, had now produced a beautiful sign of spring and beauty out of season. So Rita believed God had brought forth, through her prayers, their eternal life despite tragedy and violence. She now knew that she would soon be one with them again.

Rita died peacefully on May 22, 1457. An old and revered tradition records that the bells of the convent immediately began to peal unaided by human hands, calling the people of Cascia to the doors of the convent, and announcing the triumphant completion of a life faithfully lived. The nuns prepared her for burial and placed her in a simple wooden coffin. A carpenter, who had been partially paralyzed by a stroke, voiced the sentiments of many others when he spoke of the beautiful life of this humble nun in bringing lasting peace to the people of Cascia. "If only I were well," he said, "I would have prepared a place more worthy of you." With those words, Rita's first miracle was performed, as he was healed. He fashioned the elaborate and richly decorated coffin which would hold Rita's body for several centuries. She was never buried in it, however. So many people came to look upon the gentle face of the "Peacemaker of Cascia" that her burial had to be delayed. It became clear that something exceptional was occurring as her body seemed to be free from nature's usual course. It is still preserved today, now in a glass-enclosed coffin, in the basilica of Cascia.

St. Rita became known as the Patron Saint of the Impossible because she accepted the difficulties

and crosses in her own life with grace and obedience to God. St. Rita's feast day is May 22nd.

Saint Rita School Coat of Arms

What Does It All Mean?

The red shield of our Coat of Arms represents charity and martyrdom and commemorates the sufferings of St. Rita during her lifetime.



The half gold, half silver annulet (circle) in the center of the red shield commemorates St. Rita's life in her married and religious states.

The half gold, half silver roses (the 4 pentagon-shaped designs) are symbols of joy and have long been associated with St. Rita and recall her deathbed request for a rose. Again, the colors of gold and silver reflect St. Rita's life in her married and religious states. The Roman numeral year at the bottom-MCMXLIX - recognizes that St. Rita School was established in 1949.

Saint Rita Alma Mater



To Saint Rita School we sing and we promise to be true.
Our faith and spirit shining through in everything we do.
To Saint Rita School we sing and with friends we're here today
Our Falcon pride is in our hearts as we learn to live and pray.
Our Falcon pride is in our hearts as we learn to live and pray.

Admission Priority Policy – Saint Rita School

Saint Rita School strives to serve families within our parish community and the broader Catholic community while remaining open to all who seek a faith-based education. When the number of applicants exceeds available space, admission will be granted based on the following priority order:

1. Registered and active parishioners of Saint Rita Parish
2. Registered parishioners of neighboring Catholic parishes, including:
 - o S.S. Cosmas & Damian Church
 - o Church of the Resurrection
 - o Holy Angels Catholic Church
 - o Our Lady of Perpetual Help
3. Catholic students from other parishes not listed above
4. Non-Catholic students

All admissions are subject to space availability and the school's ability to meet the educational needs of the student.

A non-refundable registration fee is required to hold a student's place once accepted. In the event that space is not available after an application has been submitted, registration fees may be refunded at the discretion of the school.

Saint Rita School reserves the right to make final decisions for admission based on the above policy and academic records.

Continued enrollment at Saint Rita School is contingent upon a student's ability to meet the school's academic and behavioral expectations. Failure to uphold these standards may result in disciplinary action, including the possibility that a student may be asked to withdraw from the school.

Daily School Prayers

Morning Prayer – Kindergarten through 8th Grade

Morning prayers are said in the individual classrooms on a daily basis as well as the Pledge of Allegiance.

Lunch Prayer

Bless us, O Lord, and these Thy gifts, which we are about to receive, from Thy bounty through Christ Our Lord, Amen.

End of Day Prayer

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against You, whom I should love above all things. I firmly intend with Your help to do penance, to sin no more and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In His name, my God, have mercy. Amen.

Philosophy of St. Rita School

St. Rita School exists to teach the doctrine of Christ, to build a Christian Community, to prepare the students for Christian service, and to guide the child to a level of faith that is constantly active and open to growth.

Our educational programs center on the development of a unique individual and the creation of an environment that allows each student the experience of developing a positive self-image to the best of his/her abilities.

With the cooperation of the parents, we strive to promote lasting Christian attitudes and practices, which will enable the students to adapt to our changing world.

Belief Statements

We believe excellence happens on purpose.

We believe in accommodating different learning styles to facilitate success academically, socially, and morally.

We believe that each of us is a gift from God and deserves to be treated with respect and dignity.

Faith Formation

The religious formation of the children is the central focus of the curriculum of St. Rita School. Prayer is an integral component of our faith and is encouraged throughout the day. In addition to daily religious lessons that teach the basics of faith, the curriculum is infused with gospel principles. Each week students attend a scheduled class mass or an all school liturgy. During each liturgical season other forms of prayer experiences and projects are undertaken to increase the understanding and love of our traditions and faith. The school's prayer and sacramental life should only serve to enhance a family's prayer and sacramental life and should never be considered a substitute.

Parents are the most influential agents of religious education for their child. They have a unique responsibility for the formation of their child's faith; they are the first teachers. Parents teach their child through their witness of Christian living, love of the faith, participation in the life of the Eucharist (especially Sunday Eucharist), reception of the sacraments (Reconciliation in particular), willingness to evangelize and serve, and dedication to daily prayer. The catechesis given by the parents with the family precedes, accompanies, and enriches all other forms of catechesis.

In regards to the reception of the sacraments, there are two main types of preparation: remote and immediate. All students of the school are given remote preparation, which includes learning about the sacraments and the sacramental life of the Church.

It is the responsibility of the student's home parish for immediate preparation, which includes direct education and formation for a specific sacrament (Reconciliation, Eucharist, Confirmation, etc.). First reception of a sacrament is always done at a student's home parish. Parents and students are encouraged to celebrate the sacraments often in their home worshipping communities.

Religious education instruction at St. Rita School is based on the Catechism of the Catholic Church and is thoroughly integrated into the curriculum, the philosophy of the administration, and the daily life of the faculty and students. The faculty serves as the key, vital component in achieving the educational goals of the school. The effectiveness of religious instruction is closely tied to the personal witness given by the teacher and the lived experience of prayer. The faculty of St. Rita School are men and women of faith capable of giving witness to the gifts of God and eager to work with our parents in passing those gifts on to our students.

Parental Responsibility

As the primary educator of your child/children, you have chosen to send your children to Saint Rita

School because you want them to be educated in a Catholic Christian environment. This environment is to be a continuation of the Christian upbringing the children have received and are continuing to receive at home. Having chosen Saint Rita School, it is vital that you support the educational efforts of the administration and teachers by your cooperation and involvement in the established policies.

It is our expectation that parents:

- Provide a lunch and snack if requested daily for your student. No lunches or snacks are permitted to be delivered by a service.
- Show courtesy and respect for administration, faculty, staff, volunteers, and students at all times.
- Support and uphold the decisions of the school administration, particularly in matters of discipline and school policy.
- Parents/guardians are expected to conduct themselves in a manner consistent with the mission and values of the school and the teachings of the Catholic Church. All communication with school personnel whether in person, by phone, email, or through social media must remain respectful and constructive.
- The use of threatening language, profanity, harassment, intimidation, or any form of verbally or physically aggressive behavior toward any member of the school community is strictly prohibited. This includes, but is not limited to, inappropriate conduct on school property, at school-sponsored events, or in digital communications.
- Any behavior that disrupts the educational environment, compromises the safety or well-being of others, or undermines the authority of school personnel will not be tolerated.
- The school reserves the right to take appropriate action in response to such behavior, which may include, but is not limited to: limiting or revoking a parent/guardian's access to school property or events, requiring meetings with administration, or reconsideration of the family's continued enrollment in the school.
- Resolve any academic conflicts with the classroom or departmental teacher(s), then principal
- Pay tuition fees in a timely manner
- Follow the rules of the school and the provisions of this handbook
- Attend special and regular conferences
- Respect the instructional time in the classroom
- Understand our secretaries in the Primary and Middle School Office are available to relay messages to students and teachers
- Understand we are not responsible for social media and texting that occurs outside of school hours

- Families may be placed on a probationary period or reconsideration of the family's continued enrollment in the school if the above responsibilities are not upheld

Child Custody

In the case of divorce or separation, a certified copy of the entire and most current court order stating who has custody of the child and other issues that relate to custody is to be sent to the principal. The court order shall contain the signature of the judge and clerk of court filing stamp. This information should be kept current. If custody or arrangements that affect the child change, a new copy should be provided. The school isn't the place to exchange custody or begin visitation.

- A child is released only to the custodial parent, persons designated by them on the FACTS online emergency account, or per specific written request signed by the custodial parent.
- Nonresidential parents have the same right of access to the child's records as the residential parent unless specified limits are indicated in the legal custody agreement.

Information about the child and scheduled conferences are communicated to the residential custodial parent who shares it with the other parent according to their court agreement.

General Safety

School doors are kept locked and visitors are to go to the main doors to enter and announce themselves to the office staff. This is a state law. If a visitor is expecting to go to a classroom, they must secure a visitor or volunteer badge from the secretary. No parent should be in the classroom or locker areas during school hours. All materials that a student forgot at home should be left at the office and the student's teacher will be contacted.

Attendance

Reporting Absence

- In regard to the Missing Child Act, the police will be called if the family cannot be reached by 2:30 pm. The principal will contact children services concerning cases of truancy. (This includes excessive unexcused tardiness.)
- Tardiness is when a student arrives late for school in the morning or leaves early at the end of the day. Tardiness is disruptive to the learning environment of the classroom. Students who are tardy must report to the school office. In the primary building, the child will be escorted to the classroom. In the middle school, a student will receive a pass to give to the teacher. A student must be in the classroom and seated by 8:00 am.

Children between the ages of 6 and 18 are required to attend school regularly. Reasons for lawful

absence may be personal illness, death in the family, or family emergency (if discussed with and approved by the principal). It has been found that effective educational programs include a positive high percentage of student attendance. The State of Ohio includes the attendance record as an integral part of the State Report Card issued to each system. We, at Saint Rita School, certainly want to reflect the same expectations from our families. The families must model the importance of the educational process by ensuring their child(ren) are present and on time unless a “lawful” exception (see above definition) is involved. Absence from school is to be reported to the school office through a phone call, email or by a note (through another student) by 8:30 am.

Primary School – Shannon Johnson 440-248-1350 x106 sjohnson@stritaschool.com

Middle School – Laura Scimone 440-248-1350 x102 lscimone@stritaschool.com

Procedures for absence to be followed by respective offices:

- If no call, email or note is received, the office will call the home, or place of work to verify absence
- No tardy: Student is late due to a school bus running late or being detained by a school official thus causing the student to not be seated by 8:00 am
- Excused tardy: Medical appointment
- Unexcused tardy: Student is late for other reasons

When a student accumulates ten (10) unexcused tardies, administration may contact the parent or guardian.

Marking of Student Attendance: The attendance record is kept carefully and is a record of student presence at school. This record is often used in legal proceedings. Absence is when a student is missing from school for a portion of or a whole day.

Absence is counted each quarter in the following manner:

1 day 3.5 or more hours missed

½ day 1 hour to 3.5 hours missed

Tardy Student misses less than 1 hour of school for any reason. This includes arriving late or leaving early for doctor appointments, etc.

Repeated absence and/or tardiness can be a serious threat to learning and can be cause for retention, probation, not returning to Saint Rita School, or referral to outside agencies for assistance and/or disciplinary measures.

Children may not leave the school grounds during the school day without the written permission of the parents and the approval of the principal.

Appointments, which require absence from school, are discouraged and are marked against a child’s attendance record. This includes leaving early at the end of the day.

More than ten (10) absences or tardies without doctor verification is excessive. Failure to improve

attendance/punctuality could affect financial assistance, EdChoice Scholarship or prompt a request that the student not return to Saint Rita School. These absences include time out of school for vacations.

Early Sign Out

Although early sign out is discouraged at Saint Rita School, when appointments do occur during the school hours, parents and guardians must sign out before leaving the building. Parents are to park in the Primary School or Middle School parking lots. A parent is asked to report to the office and make the request for early dismissal. The respective secretary will call for the student and the student will meet the adult in the office. Early dismissal will be marked as a tardy for the student. If a student is taken out of school for a doctor appointment during the day and returns, he/she will also be marked tardy.

Academics

Grading Scale – Grades K-3

Standard Based Progress Report K-3
3 Mastered: Student meets or exceeds the demonstration or knowledge of target content for grade-level learning with consistent success, accuracy, and independence.
2.5 No major errors or omissions regarding 2.0 content and partial knowledge of the 3.0 content.
2 Developing: Student illustrates base knowledge of prerequisite content, knowledge, or skills necessary for mastery of target content.
1.5 Partial knowledge of the 2.0 content, but major errors or omissions regarding the 3.0 content.
1 Assistance needed to demonstrate partial understanding of a score of 2.0 or 3.0.
Blank: Was not assessed in the grading period.

Grading Scale – Grades K-3 for special classes, effort, and conduct

O	100-93
S+	92-87
S	86-79
S-	78-76
N	75-70
U	69-0

Grading Scale – Grades 4-8

First Honors:	3.7 - 4.0
Second Honors:	3.5 - 3.69
Merit Roll:	3.2 - 3.49

Honor students reflect a desire to learn. Each semester, special recognition is given to students who have earned honors. Honors are based upon the following point system:

A+	4.0	100-98
A	4.0	97-95
A-	3.67	94-93
B+	3.33	92-90
B	3.0	89-87
B-	2.67	86-85
C+	2.33	84-82
C	2.0	81-79
C-	1.67	78-77
D+	1.33	76-75
D	1.0	74-72
D-	.67	71-70
F	0	69-0

Religion	5	Computer	1
Social Studies	5	Art	1
Math	5	Spanish	1
Reading	5	Music	1
Science	5	Phys. Ed.	1
English	5	Spelling	1
		Health	1

Grade point average is calculated as follows: Grade times class value = points for class (i.e. Religion grade B+; class value 5 points – 3.3 x 5 = 16.6 points) Repeat this process for every class. The GPA is calculated by adding up all the points and dividing that number by 36 credits (35 if no Spanish). 115/36 = 3.19 GPA.

Basic classroom instruction is supplemented in many ways. Students at all grade levels receive

instruction from physical education, music, art, computer and Spanish each week. These co-curricular professionals assist the classroom teachers by supporting the curriculum in the holistic development of the child. Grades K-3 have time scheduled for use of the library each week.

Students must be in good academic standing to participate in extracurricular activities.

Promotion and Retention

Promotion is based on the satisfactory completion of the respective grade level work. Retention is considered in individual cases after thorough discussion by the teacher, principal, and parents. Retention may be considered for the following reasons:

Kindergarten: Social and emotional immaturity.

Grades 1-5: Failure to master fundamental skills of reading and math.

Grade 3: Third Grade Reading Guarantee

Students must achieve a grade-level proficiency score on the MAP test to be promoted to Grade 4. Parents will be notified if their child does not meet the required score.

Grades 6-8: Failure in an individual subject is defined as receiving a grade of an F in two or more quarters or a D average in the year. Failure in two or more subjects, the students may not return to Saint Rita School the following year.

Failure of one subject must be remediated by summer school or by a tutor approved by the administration, for promotion to the next grade. Parents will be notified in the spring about situations where remediation will be necessary. The school will give parents guidance for remediation. Parents will also supply the school with verification of the remedial work done by August in order that the student may be admitted to the next grade. Failure to comply with this procedure may make re-admission to Saint Rita School impossible.

Class Assignment

Students are assigned to classrooms after consultation between teachers and principal at the end of the school year and when a new student is enrolled through the course of the year. Changes will not be made, unless in rare exceptions for the betterment of student academic performance, as the students are placed in the grade and homeroom in which they are hoped to have the greatest success educationally. Teachers take into consideration all aspects of a child's educational development when determining placement. Class assignments are generally emailed a few days prior to the first day of school at the middle school.

Progress Reports

Progress reports will be emailed, or sent home to the parents between report cards for grades K-2. Grades 3-8, parents may check FACTS throughout the year to monitor progress.

Report Cards

Report cards are given quarterly to students as a measure of their academic progress. Each child is evaluated according to his/her own performance, progress, and ability. Report cards are to be signed by parents/guardians each quarter and returned to school within one week.

FACTS

FACTS is our online portal for families to use for registration, tuition, and for your child's lunch account. FACTS is accessible to students in grades 3 through 8 to monitor their work. Parents should log in frequently to view student grades, homework, progress reports, and teacher-posted announcements (grades 3 through 8). FACTS also allows parents to order lunch and make payments directly into their family account to pay for lunch. Registration and re-registration is also done via FACTS. (grades K- 8).

EdChoice/Cleveland Scholarship Program Checks

By enrolling your child in St. Rita School, you agree and authorize St. Rita School to sign on your behalf and deposit each EdChoice/Cleveland Scholarship check and apply the funds to the tuition balance of the student. This policy applies only to EdChoice/Cleveland Scholarship payments and shall not terminate unless and until the referenced student is no longer enrolled in the school and all tuition obligations have been fully satisfied.

Homework

Homework is intended to promote independent study, provide extra practice in basic skills, enrich learning, and teach responsibility. No definite time limit can be determined for all, since children work at different rates of speed. Parents can assist by providing quiet time and a place conducive to study, checking for neatness and accuracy, and listening to oral recitation. Please also monitor the time on task factor for efficiency and productivity of homework time. If you notice your child spending too much or too little time on homework, please discuss this with the classroom teacher.

Absent Work

Absent work due to illness or family emergency is allocated one day per day of absence for the students to complete and turn in assignments. Points may be deducted for late work. All work must be picked up in the respective offices. If work is requested to be transported between buildings it may take one day for this transportation to take place. Communicate with the teacher directly regarding absent work. Students who miss school, work will be available when the student returns to school. It is up to the discretion of the teacher if work will be sent home before the student returns to school.

Family Vacations

Scheduling a vacation during a time when school is in session causes a serious interruption in the instructional process and cannot be reproduced by a workbook page. At times when this is

unavoidable, parents must notify the school in writing. Vacation request form is available on our website. The days that a child will not be present in school should be stated, along with other requested information. Teachers are not required to give work and assignments individually ahead of time.

We strongly discourage taking children out of school for vacation. If a student is taken out of school, the student is responsible for all class work and homework missed due to absence. It is the teacher's discretion whether to send homework with students on vacation or have them complete it upon return. If makeup work is given in advance, it is due the first day upon the student's return to school.

If the student receives, the makeup work upon return the student will receive the number of days out of school to complete work. Students are responsible for asking teachers for makeup work and completing any missed assignments.

Family vacations taken during scheduled school days are considered absences. Accumulation of more than ten (10) absences within a single academic year is considered excessive and may negatively impact a student's academic standing, including course grades, participation credit, and overall academic progress.

MAP Testing

Students are assessed in fall, winter, and spring using Measure of Academic Progress (MAP). MAP is a computerized adaptive test which assesses students' reading, language usage, math, and science skills and provides teachers, parents, and administrators with accurate and actionable evidence to help target instruction. Retesting of students' MAP test is up to the discretion of the teacher and administration.

It is imperative students get sound restful sleep and eat a good breakfast during testing. A quiet, non-rushed time in the morning sets the tone for the day, and the children are more focused. The MAP test results will be distributed within the final report card.

The following testing programs are designed to serve the needs of students as well as meet State standards in testing:

Grades K-8	Measures of Academic Progress (MAP) Testing
Grades 5 and 8	Assessment of Catechesis/Religious Education Test (ACRE)

Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice a year, once in each semester. We schedule conferences in the fall and winter. If a conference is desired at any other time, however, parents are to contact the teacher through email. Teachers can then assign a time and notify the parents.

Communication

School communications, calendars and newsletters will be sent via email by the teachers and through

the Principal's Newsletter. Saint Rita School has a very user-friendly website. Visit www.stritaschool.com often to read about current events, find important forms, access FACTS, and much more.

Discipline Policy

Saint Rita School is committed to providing learning opportunities that enable each student to develop his/her potential to their fullest. The administration, faculty, and staff strive to cultivate in our students the Catholic virtues of honesty, integrity, truthfulness, justice, and charity, as well as to help them to acquire a sense of responsibility, respect for authority, and respect for each other. This requires self-discipline plus the help and cooperation of students, teachers and parents.

Viewed in the context of these values, school rules are meant to safeguard the safety and rights of all students. They are meant to foster a positive reinforcement of appropriate behavior, while at the same time outlining the consequences of negative behavior. Ultimately the enforcement of the Code of Conduct resides in the duties of the administrators as the recognized leader of the school. However, these duties are also shared with other school staff (teachers, aides, lunchroom personnel) so that an atmosphere of Catholic love and Gospel value permeates our school as a Catholic education institution.

One of the primary objectives of our school is to help students achieve self-respect and self-discipline. This objective will be reached by providing learning experiences that enable students to:

- Develop Christian attitudes of respect toward oneself, others and their property
- Accept responsibility for their actions
- Develop a cooperative attitude in working with others
- Understand the need for personal safety and the safety of others
- Understand and apply school rules

Since proper discipline plays an important role in creating and maintaining a positive learning climate, the Code is flexible based on the age of the student. Each teacher maintains a plan of classroom management.

Disciplinary action for violating school wide or classroom rules may include but not limited to the following:

- Teacher-student conference
- Demerits (grades 4-8)
- Time out in the classroom or office
- Individual classroom consequences
- Lunch detention
- Communication with parent via email, telephone or conference
- After school detention

- Referral to Administration
- Loss of a classroom privilege such as a field trip
- Individual behavior plan
- In-school suspension
- Out of school suspension
- Parent contact
- Removal from class
- Expulsion

Demerits and detentions may be issued to students in grades 4 through 8. Three detentions are equivalent to one out-of-school suspension and may lose field trip privileges.

Lunchtime Detention: Lunchtime detention is defined as eating lunch out of the cafeteria under supervision. Student will complete work analyzing the reason for receiving a detention and setting down strategies for improvement. Student may miss the lunch recess.

After School Detention: Defined as being retained for disciplinary reason after school. This procedure assures the school that the parent is aware of the detention and the necessity to provide transportation home.

Detentions and additional consequences are at the discretion of the teacher and administration. During Curriculum Night teachers will disseminate expectations and consequences.

Anyone who is given a school initiated behavior contract will be periodically evaluated by the principal to determine the student's future placement at our school.

In-School Suspension: Is removal of a student from classes or activities. During this time the student will remain in an appropriate independent learning environment. No school activity, including CYO athletics, music, clubs or others will be allowed on the day of the in school suspension.

During in-school suspension, students will be isolated from their class for a minimum of one day, but will complete assigned lessons and homework for that day. Students may also complete a behavior contract which documents needed improvement and expectations for behavior change. Parents must agree to follow the behavior contract.

Out of School Suspension: This denies a student permission to attend school and participate in school activities. Make-up work will be given and graded at the discretion of the teacher.

Expulsion: Expulsion of a student from school is a serious matter. In some cases, the principal and or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and or pastor. If expulsion is

contemplated, notification will be provided to the parents. A conference may be held with the student, parent, pastor and or principal.

Saint Rita School Falcon Code of Conduct

Grades 4-8

Kindergarten through grade 3 will follow their classroom discipline policies. However, a detention or suspension may be issued for serious violations in grade Kindergarten through grade 3 at the discretion of the administrative team.

Students in grades 4 to 8 will follow their classroom discipline policies. When the conduct is referred to the office, the following are disciplinary consequences that will be followed. Disciplinary consequences include but not limited to meeting with the school counselor, verbal warning, demerit, lunch and recess detention, after school detention, in school suspension, out of school suspension, meeting with administration, and expulsion.

The consequences outlined below are provided as guidelines and minimum disciplinary responses. School administration reserves the right to determine and adjust consequences on a case-by-case basis based on the circumstances of each incident and the best interests of the school community. This may include assigning consequences that are more or less severe than those listed when deemed appropriate.

Disruption of School

Students shall not use violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct; cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

1. Unauthorized presence in any school building, school grounds or part thereof
2. Blocking the entrance or exit of any school building
3. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property. Making, by telephone call, electronically or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds
4. Activating or attempting to activate the alarm system or AED units in the absence of a fire or emergency
5. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing functioning of any school, class, or activity or any lawful meeting or assembly on or

off the school property

6. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event

Minimum consequence: The severity of the consequence will depend on the extent of the disruption.

Disruption of Class

Classroom Disruption Behavior which interferes with instruction will not be tolerated. The teacher has the right and responsibility to maintain order in the classroom. The severity of the consequence will depend on the extent of the disruption.

Minimum consequence: The severity of the consequence will depend on the extent of the disruption.

Damage, Destruction, Vandalism

Students shall not cause or attempt to cause damage to school property. If school property is damaged, the school will require restitution. If personal property is damaged, the school will help facilitate information between all parties involved.

Minimum consequence:

- First offense- Detention
- Second offense- 1 day suspension and formal disciplinary meeting with parents
- Third offense- Suspension and formal disciplinary meeting with parents

The, Possession of, or Unauthorized Removal or Use of School and/or Private Property

Students shall not misappropriate, steal, or attempt to steal school or private property or attempt to engage in or participate in the unauthorized removal or use of, including the possession of misappropriated or stolen materials, of school or private property.

Minimum consequence:

- First offense- Detention
- Second offense- 1 day suspension and formal disciplinary meeting with parents
- Third offense- Suspension and formal disciplinary meeting with parents

Fighting/Physical Assault

A student shall not cause or attempt to cause physical injury to a school employee, authorized school visitor, or another student. All parties involved in the incident will receive the consequence.

Minimum consequence:

- First offense- 2 days suspension
- Second offense- 5 days out-of-school suspension and student may not return to school until a formal disciplinary meeting with parents, administration team, and Pastor has been completed.

Threats

Students shall not make verbal or written threats directed towards school property, any school employee, authorized school visitor, or any other student. A threat assessment may be administered based on the nature and severity of the threat.

Minimum consequence:

- First offense- Detention
- Second offense- 1 day suspension and formal disciplinary meeting with parents
- Third offense- Suspension and formal disciplinary meeting with parents

Aggressive Conduct/Disrespect/Intimidation

Students shall not engage in behavior that causes or may cause harm to themselves or others or puts themselves or others at risk of harm. Students shall not intimidate, insult, annoy or attack using physical, verbal, written or electronic action towards any member of the school community. Any action that creates fear or harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm) is prohibited.

Minimum consequence:

- First offense- Detention
- Second offense- 1 day suspension and formal disciplinary meeting with parents
- Third offense- Suspension and formal disciplinary meeting with parents

Bullying

Any intentional written, verbal, graphic or physical act(s) that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

Minimum consequence:

- First offense- Detention
- Second offense- Suspension and formal disciplinary meeting with parents
- Third offense- Suspension and formal disciplinary meeting with parents

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- a) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- b) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- c) has the effect of substantially disrupting the orderly operation of a school.

Minimum consequence:

- First offense - Detention
- Second offense - Suspension and formal disciplinary meeting with parents
- Third offense - Suspension and formal disciplinary meeting with parents

Horseplay -- Engaging in rough or boisterous play that is not rooted in anger or malicious intent by either party.

Intended horseplay by one individual which results in an unsafe condition, physical injury, and/or destruction of property will be treated more severely than the beginning consequence for horseplay (at the discretion of the administrator). If damage occurs, the school will require restitution.

Minimum consequence:

- First offense- Lunch detention
- Second offense- After School detention
- Third offense- Suspension and formal disciplinary meeting with parents

Cheating/Plagiarism

Cheating or Plagiarism is defined as the act of passing off as one's own ideas, words, images, or writings of another. (TEXT refers to ideas, words, images, wrings, etc.)

Acts of plagiarism/cheating include, but are not limited to the following (without acknowledgment or proper citation):

1. Copying and passing text from online media or website
2. Copying text from any printed material (books, magazines, newspapers, etc.)
3. Rewording or altering text and claiming as your own
4. Using photo, video, or audio
5. Using the work of or collaborating with another student, a family member, or any outside party without teacher permission [Do not share any of your work with another student unless you have explicit permission from the teacher]
6. Purchasing or obtaining pre-written work from any individual or commercial source

7. Obtaining a translation from any individual or commercial source, including online translation services
8. Using an essay that was written for another class/purpose without both teachers' permission
9. Enabling another student to commit any of the above acts
10. Stealing a school assignment
11. Possessing and/or distributing a stolen school assignment. Any visible electronic device during an assessment (this includes cell phones, smart watches, AirPods, headphones).
12. Talking during an assessment without teacher permission
13. Looking at another student's work during an assessment

The above applies to all kinds of academic work including, but not limited to: essays, exams [quizzes, tests], homework, other assignments, computer programs, music scores, web pages, choreography, graphical depictions, visual representations.

Minimum consequence:

- First offense - Must re-do assignment for partial credit, communication with parent, and lunch detention
- Second offense - "0" on assignment, must re-do assignment, meeting with parent, and after school detention
- Third offense - "0" on assignment, must re-do assignment, meeting with parent, and suspension

Weapons, Dangerous Instruments, Fireworks and Explosives

Students shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object which is intended to be used or is used to inflict physical harm or property damage or to threaten to inflict such harm or damage. Students shall not possess, handle, transmit, sell, conceal or bring onto school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions.

Consequence:

- Immediate removal from school.

Violation of School Bus Conduct

Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus including, but not limited to, failing to remain seated, throwing objects at passengers, the driver, or out of the windows, extending arms or objects out of the windows, eating, and shouting and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention. All other provisions of the code of conduct also apply during transportation.

Cigarettes, Chewing Tobacco, and E-Cigarette Policy

Recently we have become aware of an unfortunate trend among high school and middle school students nationwide - the use of e-cigarettes, also known as "vaping." E-cigarettes deliver a nicotine high through heated vapor. A recent study has found that "vaping" is on the rise among teenagers. We are updating the Parent Handbook to include this new trend and behavior which identifies the use of tobacco, including e-cigarettes & vaping as a major violation, carrying the penalty of a potential suspension.

Smoking and chewing tobacco are strictly prohibited at school or school-sponsored events. This includes the use of any tobacco products including, but not limited to, e-cigarettes and personal vaporizers. Students may not carry tobacco, cigarettes, matches, e-cigarette paraphernalia or other smoking material on their person. Students in violation of this policy will receive appropriate discipline.

Drug Policy: Regarding Possession, Sale, Use or Abuse

Possession of controlled substances is a crime. If drugs or evidence of drugs are found, the police will be immediately contacted.

We recognize that alcohol and drug abuse is a serious societal problem, not limited to any age group. The dependency stage of alcohol and drug abuse is a treatable illness and we strive to support our families should this illness be identified. We also provide an educational program that addresses the challenges and responsibilities of alcohol and drug abuse in the effort to steer our students to make healthy, life-giving choices. We also recognize that we have an obligation to the individual child as well as the welfare of the entire student body.

Continuing education programs for parents, students and teachers convey the message that drug and alcohol abuse is harmful and usage is not permitted. Prevention programs are implemented at all grade levels.

Sexual Harassment

For the purposes of this policy, sexual harassment includes, but is not limited to, the following:

- Disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures transmitted through cell phones or the internet or other literature;
- Having such material in one's possession in the school, on school grounds or at school-sponsored activities;
- Obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature;
- Spreading sexual rumors/innuendos;
- Obscene T-shirts, hats, or buttons;
- Touching oneself sexually in front of others;
- Obscene and/or sexually explicit gestures; and

- Any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient.

The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment (as listed above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Sexual Violence: Some acts of sexual harassment may also be criminal in nature. If an incident of sexual violence occurs, the principal, pastor or other school authority is required under state law to report the incident. (O.R.C. 2151.421). The Department of Human Services and the police will be contacted immediately if there is any knowledge or suspicion that sexual abuse or violence has occurred involving a child less than eighteen years of age. Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including: Gross Sexual Imposition (O.R.C. 2907.05), Sexual Battery (O.R.C. 2907.03), Rape (O.R.C. 2907.02), Importuning (O.R.C. 2907.07, Voyeurism (O.R.C. 2907.08), Public Indecency (O.R.C. 2907.09 or Felonious Sexual Penetration (O.R.C. 2907.12).

Gender/Ethnic/Religious/Disability Harassment

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member or other person associated with the school;

Conducting a "campaign of silence" toward a fellow student, staff member or other person associated with the school by refusing to have any form of social interaction with the person.

Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the school.

Physical Contact: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the school.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student should contact the principal.

The student may make contact either by a written account, by telephone, or by personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment/bullying and the nature of the harassment/bullying incident(s). A written summary of such a report will be prepared promptly and a copy forwarded to the pastor.

Each report will be investigated in as timely and confidential a manner as possible. While under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject under investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent continuance of the harassment or its recurrence.

Given the nature of the harassing/bullying behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment/bullying allegations or charges.

Use of Electronic Devices

In our continuous efforts to engage students in their learning, they are not permitted to use personal technology devices (ie: cell phones, Kindles, Nooks, iPads, electronic watches etc.) in classrooms. Cell phones, electronic devices, and smart watches must be turned off and stored in students' lockers. Students must use their Saint Rita School-issued Chromebook for educational purposes during the school day. The consequences for violating this policy will remain the same as currently stated below.

- First time offenders will have the device confiscated. Parents will be notified that the device has been confiscated, the student will receive a warning and the device must be picked up by a parent.
- Second time offenders will have the device confiscated. Parents will be notified that the student will be assigned an after School detention, and the device must be picked up by a parent.
- Third time offenders will have the device confiscated. Parents will be notified that the student will be assigned a one day in-school suspension, and the device must be picked up by a parent.
- Fourth time offenders will have the device confiscated. Parents will be notified that the student will be assigned a one day out-school suspension, and the device must be picked up by a parent.

Students who refuse to hand over their phone to a staff member will automatically receive additional consequences and will need to be picked up by their guardian. Be advised that taking pictures, audio or video recording of any student or staff member without permission is prohibited

at any time on school property or at school functions and may result in suspension.

Please be advised that Saint Rita School cannot be held responsible for student devices that are lost or stolen, and students are encouraged to keep their devices locked and secure at all times. We suggest you post a picture of yourself on your locked screen so that we can identify you as the owner in case you lose your device.

Students may use electronic devices before and after school, and at school-related functions when approved. Use of electronic devices, except approved school issued Chromebooks, at any other time is prohibited and they must be powered completely off and placed in your locker during the school day (i.e. not just placed into vibrate or silent mode).

Students are personally and solely responsible for the care and security of their electronic device. Saint Rita School assumes no responsibility for the loss, damage, or vandalism to electronic devices brought onto its property, or the unauthorized use of such devices.

Parents/guardians are advised that the best way to get in touch with their child during the school day, is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

Searches of Student Property

Saint Rita School is committed to providing a safe, secure, and Christian environment for all students and staff. The school may, at its discretion, conduct searches of student property. Including but not limited to backpacks, electronic devices, and any associated apps and accounts, when there is reasonable suspicion of a violation of school rules or a threat to safety. Searches will ordinarily be conducted by school administration in the presence of at least one other administrative or staff member and searches will ordinarily be limited to areas and items related to the suspicion, although the school retains the right to expand the scope of a search in its discretion. Students and parents agree to cooperate with the school in the school's search, including without limitation providing access to electronic devices, apps, or accounts.

Technology

Be advised that taking pictures, audio or video recording of any student or staff member without permission is prohibited at any time on school property.

Intent

Saint Rita School embraces technological tools that enhance the student's development and learning experience while remaining faithful to our mission.

Definitions

The following definitions apply to this policy and shall be collectively referred to hereinafter as *AI Tools*.

- **Artificial intelligence (AI):** A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. Artificial intelligence systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.
- **Generative AI:** Any internet-based generative artificial intelligence programs that make use of large language model algorithms to make something new. AI used for auto-complete, minor text predictions, and/or grammar/spelling/punctuation suggestions, commonly found in most word-processing applications, is not considered generative AI.
- **AI tool:** AI applications, algorithms, or systems that make use of AI to generate outputs based on human inputs, with an emphasis on generative AI.

Use of Artificial Intelligence:

Students may, in the administration's and faculty's discretion and at their direction use AI Tools to enhance rather than damage their developing abilities as writers and thinkers. The following requirements constitute our student's use policy for AI Tools:

Students shall:

- Only use AI Tools in connection with any assignments, quizzes, tests, or examinations when explicitly permitted and instructed by faculty and/or administration and in such case students must follow the specific instructions for use.
- Give credit to AI Tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- Use AI Tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.
- Use AI Tools in a manner consistent with our school policies and procedures including without limitation the code of conduct and the Student Acceptable Use Policy.

Discipline:

Any student who violates this policy is subject to discipline in accordance with our school policies.

Chromebooks

All students are issued a chromebook to use in class for instructional purposes. They are the property of Saint Rita and there is no privacy expectation associated with a student's use of our technology.

Students are responsible for the care of the Chromebook they have been issued by the school.

Chromebooks are permitted one breakage claim per calendar year. After one breakage, the parent will be charged \$210 for the repair or the cost of a new Chromebook.

Students must follow the Diocese of Cleveland Acceptable Use Policy.

Chromebooks are assigned to students for several years until they are replaced.

Please observe the following guidelines to ensure that your Chromebook will stay in good condition

- Please do not carry your Chromebook by the screen. Screens can easily crack when lifted by a corner.
- Do not place stickers or drawing on the Chromebook itself. Vents CANNOT be covered.
- Please do not place books or other objects on top of or against the Chromebook that could put pressure on the screen.
- Report loss or damage immediately.
- Log into your chrome book with your Saint Rita username and password.

SecURLy

Securly is an education-focused software that offers Chromebook management and web filtering in schools. SecURLy allows teachers to focus students on the task at hand. The software blocks inappropriate websites and keeps track of the websites that a student visits on their school device during the school day. It can provide data of websites visited and flag activity deemed inappropriate or life-threatening.

Care of Books and Technology

Children are to assume responsibility for the books and technology they borrow from the school. Personal backpacks/book bags are to be used for carrying books to and from school. Parents are financially responsible for the loss of or damage to textbooks, technology, and library books borrowed by the student. Backpacks on wheels are not permitted for safety reasons.

Elastic Clause

Because it is impossible to foresee all problems that arise, this clause empowers the faculty and administration to take disciplinary action for any behavior which violates the spirit, mission, and philosophy of Saint Rita School even though not specified under conduct and discipline. The guiding principle is to ensure a safe, nurturing environment conducive to learning. The definition of what constitutes serious behavior is determined by the administration with assistance from the Diocesan guidelines. The order in which steps are taken in following the school's disciplinary actions are determined by the administration and when necessary by a faculty member, as deemed necessary for the circumstance at hand.

SAINT RITA PROCEDURAL COMPLAINT POLICIES

Complaint Procedure

Saint Rita School expects students and/or staff to immediately report incidents of bullying/ harassment to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying/harassment incident occur. "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy." (ODE Model Policy, Rev.03,05/14/07 #2.2.11)

The principal, upon receiving a complaint, will notify parents or guardians of any student involved in a prohibited incident and provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 (hereinafter designated as O.R.C.) and the Family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator. Any evidence of the harassment, including but not limited to letters, tapes, and pictures should be turned over to the principal. The principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete a form provided by the principal. Information received during the investigation is kept confidential to the extent possible.

Saint Rita School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

The principal shall receive a written, comprehensive, detailed evaluation and report and address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her documented treatment plan in accordance with O.R. C. 2305.51. The mental health care professional's opinion (reached by factual and risk factors and testing results) will help to determine if the student poses a danger to self or others. The report shall also make an evaluation regarding the readmission of the student to school. If the student is readmitted to school, the psychiatrist or psychologist (PhD) shall provide a follow-up assessment of the student within thirty (30) days. This assessment shall be provided to the principal and shall inform him/her if therapy, counseling, and/or treatment will be needed and/or provided.

Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation, or non-readmission before being destroyed.

Searches: All property of the school, including students' desks and lockers as well as their contents may be opened, searched or inspected at any time and without notice. School personnel have an unrestricted right to search these structures as well as any containers, backpacks, purses or articles of clothing as well as other containers left unattended on school property.

Investigation Procedure: It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint: Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation.

Points to Remember in the Investigation:

- Evidence uncovered in the investigation is confidential
- Complaints must be taken seriously and investigated
- No retaliation will be taken against individuals involved in the investigation process
- Retaliators will be disciplined up to and including suspension and expulsion

Conflicts: If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

Dress Code General Guidelines (All Students)

The wearing of a school uniform encourages discipline, concentration on learning, unity and eliminates competition. Putting on a uniform provides students with visual and subconscious cues that work is ready to begin. To promote good grooming and pride in oneself, students' clothing is to be clean, neat, and sized appropriately. If a style is in question, and it does not meet the requirements, parents will be called and a request will be made for proper attire to be brought to school.

The following discipline may be used in the event of a dress code violation:

- Verbal warning to student or call to parent depending on the age of the student. If a new item needs to be purchased a grace period will be given to permit the parent time to purchase the appropriate item.
- A dress code violation entered in FACTS
- Third dress code violation results in an after school detention

Consistent dress code violations will be addressed by administration.

School Uniforms

School uniforms are purchased from Schoolbelles. The plaid skirt must be purchased from Schoolbelles. Parents may purchase pants and shorts at local retailers such as Old Navy, Kohl's or Target. The monogrammed polos are to be purchased from Schoolbelles or Lands End.

Schoolbelles.com. At the prompt, type in our school code-S0011--and only Saint Rita School uniforms will be displayed.

www.landsend.com

Boys - Grades K - 8

- **Pants** - black or khaki with belt, no rivets, tears, holes, cargo, or other decorative marks. Elastic waistband permitted for grades K through 2 only
- **Belt** - brown or black leather (belt is required in grades 3 through 8)
- **Shorts** - black or khaki with belt, no rivets, tears, holes, cargo, or other decorative marks. Elastic waistband permitted for grades K through 2 only. Length should be mid thigh or longer. **Shorts may be worn August through October and April through May.**
- **Shoes** – black, gray or brown loafer, **all black** athletic shoes (no white or colored symbols or soles permitted)
- **Socks** – **Plain** white, brown, khaki or black - must cover the ankle and may go to the knee. May have small symbol only, no other decorative marks. For example, a small Nike symbol is

permitted.

- **Shirt** - black or red with collar; short or long sleeve with school monogram – May be purchased from Schoolbelles or Lands End - www.landsend.com.
- **Monogram ¼ Zip or Full Zip** - Black or Red ordered through RDP Sports. A uniform collared shirt must be worn underneath.
- **Red or Black Monogram Cardigan Sweater** - ordered through Schoolbelles

Boys Grades 6 – 8

Boys in Grades 6-8 will be required to wear white oxford shirts (long or short sleeve) and the Saint Rita tie purchased from Schoolbelles on all school Mass days. Ties must be worn all day on Mass days, unless your child has Physical Education on Mass days. Ties may be dry cleaned if soiled. Boys' shirts should be presentable and not have excessive wrinkles. When choosing a tie length for boys, it's important to consider their height and age.

Here's a general size guide:

- 48-inch tie: Suitable for younger boys, typically aged 4-7 years old, or those up to about 4 feet tall.
- 52-inch tie: Suitable for boys aged 8-12 years old, or those between 4 feet and 4 feet 8 inches tall.
- 57-inch tie: Suitable for older boys, typically aged 13 and above, or those over 4 feet 8 inches tall.

These guidelines ensure the tie will be proportionate to their height and look appropriate when worn.

Girls – Grades K-8

- **Skirt** - black, red and white checked skirt – wrap skirt or kick pleat skirt - **Purchased from Schoolbelles only.**
 - **Grades K-2 skirts should be mid thigh or longer. Students may wear black or white tights or all black leggings but are not required to.**
 - **Grades 3-8, all black leggings must be worn at all times when wearing a skirt** May have small symbol only, no other decorative marks. For example, a small Nike symbol is permitted.
- **Pants** - black or khaki with belt, no rivets, tears, holes, cargo, or other decorative marks. Elastic waistband permitted for grades K through 2 only
- **Shorts** - black or khaki with belt, no rivets, tears, holes, cargo, or other decorative marks. Elastic waistband permitted for grades K through 2 only. Length should be mid thigh or longer. **Shorts may be worn August through October and April through May.** Elastic waistband permitted for grades K through 2 only.

- **Shirt** - black or red with collar; short or long sleeve with school monogram – May be purchased from Schoolbelles or Lands End - www.landsend.com.
- **Shoes** - black, gray or brown loafer, Saddle Shoe or Mary Janes (1" inch or less heels), **all black** athletic shoes (no white or colored symbols or soles permitted)
- **Socks – Plain** white, brown, khaki or black - must cover the ankle and may go to the knee
- **Monogram ¼ Zip or Full Zip** - Black or Red ordered through RDP Sports. A uniform collared shirt must be worn underneath.
- **Red or Black Monogram Cardigan Sweater** - ordered through Schoolbelles
- **Hair Accessories** - solid white, black, red, gray or St. Rita plaid (including any beads)

Gym Attire – Grades K-8 (Boys & Girls)

Saint Rita School Gym Wear is purchased through RDP Sports Plus. Online orders/payments are available by going to <https://rdpsports.com> and clicking on the "Saint Rita" option. The school password is: rita2013. RDP Sports Plus is located at 9261 Ravenna Road, Suite B-8, Twinsburg.

- **Shirt** - gray t-shirt with Saint Rita logo - purchased from RDP Sports
- **Shorts** - black with Saint Rita logo - purchased from RDP Sports. Length must be mid thigh or longer
- **Sweatshirt** - black with Saint Rita logo - purchased from RDP Sports - worn in colder months. This sweatshirt may be worn only on Gym days or Spirit Wear Fridays.
- **Sweatpants/Joggers** - black with Saint Riga logo - purchased from RDP Sports - worn in colder months (must be worn over the gym shorts during the school day other than in gym class)
- **Shoes** - any appropriate athletic shoes
- We do have used gym clothes available to any family that may be interested. Please call Shannon Johnson at 440-248-1350 x106 or email sjohnson@stritaschool.com to inquire about availability.

Spirit Day Shirt

On Friday's the students are permitted to wear Saint Rita Spiritwear shirts other than the uniform shirt. This includes team jerseys for CYO sports. Students must wear their uniform bottoms and school uniform shoes.

Out-of-Uniform Days

Students may be out-of-uniform for birthdays (dress up or dress down) and any other days designated by the principal.

Grades K-8:

- No tanks, sleeveless shirts, or shirts with narrow straps.
- No tops that are revealing, have low cut necklines, or expose bare midriffs when sitting, stretching, stooping, etc.
- No, pajama pants, tear away pants, no pants with holes in them, or any pants with writing on the back or sides. Pants may not be worn low-waisted or sagging. Capris may be worn. Skirts or dresses with a length of mid thigh or longer may be worn.
- Shorts may be worn on out-of-uniform day. If shorts are knit or spandex like material a shirt must be worn to cover the shorts to the mid thigh. All shorts must be mid thigh in length.
- Shoes – athletic, no flip flops, no slides, no sandals without backs, no shoes with wheels, or no crocs.
- No inappropriate words, designs, pictures, or gestures on any clothing.
- If tight pants such as leggings are worn, a top that goes to the mid thigh is required to cover the pants.

Additional Dress Code Guidelines

Hair: is to be clean cut and well groomed with styles appropriate for our Catholic school. No fad hair styles such as mohawks, shaved parts of head, designs, or initials, etc. No unnaturally dyed hair or permitted. Eyes must be completely visible. Boys will be clean shaven. Sunglasses, hats, and baseball caps are not permitted in school.

Make-Up: should be minimal and natural looking. Tattoos and body piercing are NOT permitted. Wearing of perfume and cologne is not permitted.

Birthdays: on birthdays, students may dress up or dress down using the given guidelines. Students are not permitted to dress down on all school Mass days.

Jewelry: tasteful and minimal necklace, bracelet, ring or earrings are permitted. Boys may not wear earrings. A simple wrist watch that only tells the time can be worn (ex: no fit bit or apple watch).

Nails: should be of a length that does not interfere with the educational process.

General Hygiene: all students should be free of odor and wear deodorant if needed.

Miscellaneous: all students should have a lunch and snack (if requested) daily. Delivery services for lunches or snacks are prohibited.

Water bottles may be brought to school for use throughout the school day. It is up to the discretion of the teacher where bottles are stored and when students have access to drink water.

It is up to the discretion of the teacher if toys and other small objects like fidgets are permitted in the classroom. An exception may be made if a student is on an education plan that lists such objects as a technique to assist the student in the learning environment.

Medical Policies

All medications must be dropped off at the school clinic by a parent/guardian in its original unopened container or box.

Parent Request for Administration of Medication by School

No prescription medication shall be given without a Prescriber and Parent Request for the Administration of Medication at School Form (MAR), indicating dosage and other pertinent information. To protect your child(ren) it is required that both the prescriber and parent signatures must be on file for prescriptions. For non-prescription medications only a parent signature is required.

If your child is highly allergic or has a severe medical condition, please call the school prior to the first day of class and ask the child's physician to provide the school with a written plan of care. A medical plan must be on file for students with medical conditions that require a higher level of care such as allergies that require an epi pen, diabetes, asthma, seizures, etc. Forms may be obtained by contacting the school nurse's office at 440-248-1350 ext. 136 or nurse@stritaschool.com.

Medical Policies and Management of Communicable Diseases

If a communicable disease has been diagnosed in a child, the school nurse will determine if a letter/email will be sent to each family to inform the parents about what their child has been exposed to.

If a child becomes ill/injured during the school day, he/she will report to the clinic as soon as possible. If the illness/injury requires further treatment the nurse will contact the parent/guardian to arrange for the child to go home. Please do not send your child to school if he/she has:

- A temperature of 99 degrees Fahrenheit by auxiliary (under the arm) method
- Vomiting (one time)/nausea
- Diarrhea
- Undiagnosed/untreated skin rash
- Unusual spots or rashes
- Stiff neck
- Unusually dark urine and or gray or white stool
- Yellowish skin or eyes
- Conjunctivitis (pink-eye): Redness of the eye or eyelid, thick and purulent (pus) discharge or matted eyelashes, burning, itching or eye pain
- Difficult or rapid breathing
- Sore throat

- Evidence of lice, ringworm, pinworm, or scabies infestation
- Severe coughing

In order to minimize transmission of Communicable Diseases, please keep your child/children home and notify the office immediately if your child/children has any one of the following: Chicken Pox, Croup, Diarrheal Disease, Fifth Disease, Flu, Hand Foot and Mouth Disease, Hep A, Herpes Simplex Virus, Impetigo, Lice, Measles, Meningitis, Mumps, RSV, Scarlet Fever/Strep Throat, or Whooping Cough.

Fever Policy - If a child has a fever of 99 or above, the student may not attend school and cannot return to school until the child is fever free for 24 hours without fever reducing medications.

Strep Throat Policy - A child may not return to school following a positive strep throat culture until they have completed a full 48 hours of medication and have been fever free for 24 hours without fever reducing medications.

Conjunctivitis Policy - A child must leave school and be seen by a doctor if they have a suspected case of conjunctivitis (pink-eye). A child may not return to school until they have had a complete 24 hours of treatment and there is no discharge coming from the eyes.

Head Lice Policy - Saint Rita has a no-nit policy. This means a child found to have head lice may not return to school until all nits (eggs) and lice are completely removed from the student's hair. Upon returning to school, students must be checked by the nurse before returning to his/her classroom. Parents need to be vigilant as well, especially during outbreaks.

Saint Rita Procedural Expectations and Rules

PBIS

Saint Rita School has a Positive Behavior Intervention and Supports program. We use the 3 R's. Ready, Respectful, and Responsible to teach our students expectations for their behavior this school year. We want to help your child feel recognized and proud of their respectful and responsible behavior. Students will earn a ticket to reinforce positive behavior. Part of the ticket will be placed in the box in the office and the other part will go home with your child for you to see. We will be drawing names periodically for prizes like gift cards, a dress down day, free pizza, small toys, and many other exciting items.

Birthday Celebrations

Birthday treats may be sent in with your child – non-edible only. On birthdays, students may dress up or dress down using the given guidelines.

Please note that invitations to special events need to be mailed from the home. Invitations are not to be passed out in school where other students may be hurt by not receiving one.

Emergency School Closing

If the Solon or Twinsburg School Systems are closed, Saint Rita School is closed. If Aurora is closed due to severe weather, there is NO busing to Saint Rita School from these districts but we will remain open if Solon or Twinsburg has not closed.

Saint Rita School follows the Solon and Twinsburg School Districts for school closings due to inclement weather. If either school district is closed, Saint Rita School is also closed.

Parents are advised to do one of the following if they suspect Saint Rita School is closed: check the local news broadcast for school closings or listen to the radio. Saint Rita School also utilizes an automated phone call service that will notify families of all school closings. You will be given an opportunity to opt-out of this automated phone service if you choose not to participate.

Delayed Start: If a district calls a delayed start, please keep in mind that Saint Rita School does not follow that schedule. If your home district is on a delayed start, you must either drive your child to school or send your child on the bus at the delayed time. If you choose the delayed time, your child will be responsible for any make-up work he/she missed.

Online (Blizzard Bag) Learning Plan

Purpose

This plan outlines how the district will implement up to **three (or more, if approved)** online/blizzard bag days in lieu of traditional make-up days. The plan ensures that instructional time requirements are met while maintaining continuity of learning for students in **Kindergarten through Grade 8**.

- **Grades K–6:** Minimum **910 instructional hours**
- **Grades 7–8:** Minimum **1,001 instructional hours**

Online/blizzard bag days will count as full instructional days when implemented according to this plan.

Activation of Online/Blizzard Bag Days

Online/blizzard bag days may be used when in-person instruction is not possible due to:

- Severe weather conditions
- Utility outages or unsafe building conditions
- Other emergencies approved by the district

The Principal or President will determine when an online day is activated and will notify families and staff via:

- District email and messaging system
- School website and social media
- Automated phone call/text alert

Instructional Delivery Model

Platform

Instruction will be delivered using district-approved digital platforms (e.g., Google Classroom, Email or Paper)

Teacher Responsibilities

- Post assignments and learning activities by **9:00 a.m.** on the online day
- Provide clear directions and an estimated time for completion
- Review submitted work and provide feedback

Student Responsibilities

- Engage in assigned learning activities
- Complete and submit assignments within the designated time frame
- Follow school expectations for appropriate technology use

Instructional Time Requirements

Grades K–6 (910 Hours Requirement)

Each online/blizzard bag day will provide the instructional equivalent of a full school day.

Daily Instructional Expectations:

- Minimum of **6 hours of learning activities**
- Work may be synchronous (live) and asynchronous instruction

Sample Breakdown:

- English Language Arts: 60–75 minutes
- Mathematics: 60 minutes
- Religion / Social Studies / Science: 60 minutes
- Specials (Art, Music, Physical Education, Library): 30–45 minutes

- Independent reading or enrichment activities: 30–45 minutes

Frequent breaks will be encouraged, especially for younger students.

Grades 7–8 (1,001 Hours Requirement)

Each online/blizzard bag day will provide the instructional equivalent of a full middle school day.

Daily Instructional Expectations:

- Minimum of **6 hours of learning activities**
- Combination of synchronous (live) instruction and asynchronous assignments

Sample Breakdown:

- Core subjects (ELA, Math, Science, Social Studies/Religion): approximately 50–60 minutes per course
- Specials/Enrichment (e.g., Physical Education, Electives): 30–45 minutes

Teachers may schedule limited live sessions but will ensure flexibility for families.

Attendance and Accountability

- Attendance will be recorded based on assignment completion.
- Students will be marked present when assigned work is completed and submitted within the designated window.
- Students unable to complete work due to technology or internet issues will be given additional time without penalty.

Accommodations and Support Services

- Teachers will modify assignments as necessary to meet individual learning needs.

Technology Access

- If a student is unable to access technology, **paper-based assignments** may be provided upon request.
- Lack of internet access will not negatively impact attendance or grading.

Grading

- Assignments completed during online/blizzard bag days will be counted as part of regular classroom instruction.
- Work will be assessed according to standard grading practices.

Communication with Families

Teachers will:

- Clearly communicate expectations for each online day
- Provide estimated completion times for assignments
- Offer support and flexibility for families managing learning at home

Field Trips

Field trips are pre-planned educational experiences related to the curriculum and followed by evaluation. Although field trips are educationally based, students may be denied participation if they fail to meet behavior standards or parental permission requirements. A substitute assignment or project will be given to a student who cannot attend a class field trip.

Movement between Buildings

Students are monitored when moving between buildings. The adult appointed to be in charge will supervise the students during all school activities that require outdoor movement.

Personal Property/Clothing

All items/clothing should be clearly labeled with the student's full name. In the event of loss or theft, the school is not responsible for financial reimbursement of personal property.

Playground/Recess

Play equipment is provided by the school for recess. Students must follow the directions of the recess monitors. Toys should not be brought from home. Saint Rita School is not responsible for any toy or games brought to school. The Principal or his/her designate shall determine whether recess will be outdoors. Anytime the temperature is 15 degrees or below, recess will be held within the classrooms. Temperatures 15 degrees to 20 degrees will be a last minute decision based on wind chill, snow, ice, and storms.

Playground Recess Rules

- Student health and safety is our primary concern.

- The buildings are off limits during recess except for restroom use. NOTE: Student must obtain permission from the playground supervisor to use the bathroom.
- Students have access to all visible areas of the grass and black top.
- During the months of December through March, children may play on the blacktop only.
- Students are to remain within the marked areas on the playground.
- Students should speak to one another in a kind and respectful manner.
- Keep hands, feet, and body to oneself.
- Students are never to leave the playground without permission from a playground supervisor.
- Soccer or playground balls should not be kicked on the blacktop or in the air on the grass.
- Dangerous, expensive toys/objects/electronics must be left at home, i.e., bats (wood or metal), hard balls, sharp objects, radios, game boys, DS, etc.
- There will be no tolerance for physical or verbal abuse. Students will receive a consequence for using threatening words such as “I am going to kill you.”
- All games and activities are open to anyone who wishes to participate, including those involving playground balls brought from home. Game participation restrictions by grade level may be approved by the playground supervisor.
- If an appropriate ball is brought from home, it should be labeled plainly with the student’s name and homeroom.
- Throwing or kicking of rocks, sticks, pine cones, snowballs, etc. is a danger to other students and is not allowed.
- Only playground balls that are 6” in diameter or larger are allowed for play by the primary students during recess.
- Dangerous games are not allowed. These include tackling, kicking, piggyback, tripping, wrestling, pushing, games involving a ball being thrown at someone, and any other activity designated as dangerous by the playground supervisors.
- No play or pretend fighting is allowed.
- The participation in recess activities is a privilege; therefore, any inappropriate play will result in the loss of these privileges.

Students are responsible for knowing and abiding by these rules. Infractions will be dealt with by the supervisor on recess duty. Repeated offenders will be instructed to report to the teacher or principal to determine a fair consequence depending upon the frequency and severity of the infraction(s)

After School Activities

No students have permission to be on the property after school closes unless they are involved in an

extracurricular activity under the supervision of an adult.

Anti-harassment Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

- Tell a teacher, counselor or principal
- Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - What, when and where it happened
 - Who was involved
 - Exactly what was said or what the harasser did
 - Witnesses to the harassment
 - What the student said or did, either at the time or later
 - How the student felt
 - How the harasser responded

Complaint Procedure

Saint Rita School expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy." (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.) 56 The principal/ upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator. The complainant completes an Anti-Harassment/Bullying Complaint Form. Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an Anti-Harassment/Bullying Witness Disclosure Form. Information received during the investigation is kept confidential to the extent possible.

Saint Rita School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint:

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential
- Complaints must be taken seriously and investigated
- No retaliation will be taken against individuals involved in the investigation process
- Retaliators will be disciplined up to and including suspension and expulsion

Conflicts

If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

Virtus Policy

Volunteer Screening Process

Virtus Training - To maintain the highest level of safety for our children and our volunteers, St. Rita Parish is continuing to adopt a screening process for all employees and volunteers who have access to our students.

“Virtus” is a Latin word that means, **“valor or moral excellence.”** The Virtus Program assists our Church in being a safe haven for children and a messenger for preventing child sexual abuse within the Church and society in general.

If you wish to volunteer in our school - chaperone field trips, volunteer for lunch monitor, help during classroom holiday parties, coach a CYO team, volunteer in the library, etc., the following items must be completed in our volunteer screening process: Our screening process includes four areas:

- A signed acknowledgment form must be on file with the parish office that you have read a copy of the **“Policy for the Safety of Children in Matters of Sexual Abuse”** written by the Diocese of Cleveland.
- A signed acknowledgment form must be on file with the parish office that you have read, and will comply with the **“Standards of Conduct for Ministry”** written by the Diocese of Cleveland.
- Virtus Training – Virtus is a three hour training course that must be completed. There is no cost to you. Visit www.Virtus.org to register. Click on “registration” then “view a list of sessions”. Select “Cleveland Diocese” to find a session to attend. Upon completion of the session, send a copy of your certificate to the parish office to verify your attendance.
- To complete your volunteer requirements, in your Virtus account click TOOLBOX on the top bar, then choose background check on the sidebar, and fill in the information. The process takes about 10 minutes and is easy to follow. There is a one time \$25 fee to register with Selection.com. Please print your receipt and submit it at St. Rita's and you will be reimbursed.

If you are new to St. Rita School, and are already VIRTUS trained, please provide a copy of your certification to our School office. You will still need to perform a Criminal Background Check in the TOOLBOX section of your Virtus account.



EXHIBIT A

PARISH RESOLUTION AFFIRMING AND ADOPTING RACIALLY

NONDISCRIMINATORY POLICY


Whereas, it has been the practice and policy of Saint Rita Parish School to admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school; and

Whereas, it has been the practice and policy of Saint Rita Parish School to not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs; and Whereas, Saint Rita Parish School wishes to reaffirm this policy and practice and to adopt through a formal resolution such policy;

Now, therefore by it resolved:

Saint Rita Parish School reaffirms that it admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Signed on this 30 day of October, 2024.



Rev. Thomas J. Behrend
Pastor, SAINT RITA Parish

"The St. Rita school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified, or non-certified personnel."