

I INTRODUCTION

VISION STATEMENT / DEPARTMENT FOR CATHOLIC SCHOOLS

The Vision for the Department for Catholic Schools is to promote and to sustain Catholic Schools of unparalleled quality, which integrate faith into every aspect of life and culture, producing graduates who continually strive for human and Christian perfection.

HOLY CHILD CATHOLIC SCHOOL PHILOSOPHY

Holy Child Catholic School practices a catholic philosophy which sees each child as a unique person, made to the image and likeness of God. Redeemed by Christ, the child is destined to be one with Him. Family and school cooperate in creating an atmosphere that reflects the Spirit of Jesus, where each child may develop a deep faith in God. Chief among our purposes at Holy Child Catholic is to have the child understand that he / she is a child of God and loved by Him. A willingness to live the message of our Catholic faith and to share with the community through services to God, Church, and Community is our goal.

In academic pursuits the child is encouraged to achieve to the best of his / her ability, aiming to obtain the skills necessary to live effectively as an adult. The child is encouraged in a strong sense of community which shows itself in service to each other within and outside the school community.

Through public and private worship the child demonstrates his / her faith in God and belief in catholic values based on the Good News of Jesus Christ.

MIDDLE STATES ACCREDITATION

The Middle States Association of Colleges and Schools accredits Holy Child Catholic School. Middle States accreditation is an expression of confidence in Holy Child Catholic's mission, goals and objectives, performance and resources and validates publicly the excellence in education.

The Middle States Evaluation is an ongoing process requiring the submission of updated plans every three years. After ten years the school is re-evaluated for continued accreditation. We were re-accredited in May 1990, 2000 and will begin the year long process again in September 2008.

Website is www.ces-msa.org, click on DOAS then on H for Holy Child Catholic!

CATECHETICS (Religious Education)

Catechetics is the center of the Catholic school. A conscious effort is made to create a Christ-centered atmosphere by stressing Christian values and morality in the classroom as well as throughout the school. A conscious effort is made to integrate catechetics into every aspect of the school curriculum.

Our belief in Jesus has drawn us to this school community. Our beliefs are expressed in and strengthened by daily communal prayer. Students develop skills and a love for the Church's daily worship. Prayer includes a prayer service each morning with simple prayers for before and after lunch and at the end of the day.

An introduction each morning from The Children's Daily Prayer Book briefly sketches the saint or feast of the day or some aspect of the liturgical season. Attention is also given to the seasons of the year, to the anniversaries of historical figures and peacemakers of our time, and to the civil holidays that have significance for our children.

Faith experiences are an integral part of catechetics. Opportunities for Eucharistic Liturgies, Reconciliation, Stations of the Cross, the Rosary, and other Catholic prayers, classroom prayer and service to others are to be included. Community is at the heart of Catholic education, not simply as a concept to be learned, but as a reality to be lived.

The principal, in conjunction with the Pastor and the Catechetical Administrator, work with the teachers in the religious development and sacramental preparation of the students. Parent Preparation Programs for Reconciliation, Eucharist, and Confirmation are held during the year. These are parish programs and involve all eligible children and parents of the parish.

II. DAILY PRACTICES AND POLICIES

ADMISSIONS/REGISTRATION POLICIES

Holy Child Catholic School admits students of any race or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students formally accepted into the school. We do not discriminate on the basis of race or national or ethnic origin in the administration of our educational policies, admission policies, athletic or other school administered programs. Children who are not Catholic are expected to participate in religion classes and to attend all religious functions of the school/church.

A student entering kindergarten must be five years of age before September 1. Official certificates of birth and baptism are required at the time of registration. Students entering Kindergarten are required to take a readiness test and must be five years of age by September 1. Those registering for Levels 1-8 must fulfill the age requirement for the desired grade and present letters of recommendation from the previous school. A copy of the student's school records must be presented for review by the principal before a student is admitted to Levels 1 to 8. A mini-battery may be administered to all new students to verify placement. Grade level and academic group determinations are made on the basis of school records.

Immunization records must be complete before any child may enter school. The requirements are as follows:

- 1 dose of chicken pox vaccine
- 4 doses of diphtheria, tetanus, pertussis (one dose must be after the fourth birthday)
- 3 doses of oral polio vaccine
- 2 doses of measles vaccine after the first birthday (or proof by blood test of having had measles)
- 1 doses of mumps vaccine after the first birthday (or proof by physician's letter of having had mumps)
- 1 dose of rubella vaccine after the first birthday (or proof by blood test of having had German measles)
- 3 properly spaced doses of hepatitis B vaccine (K-4)

Provisional Enrollment: If a child has not received all of the vaccines required, the child may be provisionally admitted to school only if evidence of the administration of at least one dose of each vaccine is given to the school administrator or designee and the parent or guardian's plan for completion of the required immunization is made part of the child's health record. Immunization requirements should be completed within 8 months of the date of provisional admission to school.

ABSENCES/TARDINESS

Regular attendance at school is a major factor in determining academic success. Students who are absent for more than thirty days during the academic year may be denied academic promotion.

Absences from school are defined as either **Excused** or **Unexcused** according to guidelines from the Pennsylvania School Code. Excused absences include illness, quarantine, impassable roads, recognized religious holidays, and urgent reasons, such as a death in the family or a court appearance. The state guidelines also permit an **Excused Absence for Educational Trips** if a request is sent to the school **prior** to the dates of the trip. If no **prior** notice is received, the absence is classified as unexcused.

Unexcused.

Parents should call the school office on the first day that a child is absent from school. Give the child's name, homeroom teacher, and reason for absence. If a child will be absent for more than two days parents may call the schools office to have assignments ready to be picked up on the third day of the absence.

Upon returning to school from an absence, a student must submit a **written excuse** to his/her homeroom teacher as required by state law. If this excuse is not submitted within three days following the absence, the absence will be classified as **Unexcused**.

A written excuse should be given to the teacher/principal for the following reasons:

- Following an absence
- Excused from gym class
- Permission for out of school appointments (child is expected to return when possible)
- Attending funerals
- Vacation
- Change of plans in leaving school (bus, ride or walk)
- Early Dismissal

According to the Pennsylvania School Code, Section 1332, "The absence of any pupil who remains out of school with or without his parent's permission, and is not absent because of illness or for other urgent reasons, as defined in the School Code, shall be unexcused. Such absence will be recorded as 'unlawful-unexcused' for a pupil who is under the compulsory attendance age." Section 1333, "Any such child who has been absent three days, or their equivalent, during the term of compulsory attendance, without lawful excuse...shall be given written notice. If, after such notice is given..., attendance is again violated by the person, such person shall be liable... for referral to the magistrate."

Parents and guardians of students who acquire excessive absences may be required to provide documentation from a physician indicating that the absences are relating to an existing medical condition.

CAFETERIA

Breakfast: Because of the importance of good nutrition for learning as well as health, Holy Child Catholic School offers a breakfast program each day between 7:30 and 7:50 a.m. Children may choose from a variety of menu items. Those eligible for free or reduced lunches may receive free or reduced breakfast.

Lunch: All students must bring or buy a lunch. Those bringing lunch may purchase milk.

Rules: The use of good manners is encouraged and, therefore, the following cafeteria rules are to be observed:

- Remain seated unless disposing of garbage, etc.
- Refrain from abusing food; your own or that of others.
- Always walk while in the cafeteria.
- Refrain from shouting or screaming; enjoy the company of those nearby.
- Be courteous and respectful to all those helping during the lunch period.
- Do not take food from the cafeteria.

The cafeteria is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin.

Cafeteria Fee

This fee is charged to help us pay for a person to take the place of parents who cannot work in the cafeteria one lunch / recess period per month. We are most grateful when families can arrange their schedule for one member to volunteer in the cafeteria at least one day per month. Students enjoy seeing family members helping and it is a good opportunity for parents to see their children interacting with their friends at lunchtime. The parent coordinator creating the volunteers schedule is always willing to fit working parents into the schedule on the dates they can work.

Clothing Identification

Parents are strongly urged to mark their children's personal belongings with their names. Since children do not readily claim lost items, proper identification helps us to find the owner and save parents the cost of replacement. The lost-and-found area is located outside the kitchen door in the cafeteria. Parents and children are encouraged to look for lost clothing items there. Other lost items, such as glasses, watches and purses, if found, are to be turned in to the office. Items that are not claimed by the end of each school year are donated to charity.

DETENTION/SUSPENSIONS (In-school/Out-of-school)

Discipline is the key to good conduct and to respecting the rights of others and is essential to learning. classroom standards and expectations for student behavior vary according to age and are determined by the individual teacher. If behavior warrants action, a student may be issued detention by any

member of the faculty. Depending on the severity, this detention may be served either during recess or after school hours. If the detention is after school, parents are responsible for transportation. (See V DISCIPLINE)

In the event of a serious act of misbehavior or repeated acts of misbehavior, a student may serve either an in-school or out-of-school suspension. If misconduct continues, a student may be asked to leave the school. These decisions rest with the administration and may be necessary for the benefit of the total program.

EARLY DISMISSALS

Parents should make every effort to schedule appointments at a time that school is not in session. However, if a child must have an early dismissal, he/she must have a written note for the principal's approval. For these dismissals, parents or an authorized adult must meet the child at the office and sign him/her out at the authorized time. Children who arrive later than 10:00 a.m.. will be marked as absent in the morning. Children who leave school before 1:15 p.m. will be marked absent in the afternoon.

EMERGENCIES

Emergency Forms

At the beginning of each school year, parents are required to complete a Student Emergency Card. It is imperative that the school be able to reach you to inform you of illness or an emergency situation. It is also important to list the names of others who can be contacted should you be unavailable. Please keep the card updated by notifying the office.

Emergency Closings and Delays

If inclement weather or some other emergency requires that the school **be closed**, this information will be announced on KDKA - TV, WTAE - TV and WPXI - TV. Because of the number of public school districts represented in our school, it is important that you listen for an announcement that identifies Holy Child Catholic School. THE MESSAGE WILL BE PLACED ON THE SCHOOL ANSWERING MACHINE immediately after we have notified the TV stations. It will also be on the website and radio stations identified with each TV station.

In the event of a two-hour delay listen for your school district's instructions. Holy Child will be open at the regular time. We ask that you follow the district instructions whenever possible. If a work schedule means your children will be unsupervised, at home alone, you may bring them to school. They will report to the cafeteria and read or play games until school starts. If a school district calls a delay, and then finds it has to close before bringing the students to school, they will not transport

children home who were driven to school that day. School districts will transport children who were driven to school home on days when there is a delay followed by the district bringing their children to school. Teachers will be in school at the regular time..

Children who ride the buses of other districts who are not delayed or who walk or are driven should arrive at the normal time. PLEASE NOTE: Because our attendance registers are legal indicators of a child's presence at the times we are in session, children who arrive late or are absent because of busing when school is in session will be marked as Excused Tardy or Excused Absence.

EMERGENCY DISMISSALS

In the event that we would be required to dismiss school early, that information will be announced on the same stations noted above. In most cases the school district providing the transportation will make the announcement. An Emergency Instruction form is filled out by every family at the beginning of the school year. Parents are required to let the school know if their children should ride the bus in case of an emergency dismissal or remain in school until they arrange for them to be picked up. It is presumed that parents who give instructions to have their children ride the bus home have an emergency plan at home for emergency dismissals. It is not always possible to contact families for instructions before the district busses arrive for dismissal. It is important to update your emergency information in the school's office whenever there are changes in your work schedule.

EXTENDED CARE

Holy Child_Catholic School offers after school programs for parents who need child care. Afternoon extended days are available from 3:00 p.m. until 6:00 pm. for a fee. This service is available on a daily, weekly or yearly basis. Parents make arrangements at the start of the school year for this service. Parents may also send a note, requesting that their child stays in Extended Care on any day when they need the service. If you do not normally use the service please call school the day before you want your child to stay to find out if there is room for your child on any given day. We charge per hour (in 15 minute increments) with a reduced rate for families that use the service on a regular basis. The Extended Day Program is staffed by Holy Child Faculty and staff.

FIELD TRIPS

Every class is permitted field trips during the year. Each student must have a signed permission slip before he/she is permitted to participate. Transportation, in accordance with diocesan directives, is provided by bus, and a fee is charged to cover costs. The Holy Child PTG pays for the field trip busses when funds are available to do so. Diocesan policy dictates that no 8th Level student may participate in the end-of-year field trip unless tuition is paid in full.

Guidelines for both students and chaperones are in effect for each field trip. A copy of the student guidelines will be sent home by the teacher so that the parent may help reinforce the guidelines presented.

FUNDRAISING

The Diocesan policy for funding elementary Catholic schools calls for each school to have fundraising activities to generate a minimum of 10% of their total operating budget. This enables us to keep tuition rates at 60% of the total cost. Holy Child has an established Fair Share Fund Raising Program that allots a FSF quota to be raised by every family from PreK to Level 8. School parents participate in these fundraising activities to the best of their ability through monetary donations or purchasing the items being sold. . We try to use activities that recycle your dollars..

HOMEWORK

A reasonable amount of homework, according to grade level, is of great educational value and so is assigned every day. Assignments are not always written. Study and memory work are frequently assigned. Homework is assigned on a regular basis to:

- enrich school experiences
- provide practice and review
- develop good study habits
- teach responsibility, and
- foster originality.

Parents can assist students with home assignments in the following ways:

1. Provide a quiet spot away from the television, telephone, or other distracting elements;
2. Check to see what was accomplished during the designated study time regarding completeness, neatness, and correctness;
3. Be willing to listen to reading, spelling, and math facts and to explain procedures, but never do the assignment;
4. Consult the teacher if the child uses the excuse "no homework" too often.
5. Check student planners regularly. Students are expected to write in them daily.

If for some reason the child cannot complete an assignment, the parent should inform the teacher by written note stating the reason. Arrangements should be made as soon as possible to make up incomplete assignments. The Diocese recommends the following time schedule for home study:

Primary (levels 1-3)	30 minutes
Intermediate (levels 4-5)	45 minutes
Upper Elementary (levels 6-8)	1 – 1-1/2 hours

At the discretion of the teacher, homework is not generally assigned on weekends. In case of a student's absence, requests for homework can be made on the second day the child is out of school if they are to be absent a third day. Teachers will provide a list of the work to be completed and a timeline for its completion when a child, who has been absent, returns to school. .

LOST AND FOUND

If your child is missing an article, the lost and found is located outside the kitchen in the cafeteria on a grey bookcase or the rack next to the kitchen door. Valuables that may have been misplaced are turned into the school's office for safe keeping.

SOCIAL ACTIVITIES

The PTG and Student Council sponsor social activities for special occasions during the school year. No other instructional time will be used for these events without the principal's permission. Birthday treats cannot be distributed during the school lunch period. A note should be sent to the homeroom teacher the day before if a healthy treat will be sent to school for a special occasion. The teacher will arrange to have the student share the treat with his / her classmates when time permits a break in the schedule to do so.

BIRTHDAY PARTY INVITATIONS

Please do not send party invitations to school to be distributed for your child's birthday. This may cause hurt feelings among the students who are not invited. The only exception to this is if every boy or every girl or all students in your child's room are invited.

RIGHTS OF NON-CUSTODIAL PARENTS

The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, State's statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Such an order is to be on file in the school and those persons responsible for the child(ren) are to be informed of the circumstances. Every effort is made to keep the non-custodial parent appraised of the progress of the child(ren) through reports, report cards and parent/teacher conferences.

TEXTBOOKS

Holy Child Catholic School participates in Pennsylvania's Act 195/90 whereby the state purchases textbooks and instructional materials of non-religious items. A parent form with permission to have their child use these books is kept on file in the school office. **All books are to be covered at all times.** Students are responsible for the condition of the books given to them at the beginning of the year. Students will be required to pay for the book if it is damaged or lost. Books taken to and from school are to be placed in a backpack.

SCHOOL SUPPLIES

For the convenience of families, supply lists will be available each June for the following year. Students provide their own school supplies but are expected to comply with individual teacher requirements. .

TESTING

Standardized tests, textbook tests, teacher-made tests are administered to students throughout the year. These assessments require students to synthesize information, apply what they have learned and demonstrate their understanding of what has been taught.

Readiness Test: Students entering kindergarten are administered a Readiness Test to determine how ready they are to enter kindergarten.

Achievement Tests: Students in grades 2-8 are administered a standardized test to measure progress from one year to another. A component of the standardized testing program is an aptitude test that helps to define the ability of a student in relationship to the results of the standardized test. If a child should be absent due to illness, every attempt will be made to enable the child to make-up the tests. However, since the tests must be mailed on the last scheduled test day, make-up testing often necessitates taking more tests daily than is ideal. To prevent this, **we ask that you do not schedule trips or appointments during the time of standardized testing.**

Performance Assessment: Each child in grade K-8 participates in a Performance Assessment. This task allows students to respond to open-ended questions and to demonstrate their ability to use higher order thinking skills.

Teacher-made: Tests which are constructed by teachers to measure, evaluate and determine what students have learned.

Textbook Tests: Tests which accompany textbooks adopted for use with students in a particular area and are administered at the conclusion of a chapter and/or unit.

TRANSPORTATION

It is important that we know the ordinary means by which each child arrives and departs daily. A note is to be sent when a change is necessary. For reasons of safety and insurance, each child is to ride his/her assigned bus.

Bus

Students who live more than a 1.5 mile radius from Holy Child Catholic School are eligible to be bused to the school. Those who live along a route that has been declared "hazardous" are also eligible for busing. The Board of Education Transportation Division determines "hazardous route" claims. The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to all students in the Commonwealth of Pennsylvania.

Students are expected to maintain appropriate behavior while in route on the bus. Every bus follows the guidelines that are within our own discipline code. If the bus driver/company recommends that a student be removed from the bus, the principal will support it. This will result in the student losing bus privileges. The student/parent will then be responsible to make other arrangements for transportation.

Students are expected to remain in their seats at all times. This insures their safety and the safety of others. If improper conduct occurs, the driver prepares a report which is sent home to alert the parents to the problem. If the behavior persists, the bus company has the right to ask the school district to suspend the student's privilege of riding the bus, temporarily or permanently.

The following bus rules are to be obeyed:

1. Remain seated at all times until the correct stop has been reached. If the driver has assigned seats, these seat assignments are to be honored
2. Keep head, hands and feet inside the bus.
3. In vehicles where seat belts are available, use them properly.
4. Do not ask to ride a bus other than the one to which you have been assigned or ask the driver to let you off at another stop. Only the Department of Transportation can authorize such changes.
6. Observe the same conduct as in the classroom. Quiet talking is permitted. Loud talking, etc. may distract the driver, prevent students from hearing instructions, or prevent the driver from hearing signals from emergency vehicles.
7. Be courteous; use no profane language.
8. Do not eat, drink, or chew gum on the bus.
9. Keep the bus clean
10. Cooperate with the driver.
11. Do not put anything out the window of the bus.
12. Do not be destructive
13. The driver is in charge. Any directives of the bus driver in addition to the above are to be followed.

Car/ Walkers

At dismissal students parents may wait at the gym entrance for the children who are walkers or are driven to school. A teacher is assigned to this area and children waiting for a ride remain with her until someone arrives. Those picking children up by car should park in the back parking lot, away

from the buses, whenever possible. Anyone waiting for a ride after most of the children have left the area will be brought to the Extended Care group in the cafeteria until someone comes for them. Children are not permitted to wait unattended outside for a ride.

STUDENT ACTIVITIES

Assemblies

Assemblies are held for children throughout the school year. The assemblies are planned in conjunction with the principal, faculty, and the PTG with a focus on education. The PTG sponsored Junior Achievement Day and Career Day are important additions to the school year's educational opportunities.

Altar Servers

Students in Level 4 through 8 have the privilege of serving on the altar. Students who choose this privilege are expected to fulfill assigned responsibilities and be on time. Servers are expected to be in the sacristy 15 minutes minutes before the Liturgical service.

Amigos

Our friends in other grades who help us celebrate Earth Day, serving Mass, working on creative projects, enjoying time spent learning about each other, authoring books we put into the library, doing service projects, etc.

Band / Instrumental Music Program

This diocesan directed program offers in-school instrumental music instruction once a week to students in Grades 4 to 8. A lesson and band instruction are included in the monthly fee which is not covered by tuition. Concerts are held twice a year usually at Christmas and in the Spring.

Basketball, Soccer, Cheerleading, Football

These seasonal sports are supported by a very active Athletic Association. Children in 1st through 8th grade participate at their level of play. Boys from our school can join the South Hills Saints Football Team when they reach the Level 4. Volleyball is an after school "for fun" activity once a week.

Bowling and Chess Clubs

Are available in the fall and in the spring for six week sessions. Chess lessons are part of that group activity. Both are open to all children in **K to 8** and are very popular. Each activity is supported by a large group of parent volunteers.

Competitions

The National Geography Bee, Spelling Bees, and Challenge 24 are events that require multi-practices after school in preparation for the school competitions held in the gym.

The Stock Market Game is an online competiton open to students in Levels 5 through 8.

Contests

The teachers are alert to a wide variety of contests sponsored by state, local, and national organizations. Students are encouraged to participate to help develop their skills in art, creativity, language, writing, etc. Several first graders have had their work published as winners in a national writing contest.

Drama

The annual school play is held in May. Students in sixth, seventh and eighth year look forward to the date for try-outs and the time spent after school preparing for opening night. Students in K to 5 participate in class room plays which often are performed on our stage. Students travel to the Pgh. Playhouse, and other theaters, for live theatrical productions.

Math 24

The Math teachers in Levels 2 through 8 support the FirstinMath on line competition. Each student is assigned to a team and can work on-line with Challenge 24 in school and at home. A Wall of Fame keeps the school posted on how the teams are doing and how individuals are scoring also!

Major trips:

The upper level students spend a day at the Challenger Learning Center in West Virginia or sample the river water while studying on the Pittsburgh Voyager. Eighth Year students are invited to join the parish group traveling to Washington, D.C. for the March for Life each Jan. 22. Younger students visit a Pumpkin Patch, farm, The Carnegie Science Center and Museums and the Live Nativity in Mt. Lebanon.

Student Council

Student Council consists of students from Levels 4 through 8.. To be selected, those students who desire to be on student council write an essay and receive the endorsement of at least one student, parent, teacher and the principal.. The students then prepare a speech, which is presented to the students at an assembly. Finally, elections are held to select a President, Vice President, secretary and Treasurer. Home Room Representatives for Levels 4 to 8 are elected by their classmates in their homeroom. The officers are given the charge of planning and running the meetings, with the help of the faculty advisors.

The organizational goal is to foster esprit de corps through student planning and implementation of

school activities. The Student Council sponsors social events, such as dances, pep rallies, talent shows, and birthday recognition. They raise money for various charitable causes, such as Chimbote, Catholic Charities, and the Holy Childhood Association. They sponsor an annual food drive each Thanksgiving and plan school liturgies on special days..

III CURRICULUM

Catechetics/Religious Formation

The Catholic Church recognizes parents/guardians as the primary educators of their children. The role of the parish school is to supplement and complement the role of the parent. In the school, a formal catechetical program is taught daily. The Diocesan Catechetical Curriculum Guidelines, "Growing in God's Covenant" contain a balance of doctrinal content, scriptural understanding, faith formation, prayer and worship experiences.

Goals and objectives are constant and consistent to enhance the spiritual formation and moral development of all students. A genuine, personal relationship with God and the response of worship and service are ultimate goals of the religious instruction. Liturgical and personal prayer are outcomes of the guidance and religious instruction provided. Opportunities for communal, as well as personal prayer are a daily priority. Careful planning and programming ensure a broad and deep understanding of authentic Church Doctrine. A variety of materials and resources are used to foster both spiritual growth and moral development.

Parents are encouraged to communicate in words and actions the Church's teaching concerning human sexuality. When adults respond to their sexuality in a love-giving manner they enable their children to integrate the Church's teaching concerning human sexuality into their own lives. The *Catholic Vision of Love* is the Diocesan mandated Sexuality Program.

Catholic teachers and parents can help young people to understand how their moral choices and their actions affect their own welfare as well as the welfare of others. Within this perspective, the challenge of HIV/AIDS education for children and young adults prepare them for a mature and responsible Christian life by developing attitudes of respect, trust, self-discipline and self-esteem. The program AIDS: *A Catholic Educational Approach to HIV* is the program used for instruction in the elementary schools. This is in conjunction with the *Diocesan Catholic Vision of Love Program*.

The Continuous Growth Approach to Instruction

The Catholic Schools located within the Diocese of Pittsburgh are committed to a program of education that seeks knowledge and practice of the Catholic faith, academic excellence, moral courage and the learning of the faith in the light of social teachings of the Church.

The Catholic School offers a strong traditional curriculum. In the "Continuous Growth Program" of the Diocese of Pittsburgh students advance through a defined curriculum according to their individual needs and abilities. In addition to meeting all the requirements of the Pennsylvania Department of Education, the curriculum gives special attention to the integration of Gospel values.

Curriculum Guidelines for all subject areas are utilized by the Catholic elementary schools and provided through the Department for Catholic Schools. The guidelines give continuity to the

teaching/learning process, and are geared to meet the individual needs of students.

Research indicates that children will achieve according to the expectancies placed upon them by their teachers and parents. Catholic school teachers place high expectation on all children so that all children are encouraged to achieve to the best of their ability.

This is particularly true in the skill areas of Reading and Math. The curricula for these subjects are so designed that students can advance through defined levels of competency according to their needs and abilities. Student achievement is evaluated at the students' grade level.

The goals of the Continuous Growth Program in Language Arts and Math are:

- to recognize and provide for differences in each student's growth patterns
- to provide an environment in reading and math classes that permits and encourages continuous progress
- to adapt the math and reading curriculum to each child so as to challenge maximum individual development
- to encourage students to exert effort so that they may experience success in their encounter with each school situation

Language Arts

The philosophy inherent in the Language Arts curriculum is one of continuous growth which recognizes and nurtures the God-given potential and learning style of the individual. Language as communication enables one to become more perceptive through listening, observing and feeling. Language, as a skill, provides one with the important tools to speak fluently, to read and comprehend, to compose, to write legibly and to spell correctly. An awareness of the history of language and the continuous development of vocabulary also are important phases of skill development. An appreciation of literature enriches the student through the experience of skillful authors who vicariously open new worlds to the student.

Mathematics

The mathematics curriculum presents numerous opportunities for the integration of faith, culture and life by developing an awareness of the Gospel values which should permeate real life problem solving situations.

It is our mission to enable all students to learn the skills, acquire the knowledge, and develop the attitudes in mathematics necessary for them to become morally and socially responsible citizens. The challenge is not only to meet and to exceed grade level expectations but to excite students to explore topics on their own, to develop proof for answers and to learn from one another.

Curriculum Guidelines

In the Catholic schools, quality academic education is dependent on an organized plan of basic content with special attention given to the integration of Gospel values.

Curriculum Guidelines for all subject areas are utilized by the Catholic elementary schools and provided through the Department for Catholic Schools. The guidelines endeavor to give continuity to the teaching/learning process, and are geared to meet the individual needs of students and to guide the teaching/learning process.

Flexible pacing is an important component of the continuous growth concept. This provision places students at an appropriate instructional level and then allows them to move forward in the curriculum as they achieve mastery of content and skills. Students are not to be "locked" into an instructional group. Teachers will assess the abilities of students and allow for flexibility in instructional groups.

Teachers, recognizing different learning styles, vary their presentation and assignments so as to provide for the individual needs of each child. Critical thinking skills, problem solving and research techniques are a part of instruction. Enrichment activities are provided for all students, to broaden lessons presented.

Social Studies

In the Catholic School Social Studies provides many opportunities for teachers to help students understand, appreciate and learn how to live Christian social values.

The scope of the social studies curriculum includes elements of anthropology, economics, geography, history, political science, sociology with emphasis on global awareness and values. An integrated interdisciplinary approach helps students develop a sense of relationship among the various social studies disciplines. A clear understanding of current events helps students to integrate the past with the present and prepares them for the future.

The Social Studies curriculum begins in kindergarten with an introduction to community helpers. It progresses in the primary grades to the study of family and friends, and later encompasses a more in-depth study of the community. Beginning in fourth grade, the curriculum focuses on the study of the United States land regions and Pennsylvania history. At the fifth grade level, both United States history through the Civil War and a study of the United States geographical regions are studied. Sixth grade students study World Cultures and World Geography with an emphasis on the countries of the Eastern Hemisphere. Seventh grade studies United States history to the Reconstruction and eighth grade studies United States history beginning with the Reconstruction to the modern day. Map and geography skills are taught at all levels. Social Studies prepares students for the future by instilling the importance of a value-oriented life perspective.

World Languages

Because the Church is universal and embraces all peoples regardless of race, nationality and financial status, the Catholic school encourages the study of world languages and other cultures. Language students learn the sounds and syntax of the language and work toward proficiency in listening, speaking, reading and writing. A variety of materials and methods are used for instruction. Enhancement of communication, expanding career opportunities, and community building are some of the outcomes of the world language program. Holy Child Catholic School offers Spanish in grades K-8. Most students qualify for year two of the language in high school.

Science

A respect for the sacredness of all life, the pursuit of peace and order in the world, an awareness of the responsibility to be co-creators of life-giving designs and protectors of the environment are primary goals of the teaching of science in the Catholic schools in the Diocese of Pittsburgh.

The science curriculum focuses on an inquiry-based process and fosters collaborative learning. Science education strengthens life skills such as creative problem solving, critical thinking, team cooperation, use of technology, and the value of life-long learning.

Physical Education

Physical education is a vital component of the curriculum. Recognizing the value of teaching students to establish healthy active lives and develop skills needed for present and future leisure, the Fit for Life curriculum guidelines have been adopted.

The Fit for Life Curriculum assists students in identifying their physical strengths and weaknesses and encourages students to build on their strengths to achieve personal goals. Students learn to follow rules and to respect the rights of others through games and physical activity. Learning to channel energies constructively helps students perform successfully in life.

Health

The Health for Success curriculum presents information at each level of development that will help students make wise, moral decisions with respect for the God given Gift of life. The health curriculum places holistic emphasis on wellness, fitness, behaviors, and skills for healthy, active living. Education and health for children are inextricably intertwined. Students then have the benefit of sustained learning for reducing health-risk behaviors and enhancing health--promoting behaviors.

Fine Arts

The Fine Arts program is vital to all students. Students have the opportunity to deepen their awareness of God's gift of creation and to respond creatively to the beauty and goodness of the world through music, art and drama.. Instruction in the Arts contributes to the development of the

whole person; promotes individual expression; allows experimentation with diverse materials and elements; enables exploration and appreciation of the works of other students, major artists; and musicians; develops an awareness and sensitivity toward the environment and finally promotes a deeper understanding of heritage and culture.

The Fine Arts curriculum provides a holistic approach to education that incorporates many aspects of the core curriculum and can be integrated into the total educational experience.

The Church, in her educational mission, embraces and fosters growth in all individual and social human dimensions (spiritual, moral, intellectual, emotional and physical) through a ministry embracing a message of faith, taught and lived in community and reaching out in service to others.

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Computer

Computer instruction is essential in today's educational process. This instruction includes computer awareness and computer literacy. When this instruction and awareness are mastered, the computer becomes a basic tool for teaching logical thinking and problem-solving, creative writing, communication, the handling of information, and many other aspects of the curriculum.

Since the Continuous Growth Philosophy guides instruction in schools of the Diocese, students are led into phases of computer instruction according to needs and abilities.

Teachers of computer literacy look beyond hardware and develop an awareness of values such as relationships, collaboration, ethical conduct, responsibility and creative expression. As in all other areas of the curriculum, the integration of the Gospel values is a part of the teaching/learning process in the computer lab and classroom.

Guidance

The Guidance Curriculum is integrated throughout the curriculum. Its goal is that all children will develop self-understanding and a feeling of self-worth. Teachers, play an important role in helping the student come to an understanding of his/her personal strengths and weaknesses and in developing self-confidence. The service of a guidance counselor is available on a limited basis. Psychological testing can also be requested. School personnel are aware of mental health agencies located in the neighborhood.

AUXILIARY SERVICES

The following services are offered through the Intermediate Unit:

Remedial Reading and Math (Title I)

The Title I program is designed to provide additional assistance to students who are not demonstrating grade level proficiency in reading and/or math. Funding for these services comes through the local public school district. Referrals for the program are based on teacher referrals, standardized test results, and parent approval. Alternate strategies are planned for students in accordance with individual instructional goals and in support of the classroom curriculum to help students develop mastery of basic skills. Services are provided through the AIU and South Fayette's Title I Program.

ACT 89 SERVICES

Intermediate Unit personnel work with and provide support to students in remedial math and reading. These teachers, in collaboration with the classroom teacher, identify educational needs and design educational interventions and strategies to help a child succeed.

Speech/Language

Speech and language services are also provided through Act 89 funding. This is a special service offered to students to enhance communication skills which directly impact social and academic interactions.

Psychological Testing

Psychological testing is available by parent request or at the recommendation of the teacher in consultation with the principal through the school district and in some cases through the AIU. Parents make the final decision. Results are formally reported to parents, principal and teachers along with a list of recommendations made by the psychologist. **THIS INFORMATION IS KEPT CONFIDENTIAL** and not shared with anyone without parent permission.

Counseling

A certified counselor provides individual and small group counseling sessions to children in grades K-8. Children are referred by parents, principal, teacher and through self-referral. Individual counseling requires parent permission.

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Student Assistance Program

The Student Assistance Program (E-SAP) is mandated in the Commonwealth of Pennsylvania by Act 211 of 1990. It is a comprehensive program of prevention, intervention, and support for students in grades K-12. The members of the Team are the principal and faculty members of the school who have received special training through Approved Agencies.

The program exists in order to promote the growth and development of the child. The team members work with students who are experiencing behavior difficulties which impact their social, emotional, and educational progress.

Referrals for the program are made by faculty and/or parents. Once a referral has been received by the Team, classroom teachers are asked to complete a form which helps identify the behaviors. The Team then makes informed assumptions as to what is needed to help the student, conveys this information to classroom teachers, parents/guardians and evaluates the results. If necessary, after consultation with parents, appropriate referrals are made to outside agencies.

Team members must maintain all information regarding students and their families under **safeguard of privacy and confidentiality**. Access is limited to those who have a legitimate educational interest.

IV COMMUNICATIONS

A family envelope of school information will be sent home at least once a month with the oldest child in every family. Parents are asked to initial this envelope and return it to school the next day. Any information or fliers, etc. that a parent may want to distribute must be approved by the principal. Parents may return any necessary forms in the envelope.

The News You Can Use school newsletter is published at least 4 times per month. The deadline for submitting information to our Newsletter or family envelope is every Monday. If approved it will be placed in the next envelope or publication. A monthly calendar, volunteer Cafeteria workers schedule, and our monthly hot lunch menu are also included in the envelope.

Any questions concerning your child should be directed to the teacher. Please call the school office and the teacher will be notified to contact you. Positive communication between teacher and parent is vital to our total educational program. Parents are asked not to call teachers at their homes. Email messages through the Gradebook report system is one way to get information from, or to a teacher. When signing into Gradebook be sure and list your regular email address so that messages will be forwarded to an account you review often.

Parents are informed of the student's progress and other school information as follows:

- ✓ Interim Reports, Gradebook (www.rvsgradebook.com)
- ✓ Quarterly report cards
- ✓ Parent/student/teacher conferences
- ✓ Conferences on request
- ✓ Conduct referrals
- ✓ School Newsletter
- ✓ Parent Teacher Guild meetings

V DISCIPLINE

Introduction

Holy Child Catholic School administration and faculty are committed to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment based on the Social Teachings of the Church. Discipline is considered an element of moral guidance not as a form of punishment.

Every teacher and staff member shares the responsibility to model appropriate behavior and to support the structure necessary for learning self-discipline. Students are encouraged to assume responsibility for their actions, develop self control, and accept responsibility and consequences for inappropriate behavior.

A Christ-centered school environment fosters the following behaviors:

1. Recognizing and fostering the uniqueness and dignity of each individual
2. Nurturing respect in all relationships involving school and parish community
3. Developing a sense of rights and responsibilities and commitment to the entire school and parish community.

Social skills, both interpersonal and intrapersonal, are taught, modeled, practiced, and infused into the daily life and experience of the school family.

Guiding Principles

The following seven principles are the basis of Catholic Social Teachings and are the principles that guide us in all of our interactions.

- We believe in the life and dignity of the human person. Each person is sacred.
- We believe we are called to family, community, and participation. It is our duty to support each other by our actions.
- We believe that we have rights and responsibilities. Every person has the fundamental right to life and responsibility to and for one another.
- We believe that we have an obligation to the poor and vulnerable. We are called to put the rights of others before our own.
- We believe that we are called to care for God's creation. We are all stewards of the earth..
- We believe that solidarity is our call. We are one family regardless of our differences.
- We believe that workers have rights and that work has dignity. Work is a form of participating in God's creation.

Expectations

As a matter of safety, students are expected to behave in the following manner:

Before school

1. to arrive after 7:45 a.m. except to attend the extended care program
2. to gather in the designated area
3. to engage in quiet conversation
4. to line up quietly when the school bell rings

In school

1. to walk quietly through the halls
2. to use proper language at all times
3. to follow the dress code for school days and dress up/down days
4. to respect school property and the property of other students
5. to have a note from their parent/guardian if they change their mode of school transportation

In the classroom

1. to follow the classroom rules of each teacher
2. to be responsible for submitting homework on time and making up assignments missed within a reasonable amount of time
3. to have a respectful attitude toward teachers and one another
4. to be responsible for appropriate supplies
5. to be honest in all communications
6. to use computers and school equipment appropriately
7. not to chew gum
8. not to remain in or enter a classroom at any time without a teacher or designated adult present

During recess

1. not to re-enter the building unless for an emergency
2. to display good sportsmanship and exercise self control
3. to play in assigned areas only
4. to stay on school grounds at all times (This includes not retrieving a ball that has gone off school grounds.) To obey the directives of playground monitors, courteously and promptly.
5. stop playing at the first bell and walk quietly to their designated line when the second bell rings

During lunch

1. to remain seated until finished eating and the "recess" bell rings
2. to clean up, pick up all papers, scraps of food, etc., and dispose of them properly
3. to obey playground supervisors at all times

After school

1. to follow dismissal procedures

2. to walk to assigned place to wait until bus or car ride arrives
3. not to run or play games on the school grounds
4. to leave the school grounds immediately
5. to sign in at the extended care program if not picked up by 3:00 p.m.

At athletic events and assemblies

1. to practice good sportsmanship as spectators and participants
2. to show respect towards coaches, referees, and visiting teams
3. to maintain an appropriate silence during special performances

Outside school

1. to behave responsibly off school property
(If the principal is made aware of misconduct off school property of a child recognized to be a student in Holy Child Catholic School, parents may be contacted; however, it is important to note that the school is not responsible for students actions that occur off school property.)
2. Principals will forward disciplinary notices given by public school bus drivers to parents to support the disciplinary report of the bus driver. (See page 10 for Bus Expectations.)

Consequences

Please be aware that any disrespect, destructive act, or inappropriate behavior will be dealt with accordingly. If an individual student does not meet his/her personal responsibility for good conduct, the school may discipline the student.

The severity or repetitive nature of non-compliance to the above expectations will determine the appropriate consequences. To remediate unacceptable behavior, the following actions may be taken:

1. Teacher/student conference to develop a plan for remediation
2. Notification to parents
3. Administrative referral
4. Referral to the E-SAP Team
5. School service required
6. Loss of recess
7. Detention
8. Denial of participation in school activities, including sports
9. School probation, or
10. Suspension.

The following behaviors will result in immediate administrative referrals and can result in referrals to law enforcement or other government agencies:

- Violations of weapons policy
- Violations of the drug/alcohol policy
- Any purposeful action that results in bodily harm to another

DRESS CODE

Holy Child Catholic School is a Catholic elementary school which maintains the right to establish a uniform dress code for its students. It is recognized that proper school attire and good grooming are conducive to a student's educational and social development. This Dress Code was developed:

1. to promote a Christian atmosphere
2. to free children for academic concentration
3. to de-emphasize competition among children regarding clothing
4. to allow more economical dress for school, and
5. provide some choice to accommodate individual differences.

This Dress Code is required of all students in all grades, kindergarten through eighth grade. This policy is intended to maintain a standard of dress that is neat, economical, modest and attractive.

Holy Child Catholic students are expected to follow a dress code at in Levels 1 to 8..

Children in preschool and kindergarten are not required to wear a uniform. They are, however, expected to come to school in regular outfits which they recognize as their school clothes or “work” clothes. Like their older amigos they have special times during the school year when they may wear play clothes to school.

Students in Levels 1 to 8 wear a uniform which is purchased from Schoolbelles. The local store is located on McKnight Road near Ross Park Mall.

Girls:

The girls’ uniform consists of the school plaid skirt, jumper or skort with a solid white or light blue blouse with a button-down or Peter Pan collar. The skirt length is to the top of the knee for both uniform and out of uniform clothing worn to school.. They may be longer, but not shorter, to be considered acceptable. Shirts can have long or short sleeves. Navy blue or khaki dress slacks may be worn at anytime. Navy blue or khaki walking shorts, purchased at Schoolbelles, may be worn from April 1 through October 31. If belt loops are present, a belt must be worn. Plain navy blue sweaters in any style may be worn with the school uniform. A navy sweatshirt, with the school logo on , may also be worn on school uniform days.

Socks are, white, navy or khaki and fit above the ankle. Novelty socks are not part of the uniform but can be worn on “out of uniform” days. Plain navy blue leotards may be worn as part of the uniform.

A sturdy school shoe is required. Open backed shoes, sandals, hiking boots, shoe boots, and athletic type shoes of any style are not permitted.

Girls are not permitted to wear make-up or jewelry. A wrist watch may be worn with the uniform.

Small earrings may be worn if a student has pierced ears. No hoops or dangling styles are permitted.

Boys:

The boys' uniform consists of navy blue or khaki dress slacks and a dress shirt. If belt loops are present, a belt must be worn with the uniform. Navy blue or khaki walking shorts, purchased at Schoolbelles, may be worn from April 1 through October 31.

Dress shirts must be either white or light blue and made of oxford or broadcloth material. A knit polo type shirt is also permitted. Shirts can have long or short sleeves. Navy blue sweaters in any style may be worn with the uniform. A navy sweatshirt, with the school logo on , may also be worn on school uniform days.

White socks and a sturdy school shoe are required. sandals, hiking boots, shoe boots, and athletic type shoes of any style are not permitted.

Jewelry, with the exception of a wrist watch, is not permitted. If someone has a pierced ear the a small earring may be worn. They may not be large enough to dangle below the ear.

Other:

In general the hair length and hair style for boys and girls is expected to be reasonable. Fad hair cuts, dyed designs and shaved heads are not permitted. If a style or length is considered inappropriate for a Catholic school with a uniform code, parents will be notified with the understanding that it be changed.

Students must always have their shirts tucked in at the waist. Skirts cannot be rolled up at the waist band. All articles of clothing must be plain with no logos, extra pockets, ruffles, lace, etc. attached.

Students will wear a red or white shirt and gray or black sweatpants or long shorts on gym days. Spandex athletic outfits are not acceptable.

The principal reserves the right to determine if there are uniform violations. She reserves the right to give the student a written consequence, deny them an "out of uniform" day or have them call home and have the appropriate clothing brought to school.

Special days to be "out of uniform" are assigned throughout the school year. At this time students must consider the length of the outfit and whether it is appropriate dress for a school day. T-shirts with words or pictures that could be judged offensive are never permitted to be worn in school.

Students may not wear clothing with hoods attached during the school day. "Hoodies" may be worn outside in place of a coat or jacket. Students who are cold during the school day have the option to wear a navy blue sweater or the navy blue school sweatshirt with logo. The red and white spirit wear is worn on school spirit days and for gym. School spirit items with hoods are not to be worn during the school days

PARENT ORGANIZATIONS

Athletic Association:

All sport programs are the responsibility of the Pastor/Principal. The Athletic Director is accountable to the Pastor/Principal. Coaches are selected by the Athletic Director and approved by Pastor/Principal and serve on a volunteer basis. The Diocesan Guidelines for Elementary Catholic Schools Sports programs guides the policies. Parent interest and willingness to serve on the Athletic Association are vital to the continued success of the program, but all school associations and advisory boards are under the supervision of the principal.

Parent Teacher Guild

The PTG one of the two school organizations that serve as

Supplies/Textbooks

The supplies needed by the students vary at each grade level and are determined by the needs of the subject. Teachers will inform students of specifics during the first week of school.

Telephone

No child is permitted to use the telephone, including cell phones, except for emergencies. Forgotten homework, books, lunch, gym clothes or changes in afternoon plans are not sufficient cause to call home. In all cases, the office will make the phone call home.

Transfers

When a student transfers to another school, parents should notify the school office as soon as possible. Academic records will not be forwarded until all financial obligations to the school have been met.

Tuition

Parents who register a student in the school enter into a contractual obligation with the school. The first tuition payment is due on July 10 of the upcoming academic year; subsequent payments are due the tenth of each month, with the full payment due by May or June 10 depending on the payment plan used. Parents are reminded that the operational budget of the school is dependent on timely fulfillment of this obligation. Parents whose tuition is in arrears will receive a notice indicating the past due amount. Registration for the next school year, final grades, and transfers of academic records will not be processed if there is an outstanding balance. It is diocesan policy that no student be readmitted to a new school year if there is an outstanding tuition from the previous year. Parents in need of assistance should make meet with the principal to discuss options available.

Fair Share Fundraising quotes are to be met by May 15 in each school year. Fair Share Fundraising

balances due become part of the total tuition owed for the year on June 1 each year.

Scholarship Monies

Scholarship monies are available for eligible families. The Private School Aid Service (PSAS) application is used. These applications are assessed by an independent evaluator. This one application is used for

- Scholastic Opportunities Scholarships,
- Bishop's Education Fund and the
- Holy Child Angel Fund and should be filed by March 15th. Application forms, provided by the diocese, are available in the school's office in the beginning of February each year.

Families who sincerely desire a faith based education for their children should talk to the pastor / principal at Holy Child Catholic to review the options available in the diocese and parish for help with tuition.

Volunteers

The help of volunteers is always appreciated in the school and at school-sponsored events. Please consider using some of your time and talent to help enhance our quality program. The possibilities are endless. At Holy Child Catholic School parents play an integral role in the education of their children through the Parent Teacher Guild, athletics, fund-raising activities, playground/lunchroom monitors, after school programs, and field trip chaperones. This partnership is invaluable to the success of our school.

In June of 2007 the Catholic Diocese of Pittsburgh mandated that all who work and minister in the church / school, including school volunteers, provide a safe environment of the children. As a critical part of our safe environment policy for young people, the Diocese of Pittsburgh has created a centralized electronic database of those that work and minister in the church who have contact with young people under the age of 18. To create this secured diocesan database, all who have contact with the youth of our parish are now required to create an electronic file by completing an application. This includes any clergy, religious, employee or volunteer in the parish who have contact with youth in their work and ministry.

To create your file in the diocesan database of parish / school employees and volunteers who have contact with minors:

- Log on to the website for the Diocese of Pittsburgh at www.diopitt.org.
- Scroll down the left side of the home page to the “Diocese of Pittsburgh Database Application” box. Click on this box and it will take you to the application login.
- At the top of the login page click on the underlined [click here](#) where it says, “If you do not have a user id and password, please [click here](#) to register.”
- You will now be at the “New User Registration” screen, and all fields under this will require entry except for the email address.

In addition to registering on the Diocesan Database you will need to apply for your Pennsylvania Child Abuse Clearance from the Department of Public Welfare (you need the Pennsylvania Criminal Record Clearance to apply for this). Completion of the 3 hour workshop on child abuse called Protecting God’s Children is also required. The diocesan website has a list of sites all over the diocese when this workshop is offered.

No one can work in our school or volunteer in any capacity with children if they have not received the clearances outlined in the Diocesan Database Registration. Copies of the Child Abuse Clearance and the Protecting God’s Children Certificate of Completion are to be presented to the principal for the school’s permanent file.

VI HEALTH AND SAFETY

Illness

It is often difficult to decide if your child should stay home from school when complaining of illness. An objective sign is an elevated temperature. It is recommended that a child be kept home from school until the temperature has remained normal (below 100°) for 24 hours.

If a child has a temperature of 100° or more, skin rash, diarrhea/vomiting, strep throat, or evidence of lice, the child will be sent home. Parents are asked to use discretion in sending their children to school if they display any of these symptoms. Please inform the school office if your child becomes sick with a contagious illness. Notes will be sent home with the other children to warn parents of contact and incubation of communicable diseases.

Accident and Injury

In the case of accident or illness at school, parents are contacted to take the child home, to the doctor, or hospital. It is important for your child's safety and comfort, as well as the effective operation of the office, that emergency information needed to locate parents is available for each child and that this information is kept up-to-date by parents.

Parents of children who have any type of physical disorder should contact the principal, school nurse, or teachers to make them aware of the problem. All cases of head lice should be reported immediately.

Medication

Whenever possible, medicine is to be given at home, and parents are to request the physician to adjust the schedule for administration so that it can be given before and after school hours.

If medicine must be administered at school, the following guidelines apply:

1. The medication must be delivered to the school by a responsible adult along with a physician's written request for distribution by school personnel.
2. Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.
3. Parents must sign an Indemnity Agreement which has been prepared by the Legal Office and distributed through the school office.

Fire Drills

Fire drills are held monthly. Exit directions, which are posted in prominent places in each room, are to be followed. No one--teacher, student or other personnel--may remain in the building during fire drills. When the students hear the bell, they are to leave the room quickly and quietly in single file. Students remain outside until summoned back to class.

Students are to remain in absolute silence during all fire drills. Misconduct of any nature is to be reported to the principal. This is a very serious offense and will be dealt with immediately.

Weather Emergency Drills

Weather emergency drills are practiced twice a year. Teachers follow the policy governing weather emergencies for student safety. Students must maintain silence at all times during a weather emergency drill. Staff assists handicapped students.

Visitors

For security reasons, anyone entering Holy Child Catholic School is to report to the office or receptionist immediately regardless of the purpose of the visit. *For the safety of all students, a visitor's badge must be worn.* Communication with teachers and students will be handled by the school office and will be done in a manner that does not disrupt the educational process in the school.

Any articles or items to be left for a student will be left in the school office or with the the school secretary.. This will eliminate any unnecessary interruptions to classes and instruction.

Security

All doors to the school will be closed and locked during school hours. Parents and visitors should use the buzzer on the school door near the gym to gain entrance to the building.

Playground

Every school day, weather permitting, the students enjoy an outside break supervised by a staff member and volunteer monitors. Organized play is encouraged. Rough games, water guns, snowballing, and frisbees, are not permitted.

Students are never to leave the playground area without the permission of the principal and the knowledge of the playground monitor. In case of illness or accident, the student is to report to the school office.

Lunch monitors have the responsibility of enforcing rules. They are to be obeyed and treated respectfully. When the bell rings to end the playground session, the students will be met by their homeroom teacher and brought to their classrooms in silence.

The following rules are to be observed on the playground:

- Not to re-enter the building unless for an emergency
- Display good sportsmanship and exercise self-control
- Play in assigned areas.
- Stay on school grounds (This includes not retrieving a ball that has gone off school grounds.)
- Obey the directives of the playground monitors, courteously and promptly.
- Stop playing at once when the first bell rings and walk quietly to line when the second bell rings.

If inclement weather makes it necessary to stay indoors at lunchtime, classroom rules are to be observed:

- Stay in seat.
- Engage in quiet activities.

School Nurse/Nurse Practitioner

One school nurse is assigned to Holy Child Catholic School each year and is present in the building as needed. Chartiers Valley School District provides the school nurse to our school. She is available in any emergency situations. The responsibilities of the school nurse include:

- Keeping updated health records for all students.
- Screening students for hearing—grades K, 1st, 2nd, 3rd, and 7th.
- Assuring the completion of a physical examination before entrance to school and in the 6th grade
- Screening students for vision—yearly.
- Scoliosis screening—grade 7.
- Recording height and weight for students—yearly.
- Recording required immunizations. (Seventh grade: Hepatitis B and 1 dose chicken pox vaccine.)

Dentist

The Pennsylvania School Health Law requires dental examinations for students entering grades K, 3rd and 7th. These grades were selected because they represent critical periods of growth and development in a child's life.

We recommend that your family dentist do these examinations. School dental health evaluations will be provided for students who do not furnish proof of a private dental examination within the last six months. These forms are given out to the students before school ends so that appointments can be scheduled over the summer.

HOLY CHILD CATHOLIC SCHOOL

**220 Station Street
Bridgeville, PA 15017**

It is important that parents/guardians, students and staff know the policies and procedures of Holy Child Catholic School. To ensure that the process of communication is complete, please review the revised Parent/Student Handbook with your children.

When you have reviewed the contents, please sign and return this form to the school office via your child's homeroom teacher.

Family Name _____

Children's Name(s): _____

I have reviewed and understand the contents of the Parent/Student Handbook of Holy Child Catholic School.

Signature: _____

Date: _____

Furthermore, please sign and return the Holy Child Catholic School Internet Use Policy. This signed document will permit your child access to the computer lab Internet system.

Thank you.

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 - 6. Social Services
 - 7. Transportation

- I. Enrichment Opportunities
 - 1. Assemblies
 - 2. Field trips
 - a. Parental permission (written)
 - b. Chaperons
 - c. Transportation

- d. Student responsibility
- 3. Social experiences
 - a. Student parties
 - 1. Classroom
 - 2. School-wide
 - 3. Other
- J. Staff Development
 - 1. Diocesan Accreditation
 - 2. Act 48
- K. School Supplies
 - 1. Department needs
 - a. Primary
 - b. Intermediate
 - c. Upper elementary
 - 2. Purchase procedure
 - a. In school
 - b. Independent

IV COMMUNICATION

- A. School personnel
 - 1. Pastor
 - 2. Principal
 - 3. Teachers
 - a. Homeroom
 - b. Subject area
 - c. Supportive staff
 - 4. Parent Organization
 - 5. Education Committee/Advisory Council
 - 6. Secretary
 - 7. Maintenance
- B. Telephone procedure
 - 1. Parents
 - 2. Principal
 - 3. Teachers
 - 4. Student
 - 5. Others
- C. Announcements
 - 1. School bulletin/calendar
 - 2. Church bulletin

3. Other

- D. Notification of calendar changes
 1. Written
 2. Telephone relay (as in emergency)

IV DISCIPLINE

1. Philosophy
 - a. Positive reinforcement
 - b. Mutual respect
 - c. Courtesy
 - d. Interpersonal relationships
2. School policy
 - a. Student responsibility)
 - b. Teacher responsibility)
 - c. Principal responsibility) cf 600 Section
 1. Detention (if applicable)) of Principals
 2. Suspension) Handbook
 3. Expulsion)
 4. Weapon's Policy)
 5. Other)
 - d. Parent responsibility
 - e. Corporal punishment
3. Dress Code
 - a. Personal appearance
 1. Regular
 2. Physical education class
 3. Dress-up days
 4. Dress-down days
 - b. Failure to comply

VI HEALTH AND SAFETY

- A. Health Personnel
 1. School doctor
 2. School nurse
 3. School psychologist
 4. Speech therapist
 5. Other
- B. Student Health Care
 1. Health Records

2. First aid
 3. Medication policy
 4. Serious injury
 5. Emergency record card
- C. Health Related Opportunities
1. Human sexuality programs - Catholic Vision of Love
 2. Drug and alcohol programs
 3. AIDS education
- D. Safety Procedures
1. Fire drills
 2. Bus
 - a. School supervision
 - b. Bus supervision
 3. Playground
 4. Classroom
 5. Corridors
 6. Cafeteria
 7. Tornado drills
 8. Other

VII FINANCIAL

- A. Tuition Policy
1. Philosophy
 2. Parishioner tuition
 3. Non-parishioner tuition
 4. Other
- B. Fundraising
- C. Cafeteria fees
- D. Other

VIII MISCELLANEOUS

- A. Bus
1. School district (s)
 2. Schedule
 3. Emergency announcements
- B. Cafeteria
1. Hot lunches

2. Brown bag lunches
- C. Lost and Found
1. Child's responsibility
 2. Location of articles
- D. Parent/Guardian Involvement
1. Cafeteria
 2. Classroom
 3. Office
 4. Other
 5. In-service
- E. School Property
1. Textbooks
 2. Furniture
 3. Equipment
 4. Other
- F. Accountability for reading and complying with Handbook policies
1. Parent/Guardian signature
 2. Student signature

Dear Parents and Friends of _____ School,

_____ School administration and faculty are committed to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment.

Our goal is to make your child's educational experience both meaningful and productive. To accomplish that goal, every family must be informed of school policies and procedures. This handbook serves as the primary reference source for questions about the operation of _____ School.

We ask that you read the handbook thoroughly and keep it accessible. Of course, should you still have questions after referring to this handbook, the staff and I are available to assist you.

Blessings!

Pastor and/or Principal

Student Responsibility

Teachers are to encourage students to meet their responsibilities enumerated in school handbook:

- Be accountable for their actions at all times
- Respect the rights of others, including the right to learn in an environment that is orderly and disciplined
- Recognize that all administrators, teachers and monitors assume the authority of parent/guardians to all student during school hours and at all school functions
- Attend school regularly and punctually
- Maintain habits of neatness and personal cleanliness; adhere to the dress code
- Be prompt, thorough and neat in the completion of class work and homework
- Obey all school regulations
- Respect personal property, school property and the property of others

Discipline Policy Applies

- While attending school
- While arriving at or departing from school
- While on school property for any reason
- While riding school buses or vans
- While waiting at the bus stop
- While attending any school related functions, e.g. sports events, field trips, assemblies, skating parties, church activities, community programs, Brownies/Girl Scouts, after school practices, etc.

The safety of any student on school property after school hours is the responsibility of the adult leader.

Order within any educational setting permits learning to progress, as it should. A disciplined person and a disciplined atmosphere promotes:

- Individual and group learning
- Development of self control
- Expected individual and group social behavior
- Self respect and respect of others
- Making right choices and accepting consequences of choices
- Good listening
- Recognizes one's rights and the rights of others
- Pride in self and in one's work
- The implementation of Christian principles of community, charity, kindness, justice, good sportsmanship, etc.
- An emphasis on doing one's best

Holy Child Catholic School realizes that the foundation for all of the above is taught and caught, in the home. With this in mind the student is expected to display proper behavior at all times.