

Dear Parents and Friends of East Catholic School,

East 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.

Our goal is to make your child's educational experience both meaningful and productive. To accomplish this 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 East Catholic 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 faculty and I are available to assist you.

Blessings!

Mr. David Barr, Principal

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## **I INTRODUCTION**

### **A. 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.

### **B. MISSION STATEMENT/PHILOSOPHY OF EAST CATHOLIC SCHOOL**

East Catholic School was established in 2012 with the mergers of Good Shepherd, St. Maurice and Word of God Schools. The school is supported by a consortium of Parishes: Good Shepherd, Madonna del Castillo, St. Colman, St. John Fisher, St. Maurice and Word of God.

Our mission is to provide our students with the skills to become responsible, educated, and faith-filled leaders of tomorrow in the way that Jesus intended them to be. The faculty and staff of East Catholic School strive to teach, nurture, and help each child develop a personal relationship with God in an educational system that is Christ-centered. We integrate Catholic instruction of the Gospel values across the curriculum in kindergarten through eighth grade. We support the inspiring words of Pope John Paul II who stated that, "Christian community is not merely a concept to be taught but a reality to be lived".

We believe:

- that the family provides the basic faith formation for the child.
- that through a spirit of understanding and cooperation we create an atmosphere in which teachers, students, and parents can join together in the total faith community.
- that God created each child with a special set of gifts and talents to be developed with the help of parents and teachers.
- in educating and respecting the whole child, academically, spiritually, morally, physically, and socially.
- in establishing an environment that is safe and educationally sound.
- in teaching and practicing values such as compassion and respect for differences.
- in challenging and preparing students to make choices based on and rooted in the faith.
- in providing opportunities to practice the Gospel values and to serve others not only within the school, but also in the surrounding communities.

### **C. FACULTY**

The Sisters of Mercy and dedicated lay teachers staff East Catholic School. Teachers have State and Diocesan Certification as well as additional credits and/or Master's Degrees.

#### **D. MIDDLE STATES ACCREDITATION**

The Middle States Association of Colleges and Schools accredits East Catholic School. Middle States accreditation is an expression of confidence in East Catholic School'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 2011 as St. Maurice School and .

#### **E. RELIGIOUS OPPORTUNITIES**

Religion 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 Gospel value, chosen yearly by the faculty, is integrated 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. The day begins with a prayer read over the public address system. In addition, classes begin with a prayer. A prayer is also said before lunch.

Attention is given to the seasons of the year, to the saints whose feasts we celebrate, 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, Eucharistic Adoration, the Sacrament of Reconciliation, Stations of the Cross, the Rosary and other Catholic prayers, classroom prayer and service to others are all part of this faith experience. 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 Coordinator of the Religious Education Program, 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**

### **A. ADMISSION/REGISTRATION POLICIES**

East 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 by September 1. Official certificates of birth and baptism are required at the time of registration. Those registering for grades 1- 8 must fulfill the age requirement for the desired grade and present letters of recommendation from the previous school. A mini-battery may be administered to 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, according to the Allegheny County Health Department are as follows:

#### **ALL GRADES K-12**

- 4 doses of tetanus (1 dose on or after the 4th birthday); 3 doses if the series is started after 7 years of age
- 4 doses of diphtheria (1 dose on or after the 4th birthday); 3 doses if the series is started after 7 years of age
- 3 doses of polio
- 2 doses of measles
- 2 doses of mumps
- 1 dose of rubella
- 3 doses of hepatitis B
- 2 doses of varicella or written statement from physician/designee indicating the month and year of disease or serologic proof of immunity

#### **GRADES 7-12**

- 1 dose of tetanus/diphtheria/pertussis (Tdap)
- 1 dose of meningitis vaccine (MCV4)

## B. ATTENDANCE

Regular attendance at school is a major factor in determining academic success. The State of Pennsylvania mandates that students attend school for 180 days per year.

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**.

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." 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."

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 maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days will require an excuse from a physician.

Students who arrive after 8:10 a.m. will be marked tardy. Children who arrive later than 11:00 a.m. will be marked as absent in the morning. Children who leave school before 1:00 p.m. will be marked absent for the afternoon.

Parents should call the school office by 8:30 a.m. on the first day that a child is absent from school. Give the child's name, homeroom teacher, and reason for absence. Unless the absence will be for an extended period of time, please make arrangements with another child to have assignments brought home. If a child is absent for more than two days, a parent may request homework from the teacher. Call the school office before 8:30 a.m. to request this work. The work will be ready for pickup at the end of the school day. A number of the teachers post the homework on their web page. This is a great resource for parents.

If you are taking your child out of school for a trip, do not expect the teacher to give you exact work before the trip. If we adhere to the Philosophy of Teaching students, lesson plans may change from day to day. It is the student's responsibility to get work when they return from the trip or they should check RVS gradebook for assignments.

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

- Following an absence

- If a student is to be excused from gym class
- Permission for out of school appointments (the child is expected to return when possible)
- Attending funerals
- Vacation
- Change of plans in leaving school (bus, ride or walk). This must be given to the teacher during the morning homeroom period.
- Early Dismissal – this must be given to the teacher during the morning homeroom period so that it can be sent to the office and the early dismissal recorded.

### **C. EARLY DISMISSALS**

Parents should make every effort to schedule appointments at a time that school is not in session. A yearly calendar is distributed at the beginning of the school year and a monthly updated calendar is sent home with the newsletter. 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 leave school before 1:00 p.m. will be marked absent for the afternoon.

### **D. 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 of any changes.

#### **Emergency Closings and Delays**

If inclement weather or some other emergency requires that the school be delayed or closed, this information will be announced on KDKA radio and TV, WTAE, and WPXI. A one call will also be made to inform you of a delay or closure. Because of the number of public districts represented in our school, it is important that you listen for an announcement that indicates that Woodland Hills School District or East Catholic School are delayed or closed. PLEASE DO NOT CALL THE SCHOOL OR RECTORY FOR THIS INFORMATION. Either no one is at school, if it is early in the morning, or the phones are needed to make phone calls to others.

In the event of a two-hour delay, specifically named Woodland Hills School District or East Catholic School, all children should report to school by 10:00 a.m. Half day students are encouraged to come and remain for the full day. Because some public districts do not provide busing outside the normal times, children from these districts will be picked up at the normal times and will be admitted into the building to wait for the scheduled start. Parents may also drop their students off at 8:00 a.m. unless the weather is treacherous. Teachers will be present at the usual time.



If the announced delay does not specifically mention East Catholic School, but does name one of the public districts that service our school, other than Woodland Hills, only those children should follow the announcement. 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. The One Call system will be utilized to inform parents of the emergency dismissal. Be sure that all of the emergency contact information is up to date. However, because phone service may be interrupted in the school, some emergency situations may not allow for this option. Children will be dismissed as parents are notified and transportation is arranged.

### **E. 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, States' 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 apprised of the progress of the child(ren) through reports, report cards and parent/teacher conferences.

### **F. TRANSFERS**

When a student transfers to another school, parents should notify the school office as soon as possible. Academic and health records will be sent to the new school when a notice, signed by the parent/guardian is received. Please note that academic records will not be forwarded until all financial obligations to St. Maurice School have been met.

### **G. DAILY SCHEDULE**

All students must report to their homerooms by 8:00 a.m. Those students arriving by bus will be dropped off at the bridge. They are to enter the building using the door by the bridge and proceed directly to the cafeteria, unless it is later than 8:00 a.m.

Car riders will be dropped off at the cafeteria doors from 7:30 a.m. to 7:55 a.m. Cars will pull up to the curb and discharge the students. After the students are clear of the car, parents may pull away. Students may be dropped off at the bridge only if they arrive after 7:55 a.m. and if there are no buses discharging students.

At 7:55 a.m. the students will go to their homerooms and prepare for the day. The students will put their coats away and take out their books for the first few classes. Students will sign up for lunch at this time.

After prayers and the Pledge of Allegiance, announcements are made. Classes, which are forty minutes in length, begin at 8:20 a.m.

Lunch and recess are held according to the following schedule:

11:00 – 11:40	Grades K-2
11:40 – 12:20	Grades 3-5
12:20 – 1:00	Grades 6-8

School is dismissed at 2:30 p.m.

## **H. DISMISSAL**

Those students who ride the bus are dismissed first. All students leave, when called, by way of the bridge (for those students on the 3<sup>rd</sup> floor) or the outside steps by the bridge, for all other students. The large buses are lined up next to the curb and the smaller buses are in the Church parking lot. Two teachers are with the buses at dismissal.

Students who are walkers or car riders are dismissed shortly after the bus riders. Those picking children up by car should park in the back parking lot (playground). Parents should not come to the parking lot before 2:20 a.m. Cars must turn off their engines while waiting for the students. This produces gas fumes which are not good for the environment nor for those in the school. No students are to be dismissed from the cafeteria unless the parent is in school for volunteer purposes. Do not leave your car unattended as this creates an unsafe condition. Stay with your car; do not wait at the doors. This adds extra confusion to the dismissal.

If all of the spots are taken, please go to the upper lot, behind the Rectory, and wait until the others have left before coming down to the lower lot. Do not park in the bus/Church lot since this creates a problem with the buses leaving.

If you need to speak to a teacher after school, park in the upper lot until the buses are gone and then come down to the school. This is for the safety of all the children.

Walkers are to go to the corner with the teacher before crossing. Once the teacher leaves them at the corner the students are responsible for going directly home.

## **I. AFTER SCHOOL PROGRAM**

A program is available for students after school until 6:00 p.m. During this time students will have a snack, have time to do homework and time to play with other students. Information concerning the program is available in the school office.

## **J. TRANSPORTATION**

It is important that we know the ordinary means by which each child arrives and departs daily. A note is to be sent to the homeroom teacher when a change is necessary. In addition, the Director of Transportation in the Public School District must be called by the parent in order to receive permission for the child to ride a different bus or get off at a different stop. For reasons of safety and insurance, each child is to ride his/her assigned bus.

### **Bus**

Students from East Catholic School are eligible to be bused to the school. The Public School District determines the eligibility. 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.

The following bus rules are to be obeyed:

1. Remain seated at all times until the correct stop has been reached. This insures the safety of all. 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 do not ask the driver to let you off at another stop. Only the Department of Transportation at your local school district can authorize such changes.
5. 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.
6. Be courteous; use no profane language.
7. Do not eat, drink, or chew gum on the bus.
8. Keep the bus clean
9. Cooperate with the driver.
10. Do not put anything out the window of the bus.
11. Do not be destructive
12. The driver is in charge. Any directives of the bus driver, in addition to the above, are to be followed.

If improper conduct occurs, the driver prepares a written 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 student/parent will then be responsible to make other arrangements for transportation.

### **III CURRICULUM**

The 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 of 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 and to guide the teaching/learning process.

All textbooks have been selected from the list of recommended texts devised by the Curriculum Directors of the diocese. They are approved because the philosophy is consistent with the Catholic philosophy of education, the subject matter is adaptable to the Continuous Growth Program and because there is sequential, consistent development of material.

#### **A. ACADEMIC SUBJECTS**

##### **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. A variety of materials and resources are used to foster both spiritual growth and moral development.

##### **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.

The computer curriculum in the primary grades develops familiarity with functional uses of the computer through the use of programmed software. In the upper grades, skills such as word processing, database, composition and entry, and the use of spreadsheets are emphasized.

## **Fine Arts**

Instruction in the Arts, especially music and art, 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.

## **Health and Physical Education**

Health education, which leads to the total well being of each student, is the goal of the diocesan “Health for success” program. The program is a complete, comprehensive approach to developing our students physically, mentally, emotionally, spiritually, and socially. A health text, along with current periodicals such as “Current Health,” is used. Guest speakers are invited to speak to the students about various health and nutrition related topics, as needed.

A quality Physical Education program recognizes the value of teaching students to stay physically active and develop skills needed for present and future leisure. To achieve this goal, the school incorporates the Department for Catholic Schools Curriculum, “Fit for Life” into the program.

This program assists students to identify their strengths, to build on their strengths, and to achieve personal goals. Each year the students participate in the President’s Physical Fitness Program.

The health and physical education curriculums strive to establish healthy, active students so that each child can develop to his or her full potential. Students learn to respect the rights of others and to follow rules through games and to be physically active. Learning to constructively channel energies helps the student to develop a good self-image. The skills, habits and attitudes developed within the program provide opportunities for greater success in the students’ lives.

## **Language Arts**

The elementary Language Arts Curriculum for the Diocese of Pittsburgh has been developed to enable each student to be introduced to language as a viable form of communication, as an invaluable skill, and an art to be enjoyed. English classes center on improving writing, grammar and speaking, as well as expanding vocabulary and improving spelling.

Language, as a skill, provides the student 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.

Students in grades K-5 center on an integrated approach to Language Arts developing the necessary skills essential for success including phonetic skills of the student. Students in grades 6-8 learn an appreciation of literature with skillful authors who vicariously open new worlds of adventure of far off places, times long past, and modern trends of good reading. Having developed a love for good literature, this aesthetic element overflows into the student's personal, oral and written expression.

### **Library**

The school library exists primarily to support and enrich the curriculum. It is a service and teaching agency as well as a place of purposeful learning.

The librarian and classroom teacher are partners in the instructional process. They plan and implement these activities so that the goals of both the content area and the library program are achieved.

### **Mathematics**

The mathematics curriculum is designed to help students meet the mathematical needs of the present and future, to provide practice in logical reasoning, and to develop the ability to find patterns and recognize structure in mathematics.

Basic facts and concepts are taught sequentially. In primary grades, students are introduced to many ideas that are foundational to an understanding of algebra and geometry. Algebraic topics are taught in the upper grades. Pre-Algebra/Algebra are taught in the eighth grade. Students who meet academic criteria in the eighth grade will also be taught geometry.

Teachers promote problem solving skills and an exploratory inquisitiveness in all students to assure critical thinking skills. Cooperative learning in the classroom is essential to heighten student awareness in the value of cooperation in group situations, to strengthen communication skills in mathematics, and to promote a mathematically literate society.

### **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 is specifically designed to develop a student's understanding of science in human experience and the individual's role in the community and in society. Examples of scientific phenomena are explained and demonstrated. Students become scientists as they learn to understand and use the scientific method to organize ways to solve problems, and to seek the answers to the wonders of God's world.

Sixth, seventh and eighth grade students study the basics of chemistry, biology, earth science and physical science which include the use of the science lab. Students in grades 6-8 are required to complete a science project and are eligible to participate in the Pittsburgh Regional Science Fair. The students in grades 7 and 8 may participate in the Pennsylvania Junior Academy of Science.

### **Social Studies**

The Social Studies curriculum begins in kindergarten and continues through the primary grades with an emphasis on communities, geography, history, cultures, and economics. In fourth grade, the curriculum focuses on the study of the regions of the United States and Pennsylvania history. At the fifth grade level, both United States history through the Civil War and a study of the geography of the United States are studied. Sixth grade students study World Cultures with an emphasis on the countries of the Ancient World. Seventh grade students study United States history to the Civil War and World Geography while eighth grade students concentrate on United States history beginning with the Civil World to the modern day. Map and geography skills are taught at all levels. Values such as social justice, peace, cooperation between states and governments' opposition to the "isms" such as racism, sexism, and materialism are integrated in the Social Studies program.

### **World Languages**

Language students learn the sounds and syntax of the language and work toward proficiency in listening, speaking, reading and writing. Students are also introduced to culture. A variety of materials and methods are used for instruction.

Students in first grade have Spanish once a week using video tapes – Espanol Para Ti. Students in grades 2-5 receive one semester of instruction in the Spanish language and one semester of instruction in the French language – a minimum of 60 minutes a week. Students in grades 6-8 choose either French or Spanish as their language of choice. Students are working toward proficiency in listening, speaking, reading and writing of the language.

## **B. HOMEWORK**

A reasonable amount of homework, according to grade level, is of great educational value and so is assigned every day. At the beginning of the school year each student in grades K-8 is given an assignment book in which to write down the homework. Be aware that homework is 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 distracting elements;
2. Check to see what was accomplished during the designated study time regarding work that is complete, neat and correct.
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.

If for some reason the child cannot complete an assignment, the parent should inform the teacher by writing a 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

In case of a student's absence, requests for homework should be made by 8:30 a.m. on the day of a child's illness. Homework may be picked up at the office between 2:30 p.m. and 3:00 p.m. All students are expected to record their homework in their assignment book.

Teachers will post homework assignments on their web page or on OptionC for easy access by parents and students.

### **C. HONOR ROLL**

The Honor Roll includes students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. To qualify for the Honor Roll, a student must have a minimum of a C grade in all subjects and attain the following based on the weighted grading scale.

**Highest Honor:** 3.8 to 4.0 GPA

**High Honor:** 3.5 to 3.79 GPA

**Honor:** 3.2 to 3.49 GPA

The following values are to be used in computing GPA.

#### Grade Points

A = 4.0

B = 3.0

C = 2.0



Class Credits

Religion =1  
Reading =1  
English = 1  
Spelling = 1  
Social Studies = 1  
Science = 1  
Math = 1

Health = .25  
Phys. Ed = .25  
Computer = .25  
Art = .25  
Music = .25  
Foreign Language = .25  
Handwriting = .25

**EXAMPLE**

Religion	B	3 x 1
Reading	B	3 x 1
English	B	3 x 1
Spelling	B	3 x 1
Soc. Studies	A	4 x 1
Science	B	3 x 1
Math	A	<u>4 x 1</u>
		23

Health	C	2 x .25
Phys. Ed	B	3 x .25
Computer	B	3 x .25
Art	C	2 x .25
Music	B	3 x .25
Language	A	4 x .25
Handwriting	B	<u>3 x .25</u>
		5.00

$23 + 5.00 = 28.00$

Total Credits 8.75  
Points Achieved 28.25  
 $28.25 / 8.75 = 3.2$  Honor Roll

**D. TESTING**

Standardized tests, textbook tests and 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.

Testing is an important part of the formal education of the child. The Diocesan testing program consists of a variety of tests which help the administrator and teacher determine a child's readiness for formal education, his/her aptitude and capacity for learning, strengths and weaknesses in specific subjects, as well as his/her academic achievement. These tests are reviewed and updated periodically by the Diocesan Testing Committee, under the guidance of the Director of Testing.

The testing program for the elementary schools includes:

1. The achievement test administered to students in the elementary grades (K-8). The Terra Nova Test is designed to assess competency in subject areas. Test results report growth as well as student expectancy levels of achievement. 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, making up the tests 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. The dates for the standardized tests are on the yearly calendar which is distributed at the beginning of the school year.**

2. The aptitude tests of cognitive abilities are administered to students in grades 2-8 in conjunction with the achievement tests. This test reports the child's capacity for academic learning.
3. 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.
4. Teacher made tests administered throughout the school year to assess the student's growth in each subject area.
5. Each child in grades K-8 participates in a Writing Assessment in the spring to determine the strengths and weaknesses of the student and the program.
6. Each child in grades K-8 takes a Mathematics Assessment, written by the Diocese, quarterly.
7. The ACRE evaluation for religion is given to students in grades 5 & 8 in the spring.

The results of tests contribute to instructional planning and student grouping. Test results are studied and used by the staff to improve understanding of students' needs and achievement and to update the instructional program in the school. An explanation of the achievement test is given to the parents annually. Parents are given the opportunity to discuss their child's results at a parent-teacher conference.

Achievement score labels become part of the student record card (Category A) and must be kept on file for 99 years. Other diagnostic testing information may be discarded when the student transfers or graduates from school.

## **E. GIFTED PROGRAM**

Admission to the Gifted Program for students in the local school district is based on results of standardized academic testing, tests of cognitive skills, and academic performance. Students can be recommended by the teacher or a parent who submits a letter to the principal and the public school district. The school completes the necessary forms and forwards them to the school district. Students who are accepted will attend classes in the local public school and will also be responsible for making up

missed classroom work.

## **F. FIELD TRIPS**

Each class is permitted a field trip during the year. The PTG pays for the bus and a monetary amount per child towards the admission fee if the family has paid their PTG dues. 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. No eighth grade students 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.

Chaperones must be on the Diocesan Database, meeting all requirements which include Protecting God's Children, the Code of Pastoral Conduct, criminal and child abuse background checks.

Since the duty of the chaperone is to be fully aware of the students in his/her group, younger siblings of the students are not permitted on field trips. In addition, no parent should travel by car and expect to meet their child at the destination.

## **G. LIBRARY**

Each class has a scheduled library period weekly. During this time the children learn how to use the library, do research, and have the opportunity to check out books. Books are checked out for one week and a fine of \$.05 per day can be charged for overdue books. If a student does not return a book, he/she will not be permitted to sign out another book. Lost or damaged books must be paid for.

## **H. TEXTBOOKS**

East 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. 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.

## **I. SCHOOL SUPPLIES**

The supplies needed by the students vary at each grade level and are determined by the teacher and the needs of the subject. For the convenience of families, supply lists are available with the final report card for the following year. In addition, the supply list will be available on the East Catholic School web page. Students provide their own school supplies but are expected to comply with individual teacher requirements.

## IV AUXILIARY SERVICES

The following services are offered through the Allegheny Intermediate Unit:

### A. REMEDIAL READING (TITLE I)

The Title I program is designed to provide additional assistance to students who are not demonstrating grade level proficiency in reading. This Federally Funded program is administered 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.

### B. ACT 89 SERVICES (Allegheny Intermediate Unit)

#### Math

Intermediate Unit personnel work with and provide support to students in remedial math. 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.

#### Counseling

A certified counselor provides individual and small group counseling sessions to children in grades K-8. Children can be referred by parents, the principal, and a teacher or can refer themselves. Individual counseling requires parent permission.

Groups for students new to the school and groups for students needing social skills or organizational skills are also conducted by the counselor. These also require parental permission.

#### Psychological Testing

Psychological testing is available from the Public School District or the Allegheny Intermediate Unit through Equitable Participation by parent request or at the recommendation of the teacher in consultation with the principal. Parents make the final decision. Results are formally reported to the 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.

Information concerning the process for testing is available through the student assistance coordinator or

the principal.

### **Student Assistance Program**

The Elementary 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.

## **C. TRANSPORTATION**

Students from East Catholic School are eligible to be bused to the school. The Public School District determines this eligibility. 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.

## **V STUDENT ACTIVITIES**

### **A. 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. Money that is raised through fund-raising events is used to pay for these assemblies. Free assemblies, by Carnegie Science Center, Carnegie Museum and the Zoo, are scheduled through the Shop 'n Save Seed Program. Parents save receipts through Shop 'n Save and the school can schedule free assemblies during the school year.

## **B. ALTAR SERVERS**

Students in grades 4 through 8 have the privilege of serving on the altar. Students serve at both school Masses, weekend Masses, funerals and weddings. Students who choose this privilege are expected to fulfill assigned responsibilities and be on time.

## **C. ATHLETICS**

Basketball is offered at all levels, beginning with instructional teams in the primary grades and continuing with separate boys' and girls' developmental, junior varsity and varsity teams at upper levels. In addition, students have the opportunity to participate in the diocesan Cross-Country and Soccer Programs. Fundraising for all teams is provided by a registration fee, a fund raising event, game admission prices, a tournament, and through refreshments sold at games. It is important that all parents/guardians support this effort. A general organizational meeting is held in the fall to acquaint parents and students with the athletic program.

An Intramural program is available after school for students in grades 6-8 for a nominal fee. The students participate in touch football, soccer, field hockey and volleyball.

## **D. INSTRUMENTAL MUSIC**

Band instruction is available for a fee for interested students from grades 4-8. The Diocesan Program dictates the monthly fee annually. The instruments are rented with the option to buy. Small group lessons are provided one period a week and practice is held once a week. The periods are rotated so the same classes are not missed too often. However, it remains the responsibility of the student to make up missed work. Students have the opportunity to audition for and participate in the diocesan Honors Band. A meeting is held at the beginning of each school year to provide more information for interested parents.

## **E. SCHOOL CLUBS AND ACTIVITIES**

### **Forensics**

Forensics is a public speaking after school activity for the students in grades 5-8. The students choose an area such as declamation, poetry, extemporaneous, or multiple readings and choose a reading in this category.

Practice is held weekly after school and the students have the opportunity to compete in tournaments against other schools four times a year: November, January, March and April.

This activity helps build the confidence of the students that carries over into their class work and throughout their life.

### **Pennsylvania Junior Academy of Science (PJAS)**

Students in grades 7 & 8 may participate in this activity. Working with the science teacher, the students choose a topic, perform the experiment, and report on the outcomes. The power point presentation is given orally to a group of judges at the annual gathering. Those students who receive a first place award are eligible to participate in the State Meeting in May.

Participation in PJAS enhances academics, creativity and poise.

### **Pittsburgh Science Fair**

Students in grades 6-8 may participate in this activity. The students work with the science teacher to choose a topic, perform the experiment and report on the outcomes.

Participation in the Pittsburgh Science Fair enhances academics, creativity and poise.

### **School Science Fair**

All students in grades 6-8 must do a project for the school science fair which is held in January. The science teacher helps the students choose a topic and gives detailed directions for this project.

Participation in the School Science Fair enhances academics, creativity, and poise.

### **Chimbote Peru Missions**

The students support the Diocesan Mission in Chimbote, Peru and the Sisters of Mercy Clean Water Project. Money is raised from 2 new-for-you sales and a Sunday afternoon bingo which are run by the 7<sup>th</sup> and 8<sup>th</sup> grade students and the faculty advisor. Healthy snacks are also sold to the students in grades 6-8 during the school day.

Participation in this activity promotes service to others and awareness of people in need in our world.

### **American Girl and Magic Treehouse Clubs**

These clubs are open to students in grades 3-6. Students have the opportunity to participate in monthly book discussions which are held during lunch time. Students select a book because of the values presented in the book that are of interest to them.

Participation in this activity encourages reading, personal interaction and creativity.

### **Shakespeare Play**

Students in grades 6-8 have the opportunity to participate in the annual Shakespeare Play which is held in the spring. Participation can be at various levels from acting, playing an instrument, singing, moving props, choreographing dance, and lighting. Involvement in this activity requires a commitment of time after school during February, March and April.

Students in grades 5-8 study the play during their Language Arts classes and have the opportunity to attend the play during the school day as an informed audience.

Participation in this activity builds academic growth, self confidence and improves a student's ability to work well with others.

### **Student Council**

Student Council consists of students from grades 6-8. The organizational goal is to foster spirit through student planning and implementation of school activities. The Student Council sponsors events, such as dances and the Haunted House. They also organize activities so that the student body can contribute to various charitable causes such as Catholic Charities. They sponsor an annual food drive each Thanksgiving for the Little Sisters of the Poor.

Service and the development of leadership skills are promoted through participation in this activity.

### **Yearbook**

Seventh and eighth grade students work on the yearbook staff coordinating the collection of photos and other memorable events of the school.

Organizational skills and creativity are enhanced by participation in this activity.

## **VI COMMUNICATIONS**

A packet of school information will be sent home each week with the youngest child in every family. Parents/guardians are asked to return this envelope to school the next day. Parents/guardians are asked to return any necessary forms in the envelope weekly. Some of the information will also be posted on the website.

Any information or fliers, etc. that a parent or organization, including the PTG may want to distribute **must** be approved by the principal. It is the responsibility of the parent or chairperson to get the approval, make the copies and distribute them **no later than noon on Tuesdays**.

The school Newsletter is published monthly during the school year and is posted on the school website. A monthly calendar and our monthly lunch menu are also included on the website and hard copies are sent home for easy reference. These two items should be saved for quick daily reference. The deadline for submitting articles and information to our Newsletter is the 15<sup>th</sup> of the month prior to publication.



Any questions concerning your child should be directed to the teacher. Please email the teacher or call the school office and the teacher will be notified to contact you. Most messages will be answered during school hours. Positive communication between teacher and parent/guardian is vital to our total educational program. Parents/guardians are asked not to call teachers at their homes.

If, after meeting with the teacher, the parent/guardian still has concerns about their child a conference can be scheduled with the teacher and principal.

Parents/guardians of students in grades 1-8 are expected to review their child's progress by accessing Option C (access codes are provided. If misplaced, contact the principal.) Parents/guardians are informed of the student's progress and other school information as follows:

1. Option C Gradebook
2. Interim Reports
3. Quarterly report cards
4. Parent/student/teacher conferences
5. Conferences on request
6. Conduct referrals
7. School Newsletter
8. Parent Teacher Guild meetings

## **VII DISCIPLINE**

### **Introduction**

The 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. In order to ensure a safe environment, students are encouraged to assume responsibility for their actions, develop self control, and accept responsibility and consequences for inappropriate behavior. Parents/guardians also have the responsibility and must make a commitment to work with the faculty and administration to provide this safe environment.

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. upon arrival, after 7:30 a.m., students are to go to the cafeteria
2. while in the cafeteria all students are to remain seated and engage in quiet conversation
3. students are to line up quietly when dismissed from the cafeteria and walk to homerooms

### 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 respectful attitude toward teachers and one another
6. to refrain from chewing gum
7. to refrain from carrying food/drink from the cafeteria
8. to have a note from the parent/guardian if the mode of school transportation is changed
9. to have a note from the parent/guardian when the student is tardy, has an early dismissal or returns from an absence

### In the classroom

1. to follow the classroom rules of each teacher
2. to be responsible for submitting homework on time and making up missed assignments within a reasonable amount of time, according to the policy of the teacher
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. to be in a classroom only when a teacher or another adult is present

#### During lunch

1. to remain seated until finished eating and until dismissed by an adult monitor
2. to clean up, pick up all papers, scraps of food, etc., and dispose of them properly
3. to obey the cafeteria monitors at all times

#### During recess

1. to remain outside unless there is an emergency and the playground monitor has given permission.
2. to obey playground monitors at all times
3. to display good sportsmanship and exercise self control
4. to play in assigned areas only
5. to stay on school grounds at all times (This includes not retrieving a ball that has gone off school grounds.)
6. to play with the playground balls appropriately. Misuse of the playground balls will result in the loss of the playground balls.
7. to stop playing at the first bell and walk quietly to their designated line when the second bell rings

#### After school

1. to follow dismissal procedures
2. to walk to assigned place and wait until the bus or parents arrive
3. not to run or play games on the school grounds
4. to leave the school grounds immediately
5. not to return to the classroom after dismissal unless accompanied by a faculty or staff member.

#### During school assemblies

1. to maintain an appropriate silence during special performances
2. to show respect towards the presenters/speakers

#### At athletic events

1. to practice good sportsmanship as spectators and participants
2. to show respect towards coaches, referees, and visiting teams
3. to follow the rules posted in the gym, especially concerning food

#### Outside of 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 East Catholic School, parents/guardians may be contacted; however, it is important to note that the school is not responsible for students' actions that occur off school property.)
2. The principal will forward disciplinary notices given by public school bus drivers to

parents/guardians to support the disciplinary report of the bus driver.

### **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. Behavior violations are considered significant or serious.

The following are **significant behavior violations**:

- a. Lying
- b. Cheating, including but not limited to, tests and homework
- c. Throwing or tossing food or other items in the cafeteria
- d. Writing on desks, books, or other school property
- e. Inappropriate use of school materials or athletic equipment

The following procedure will be followed for the above violations:

1. First offense – the parent/guardian will be called by the teacher and a copy of the discipline referral will be sent home. The parent will be asked to return a signed copy to the teacher within two days. If a signed copy is not returned the parent will receive another phone call from the teacher.
2. Second offense – The above procedure will again be followed. In addition the student will receive an automatic referral to the E-SAP team. The E-SAP team will develop a behavioral contract for the student.
3. Third offense – The procedure from #1 will be followed. In addition, the student will serve a one day out of school suspension. The student and parent/guardian must come in for a meeting with the administration on the day that the student returns from the suspension.
4. Fourth offense – The procedure from #1 will be followed. In addition, the student will serve a two day out of school suspension. This will result in a meeting with the student, parents, administration and Pastor.
5. Fifth offense – The procedure from #1 will be followed. In addition, the student will serve a five day out of school suspension. At this point expulsion is a possibility and will be discussed in a meeting with the student, parents/guardians, administration and Pastor.

The following are **serious behavior violations**:

1. Physical or verbal abuse to other students, faculty, staff or adult volunteers.
2. Vulgarity and obscene gestures.
3. Dangerous horseplay – all involved will receive the same punishment.
4. Cutting class
5. Leaving the school building or property without permission during the school day or during any school function
6. Stealing
7. Forging parent's/guardian's signature

The procedure for these violations is:

1. A first offense will result in a one day in-school suspension. A meeting with the student, parents and administration will take place on the day after the in-school suspension. Referral to the E-SAP team will also be made.
2. A second offense will result in a one day out of school suspension.
3. A third offense will result in a three day out of school suspension.
4. A fourth offense will result in a five day out of school suspension. At this point expulsion is a possibility and will be discussed in a meeting with the student, parents/guardians, administration and Pastor.

The following are considered **more serious behavior violations**:

1. Vandalism – in addition to the punishment the student will also have to make monetary reparation and/or clean the area involved
2. Racial intimidations, ethnic intimidation, or sexual harassment
3. Bullying of any kind

The procedure for dealing with the above offenses is:

1. First offense – a one day out of school suspension. A meeting with the student, parents/guardians and administration will take place on the day that the student returns to school. A referral to the E-SAP team will also be made.
2. Second offense – a three day out of school suspension.
3. Third offense – a five day out of school suspension. At this point expulsion is a possibility and will be discussed in a meeting with the student, parents/guardians, administration and Pastor.

Fighting or physical abuse is an **extremely serious behavior violation** which will result in a three day out-of-school suspension. A meeting with the student, parents/guardians and administration will take place on the day that the student returns to school. A second offense will result in a five day out of school suspension. At this point, expulsion is a possibility and will be discussed in a meeting with the student, parents/guardians, administration and Pastor.

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

1. Violations of weapons policy
2. Violations of the drug/alcohol policy
3. Any purposeful action that results in bodily harm to another

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.

## **VIII DRESS CODE**

East Catholic School is a Catholic elementary school that 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 defray the cost of school clothing
5. to provide some choice to accommodate individual differences

This Dress Code is required for all students in Grades Kindergarten through Eighth. This policy is intended to maintain a standard of dress that is neat, economical, modest, and attractive.

### **KINDERGARTEN DRESS CODE**

Kindergarten students do not wear uniforms but are to dress in comfortable, casual clothes. No jeans or T-shirts are permitted. Appropriate play clothes (shorts/sweat suits) can be worn on Gym day.

### **HAIR**

Hair should be kept trimmed so that it is above the eyebrows and should be worn off the face.

### **EARRINGS**

For safety reasons, large hoop earrings are not to be worn.

### **SHOES**

Athletic (non-marking bottoms) or dress shoes. No sandals, clogs, open toe, open backs, flip-flops, or high heels are permitted. Boots are not to be worn during the school day. **This includes Dress Up or Dress Down days.**

### **SOCKS**

Students are to wear **socks, that cover the ankle, or hose** at all times.

### **SHIRTS/BLOUSES**

1. Solid white or navy, short or long sleeved shirts/blouses, plain (no logos) or with an East Catholic Logo are to be worn. All shirts must have collars unless they are turtlenecks.
2. Only a plain white T-shirt or tank top, tucked in so it is not noticeable, is permitted under the shirt/blouse.

3. **When the entire school goes to Mass together, boys in grades 4-8 are to wear ties, with a uniform shirt, unless it is a Gym day.**

### **SWEATSHIRTS/SWEATERS**

1. Any East Catholic sweatshirt can be worn over a shirt/blouse
2. Plain (no design or writing of any kind) navy blue, red or white sweatshirt
3. White, red or navy cardigan sweater
4. Hooded sweatshirts are not permitted

### **SLACKS/SHORTS**

1. Must be uniform style-navy or khaki
2. Dress slacks—No cargo pants are permitted.
3. Walking shorts, Capri pants, or skorts may be worn from the first day of school through October 15<sup>th</sup> and from April 15<sup>th</sup> until the last day of school. **The shorts/skorts can be no more than 4 inches above the knee.**

### **JUMPERS/SKIRTS\***

1. Plaid uniform jumpers (Grades 1-3), plaid uniform skirts (Grades 4-8), or plaid uniform culottes.
2. Grades 7-8 Navy uniform skirts (optional)

**\*The length can be no more than 4 inches above the knee.**

### **GYM UNIFORMS**

1. Solid navy or grey sweat pants and an East Catholic T-shirt/sweatshirt (gray or white). A plain white or ash T-shirt/sweatshirt may also be worn. No logo shirts or pants with stripes or snaps are permitted.
2. Plain navy or red mesh gym shorts, **no more than 4 inches above the knee**, may be worn from the first day of school through October 15<sup>th</sup> and from April 15<sup>th</sup> until the last day of school.
3. Students may wear gym uniforms to school on gym day.
4. Students must wear white socks on gym days.

### **OUT OF UNIFORM DAYS (Dress up or down)**

1. No oversized clothing is permitted. Pants are not to be dragging on the ground or have holes/tears.
2. Pants/shorts are to be worn at the waist, not on the hips.
3. Shorts/skirts are to be no more than 4 inches above the knee.
4. No tank tops/thin straps (tops must have sleeves), or short length shirts are permitted.
5. No shirts showing violence or inappropriate sayings/pictures can be worn.
6. Socks (above the ankle)/pantyhose must be worn.

Please make sure that your child does not wear clothing that is oversized or too tight. Tops that hang too far off the shoulder or hang too far below the waist appear sloppy. Tops that fall right to the top of the pants/skirts/shorts are too short to be worn. This look does not conform to the appearance that we want

our students to project.

Also, we realize that your children are growing at different rates. Clothing that is outgrown (fits tightly or is short) needs to be replaced. We encourage you to pass on outfits to others if they are still in good shape.

### **DRESS CODE VIOLATION**

If a student does not follow the Dress Code, a uniform violation will be issued. Three (3) violations will result in a student receiving a Significant Violation write-up listed under the school's behavior policy. Once a Significant Violation is issued, the steps listed for this violation will be followed.

## **IX. PARENT ORGANIZATIONS & INVOLVEMENT**

### **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 the Pastor/Principal and serve on a volunteer basis. All coaches must have Child Abuse and Criminal Clearances. In addition they must take the Protecting God's Children and Code of Pastoral Conduct programs that are mandated by the Diocese of Pittsburgh. The Diocesan Guidelines for Elementary Catholic Schools Sports programs guides the policies. Coaches must review these policies with the players and enforce good sportsmanship. Parent/guardian interest and willingness to serve on the Athletic Association are vital to the continued success of the program.

### **PTG**

The PTG has as its objective the advancement of Catholic education and the welfare of all the children of East Catholic School. This group of dedicated parents meets monthly and oversees several sub-committees. The PTG coordinates the fund raising efforts of the school. In addition to helping the general fund, these monies are used to provide many worthwhile and enjoyable activities for the children, such as field trips, assemblies, and enrichment programs.

### **Volunteers**

The help of volunteers is always needed 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. Parents play an integral role in the education of their children through the Parent Teacher Guild, School Advisory Council, athletics, fund-raising activities, homeroom parents, playground/lunchroom monitors and field trip chaperones. This partnership is invaluable to the success of our school.



Parents/guardians are expected to volunteer for lunch duty four times during the school year.

### **Lunch Duty Monitors**

East Catholic School, like most other schools in the Pittsburgh Diocese, has a mandatory Lunch Duty Program. All families are required to participate so that our children can eat and play in a safe and clean environment. The requirements are as follows:

1. Each family must work four times per year (family members and friends are welcome and we greatly appreciate those who are willing to work more often) or pay \$10.00 per period or \$40.00 for the whole year. This money is used to hire substitutes to work on days that we don't have enough help.
2. A Lunch Duty Sign-Up form will be sent out every month. You will be asked to write down the days that you would like to work. You will be assigned to those days on the schedule that is put out the following week. Please try to spread out your days so that we have an even distribution throughout the school year.
3. If you are scheduled to work and find you are unable to serve on that day, it is your responsibility to find someone else to fill in.
4. You must write your initials next to your name on the schedule that will be posted in the kitchen on the day that you serve in order to get credit for lunch duty.
5. Statements will be sent out in May to those who have not fulfilled their lunch duty obligation by either working or paying. Final report cards will be withheld from students whose parents do not do their part.

## **X. HEALTH AND SAFETY**

### **Accident and Injury**

In the case of accident or illness at school, parents/guardians 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/guardians is available for each child and that this information is kept up-to-date by parents/guardians.

### **Dentist/Dental Hygienist**

The Pennsylvania School Health Law requires dental examinations for students entering grades K, 3 and 7. These grades were selected because they represent critical periods of growth and development in a child's life. The forms for these examinations are given out to the students before school ends so that appointments can be scheduled over the summer.

### **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 fire alarm rings, students, faculty and staff are to leave the room quickly and quietly

in single file. Evacuees remain outside until directed back to class.

Students are to remain in absolute silence during all fire drills. The reason for this rule is so that directions can be heard if necessary. Misconduct of any nature is to be reported to the principal. This is a very serious offense and will be dealt with immediately.

### **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.

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.

### **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/guardians must sign an Indemnity Agreement which has been prepared by the Legal Office and distributed through the school office.
4. A parent/guardian who needs to administer medication must report to the main office. The child will be called to the nurse's office to have the medication administered and then will return to class immediately.
5. A child in need of cough drops needs to present a written note from the parent/guardian requesting the use of this medication to each of his/her teachers.

### **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, footballs, and Frisbees are not permitted. Only playground balls provided by the school will be permitted. These balls will be removed at anytime because of inappropriate behavior or use.

Students are never to leave the playground area. In case of illness or accident, the student is to report to one of the playground monitors who will direct them to the school office.

Playground 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 the playground (This includes not retrieving a ball that has gone off school grounds.)
- Obey the directives of the playground monitors, courteously and promptly.
- No physical contact with another student will be tolerated.
- 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**

One school nurse is assigned to the School each year. 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, 1, 2, 3, and 7.
- Assuring the completion of a physical examination before entrance to school and in the 6<sup>th</sup> 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.)

## **Security**

All doors to the school will be closed and locked at 8:30 a.m. Parents and visitors are to use the buzzer on the main school door, the cafeteria, to gain entrance to the building.

## **Visitors**

For security reasons, anyone entering the school is to report to the office 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. This will eliminate any unnecessary interruptions to classes and instruction.

## **XI. FINANCES**

### **A. TUITION**

According to Diocesan Policy tuition should be 60%-65% of the total expenses. A parish tuition rate is charged for those families from the Consortium Parishes and any other Parish that does not have a school. All families must complete the Pastor Verification Form, have it signed by the Pastor of their home Parish, and return it to the office. The diocese contributes money to the school for those families who are members of a Parish with no school, so it is important that this form be completed.

The non-Parish rate is for those families who do not belong to any Parish in the Diocese, who do not have a signed Pastor Verification Form or who belong to a Parish that has a school.

Parents who register a student in the school enter into a contractual obligation with the school. Tuition is collected by the FACTS Management System according to the procedures listed on the form. 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. If there is an outstanding balance, Kindergarten students will not be permitted to participate in the year-end activities and eighth grade students will not be permitted to participate in the eighth grade trip or graduation activities.

### **B. 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 Scholarship (SOS) for all students, the Bishop's

Education Fund (BEF) for Catholic students. The application forms, which are available in the school's office in January, must be filed by March 15<sup>th</sup>.

In addition, any family from St. Maurice Parish who applies for the above grants, whether they receive aid or not, are eligible for the Angel Fund of St. Maurice Parish. Each of the other Parishes in the Consortium will develop their own Angel Fund or another way to help their families with tuition. The amount of individual grants will be based on the amount of money available and the need of each family. Consideration will be given to size of family, number of children in school, and any special circumstances.

## **C. 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. School parents are expected to participate in these fundraising activities to the best of their ability through monetary donations and/or purchases/sales. The fundraising assessment per family is announced at the beginning of each school year. The PTG coordinates all fundraising activities.

## **XII. MISCELLANEOUS**

### **A. LOST AND FOUND**

If your child is missing a personal or school item, he/she should check the lost and found which is located in the hall near the cafeteria. Please check it each time you are in the school. Items are donated to the St. Vincent de Paul Society on a regular basis.

### **B. PARTIES**

The PTG sponsors parties for special occasions during the school year. During these parties simple nutritional snacks should be served. No other instructional time should be used for parties without the principal's permission. **Simple nutritional** birthday treats can be distributed in the homeroom with the permission of the teacher. A note should be sent to the homeroom teacher the day before the treat will be sent to school.

### **C. 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.

## **D. CAFETERIA**

**Lunch:** All students must bring or buy a lunch. Those purchasing a lunch are to sign up for the correct entrée in their homerooms in the morning. If a student is tardy, it is their responsibility to go to the cafeteria to sign up. Any student who does not sign up for lunch or does not have a lunch ticket will receive a peanut butter and jelly sandwich. All outstanding lunch accounts should be reconciled in a timely manner. Those bringing lunch may purchase milk. If snacks are sold, a student must finish his/her lunch before buying a snack. Snacks must be paid for immediately, and not charged.

Parents are not to bring in lunch for the student from any fast food restaurant.

**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.
- Raise hand and ask permission from an adult to leave your seat.
- 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.

## **E. 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 in the hall by 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.

## **F. TELEPHONE**

No child is permitted to use the school telephone except for emergencies. Forgotten homework, books, lunch, gym clothes or changes in afternoon plans are not sufficient cause to call home. In all cases, permission is needed from the office.

If it is necessary for a student to bring a cell phone to school, it should be turned off and given to the homeroom teacher in the morning. The cell phones will be returned to the student at the end of the school day. The school will not be held responsible for damage or theft to any cell phones that are brought into school by the students.

Students are not permitted to use cell phones on their way to the buses after school. If a student is seen using the cell phone it will be taken away and returned to the parents. The use of a cell phone is

for after school purposes only.

No student is permitted to take a cell phone on a field trip. The adults who are on the field trip will have cell phones for emergencies.

## **G. STUDENT RESPONSIBILITY**

Parents/guardians and teachers are to encourage students to meet their responsibilities enumerated in the 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.

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 promote:

- 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

East 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.

## **XIII Guideline for "Internet Use Policy" Implementation and Practice East Catholic School**

This guideline is established to ensure understanding and application of the School Internet Use Policy. The school reserves the right to amend these guidelines at any time. It is understood that the administration of the School will inform parents/guardians of any changes made in these Guidelines via the school's monthly newsletter. **Students' parents and/or guardians are required to review these guidelines with their child (ren) and complete and return the attached parent/guardian consent form.**

This guideline includes, but is not limited to, the following areas:

1. Information and news from a wide variety of sources and research institutions
2. Public domain and shareware software of all types
3. Discussion groups
4. Access to any educational institutions and libraries.

### **Etiquette**

1. Be polite when sending written messages to others
2. Appropriate language is expected in all messages
3. Anything pertaining to illegal activity is expressly forbidden
4. Do not reveal access information, personal or otherwise
5. Do not disrupt others' use of the internet access
6. All users should remember that deleted materials can be retrieved.

A filtering system is in place. However, no system is foolproof. Therefore, should a student or faculty member inadvertently connect to a questionable site, they must report it to the teacher and computer coordinator immediately. Failure to do so will result in loss of computer privileges for the remainder of the school year.

The following actions, which are not inclusive, are considered unacceptable actions:

1. Placing unlawful information on the Internet
2. Using the Internet for non-school related activities
3. Sending messages that are likely to result in loss of the recipients work or systems
4. Using the Internet for commercial purposes
5. Using the Internet for political lobbying that does not support the expressed philosophy and tenets of the Catholic Church
6. Sending or receiving copyrighted material without permission.
7. Plagiarism
8. Using Internet access to send or retrieve pornographic material, inappropriate file text, files dangerous to the integrity of the system, violent or threatening material or messages
9. Circumventing security measures on school or remote computers or networks
10. Vandalism
11. Falsifying one's identity

### **Sample of the Individual Student Internet Use Contract**



Parents/Guardians:

Be advised that your child (ren) will not be permitted to access East Catholic School's Internet access until this agreement is signed, dated, and returned.

**Student(s) Agreement:**

I have read the East Catholic School Policy on Internet Access and the guidelines established from that policy. I understand fully and agree to abide by the policy statement and the guideline statements expressed or implied.

Each child in the household who attends East Catholic School, grades 2-8, must sign this agreement.

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Parent/Guardian Agreement:**

I have read the East Catholic School Internet Access Policy and the guidelines established from that policy. I understand fully the information that is contained therein. I agree to not hold school administration and faculty responsible for materials my child (ren) acquires as a result of inappropriate Internet use.

I accept full financial responsibility if and when my child (ren) access the Internet without an account on equipment provided on the school site.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**EAST CATHOLIC SCHOOL  
2001 ARDMORE BOULEVARD  
PITTSBURGH, PA 15221**

It is important that parents/guardians, students and staff know the policies and procedures of East 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 East Catholic School.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_