



**St. Rita School for the Deaf
Parent/Student Handbook 2012-2013**

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ST.RITA SCHOOL FOR THE DEAF

MISSION STATEMENT

We are a Catholic day/residential program whose primary mission is to educate infants, toddlers, and students who need special methods of communication and technological support.

We are committed to providing a safe value-oriented environment that facilitates each student's educational, social and spiritual development.

Mission Statement Revised: May 2008

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PHILOSOPHY

The affirmation of the spiritual nature of a person is the foundation of Catholic education. Each person is unique and precious in the eyes of God. Each must mold his or her own unique destiny in this life and the next.

Education is the right of every individual. Catholic education should offer each individual all the advantages it can for the person to become all he or she can be.

The mission of St. Rita School for the Deaf is to provide the best educational opportunity from birth through the twelfth grade for children who are deaf or who have a communication disability needing the special setting of a school for the deaf with its special methods and aids. The aim of the school is to mold good, Christian, self-supporting men and women who will be a credit to themselves, their families, and their communities. The education of St. Rita's takes place in a comprehensive communication environment in which it is the right of each student at St. Rita's to use all forms of communication: gestures, speech, American Sign Language, signed English, fingerspelling, speech reading, and writing. Each child is also provided every opportunity to learn how to use any residual hearing he or she may have by employing the best possible electronic equipment for amplifying sound.

As a special education facility, serving students whose primary handicapping condition is hearing impairment or communication disability such as apraxia, St. Rita School is uncompromising in its academic standards and believes in the innate ability for each student to learn. The academic program is planned, designed, and equipped to offer an educational foundation in all areas of essential academic requirements. This enables the students to compete successfully with their hearing peers in post-secondary pursuits.

The residential program for those students who live at school five or seven days each week during the school year and the after school program assist the students to grow and develop physically, mentally, socially, and spiritually. The residential program is structured to create a family living situation with shared responsibilities.

BELIEFS STATEMENT

Collaborating and working together with agencies, people in the community, and parents of our students, we, as a school endeavor to prepare students to be productive members of society and self-supporting in today's world by teaching communication for life.

We believe in addressing the needs of the whole child through academic and socialization programs.

We believe each child is unique in the eyes of God.

We believe the best way to educate children who are deaf or have a communication disorder is offering a child every available stimulus for human interaction, including ASL (American Sign Language), assistive listening devices, visual aids, and technology.

We believe all students are capable of learning despite their special needs, and it is the responsibility of the teachers along with the parents to figure out how to meet the needs of each student.

We believe every child deserves a well-balanced education that challenges and promotes the child's individuality and needs.

We believe that a positive, small classroom environment that promotes communication helps to facilitate the child's self-expression and personal growth.

ST. RITA SCHOOL FOR THE DEAF PURPOSE AND PROGRAM

St. Rita School for the Deaf is a day/residential school established to provide an educational program with special methods, aids, and services for children from birth through high school who are deaf or who have a severe communication disability. It is the primary aim of this school to provide a Judeo-Christian atmosphere in which young men and women are able to develop to their full potential. Programs are designed to challenge each child's academic ability to become self-supporting in today's world.

St. Rita School is a non-public school under the auspices of the Archdiocese of Cincinnati, Ohio and thus emphasizes the Judeo-Christian formation of its children. In keeping with this Judeo-Christian formation, the children are encouraged to assume a sense of responsibility for their personal actions and to make decisions in keeping with good moral principles.

Our children receive a well-balanced education combining a variety of scholastic programs to equip the student with skills necessary to become productive persons. Social activities to develop the child's cooperation and social attitude are offered and encouraged.

The curriculum is similar to that of hearing schools, offering students basic subject areas. Communication skills are always stressed at St. Rita with: a combination of ASL, finger-spelling, sign language, voice, lip reading, and amplification, used by the students and teachers in and out of the classroom. Specific aids used in communication between students and teachers include: an FM communication device, hearing aids, cochlear implants, networked computers, captioned films/DVDs, interwrite boards, video phones, and a variety of other visual aids.

St. Rita School is accredited by the Ohio Department of Education and the Conference of Educational Administrators Serving the Deaf. It is also a member of the National Catholic Education Association.

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ADMISSION POLICY AND PROCEDURES

St. Rita School for the Deaf does not discriminate on the basis of race, ethnicity, national origin, religion, gender, disability, age, or ancestry in the admission of students to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, or in its administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

Students are referred to St. Rita School for the Deaf through their local public school district, early intervention service coordinator, physician, or their parent/guardian. Once the referral is made, the staff will contact the parent/guardian to set up a tour of St. Rita School for the Deaf and review the student's educational and medical records. Parents/Guardians are asked to complete an application for admission, and to provide a copy of the student's birth certificate, current multi-factored evaluation (called an ETR in Ohio), current IEP, recent IEP progress reports, and medical reports indicating all diagnoses (medical, hearing, and psychological). Outpatient therapy evaluations and progress notes are also requested when applicable.

After the initial tour, the parent/guardian will be asked to schedule a second visit with the student for a pre-admission evaluation to provide an analysis of baseline skills, as well as to identify priorities for special education & related services. This evaluation is usually completed either at 10:00 AM or 3:00 PM Monday-Friday for preschool students, by appointment. Students in grades K-12 are evaluated at various times by appointment during regular school hours (7:45 AM-2:45 PM), Monday-Friday.

INQUIRIES FOR ADMISSION SHOULD BE SENT TO:

St. Rita School for the Deaf
1720 Glendale-Milford Rd.
Cincinnati, Ohio 45215-1258

TELEPHONE INQUIRIES OR APPOINTMENTS TO VISIT THE SCHOOL CAN BE MADE BY CALLING:

(513) 771-7600 V
(513) 283-0110 VP

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APPLICATION REQUIREMENTS

All applications and evaluations are reviewed by the Admissions Team at St. Rita School for the Deaf. The Admissions Team consists of the evaluating teacher(s),

Speech/Language Therapist, Director of Student Services, Assistant Principal, and Assistant Executive Director. The Admissions Team reviews the results of the student's pre-admission evaluation, current IEP and IEP progress reports, psychological and medical reports, and school-based evaluations (current multi-factored evaluation or ETR). Any additional reports from outpatient therapy providers are also reviewed.

Minimum criteria for admission for include:

1A) A confirmed diagnosis of a sensorineural hearing loss or a permanent conductive hearing loss

OR

1B) A diagnosis of Apraxia of Speech with educationally relevant communication difficulties

AND

2) An established need for sign language to aid in receptive and/or expressive communication

3) A minimum level of independence within the classroom setting such that the student is able to learn and attend within a small group setting in which the student/adult ratio is 4:1 or higher

4) The ability to sustain visual attention with a signing adult during group classroom instruction

5) An intent to and interest in communicating with others in an educational setting.

Recommendations for admission are then made by the admission team to the Executive Director, based on whether or not St. Rita School for the Deaf can meet the student's educational and communication needs. A decision on admission will be made, and parents/guardians notified, within two weeks of completion of the assessment process. If all spaces within the accepted applicant's grade level are filled, the student will be placed on a waiting list for the following school year. Parents/Guardians will be notified in writing of the admission decision, and if/when a space in their child's grade becomes available.

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CONTACTING THE ADMINISTRATION

EXECUTIVE DIRECTOR:

VOICE MAIL: 513/ 771-7600 ext: 316
VIDEO PHONE: 513/283-0111
EMAIL: gernst@srsdeaf.org

ASSOCIATE EXECUTIVE DIRECTOR:

VOICEMAIL: 513/771-7600 EXT. 336
EMAIL: afrith@srsdeaf.org

ASSISTANT PRINCIPAL:

VRS: 1.866.327.8877
VIDEO PHONE: 513/283-0115
EMAIL: mbarth@srsdeaf.org

DIRECTOR OF SPECIAL SERVICES AND LOFT: VOICE MAIL: 513/771-7600 ext: 314
VIDEO PHONE: (513) 771-0314
EMAIL: rhardesty@srsdeaf.org

DEAN OF DISCIPLINE: VRS: 1.866.327.8877
Office/VP:
EMAIL: jflanders@srsdeaf.org

SCHOOL COUNSELOR: VRS: 1. 866.327.8877
Office/VP: 513/283-0107
EMAIL: kgundrum@srsdeaf.org

DIRECTOR OF STUDENT LIFE: VRS: 1. 866.327.8877
Office/VP: 513/283-0115
EMAIL: pkeller@srsdeaf.org

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FORMS

- 1) Permissions - Several permission forms are sent to parents/ guardians at the beginning of the school year. They must be returned to school before the students return.
- 2) Arrival/Departure - Parents/guardians are expected to send information to the school secretary one week before their child(ren) arrive or depart on bus, plane, or train.
- 3) Grade Report - A copy of academic achievement is sent home at the end of each grading period. The parent must sign and return one copy for the student's file. Parents are encouraged to make comments.
- 4) Progress Reports - A report will be sent home by each teacher in the middle of each quarter.
- 5) Home Visitation - Parents must sign a permission form for a residential student who wishes to spend the weekend or vacation time at another student's home. The school is not liable for the actions or behavior of the students.
- 6) Tuition Assistance Forms - Those families seeking financial assistance must complete this form annually.
- 7) Tuition Pledge - This form must be completed and returned before the child is enrolled in the school.

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EVALUATION TEAM REPORT (ETR)

Every three years students are required to receive an evaluation team report. This evaluation needs to be handled by the student's local school district. Further information may be received from the Director of Special Services, Guidance Counselor or Principal at St. Rita School.

Each student must be registered with their local public school district.

MISCELLANEOUS/ PHONE NUMBERS

Home phone numbers of students and staff will not be given out to anyone requesting them. Please call the front desk if you wish to be contacted by your child's teacher via phone or e-mail (513-771-7600).

110 PARENTS RELATIONS

The Catholic Church and St. Rita School for the Deaf recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

111 PARENT VOLUNTEERS

The administration and staff encourage all parents and legal guardians to become actively involved at St. Rita School for the Deaf by serving as a parent volunteer. Your time, talent and enthusiasm are an integral part of the day-to-day functioning of the school and the overall academic and social success of your child.

All volunteers are required to fill out an application, get a background check through the Archdiocese of Cincinnati, and attend a training session through Virtus. Once the steps are completed then the volunteer may actively participate in activities with the students. A monthly training through Virtus online is required to continue to volunteer at St. Rita School for the Deaf.

Getting involved at St. Rita School for the Deaf can be very rewarding. Whether you choose to empower and encourage the students directly or volunteer your time in other areas, you are making a positive difference.

One of the impactful ways to give back to the school is by volunteering for fundraising events throughout the year. Whether it is selling tickets, working concessions, chairing a booth, or serving on a committee, the fundraising events are vital to St. Rita School for the Deaf's success.

Other volunteer opportunities include chaperoning a field trip or working in a classroom. While working in a classroom can be very rewarding, we do not allow you to volunteer in your child's classroom. Parents volunteering in their child's class can sometimes lead to disruption in learning. There are many other classrooms that the parent can make a difference.

All volunteers who work directly with students and work directly in the classrooms need to be able to communicate through sign language. Classes are offered 3 times a year at St. Rita School for the Deaf and there are several colleges and agencies in the area that offer classes as well.

113 PARENT AND CLASSROOM VISITORS

St. Rita School for the Deaf is committed to providing a safe, value-oriented environment which facilitates the educational, social, and spiritual development of each student. The school welcomes visitors into the building on a daily basis. For the safety of staff and students and to minimize disruptions in the classroom we ask that all visitors including parents receive prior approval before visiting during the school day.

If you would like to observe in a class, visit or speak with a teacher in person, please contact the teacher at least three days before the visit by email, phone, or videophone. All requests will be approved by one of the administration team members. A visitor form will be filled out by the teacher and placed at the front desk.

All visitors prior to entering the classrooms must sign in at the front desk with the receptionist. If a prior approval or visitor form has not been filled out, an administrator will need to approve the visit at that time.

At any point in time, the administration reserves the right to reschedule or terminate an observation or visit in the event of a building emergency or a disruption that impacts the daily school day routine.

For children enrolled in the LOFT program (children 6 weeks-PreK), following state licensing rules, parents and guardians may pick up and drop off their children without prior notice and a visitor form. However, the parent/guardian must sign in and out at the front desk each time.

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DAY STUDENT PROGRAM OUTLINES

201

DAILY ARRIVAL

Day students, upon arrival to school, will enter the school through the front lobby. Immediately upon entering the school, all students are to turn in their cell phones, pagers, CD players, and/or personal video games. Failure to do so may result in confiscation of property. If a student is planning to stay after school, the after school activity sheet must be signed.

If a student fails to inform the school that he/she plans to stay after school, St. Rita's reserves the right to send the student home.

Pre-school students will be assigned to the USA (upper social area) and grade school students (K-8) will be assigned to the gym until 7:45. High School students will be assigned to the cafeteria until 7:45. Students are not to congregate in the front office, lobby, or locker area. If a student arrives after 7:50, the student will be marked as tardy and will need to receive a pass from the front desk in the lobby.

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AFTER SCHOOL

Day students may only stay after school for school-sponsored activities. Some of the activities are: sports, cheerleading, drama, Student Council, and other such related after school programs sponsored by St. Rita School for the Deaf.

Day students not involved in school-sponsored activities, as stated above, may stay after school with the permission of the Administration and Resident Advisor. The R.A. and Administration should be contacted via phone, e-mail, or note the day before the student is planning on staying. The cost will be \$5.00 per day.

All students must sign the list in the assigned areas in the morning of the day they are staying. On the list they must state the reason for staying, estimated time of departure from school, and who will pick them up.

Once school finishes at 2:45, students staying after school must go to their lockers to retrieve necessary books and personal items and report to the appropriate dorm immediately. Students are not to congregate around the locker area and must stay in the dorms until 3:00pm.

203

STUDENT PROPERTY INSPECTION

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers. Additionally, any personal items are subject to inspection at anytime and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school premises. Such items include, but are not limited to, motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrongdoing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

203.1

LOCKERS

Lockers will be available. A combination lock may be purchased at the school for \$5.00. ONLY combination locks purchased at the school may be used. The school reserves the right to search lockers at any time. Food, or drinks/liquids are not permitted in lockers. Pictures or other decorations are not permitted in/on the lockers.

204

TRANSPORTATION

The parent must provide transportation to and from the school. The parent may wish to contact their local school district for their transportation needs.

Parents MUST notify the school and bus company if their child will not ride the bus on any specific day. If you plan to pick up your child and do not wish to send your child home on the bus, you must notify the school (513-771-7600) and bus company by 12 noon. Parents must also notify the school if there is a change in school district and/or transportation by calling the school (513-771-7600).

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GENERAL POLICIES: AFTER SCHOOL ACTIVITIES

Day students are encouraged to take part in all school activities such as athletics, drama, art, car washes, etc.

Day students may participate in dormitory activities of the residential students with prior notice to the Administration and the Residential Advisor for that age group.

Day students who are not participating in an activity after school hours should normally leave St. Rita no later than 3:00 p.m. Students staying must sign in daily in the assigned areas upon arrival in the morning.

Day students who remain at school after school hours are under the direct supervision of the Resident Advisor of their age group or the director of the activity they are involved with.

School starts promptly at 7:50 a.m.; dismisses regularly at 2:45 p.m. A fee of \$5.00 per day may be charged if your child remains under the supervision of the Resident Advisors after 3:00.

206

HEALTH/MEDICAL CARE

- 1) A copy of parent's Insurance card or Medicaid card must be on file for every student.
- 2) In the event of an emergency, **ALL** efforts will be made to contact a parent or an alternate emergency number prior to transporting a student to the Emergency Room of a local hospital for necessary treatment. If contact is unable to be established, 911 will be called to the scene and the licensed medical professionals will evaluate the situation and determine the best course of action for the ill or injured student.
- 3) Parents are responsible for any Medical cost incurred including, but not limited to, Transportation, Medication and Tests.
- 4) In case of minor illness or injury, a parent will be contacted, informed of the situation and asked to pick up the student as soon as possible if warranted.
- 5) Contact numbers for parents must be kept on file in the office and current at **ALL** times! In the event we can't reach a parent or the parent is unable to come for the student, there **MUST** be a backup person who can come for the ill or injured student.
- 6) Students are **NOT** permitted to transport or bring medications of **ANY** kind to school. This includes Over the Counter as well as Prescription medication. If a situation arises where a student needs to keep a medication on their person such as an inhaler or Epi Pen, a School Medication Permission Form must be filled out by the prescribing Dr. and returned to the School Nurse.
 - 6) Any medication (Prescription or Over the Counter) to be administered during the school day will be dispensed by a licensed Nurse or designee of the Nurse.

207

COMMON ILLNESSES & GUIDELINES FOR DECISIONS ABOUT SCHOOL ATTENDANCE

CHICKEN POX: A skin rash consisting of small blisters which leaves scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the

same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after appearance of the first crop of blisters.

COMMON COLD: Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness, and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with the youngster's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

FEVER: If your child's temperature is 100 degrees Fahrenheit or greater (1 or 2 degrees above the child's normal temperature) s/he should remain home until s/he has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of illness.

FLU: Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and child is without fever for 24 hours.

HEAD LICE: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shafts, close to scalp. They are small white specks usually found at the nape of the neck and behind the ears. After receiving treatment with a pediculicide shampoo and nits have been removed, your child must be seen by the school nurse before returning to school.

IMPETIGO: Blister-like lesions which later develop into crusted, pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

PAIN: If your child complains, or behavior indicates, that s/he is experiencing persistent pain, s/he should be evaluated by a physician before attending school.

PINKEYE: Redness and swelling of the membranes of the eye with burning or itching matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, good handwashing practices, using individual washcloths and towels, and not touching any part of the eyes with tip of the medication applicator while administering antibiotic ointment.

SKIN RASHES: Skin rashes of unknown origin should be evaluated by a physician before your child is sent to school. When the doctor approves a return to school, please send physician's note with child to the clinic.

STREP THROAT/SCARLET FEVER: Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. Scarlet fever shows the same symptoms as strep throat as well as a strawberry appearance to the tongue and skin rash. High fever, nausea, and vomiting may also occur. Your child should remain home from school until receiving 24 hours of antibiotic 1-2 days after a strep infection.

Antibiotics orders for strep infections are to be taken for 10 days or until all medication is gone. Only therapy and no fever or vomiting has occurred for 24 hours. Most physicians will advise rest at home for when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS): Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until vomiting, diarrhea, or fever had ceased for a full 24 hours. If your child has any of these symptoms during the night, s/he should not be sent to school the following day.

208 CELL PHONES/ WIRELESS E-MAIL PAGERS/ (Electronic Devices)

Students may not use cell phones, personal video players, cameras, CD players, iPods, and/or wireless e-mail pagers during the classroom hours. These hours are 7:45 a.m. to 2:45 p.m. Monday through Friday. Cell phones and pagers must be turned into the front lobby immediately upon entering school. The school will retain possession until after school hours. They will remain locked in the front lobby. Dorm students are to leave their electronic devices with their RA. Failure to comply will result in the device being confiscated till the end of the day. A second infraction will result in the device being held for one week. A third infraction will result in the device being held until the parents/guardians come to school and retrieve the electronic device.

300

ACADEMIC POLICIES

301

GRADING SYSTEMS

Our grading system has been revised to emphasize the importance of class attendance and participation along with academic achievement and effort. Grades are still based on percentage points earned each quarter. See the grading scale that follows. Students' grade averages are reflective of the components listed below.

302

Grading System for K through Grade 2

Class participation/attendance-30%
Class assignments, homework-30%
Progress of skills-40%

303

Grading System for Grades 3 through 8

Class participation/attendance-30%
Class assignments, quizzes, homework-20%
Effort, Following Directions-20%
Tests-30%

304

Grading System for Specials K-12

PE-Participation/attendance-60%
Attitude/effort 20%
Required uniform 20%
ART-Participation/attendance-60%
Attitude/effort 20%
Following Directions 20%
RELIGION-Participation/attendance-30%
Attitude/effort-30%
Class work-40%
COMPUTER-Participation/attendance-30%
Attitude/effort-20%
Class work/quizzes-30%
Tests-20%

305

Grading System for High School

(HS teachers may make % adjustments. This is a guideline)

Tests, projects-40%
Class participation, attendance-30%
Homework, class work, quizzes-30%

Semester Final Exams-20% of each semester average

Mid-term exams are given at the end of the first semester and are recorded on the report card as a separate grade. Grades from 1st and 2nd quarter are averaged together with this exam grade for the total first semester grade. Likewise, final exams are given at the end of the school year and are recorded as a separate grade. Grades from 3rd and 4th quarter are averaged together along with the exam grade for the total second semester grade.

306

Grade Scale for Grades K through 2

O-Outstanding achievement,93-100%
S-Satisfactory achievement, 70-92%

307

Grade Scale for Grades 3 through 12

A	93-100
B	85-92
C	78-84
D	70-77
F	69-below

308

HONOR ROLL

Any student grades 9-12 whose combined grade average for all classes in one quarter is 85% or higher, will be listed on the Honor Roll. A grade average of 93% or higher is designated as First Honors.

Students who have one or more F's in one quarter are exempt from the Honor Roll for that quarter. Students who have 5 or more unexcused absences, or a total combination of 7 or more excused or unexcused absences in any one quarter, will be exempt from Honor Roll for that quarter.

400

PROMOTION POLICIES

401

Pre-Kindergarten through Grade 2

Promotion of students in grades Pk-K-1-2 to the next grade level is based on the individual child's developmental ability, maturity level and degree of academic/skill progress during the previous year.

402

MIDDLE SCHOOL PROMOTION POLICIES

Students in grades 3-4-5-6-7-8 will be promoted if they have received passing grades of 70% or above in at least 4 of the 5 core subjects of: reading, math, English, social studies, science.

Students in grades 3-4-5-6-7-8 whose grades in two or more core subjects, averages 69% or less for the year, will be considered for retention. A staffing including the Executive Director, Principal, at least; one parent, one teacher, and any others deemed appropriate, will occur to determine whether to promote or retain the student.

Students will not be retained more than one year in the same grade.

403

HIGH SCHOOL PROMOTION POLICIES

Students in grades 9-10-11-12 will be promoted according to the State of Ohio guidelines pertaining to units required for graduation. A student must have a minimum of 22 units in order to obtain a high school diploma.

The minimum is:

English	4 units
Health	½ unit

Math	4 units
Science	3 units
	A) Biological Science 1 unit
	B) Physical Science 1 unit
Social Studies	3 units
	A) American History ½ unit
	B) American Government ½ unit
Physical Education	½ unit
Electives	5 units
	A) One unit or two half-units must include: Business/Technology, or Foreign Language
	Fine Arts 2 units

Students should have acquired 5 1/2 credits before promotion to the 10th grade; 11 credits before promotion to the 11th grade; 16 1/2 credits before promotion to the 12th grade.

A student failing a required course must repeat the course.

Students are required to take semester mid-term and final exams.

Any student failing two or more courses in a quarter will be placed on academic probation. If lack of sufficient improvement has not been achieved during the next quarter, then a staffing will be held to determine appropriate placement.

Progress reports will be distributed mid-quarter. Parents are invited to send comments to the teachers personally by phone or e-mail (see 109-miscellaneous/phone numbers).

404

HIGH SCHOOL COURSE CHANGE REQUIREMENTS

If a High School student wishes to change their schedule to omit and/or add a class, they must make the request to the teacher or counselor by the end of the second week of a new course. A staffing must be held including the student, counselor, at least one parent and one teacher, to determine what is in the student's best interest.

405

ATTENDANCE

Ohio State law requires daily attendance of all students. Regular attendance is essential for success in school.

State law presently provides five reasons for which absences will be excused:

1. Personal illness of student and/or medical appointments.
2. Illness in student's family
3. Death in the family
4. Quarantine for contagious disease or
5. Religious reasons

Any class work, tests and homework assignments, etc. that the student misses due to an excused absence will be reassigned and due within one week of the date of absence. Class participation/attendance points cannot be recovered. St. Rita School strongly discourages students missing school for family vacations or for reasons other than those stated above. Any such absences as well as any of the above reasons without a written or telephoned excuse, will be recorded as unexcused. Teachers are

not required to provide make-work for unexcused absences. This is at their discretion. In either case participation/attendance points cannot be made up.

Absence of more than seven (7) days in a quarter could be cause for a student to lose credit for that quarter.

When a student is absent from school/arriving late/leaving early, a parent or guardian must telephone the school office **(513-771-7600)** between 7:30 – 8:15 AM giving the reason for the absence/late arrival/early dismissal. Late arrivals due to medical appointments will require a doctor's note. If a student arrives after the school day begins the parent/guardian MUST accompany the student into the building and sign the appropriate form.

Permission to leave school is granted to those students whose parents call the school as soon as possible on that day **(513-771-7600)**. Names and times of dismissal are published on the attendance list. The person picking up the student MUST show ID and sign out the student leaving school.

Excessive absences may necessitate the Truancy Officer being called.

406

EXIT PROCEDURE

If the need to withdraw or transfer a student occurs, parents or guardians must notify the Executive Director in writing noting the last day that the student will be in attendance. Transcripts will not be issued until tuition is paid, all books returned, and all financial obligations have been met.

The administration reserves the right to dismiss any student from the school's enrollment at any time.

407

HOMEWORK

Students will be assigned homework daily in core classes: Math, Science, Language Arts, Social Studies, History following these guidelines: grades K-1 fifteen minutes per day; grades 2-5 half hour to an hour per day; grades 6 - 12 fifteen to thirty minutes per subject. Time may be adjusted at the Teachers' discretion according to each student's ability. Occasional homework in other subjects is encouraged as well. Homework on the weekends is optional.

Teachers will check with each other so that students do not have more than two tests to study for on the same day.

Students are not allowed to complete their homework entirely during the class time.

Students may be allowed to make up work if their absence was excused. (See student absence policy)

408

REPORT CARDS/PROGRESS REPORTS

Progress reports will be distributed mid-quarter. Parents are invited to send comments to the teachers personally or by phone. Report Cards will be distributed quarterly. A copy of academic achievement is sent home at the end of each grading period. The parent must sign and return one copy for the student's file. Parents are encouraged to make comments. Any student failing two or more courses in a quarter will be placed on academic probation. If lack of sufficient improvement has not been achieved during the next quarter, then a staffing will be held to determine appropriate placement (See also- 605 Probation).

500

EXTRACURRICULAR POLICIES

Any activities occurring after the class day are considered extra curricular. Any student failing 2 classes from different teachers in one quarter will be ineligible to participate in any extra-curricular activities for the following quarter except the tutorial program. For further information, see section 605- Academic Probation: During probation an individual may participate fully in the activities of the school only with the permission from the Intervention Specialist or the Administration Team. Any major violation of Category 3 or 4 during probation, may result in immediate expulsion. Any student failing two or more courses in a quarter will be placed on academic probation. If lack of sufficient improvement has not been achieved during the next quarter, then a staffing will be held to determine appropriate placement.

Any student that is sick and misses the majority of the classes during the school day shall not participate in any scheduled extra-curricular activity scheduled for that day except the tutorial program.

501

STUDENT COUNCIL

The Student Council communicates with the administration for the students. The Student Council supports certain activities and programs for the students. There are 8 members of the Student Council: 2 seniors, 2 juniors, 2 sophomores, and 2 freshmen.

Each class votes for two of its own members to join Student Council; preferably that elected member is not the President of that class.

The 8 members of the Student Council vote for a president, vice-president, a secretary, and a treasurer for the Student Council.

Members of the Student Council are responsible for informing their classes of plans or decisions made by the Student Council.

The Executive Director must approve any activities, plans or fundraisers of the Student Council. Request for these activities, plans or fundraisers must be written and given to Student Council at least three weeks in advance. Student Council will forward the request to the Executive Director.

502

ATHLETICS

The school sponsors athletics on both the elementary and high school levels. There are sports for both girls and boys. The elementary sports are: soccer, basketball, volleyball. The high school sports are: soccer, basketball, volleyball and baseball.

503

AFTER SCHOOL ACTIVITIES

All students who participate in the after school programs MUST be pre-registered with the Director of After School Activities. Special arrangements are made with the Resident Advisors for day students to stay in the dorm before or after the scheduled activities. The students must report to the assigned dorms immediately after school. The Resident Advisor is responsible for the student until the time of departure. When

students are involved in after school activities they are required to sign the after school form in their assigned areas before the beginning of the school day.

Parents must inform the Director of After School Activities if there are emergency changes. If there are any scheduled changes parents must inform the Director of After School Activities in writing the day before. If the school makes changes in planned activities, parents will be notified before the end of the day.

504

COMMUNITY SERVICE PROJECTS

Each year students are encouraged to participate in community service projects either at school or in the community. Thirty hours of community service are required to graduate from high school.

505

DRAMA

Each spring the high school students put on a play. Students are encouraged to participate as actors, actresses, stagehands, makeup artists, etc.

600

POSITIVE BEHAVIOR SUPPORT

Since 2010, St. Rita School for the Deaf has utilized the framework of Positive Behavior Support to teach expected behaviors to our students. This framework provides a clear system of positively stated rules and expected behaviors. Through this process, we work together to create a productive, safe environment in which all members of the school community understand what is expected of them. At, SRSD, we accomplish this through a program we call "PAWS" which is an acronym for the following four rules:

Positive attitude
Act responsibly
Work together
Safe environment

This program is implemented with the expectation that through teaching and reinforcing desired behaviors, the majority of students will behave appropriately. The framework also allows for individual and group intervention for those students who need additional guidance.

601

BULLYING

At St. Rita School for the Deaf it is expected that students and all school community members will treat each other with respect. We are committed to providing a safe working and learning environment. As such, bullying is strictly prohibited. Bullying can

be defined as someone being exposed, repeatedly and over time, to negative actions on the part of one or more other persons, when he or she has difficulty defending himself or herself.

602

REPORTING BULLYING

Step 1: Communicate to the harasser that you expect the behavior to stop. This can be done in person or in writing. If you need assistance communicating with the harasser, seek help from a teacher, counselor, or the dean of discipline.

Step 2: If the harassment does not stop, or you do not feel comfortable confronting the harasser, report exactly what happened to a teacher, the counselor, or the dean of discipline. If you are able, write it down and keep a copy for yourself. Be sure to include:

- What happened
- When it happened
- Where it happened
- Who harassed
- List any witnesses
- What you said or did
- How you felt
- How the harasser responded

Step 3: If the behavior continues, report it to a higher authority such as the assistant principal or executive director.

603

DISCIPLINE POLICY

The educational achievements of a school depend in part by the type of discipline that exists within that school.

Discipline produces an atmosphere where learning can take place. Discipline when not present, disrupts the learning environment. These measures are an additional help to the teachers and do not replace but supplement classroom policy. Teachers have at their disposal demerits, detention, and conferences with the parent.

The consequences of actions may result in demerits, detentions, in-school suspension, out of school suspension, probation and expulsion.

604

CATEGORY 1 INFRACTIONS

An accumulation of 3 demerits can result in detention. Detention will be served as soon as possible after the infraction. Notification will be given to the parent, administration, extracurricular activities coordinator, resident advisor. The following demerits will not be included in Categories 2, 3, and 4 which can lead to expulsion.

The violations in Category 1 shall include but not be limited to the following:

DRESS CODE VIOLATION
DISRESPECTING A STUDENT
INAPPROPRIATE BEHAVIOR
CHEWING GUM
TELLING LIES
FAILURE TO SHAVE (BOYS)

605

CATEGORY 2 INFRACTIONS

Any incident in category 2 will result in immediate detention with 3 demerits per incident. Detention will be served as soon as possible after the infraction. Notification will be given to the parent/administration/ extracurricular coordinator/resident advisor. Detention will be served as directed by the Dean of Discipline or another administrator. Three detentions in this category will equal in-school suspension.

The violations in Category 2 shall include but not be limited to the following:

INAPPROPRIATE AND OFFENSIVE LANGUAGE
INAPPROPRIATE AND OFFENSIVE BEHAVIOR
HITTING, KICKING, PUSHING ANOTHER STUDENT
STEALING FROM ANOTHER PERSON
CUTTING A CLASS
LEAVING SCHOOL GROUNDS WITHOUT PERMISSION
BULLYING

606

CATEGORY 3 INFRACTIONS

Category 3 infractions result in immediate detention with the possibility of suspension. The violations in Category 3 shall include but not be limited to the following:

BREAKING INTO OFFICE, CLASSROOM, DORMS
SEXUAL MISCONDUCT
FALSE FIRE ALARMS
DESTROYING OR BREAKING FIRE ALARM SYSTEM
DAMAGING SCHOOL PROPERTY
DISRESPECTING A STAFF MEMBER

607

CATEGORY 4 INFRACTIONS

Category 4 infractions may result in suspension with a possibility of expulsion. The violations in Category 4 shall include but not be limited to the following:

ASSAULTING A STAFF PERSON
BRINGING A WEAPON ON CAMPUS
BRINGING ILLEGAL DRUGS TO SCHOOL
USING ILLEGAL DRUGS AT SCHOOL OR SCHOOL FUNCTIONS

BUYING OR SELLING DRUGS AT SCHOOL
CONSUMPTION OF ALCOHOL AT SCHOOL
USE OF TOBACCO AT SCHOOL
USING A WEAPON TO HURT PEOPLE
SEXUAL ASSAULT
ROBBERY

Suspension may be served in-house or off campus depending on the individual circumstances. Length of suspension may be from one (1) to ten (10) days and upon returning to school the student will be classified as on **disciplinary** probation. Before returning to school, a meeting with the administration will be held to discuss the terms of the probation and interventions for the successful completion of the school year. Probation may last anywhere from one (1) quarter to four (4) quarters.

During probation an individual may participate fully in the activities of the school **only** with permission from the Administration Team. Any major violation of Category 3 or 4 during probation, may result in immediate expulsion.

608

PROBATION: DISCIPLINARY AND ACADEMIC

Students who have been suspended for violating the disciplinary policy may be placed on DISCIPLINARY PROBATION before returning to school. Before returning to class, a meeting with the administration will be held to discuss the terms of the probation and intervention strategies for the successful completion of the school year. Probation may last anywhere from one (1) quarter to four (4) quarters. Any major violation of Category 3 or 4 during probation may result in immediate expulsion.

Any student failing two or more courses in a quarter will be placed on ACADEMIC PROBATION. Progress reports will indicate the student's progress mid-quarter and indicate if the student needs improvement in certain areas. At the end of each quarter, Report Cards will be sent home; if student fails two or more courses, a staffing will be held to discuss the length and terms of probation for the student.

During probation an individual may participate fully in the activities of the school only with the permission from the Intervention Specialist or the Administration Team. If lack of sufficient improvement has not been achieved during the next quarter or terms of probation have not been met, then a staffing will be held to determine appropriate placement (See also- 400's; Academic Policies and 600's; Discipline Policy)

700

DRESS CODE - GIRLS

701

KINDERGARTEN THROUGH GRADE 2

- Skirts (ORDER FROM EDUCATIONAL OUTFITTERS (513) 771-1234)
- Navy blue WALKING shorts with belt if shorts have belt loops (Aug. to Oct. break, May through June)
- Golf shirts - NAVY blue, DARK green, white or yellow
- Navy blue slacks with belt if slacks have belt loops (CARGO POCKETS PERMITTED NO zippered leg pants permitted.)
- St. Rita sweatshirt or NAVY blue or DARK green sweatshirt only (NO LOGO or ADVERTISEMENTS permitted)
- Turtleneck - white, DARK green or NAVY blue
- Solid NAVY blue or DARK green sweater (NO LOGO or ADVERTISEMENTS)

- Gym shoes or school shoes (NO sandals in grade K-8. No shoes without heels will be permitted.)

(SEE NOTES REGARDING ALL GIRLS)

702

GRADES 3 - 8

- Uniform skirt (ORDER FROM EDUCATIONAL OUTFITTERS 513) 771-1234)
- White or light blue blouse with collar
- Navy blue WALKING shorts with belt if shorts have belt loops (Aug. to Oct. break, May through June)
- Golf shirts - NAVY blue, DARK green, white or yellow
- Navy blue slacks with belt if slacks have belt loops (CARGO POCKETS PERMITTED. NO zippered leg cargo pants.)
- St. Rita sweatshirt or NAVY blue or DARK green sweatshirt only.(NO LOGO or ADVERTISEMENT permitted)
- Turtleneck - white, DARK green or NAVY blue Solid NAVY blue or DARK green sweater)
- Gym shoes or school shoes (NO sandals in grade school. No shoes without heels will be permitted.
- No makeup will be permitted
- One earring per lobe will be permitted

(SEE NOTES REGARDING ALL GIRLS)

703

GRADES 9 - 12

- Uniform skirt plaid, Tan or Long Tan. Skirts CAN ONLY BE ORDERED FORM EDUCATIONAL OUTFITTERS (513) 771-1234)
- White or light blue blouse with collar
- Tan or NAVY blue WALKING shorts (CARGO POCKETS PERMITTED) with belt if shorts have belt loops (Aug. to Oct. break, May through June)
- Golf shirts - NAVY blue, DARK green, white or yellow
- Tan (Khaki) or Navy blue slacks with belt if slacks have belt loops (NO CARGO POCKETS NO zippered leg cargo pants permitted.)
- St. Rita sweatshirt or NAVY blue or DARK green sweatshirt only (NO LOGOS OR ADVERTISEMENT)
- Turtleneck - white, DARK green or NAVY blue
- Solid NAVY blue or DARK green sweater (NO LOGOS OR ADVERTISEMENT)
- School shoes or gym shoes
- Sandals are permitted from Aug. To Oct. break, May through June.
- NO CLOGS, FLIPFLOPS or shoes without heels are permitted.
- Light makeup is permitted
- Necklace - one plain may be worn (SEE NOTES REGARDING ALL GIRLS)

704

REGARDING ALL GIRLS:

NOTE:

- 1) All sweatshirts and sweaters must be worn with a shirt, golf shirt or turtleneck underneath.
- 2) Socks MUST be worn at all times (Socks must be seen above shoe tops.)
- 3) ONLY white t-shirts may be worn under shirts. NO PRINT OR COLOR T- SHIRTS.

- 4) NO oversize clothing may be worn
- 5) Shirts may NOT be layered. Turtleneck shirts may be worn under shirts/ golf shirts. NO thermal long sleeve shirts may be worn.
- 6) Shirts other than St Rita shirts must not have any words, pictures or print on them.
- 7) Pants and shorts may NOT be worn below the waistline.
- 8) Shirts must be tucked in at all times except when wearing the banded golf shirt.
- 9) Jackets will not be permitted in the classroom.
- 10) "Hoodie" sweaters will not be permitted during school hours

705

DRESS CODE - BOYS

706

KINDERGARTEN TO GRADE 2

- NAVY blue WALKING shorts with belt if shorts have belt loops (Aug. to Oct. break; Spring break through June)
- NAVY blue slacks with belt if slacks have belt loops (CARGO POCKETS PERMITTED- NO zippered leg cargo pants permitted)
- White or light blue shirt with collar
- St. Rita sweatshirt or NAVY blue or DARK green sweatshirt ONLY (NO LOGOS or ADVERTISEMENT)
- Turtleneck - white, DARK green or NAVY blue
- NAVY blue or DARK green sweater (NO LOGOS OR ADVERTISEMENT)
- Gym shoes or school shoes (No sandals in grade school)
- Golf shirts - light blue, NAVY blue, DARK green, white or yellow
(SEE NOTES BELOW REGARDING ALL BOYS)

707

GRADES 3 - 8

- NAVY blue slacks with belt if slacks have belt loops (Cargo pockets permitted – NO zippered leg)
- White or light blue shirt with collar
- Golf shirts - NAVY blue, DARK green, white or yellow.
- St. Rita sweatshirt or NAVY blue or DARK green sweatshirt ONLY
(NO LOGOS or ADVERTISEMENT)
- Turtleneck - white, DARK green or NAVY blue
- Solid NAVY blue or DARK green sweater (NO LOGOS or ADVERTISEMENT)
- Gym shoes or school shoes (NO SANDALS PERMITTED IN GRADE SCHOOL)
- Navy blue WALKING shorts with belt if shorts have belt loops from Aug. to Oct. break and **after spring break** through June. (CARGO POCKETS PERMITTED- No zippered leg cargo permitted)
- Tie is optional with uniform.
(SEE NOTES BELOW REGARDING ALL BOYS)

708

GRADES 9 - 12

- NAVY blue or TAN (KHAKI) WALKING shorts with belt if shorts have belt loops (Aug. to Oct. break, May through June) (CARGO POCKETS PERMITTED- NO zippered leg cargo permitted.)
- NAVY blue or TAN (KHAKI) slacks with belt if slacks have belt loops (CARGO POCKETS PERMITTED- NO zippered leg cargo permitted.)

- White or light blue shirt with collar
- St. Rita sweatshirt or solid NAVY blue or DARK green sweatshirt ONLY (NO LOGOS or ADVERTISEMENT)
- Turtleneck - white, DARK green or NAVY blue
- Solid NAVY blue or DARK green sweater or vest (NO LOGOS or ADVERTISEMENT)
- School shoes or gym shoes (SANDALS permitted from August 1 to October break, May through June) NO FLIPFLOPS or CLOGS ARE PERMITTED
- Golf shirts - NAVY blue, DARK green, white or yellow.
- One good shirt with tie for special occasions. Tie is optional with uniform.
(SEE NOTES AT BOTTOM OF THIS PAGE)

709

REGARDING ALL BOYS:

NOTES:

- 1) All sweatshirts and sweaters must be worn with a shirt, golf shirt or turtleneck underneath.
- 2) Socks MUST be worn at all times. (Socks must be seen above shoe tops.)
- 3) ONLY White T-Shirts may be worn under shirts. NO PRINT OR COLOR T-SHIRTS.
- 4) No oversize clothing may be worn
- 5) Shirts may NOT be layered (i.e., wearing a polo shirt, thermal shirt, etc., under the school shirt)
- 6) Shirts other than a St. Rita shirt must not have any words, pictures or print on them.
- 7) NO earrings worn during the school hours (7:45am to 2:45pm) including when you are on a school trip that is off campus.
- 8) Jewelry - one nice chain may be worn.
- 9) Pants and shorts may not be worn below the waistline.
- 10) Shirts must be tucked in at all times except when wearing the banded golf shirt.
- 11) Jackets will not be permitted in the classroom.
- 12) "Hoodie" sweaters will not be permitted during school hours.
- 13) Hair must be appropriately groomed
- 14) All boys must be clean shaven every day

710

DRESS CODE FOR PHYSICAL EDUCATION- ALL STUDENTS

Shirts- SOLID NAVY, GREEN, GRAY, or WHITE. NO printing on the shirts except St. Rita School for the Deaf LOGO.

Shorts- NAVY, GREEN, or GRAY. NO printing on the shorts except the St. Rita School for the Deaf LOGO. Fingertip length for the shorts.

Sweatshirts and sweatpants: BLUE, GREEN or GRAY. Solid sweatshirts and sweatpants are accepted. No printing on the sweatshirt or sweatpants except St. Rita School for the Deaf.

800

RESIDENTIAL POLICIES

801

LIVING AT ST. RITA

Many students live at St. Rita during the year. St. Rita is your second home. Home is a place for love, kindness, patience, and helping one another.

802

STUDY

Study means to read, to write, to remember things you learned in school, to remember things for a test, to think about things you read and learn in class, to try to understand things you read and learn in class, to ask questions.

Students study from 7:30 - 9:00 PM on Sunday, Monday, Tuesday, Wednesday, and Thursday. Often, you need more time to finish your studying. You should use some of your free time in the afternoon and evening to finish all our studying.

Sometimes you can finish your studying before study time is finished. Bring a book to read, or study something you learned before. It will help you understand it better.

You may study together with permission from the Resident Advisor. It is important for every student to have quiet time.

Study hall is quiet time. **Copying homework is not permitted.**

803

LEAVING CAMPUS

Students in grades 9 through 12 may leave campus with permission of the Resident Advisor/Director of Student Life. These students must have permission forms signed by their parents. These forms must be on file in the school office.

All students must obey the school rules while they are off campus.

The days for leaving campus are limited to Saturdays and Sundays. Students will not be permitted to leave campus during the week without special permission from the Resident Advisor/Director of Student Life. If the school receives complaints about any student(s) while they are off campus, this privilege will be taken away from that (those) student (s).

If any student is arrested by the police while off campus, the school will not accept responsibility. Parents will be called by the proper authorities.

804

MONEY

The Resident Advisor will keep your money in a safe. High school students may keep your own money. If your money is lost or stolen, it is your responsibility.

Do not lend or borrow money from other students or the Resident Advisors.

The school is not responsible for the loss of clothing, money, or personal items.

HEALTH/MEDICAL CARE

1) In the case of an illness or injury, the student needs to inform the Residential Advisor as soon as possible who will contact the Nurse for follow up. Whenever possible, students who are sick need to report to the Infirmary at 8:00 a.m. with a note from their Advisor. If necessary, the Nurse will contact the parents of the dorm student and inform them as to the seriousness of the illness or injury. If warranted, arrangements will be made to send the student home if their needs can better be met there.

2) There is a licensed Nurse "On Call" from 3:30 p.m. to 7:30 a.m.

For Overnight Minor Injury or illness: The Nurse will be informed in the morning the nature of the illness or injury and the care/treatment (if any) that was given. The Nurse will then follow up with student and parent if necessary.

For Severe Injury or illness: The "On Call" Nurse will come to the Campus to assess the situation and make a determination what care of follow up is needed to treat the student and follow up with the parent.

In the case of a True Life Threatening Emergency: Including, but not limited to, (severe head injury, seizure, massive bleeding or an unresponsive individual) a parent or alternate emergency number will be contacted, 911 will be called and the student will be transported to the Emergency Room of a local hospital to receive the necessary treatment. A St. Rita Staff representative will stay with the student until a family member or friend can arrive to take over.

3) Parents are responsible for **ALL** Medical costs incurred including, but not limited to, Transportation, Medication or Tests.

4) Students are **NEVER** permitted to self medicate with either Prescription or Over the Counter drugs. **ALL** medication must be locked up in the dorm lock box and may only be retrieved and administered by the Residential Advisor or a designee of the Advisor. In the case of a student diagnosed with Asthma or life threatening allergies, the Residential Advisor will see to it the student has access to their inhaler or Epi Pen at all times.

5) Students who miss classes for the majority of the day because of sickness will **NOT** be able to participate in any scheduled Extra Curricular or After School activities that day.

VIDEO PHONES

Each dormitory has a video phone.

If parents wish to call and talk with one of the Resident Advisors, please call and leave a message and your call will be returned during school hours. Residential Advisors are not to receive calls while on duty in the afternoon or evenings.

If you are hearing and wish to use your phone to contact someone using a video phone (VP), dial **1-866-327-8877** to reach an operator and then inform them of the VP number you wish to dial.

TO GET IN TOUCH WITH THE RESIDENT ADVISORS:

Pagers/VP numbers for the Resident Advisors:

DIRECTOR OF STUDENT LIFE-

pkeller@srsdeaf.org

VP: 513-283-0115

BOYS DORM –

aoyeniyi@srsdeaf.org

VP: 513-771-3000

GIRLS DORM –

tglaser@srsdeaf.org

VP: 513-771-2000

NURSE (DAY / EVENING)- mmacbeth@srsdeaf.org

Phone: 513-328-1308

DORM VIDEO PHONE NUMBERS:

BOYS DORM: 513-771-3000

GIRLS DORM: 513-771-2000

Wake up:	6:15 AM
Breakfast:	6:50 AM (all residential students must attend breakfast with the Resident Advisor). Students must be out of cafeteria by 7:20 a.m.
Dorm Duties:	7:20 - 7:40 AM
School starts:	7:50 AM (Must be out of dorm by 7:45)
Lunch:	11:42 to 12:07 Elementary 12:32 to 1:00 High School (all students must attend)
School ends:	2:45 PM
Classroom/Hall Duties:	2:45 - 3:00 PM
Supper:	5:30 PM (all residential students must attend with the Resident Advisor). Supper may vary depending on sports schedule.
Study	7:30 - 9:00 PM - Upper Dorm students
Curfew:	9:00 PM - Students return to the dorms for the night. (After 9:00 PM students wanting to leave the dorm must have a pass or be with R.A.)
Bedtime:	9:30 PM - Grade School students 10:00 PM - Upper Dorm students 10:30 PM - High School Seniors

808

WEEKEND SCHEDULE

- Wake up: Resident Advisors decide for each dorm
- Breakfast: The kitchen is open for breakfast between 8:30 AM and 10:00 AM. Students must finish and be out of the dining room by 10:00 AM.
- Mass: Sunday - 11:15 AM All students in dorm must attend.
- Lunch: 12:00 Noon
- Supper: 5:00 PM - Friday, Saturday, Sunday
- Curfew: 11:00 PM - Students off-campus without R.A. supervision return to the dorms for the night.
11:00 PM - Upper dorm students in dorms for the night.
- Bedtime: (Lights out /quiet hours):
11:00 AM - Grade School students
12:00 AM - High School students
- Sunday: Use the school day schedule for study, curfew, and bedtime.

809

OUTSIDE RECREATION AREAS

High school students use the athletic field and blacktop area behind the gym. Grade school students use the blacktop courtyard and the grass yard areas on either side of the school. Students should not gather in the area directly in front of the lobby area.

810

LAUNDRY

5-Day residential students should have their laundry washed at home.
7-Day residential students may do their laundry in the dorm. Dorm washing machines and dryers are coin-operated. Money from the machines will be spent to maintain them. Do not leave your laundry in the washer or dryer and make others wait. Tell your Resident Advisor if a machine is not working.
Please follow the schedule set up by the resident advisor.

811

FOOD AND SNACKS

Food or drinks are not to be taken out of the dining room. Snacks will be provided in the cafeteria after school. Any food kept in your room in the dorm must be kept in plastic, airtight containers. No open containers are allowed in hallways. Gum is never permitted at St. Rita. It is almost impossible to clean gum off carpets. Do not keep gum for when you go out or go home. There is a \$1.00 fine for having gum in your possession.

812

FREE TIME

It is important to have time to play, to rest, to study, or to be with others. The Resident Advisors will supervise the use of the televisions. Sometimes the Resident Advisors may plan things for their groups to do together. You should ask permission and have a pass from your Resident Advisor before leaving your play area or dorm. You should ask permission from your Resident Advisor before leaving the school grounds.

Take care of play equipment. Do not leave equipment outside. Do not leave games out on tables. Put them back in their boxes after you have finished. Tell your Resident Advisor about anything that is broken or damaged.

Students should stay in their own areas. Students are not permitted to walk to other parts of the building without a pass to a specific area.

813

WEEKENDS

Students who leave on weekends to go home or visit a friend must be picked up by 5:00 PM on Friday and should not return before 7:00 PM on Sunday. All exceptions must be cleared through the Executive Director.

814

WEEKEND VISITS

Weekend students may visit the home of another student or a friend for a weekend. You must have permission from your parents to visit another home. You must ask the parents of the other student or ask your friend by Wednesday prior to your visit. The Executive Director will make final decisions for permission to visit. St. Rita School objects to male students staying overnight at home of female students and vice versa for weekends, school breaks etc.

815

WEEKEND SPORTS

Many local students play sports or cheerlead. You are permitted to stay at St. Rita on Friday night if you have a game on Saturday. You must go home after the game on Saturday. If there is a special reason to stay Saturday night, you must have permission from the Director of Student Life.

816

EMPLOYMENT

A few students wish to work part time at area businesses after school hours. To do so, the student must adhere to the following guidelines:

- A) Have written permission from parents on file with the school prior to beginning interviews
- B) Provide the school with the employer's name, address and phone number.
- C) The student's work schedule must be approved by the Administration.
- D) A copy of the student's work permit must be kept on file in the school office.
- E) The student must provide his/her own reliable transportation to and from work.
- F) The administration may revoke a student's permission to work if work has a negative effect on his/her dorm life or school work.
- G) Student is responsible for contacting his/her local school district for work permit forms.

817

CLOTHES/UNIFORMS

Uniforms are school clothes. Keep your clothes on hangers in your wardrobe. Keep your clothes folded in your dresser. Do not leave clothes on the beds or on the tops of the dressers. Do not keep anything under the beds. Wear uniforms to school. Change into play clothes after school.

Breakfast and lunch are school day meals for the students and they are dressed for school. Resident Advisors should also dress appropriately for these meals. Supper and weekend meals are informal meals, but the student should wear acceptable clothing.

Outside of the dorm, shoes and shirts are to be worn at all times. Hats should not be worn in the building. Spiked shoes, roller blades, bicycles, scooters, roller skates, and skateboards are forbidden in the building.

Do not walk barefoot in the dorm or shower room.

RESIDENTIAL STUDENTS MUST HAVE ALL THEIR CLOTHING MARKED WITH THEIR LAUNDRY NUMBER OR NAME.

The administration has the right to make the final judgment even if the student is not in direct violation of the dress code as stated here.

DORM RULES

- Your Resident Advisor will make rules for your dorm and social areas. You must respect and obey your Resident Advisor.
- Gum may never be used in any part of the building.
- Food must be stored in your own room in plastic, airtight containers or in your Resident Advisor's office. It may not be stored in other areas of the dorm. Food and drinks must be cleaned up in the lounge area and put away every day. Spills must be cleaned up immediately. If something is spilled on the carpet, clean it up with cold water until no stain can be seen.
- Waste cans must be emptied every day during duty time. All waste should be collected every day into a big garbage bag and taken to the dumpster. Waste cans and garbage should never be placed in the hallways outside the dorms.
- Pictures, posters, signs, etc. may never be put on painted surfaces or walls. They may be hung on the inside or outside of the wardrobe doors.
- Never use scotch tape or masking tape to hang things. Sticky tack should be used to hang things on the doors of the wardrobes.
- Nails, staples, etc. may never be used to hang things.
- You are responsible for turning off the lights in your own room when you leave it.
- You are responsible to close the windows in your own room before leaving the dorm.
- You may never visit inside other people's private rooms. You may stand outside the doorway of another person's room and visit.
- You must keep your room clean. This means you vacuum the carpet, clean under the bed, and clean the tops of everything in your room two times a week including your wardrobe.
- Never sit or stand on the top of the desk or chest of drawers.
- Never stand on your chair.
- Do not sit or sleep on your bed spread. Do not use your bed spread as a blanket.
- Do not stand or sit on the bottom drawer of your wardrobe. It will break.
- Do not stand in or on the floor of your wardrobe. It will break.
- Students should not be in the Resident Advisor's rooms for any reason. The dorm office is to be used for private talks with the Resident Advisor.
- No televisions are permitted in individual rooms.
- The entire restroom and shower area should be cleaned every day during duty time.
- A janitor will disinfect toilet bowls and showers every day.
- Laundry machines are coin-operated. Only full loads should be put into the washers and driers.
- Wet towels and clothing may not be hung to dry in the restroom or shower room.

- Toiletries should be kept in your own room, not in the restroom or shower room.
- Dorms are locked when not being used. Students will not be permitted in dorms during school hours.
- Upper age dorm students may not use the lobby stairwell except for emergencies.
- Students are assigned rooms in the dorm and roommates by the Executive Director. Problems or complaints should be brought to the Executive Director.
- School reserves the right to search rooms and lockers at any time.

819

HOUSE DUTIES

Work is a very important part of life. Learning to work is important. Learning to help is important.

You have duties in your dorms, in your social areas, and in your classrooms. You also have duties outside the building.

Put all the cleaning equipment back in the right place. That is part of learning to work.

Tell your Resident Advisor if you find anything broken or damaged.

All students will have duties to do every day. Duties will be assigned and posted by the Principal and Administration.

820

GROOMING

- Shower every day.
- Brush your teeth two times every day.
- Wash and comb your hair.
- Wear clean underwear and socks every day.
- Wear your glasses and hearing aids.
- Keep your fingernails clean.
- Keep your toenails cut.
- Older girls may wear light make-up.
- Boys may not have beards or mustaches.
- Boys may not wear earrings during school hours.
- Hair styles should be neat. Hair should be clean.
- Boys must be clean shaven.

DINING ROOM AND KITCHEN DUTIES

Monday, Wednesday, Friday and Sunday after supper:

Upper grade girls:

- wash all dishes
- clean area in front of dish window
- sweep and mop in kitchen
- wash tables and take out garbage
- sweep dining room and hall by serving line
- put away bread, etc. on serving table
- clean around steel door frames and serving line

Tuesday, Thursday, and Saturday after supper:

Upper grade boys:

- wash all dishes
- clean area in front of dish window
- sweep and mop in kitchen
- wash tables and take out garbage
- sweep dining room and hall by serving line
- put away bread, etc. on serving table
- clean around steel door frames and serving line

Saturday and Sunday after lunch:

Upper grade boys:

- wash all dishes
- clean area in front of dish window
- wash tables
- sweep dining room and hall by serving line
- put away bread, etc. on serving table
- clean around steel door frames and serving line

900

General Policies for All Students

901

DINING ROOM

Food is important for your health, your feelings, and your behavior. St. Rita provides a well-balanced meal and you should try to take a little of everything so that you can be healthy and in good overall health.

Students may never go into the kitchen or food storage room without permission. Students may not enter the serving area. Student may not use kitchen equipment without permission.

Thank the people who serve the food. Ask for things you need.

Do not hit the table to call another student. Do not push the tables to straighten them. Lift the tables if you want to move them.

Clean up any spilled food or beverage immediately.

902

RESPECT FOR OTHER PEOPLE

Everyone working at St. Rita is here to help you. They want to make your life at St. Rita good. You must learn to respect and obey all the rules and staff members at St. Rita.

- Be polite to visitors.
- Talk to the staff or visitors when you see them or pass them.
- Be polite when you talk to a staff person or answer a question they ask you.
- If a staff member corrects you, accept it. Do not complain or talk back to them.
- Help any staff member or visitor who asks you for help.
- Open doors for staff members or visitors.
- If there is someone walking through a doorway or on the stairs, stop and wait.
- All students at St. Rita are here to learn. Be kind to other students. Be polite with other students. Help other students. Share with other students.
- If you have a problem with another student, ask your teacher or Resident Advisor for help.

903

BE RESPONSIBLE

Help take care of St. Rita. Turn off lights as you leave a room. Turn off water after washing or getting a drink. Turn off lights and water any time you see them on and no one is there.

Help keep St. Rita clean. Pick up cans, paper, and other things you see on the floor inside the building or on the ground outside the building.

If you see anything broken or damaged, tell your teacher or Resident Advisor.

904

NO SMOKING POLICY

St. Rita School is a smoke-free facility. No staff or student is permitted to smoke at any time in the building. **Ohio law prohibits smoking in or around the building. Students smoking on the campus of St. Rita School for the Deaf will be subject to suspension and/or expulsion.**

905

CARS ON CAMPUS

Residential or day students wanting to have their cars on campus must have a permission form signed by their parents. These forms must be on file in the school office before cars can be brought on campus.

Student cars must be parked in the area given them by the administration. All resident students must give car keys to the Resident Advisor. The Resident Advisor will give them back when the student is ready to leave.

Students may not take other students in their cars without written permission from parents of all students involved. These forms must be in the school files.

Any student(s) may lose permission to keep a car on campus by showing poor judgment or irresponsible behavior.

Student cars may be inspected at any time by the administration or other authorized staff member.

THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGE TO AUTOMOBILES AT ANY TIME.

THE SCHOOL IS NOT RESPONSIBLE FOR IMPROPER USE OF AUTOMOBILES BY STUDENT DRIVERS.

Student drivers must give a copy of his/her valid license and car insurance coverage to the school administration.

906

VISITORS

Sometimes a friend or relative may come to visit with you at St. Rita. Your parents will have a list of people that may see you. Visitors must have permission first from the Executive Director or the Principal before you leave the school grounds with a visitor. All visitors must register with the school office.

907

CLASSROOMS

Your teachers will make rules for your classrooms. You must obey and respect your teachers.

Students should not leave personal items in the classrooms between and after classes. You are not permitted to be in a classroom without a teacher present. The classrooms will not be opened after school for you to get any of your belongings.

908

BLINDS

The blinds in the restrooms, shower rooms, and classrooms should be kept down normally. The amount of light wanted in an area can be controlled by turning the glass rod.

SPECIAL DAYS

STANDARD ACHIEVEMENT TESTS: All students take these tests for 2 days.

HIGH SCHOOL DRAMA: The drama is for three evenings. All students go to the drama on Thursday evening.

FR. KLENKE FIELD DAY: All students join in games and fun. There is no study hall.

JUNIOR/SENIOR PROM: All other high school students should make plans to leave school for this weekend.

HIGH SCHOOL EXAMS: Special schedule.

GRADE SCHOOL GRADUATION: Mass and Brunch the last Friday of the school year.

HIGH SCHOOL GRADUATION: High school Graduation is by invitation only.

PRAYER AND CHAPEL

St. Rita is a Catholic school. Prayer is very important. On the first Friday of each month and on special days the students go to Mass in the chapel. Weekend students go to Mass in the chapel on Sundays at 11:15 AM.

Students help at Mass by serving, signing the readings, and leading prayers. Students who sign the readings should practice the reading with your Resident Advisor or a staff member.

Catholic students can go to confession. The time and days for confession are on the school calendar, but you may go to confession anytime. Ask your teacher or Resident Advisor first. Then set up a time with the priest.

Any student may talk with the priest at any time. Ask your teacher or Resident Advisor first.

Chapel is always open. Students may get permission from your teacher or Resident Advisor to visit Chapel for private prayer.

LIMITED AREAS AT ST. RITA

1) ATTIC - No student is permitted

2) BASEMENT - (under the ground floor) No student is permitted.

3) GROUND FLOOR - Students go to and from your classrooms on the ground floor during school hours. Use the back stairwell. After 3:00 p.m. no student should be in the area of the Science rooms or Communication Skills rooms. Students may use the Fitness Center with permission of the Resident Advisor. You must have a pass. Middle age students may use the Middle Social area during scheduled times only.

4) FREIGHT ELEVATOR -(the old elevator between the basement and the ground floor) No student is permitted.

5) LAUNDRY - No student is permitted.

6) KITCHEN AND FOOD STORAGE ROOM- Only kitchen duty workers are permitted in the kitchen. No students permitted in food storage room. Do not take food or drinks from the kitchen. Do not use kitchen equipment.

7) ELEVATOR - Students on crutches or in wheelchairs use the elevator. Students who are hurt must have permission from the nurse or the Resident Advisor to use the elevator. Students carrying large or heavy things may use the elevator with permission from the Staff.

8) LOBBY - Students are to stay out of the lobby area during school hours. After school, students may wait in lobby for their parents/guardians to pick them up.

9) INFIRMARY - (Nurse's area) Resident Advisor must write a pass for you to use these areas.

- 10) LIBRARY/COMPUTER CLASSROOM/ COMPUTER LAB - You must have permission from your teacher or Resident Advisor and have a pass to use these areas.
- 11) COMPUTERS IN CLASSROOMS - Students must have a pass to use the computers after school hours.
- 12) FRONT SIDE AND SIDE ENTRANCE INTO THE LOBBY AREA ARE NOT TO BE USED.
- 13) WOODS - No student is permitted.
- 14) BUS GARAGE, SHOP, HOUSES ON HILL, BEHIND THE HOUSES ON THE HILL - No student is permitted.
- 15) OFFICES - You must have a pass from your teacher or Resident Advisor to go to these areas.
- 16) SOCIAL AREAS - You must have permission from your Resident Advisor to visit another social area. You must have a pass.1
- 7) DORMS - No student is permitted to enter other dorms. All dorms have door alarms on at night.
- 18) LOBBY STAIRS ARE NOT TO BE USED EXCEPT IN AN EMERGENCY.
- 19) Students should never stand or sit behind a teacher's desk or any other adult's desk or open the drawers or any file cabinet.

912

PREGNANCY

St. Rita School continually reminds students that pre-marital sex is immoral and against the teaching of the Catholic Church. The school also emphasizes that numerous physical and psychological problems that can occur when single teenagers take on adult responsibilities of having a baby.

A St. Rita student who becomes pregnant may remain in school if she meets the following conditions:

1. Attends a meeting involving parents, student, Executive Director and Principal upon confirmation of pregnancy.
2. She seeks professional pre-natal care
3. She seeks professional counseling to assist in dealing with the situation.
4. When it is no longer possible to wear a uniform, the student must wear a white over blouse or maternity top and maternity slacks. Gym shoes will be permitted in the later months.
5. She makes appropriate academic arrangements for classes she will miss.

If the father of the baby is a St. Rita student, he may remain in school as long as he meets the following conditions:

1. Attends a meeting involving parents, student, Executive Director, Administration and Principal upon confirmation of pregnancy.
2. Seeks professional counseling to assist in dealing with the situation.

Each case will be individually evaluated by the Administration and a decision will be made as circumstances warrant.

913

FIRE ALARM

The fire signal is an audible and flashing lights alarm. All students exit the building following the exit sign in the area.

Designated upper age students will be assigned to help handicapped and younger students.

Your Resident Advisor or teacher will count all the students after you leave the building. Stay in your group and do not leave the group until your Resident Advisor or teacher tells you.

914

TORNADO ALERT

The TORNADO signal is a STEADY blast with both lights and horns. This signal will have no pauses. It cannot be turned off until it completes a cycle of five minutes. The alarm will sound for five full minutes, then it will shut off automatically.

When the tornado signal starts, everyone should follow the same routes used for the fire drills, moving in an orderly manner to your assigned stairwell. Once in the stairwell, you should CONTINUE TO THE GROUND FLOOR (BASEMENT). Do not exit the building.

During school hours the students are to remain with their classes. The classes will stay in the areas listed below. In the designated areas PLEASE STAND ALONG THE WALL IN SINGLE FILE.

LOFT 1 Program: Exit through the fire door. Take the steps down into the tunnel. Remain there until further instructions from the administration.

Montessori and primary classes: (LOFT II, pre-school to Grade 3) stay in MIDDLE SOCIAL AREA. (If this area is locked, line up along wall outside of fitness area.

Grades 4, 5, 6, MI classes: Stand along the wall of lockers near the training room.

Jr. Hi. Classes: stand along the wall starting near the training room and line up towards the football field.

High school classes: walk to the area outside the locker rooms. Line up along the wall opposite the locker rooms, heading towards the middle social area.

TORNADO ALARM-After School

After school and in the evenings the designated areas are:

Upper dorms: area outside the locker rooms. Line up along the walls outside the locker rooms.

LOFT I Program: Exit through the fire door. Take the steps down into the tunnel. Remain there until further instructions from administration.

Montessori Program: Exit through the doors near the elevator. Take the steps down to the basement. Walk to the fitness area. (If locked, stand alone the wall outside of the fitness area.

LOCK DOWN PROCEDURES

In the event that an intruder has entered the building or if it is necessary to lock down the building for the safety of the students, the following procedures will be followed:

- 1: A shortened Tornado signal will ring and flash with the word "LOCK" on the clocks.
- 2: All staff and students should be in their assigned areas with the doors locked and curtains closed.
- 3: Staff and students in the dining room area should use the staff dining room, the pantry, the kitchen office or the home economics room.
- 4: Where possible the TV should be turned to channel "31" for any further announcements.
- 5: Stay in the assigned areas until released by an administrator and until you see the word "safe" displayed on the clock system.

War Emergency Plan 3-18-03

This plan is for everyone in the building or on the grounds of St. Rita School for the Deaf at the time of a War Emergency. (all children in LOFT, all students, and all adults)

An Administrator will decide if we are in an emergency situation. He/she will ring the tornado bell. You will see a flashing amber/orange light in the classrooms and halls. EVERYONE MUST GO TO THE BASEMENT. This is the same as if we were having a tornado emergency.

In the basement you must stand in the hallway between the turn by the weight room and the double doors near the elevator. Do not spread out and stand far apart from one another in the basement hall. You should move close together near the MSA and staircase. Stand or sit against the wall. Do not stand on the metal plates in the middle of the floor. Leave room for people to walk through. Stay there and wait for an administrator to come down to give you more instructions.

During this same time, when everyone is going to the basement, the administrators will meet in the front lobby. We will gather information, make a safety plan, and designate responsibilities for each other. Administrators will come to the basement and give everyone instructions and information. We need everyone to be together so we can tell you quickly what to do. Otherwise, you might be left alone without the proper information and protection.

In case of chemical danger, we will be prepared to cover all outside doors on this level with plastic and tape. In this location, we are protected in all directions by two different sets of doors, with the exception of the west end of the basement hall. The far west door will be sealed along with the remaining outside doors if deemed necessary.

This basement hallway is one floor below the ground and is surrounded by thick cement walls and ceilings. It was a designated bomb shelter. We do have a phone on this level so we can contact parents. Please be sure that we have a current phone number so you can be reached.

Revised 10/18/2004

CHILD PROTECTION POLICY

1. **Introduction.** It is the policy of St. Rita School for the Deaf that the protection and safety of St. Rita students, as well as other children, shall be of paramount importance. Accordingly, any doubts concerning whether there exists sufficient evidence of child abuse, child neglect or other incident involving serious injury/harm or risk of serious injury/harm to any child should be resolved in favor of reporting such information in accordance with the procedures provided herein and applicable Federal or State law.

2. **Child Abuse/Neglect.** The following examples of child abuse and child neglect are not all inclusive. Any fact or circumstance that reasonably indicates child abuse or neglect should be reported in accordance with Paragraph 3, below.

- A. **Abuse.** For purposes of this Policy, an abused child includes any child who:
- Is the victim of sexual conduct or sexual conduct with an adult or is otherwise the victim of criminal sexual activity; exhibits evidence of physical or mental injury which is not the result of an accident or is not consistent with the explanation of the cause or circumstances, with the possible explanation of a minor injury arising from an altercation between students (see Paragraph 5, below); or otherwise suffers physical or mental injury caused by child's parent(s), guardian, custodian.
 - For a residential student, abuse also includes the following when committed by a person who is responsible for the care and/or supervision of the student: Engaging in sexual activity with the student or soliciting the same; Denial, as a means of punishment, of subsistence, education, medical care or other care necessary for the student's health; use of restraint procedures that cause injury or pain; administration of prescription medication without written approval and ongoing supervision of a licensed physician; or commission of any act, other than by accident, which results in injury to the student; or commission of any act (including by accident), which results in injury that is not consistent with the explanation of the cause or circumstances.
- B. **Neglect.** For purposes of this Policy, a neglected child includes any child:
- Who is abandoned by the child's parent(s), guardian or custodian; who lacks adequate care or supervision due to the faults or habits of the child's parent(s), guardian, or custodian; whose parent(s), guardian or custodian fails to provide proper or necessary subsistence, education, medical care or other care necessary for the child's health, morals or well being, including any special care made necessary by the child's mental condition; or who, because of any omission of the child's parent(s), guardian or custodian, suffers physical or mental injury.

For a residential student, neglect also includes the following:

- Failure to provide reasonable supervision according to the standards of care appropriate for the child's age, mental and physical condition or other special needs, including circumstances in which such failure results in failure to develop and implement procedures for the administration of prescription medications, which assure that the prescribing physician's instructions for administration of the medication are followed and which provide for the reporting of any unfavorable or dangerous side effects to the prescribing physician; failure to provide subsistence, education, medical care or other individualized care necessary for the health or well-being of the student; confinement of the student in a locked space without staff monitoring; isolation of the student for such a period of time that poses a risk to the mental or physical well-being of the student.

3. **Employee Responsibilities.** All employees of St. Rita School for the Deaf are required to get a background check which includes fingerprinting and receiving training through Virtus, a national program, on child protection. Online monthly trainings are required in order for the employee to continue working at the school.

All employees of St. Rita School for the Deaf who know or suspect that a child under the age of eighteen years of age or a disabled child under the age of twenty-one years has suffered or is suffering any type of abuse or neglect are required to take the following actions:

A. **Take immediate action to protect the child** from any immediate threat of abuse or neglect. To this end, the child may be asked about the identity of the abuser, if unknown. However, the child should not be pressured to provide such information.

B. **Immediately report such information** to the public children's services agency or local law enforcement official for the municipality or county in which the child resides or in which the abuse is believed to have occurred. This requirement is met by calling **241-KIDS**.

C. **Report** such information **to the Director** or his designee as soon as practicable, and in any event within twenty-four hours of learning of such information. If the Director or his designee cannot be contacted within twenty-four hours, the Chancellor of the Archdiocese of Cincinnati, or Counsel for St. Rita School or the Archdiocese shall be contacted. The number for the Chancellor is **421-3131**.

For purposes of this Policy, every student of St. Rita School for the Deaf, irrespective of age, shall be considered a child.

The **duty to report** information concerning confirmed or suspected child abuse to the public children's services agency or local law enforcement official **rests with each and**

every individual employee, and is not met simply by reporting such information to another staff member or administrator. Accordingly, each employee who believes that a child has been or is being abused must either personally report such information, or confirm that such information has been reported by another staff member to the appropriate public official.

4. **Director Responsibilities.** Upon receiving any report or other information that reasonably indicates child abuse/neglect, the Director or his designee shall:

- A. Ensure that such information has been reported to the public children's services agency or local law enforcement official, as appropriate.
- B. Provide a verbal report of the incident followed by a written report to the Chancellor of the Archdiocese of Cincinnati, the Archdiocesan Superintendent of Schools, and Counsel for St. Rita and/or the Archdiocese.
- C. As soon as practicable, but in any event, no more than six hours after learning of the incident, contact the parent(s), guardian(s) or custodian(s) of the child(ren) involved.

If feasible, Counsel for St. Rita and/or the Archdiocese should first be contacted for guidance concerning what information can be provided to the parent(s), guardian or custodian. However, **Counsel must be contacted prior to providing any information to a person who is suspected of abusing or neglecting the child.**

If unable to first contact Counsel, no information concerning the identities of any other student(s) involved in the incident shall be divulged.

- D. Maintain a written log of persons to whom the incident has been reported, including the name of each person, his/her position and organization, the date/time(s) of such report(s) and a description of the information provided.
- E. Following consultation with Counsel, prepare a written report of the incident. However, upon receipt of notification that the incident is being actively investigated by a public agency, the Director shall not continue any active investigation (for example, conduct interviews of witnesses) of the incident without first consulting with Counsel.

5. **Incidents between Students.** Incidents involving non-criminal (consensual) sexual activity between students, or minor injuries (e.g. a scratch or scrape) arising from an altercation between students may first be reported to the Director or his

designee, who shall determine which of the actions contained in Paragraphs 3 and 4, above, shall be implemented.

995

AIDS: GUIDELINES AND PROCEDURES

1. St. Rita School for the Deaf follows the archdiocesan policy which stipulates that "each instance of AIDS involving a student and/or employee shall be treated as strictly confidential and an individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well being, individual privacy and needs."

2. Procedures for admitting or retaining students or hiring or retaining employees with AIDS are:

- A) Notify the archdiocesan school superintendent immediately.
- B) All public statements regarding cases of AIDS should be through the superintendent's office.
- C) Decisions regarding the admission or retention of students or hiring or retention of employees will involve the Administration, parents (if a student), pastor, school physician, school nurse and the individual's physician.
- D) Decisions made by the above people will be based on guidelines recommended by the Ohio Department of Health for School Admission which stipulate the following:

Based on current evidence casual person to person contact poses no risk in the transmission of AIDS. Students with AIDS should be allowed to attend school in a regular classroom setting provided:

- 1. The health status of the student, as determined by his or physician, allows participation in regular school activities.
- 2. The student behaves acceptably, i.e., does not bite other individuals or exhibit other violent behaviors. Although very unlikely, significant human bites may inoculate trace amounts of blood directly into the bloodstream.
- 3. The student does not have open sores or skin eruptions that cannot be covered.

Experience with other communicable diseases suggests that the potential for AIDS transmission would be greatest through contact between younger children and neurologically handicapped children who lack control of their bodily secretions and/or exhibit violent behavior. Decisions to exclude these types of children from St. Rita School will be made only after careful evaluation of the child's individual risk of transmitting the disease to the other students.

Decisions to admit or retain students with potential infectious diseases will be based on the behavior, neurologic development, and physical condition of the student and the expected type of interaction with others in the school setting at St. Rita.

The school officials, the physician, and parents (if a student) will consult with public health officials in the above process.

When a child with AIDS is admitted to St. Rita, the number of personnel who are aware of the child's condition should be the minimum necessary to insure proper care of the child. The number of informed staff should be sufficient to observe the child for behavioral and/or medical problems that could heighten the potential for AIDS transmissions.

3. Follow-up steps

The school officials at St. Rita School will:

- 1) Notify the superintendent's office of the decision to admit or not admit the student or hire or retain the employee.
- 2) Inform those involved in the school who must be aware of the situation. This will include the appropriate faculty and other individuals whose responsibilities, e.g., giving first aid, controlling biting behaviors, etc., may bring risk of contamination.
- 3) Periodically review the circumstances of the case to see if the situation has changed sufficiently to warrant a re-examination of the decision.

996

RESPONSIBLE USE OF TECHNOLOGY

ST. RITA SCHOOL FOR THE DEAF

INTRODUCTION Dedicated to the teaching mission of the Catholic Church, the schools of the Archdiocese of Cincinnati are Christ-centered communities focused on faith formation, academic achievement, and personal growth.

www.valuesforalifetime.com

- The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education.

The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world..."

Aetatis Novae, #2, #3; Rome, 1992

- Technology resources are provided in archdiocesan schools, as directed by individual schools' technology plans, for the purpose of achieving the schools' educational objectives.

*2004-2007 Technology Plan of the Catholic School Office,
Archdiocese of Cincinnati*

GENERAL INFORMATION FOR USERS of TECHNOLOGY

Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Data Acquisition Sites located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user (and his/her parents, if the user is under 18 years of age) annually sign the attached **Responsible Use of Technology Policy-User Agreement Form**. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

RESPONSIBLE USE OF TECHNOLOGY POLICY **ST. RITA SCHOOL FOR THE DEAF**

POLICY

All schools must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to the provisions of the Responsible Use of Technology Policy. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Data Acquisition Sites or other Internet Service Providers. The school has right of access to any electronic devices on school property. There shall be no reasonable expectation of privacy

*The term student applies to any individual enrolled in the school regardless of age.

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes

only. The school shall also provide training for students and teachers in the appropriate use of technology.

The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the

school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors is forbidden.

USER RESPONSIBILITY

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking is strictly forbidden. The user agrees to not submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of this policy. Also, any commercial use is strictly forbidden.

DISCIPLINARY ACTION

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

Note: **ST. RITA SCHOOL FOR THE DEAF** reserves the right to modify this policy as needed.

**Responsible Use of Technology
ST. RITA SCHOOL FOR THE DEAF**

USER AGREEMENT FORM

- I have read the terms and conditions of the **Responsible Use of Technology Policy**.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the **Responsible Use of Technology Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Name (print) _____ School _____

User Signature _____ Date _____

Grade _____.

Parental Permission Form

(If the Internet user is under 18 years of age, parental permission is necessary.)

I have read the terms and conditions of the **Responsible Use of Technology Policy** and give permission for my child to access the school's technological resources, including the Internet, in accordance with the provisions of the policy.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date _____

INTERNET – TERMS AND CONDITIONS OF USE

- 1) Acceptable Use – The purpose of the backbone network making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of St. Rita School for the Deaf.

Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

- 2) Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate sue and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of St. Rita School for the Deaf may request that the system administrator deny, revoke, or suspend specific user accounts.
- 3) Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette.

The following are not permitted:

- a) Sending or displaying offensive messages or pictures
- b) Using obscene language
- c) Harassing, insulting or attacking others
- d) Damaging computers, computer systems, or computer networks
- e) Violating copyright laws
- f) Transmit materials, information or software in violation of any local, state or federal law
- g) Using others' passwords
- h) Going into others' folders, work or files
- i) Employing the network for commercial purposes

Remember the following:

- a) Be polite. Students are responsible for good behavior on school computer networks just as they are in a classroom or hallway.
- b) Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) Do not reveal personal addresses or phone numbers of students or colleagues.

- d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e) Do not use the network in such a way that you would disrupt the use of the network by other users. Network storage areas may be treated like school lockers. Users should not expect that files stored on school servers would always be private.
 - f) All communications and information accessible via the network should be assumed to be private property but open to administrative scrutiny.
- 4) St. Rita School for the Deaf makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Rita School for the Deaf will not be responsible for any damages you suffer. This includes the loss of data resulting from delays, nondeliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. St. Rita School for the Deaf specifically denies any responsibility for accuracy or quality of information obtained through its services.
- 5) Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network or Internet, you must notify a system administrator or your St. Rita School for the Deaf Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network computers and/or the Internet.
- 6) Vandalism _ Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.
- 7) Student Discipline – Vandalism will result in disciplinary actions:
- 1) First offense: A student will lose computer privileges/network service access until a parent conference is held.
 - 2) Second offense: A student may lose computer privileges/network service access for one (1) month.
 - 3) Third offense: A student has exhibited a pattern of abuse of flagrant violations. Any student who, after the first and second offenses, continues to engage in serious or persistent misbehavior by violating this policy may lose all computer privileges/network service access for the remainder of the school year.
 - 4) Students may be suspended or expelled from school if he/she engages in conduct on the computer network service that could be considered criminal, as defined by federal and/or state law. Students committing criminal acts

may be prosecuted. Expulsion may be considered for flagrant violations of this policy.

- 5) Each student is responsible for any damage he/she may cause to St. Rita School for the Deaf's computers or to the computer network service. The student may pay all costs incurred in restoring the computer or the network service to its previous working order.
- 6) If a class requires the use of a computer and/or the computer network service, a student who has lost computer privileges under this policy will be allowed to participate under direct teacher supervision and system administrator approval.

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WELLNESS POLICY

PHILOSOPHY

St. Rita School for the Deaf believes that children need access to healthful foods and opportunities for physical activities in order to grow, learn, and thrive. St. Rita School for the Deaf is committed to providing a school environment that promotes and protects its students' health, well-being, and ability to learn by supporting healthy eating and encouraging physical activity.

POLICY

Therefore, it is the policy of St. Rita School for the Deaf that, effective with the beginning of the 2006-07 school year:

- A) the school will engage students, parents, teachers, food service professionals, and other interested community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies;
- B) students will be provided with access to a variety of nutritious and appealing foods that meet the health and nutrition needs of students; will seek to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and provide safe, clean, and pleasant settings and adequate time for students to eat;
- C) to the maximum extent practicable, the school will participate in available federal school meal programs; and
- D) the school will provide nutrition education and physical education to foster lifelong habits of eating and physical activity.
- E) all students in grades 1-12 and in LOFT day care and pre-school groups will have opportunities, support, and encouragement to be physically active on a regular basis;

- a) foods and beverages sold or served with school meals will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*;

IMPLEMENTATION

- A) St. Rita School for the Deaf will assemble a wellness committee with one or representatives each from its students, parents, teachers, food service staff, community health professionals, and other interested community members (such as coaches, volunteers, nurses and physicians, alumni, etc.) to establish and periodically review the school wellness policy.
- B) St. Rita School for the Deaf will continue to participate in the National School Breakfast and Lunch programs.

FOOD, DRINKS, AND SNACKS

- A) All meals will meet National School Breakfast or Lunch meal pattern requirements. Menu planning will also strive to meet the latest nutrition recommendations in the *U.S. Dietary Guidelines for Americans*.
- B) St. Rita School for the Deaf will extend the guidelines of the National School Breakfast and Lunch programs to all meals served to resident students and staff on weekends and other non-school days throughout the school year.
- C) All school meals (breakfast, lunch, and supper) will be available at no charge to any students, staff, parents, volunteers, and appropriate visitors who are participating in official school activities and functions. This includes non-resident students arriving for classes without having eaten at home.
- D) The sale of drinks, candy, and snacks from vending machines will not be permitted during the school day.
- E) Vending machines will provide choices of fruit drinks and water in addition to carbonated drinks and sodas.
- F) Foods and beverages will not be used as rewards for academic performance or good behavior (there may be rare special occasions when the administrative team allows a school group to deviate from this policy), and will not be withheld as a punishment.
- G) Classroom or group celebrations involving food or drinks during the school day should be limited to one party each month.
- H) Snacks served during the school day or in after-school care or enrichment programs will be based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

NUTRITION EDUCATION

- A) Information on diet, nutrition, and physical exercise will be included in the curriculum at all levels as contained in the 2002 Archdiocesan Graded Course of Study for Science and Health.
- B) Nutrition guidelines, food pyramid charts, suggestions for healthy food choices, and/or other messages relating to health, nutrition, and

exercise will be displayed in the classrooms, dorms, and hallways as well as in the cafeteria area as a part of the educational environment.

PHYSICAL ACTIVITY

- A) All students in grades K-5 and in the LOFT day care groups will have at least 15 minutes of supervised recess, preferably outdoors, during which moderate to vigorous physical activity should be encouraged. Additional outdoor playtime after lunch should be provided.
- B) All students in grades 1-10 will participate in physical education activities on a regular basis.
- C) All students in grades 6-12 will be encouraged to participate in school extra-curricular physical activity
- D) programs provided by the school or other organizations.

OTHER SCHOOL-BASED ACTIVITIES

- A) Health screenings (such as height, weight, blood pressure, and heart rate) will be provided annually as part of the physical education and after-school activity programs.

MONITORING & POLICY REVIEW

The Executive Director or his designate will ensure compliance with established nutrition and physical activity wellness policies.

School food service staff will ensure compliance with nutrition policies within the school food service area, and report to the Executive Director. In addition, the school food service staff will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes.

The wellness committee will review established nutrition and physical activity wellness policies annually. A report with any suggested changes will be given to the Executive Director and forwarded to the St. Rita Governing Board.