

ST. Katharine Drexel School

PARENT & STUDENT HANDBOOK

2009-2010



**7001 Baptist Road
Bethel Park, PA 15102**

www.stkatharinedrexelschool.org



ST. KATHARINE DREXEL SCHOOL

Time Schedules

Grades 1-8: 8:25am - 3:00pm
Kindergarten AM: 8:25 -11:30am; Full Day: 8:25am - 3:00pm
Preschool Classes at St. Germaine: 9:00 - 11:30am
Preschool Classes at Nativity: 9:00 – 11:30 am

Telephone Numbers

School: 412-833-0223
FAX: 412-347-0361
CCD for St. Germaine: 412-833-6662
CCD for Nativity: 412-655-1565
Rectory at St. Germaine Church: 412-833-0661
FAX: 412-833-4036
Rectory at Nativity Church: 412-655-3000
FAX: 412-650-4658

Web Site Address

www.stkatharinedrexelschool.org

School Colors - Navy Blue and Silver

School Mascot - Drexel Dragons

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I. INTRODUCTION

VISION STATEMENT / DEPARTMENT FOR CATHOLIC SCHOOLS

The Diocesan 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.

PHILOSOPHY OF SCHOOL

It is the aim of St. Katharine Drexel School to provide a Catholic educational setting in which our students and their families can integrate Gospel values in daily living. We strive to create a climate in which each child can develop spiritually, intellectually, physically, emotionally, and socially, and in turn, enhance the world.

Each child will develop an understanding of Catholic Doctrine, Liturgy, the Sacraments, Sacred Scripture, and Personal Prayer to build a personal relationship with Christ and His Church.

All children will be provided with challenging yet realistic goals to achieve their full potential. Individual learning styles and rates of achievement will be recognized.

Each child will receive guidance in developing sound attitudes and habits for both mental and physical health.

Each child will develop a Christian awareness of responsibility to God, family, parish, community, nation and world.

MISSION STATEMENT

St. Katharine Drexel School, continuing the mission of Nativity School and St. Germaine School, exists to promote a Catholic Christian lifestyle based upon Gospel values. As a God-centered community of faith and education we teach Jesus' message of love, truth, respect, fellowship, reconciliation, self-discipline and hope. Our school prepares children to integrate these values into their ongoing relationships with God, family, peers, and church.

We recognize that every child is a unique gift in God's Plan. St. Katharine Drexel teachers and staff accept their responsibility to nurture the personal, spiritual, academic, moral, social, emotional and physical development of every child entrusted to our care.

MIDDLE STATES ACCREDITATION

St. Katharine Drexel School will be accredited by the Commission of Elementary Schools of the Middle States Association of Colleges and Schools. The Middle States Association of Colleges and Schools is recognized as a leading authority for accreditation by the academic community throughout the United States. The Middle States Evaluation is an ongoing process which will be completed at St. Katharine Drexel School in the coming years.

II. CURRICULUM

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, and to integrate catechetics into every aspect of the school curriculum.

Our belief in Jesus has drawn us to this school community. The Morning News strengthened by daily communal prayer briefly sketches the saint or feast of the day or some aspect of the liturgical season. Students develop skills and a love for the Church's daily worship. Prayer includes a prayer service each morning with simple prayers before and after lunch and at the end of the day. 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 Mass and other 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.

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, and prayer and worship experiences.

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 *Diocesan Catholic Vision of Love Program* is presented yearly to the students in Grades 5, 6, 7 and 8.

ACADEMIC INSTRUCTION

The academic program places strong emphasis on basic skills. Language Arts and Mathematics are considered fundamental to students' success in all grade levels. Students have the opportunity to learn basic mathematical concepts in the primary grades and study Pre-Algebra and Algebra in the middle school grades. Computer, Science, Social Studies, Health, Art, Music and Physical Education are taught in grades K-8. Our Foreign Language program includes informal Spanish classes in Grades K-4 and academic Spanish in grades 5, 6, 7, and 8.

THE CONTINUOUS GROWTH APPROACH TO INSTRUCTION

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 curriculum for these subjects is 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

PHYSICAL EDUCATION PROGRAM

The Physical Education Program at St. Katharine Drexel is modeled after the Diocesan Physical Education Program to meet state requirements with weekly classes for students in grades K-8.

Activities include aerobics, relays, rope jumping, parachute games, floor hockey, volleyball, and whiffle ball, as well as numerous other elementary level games and activities.

The uniform for gym class consists of a St. Katharine Drexel crested tee-shirt with solid navy or gray shorts or sweatpants. Students may wear their gym uniform as their uniform of the day when they have a scheduled gym class. There is no school or gym uniform for children enrolled in Kindergarten.

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.

REPORT CARDS AND PROGRESS REPORTS

- Report Cards are issued to students in grades 1-8, four times each year.
- Kindergarten students receive three report cards each year, in January, March, and May.
- Progress reports can be viewed midway through each grading period for students in grades 1-8 on the RVS Gradebook site.

-A Middle School **STUDENT ACADEMIC EXCELLENCE ROSTER** has been established for students in grades 5-8. To qualify for the Academic Excellence Roster, a student must earn a Quality Point Average (Q.P.A.) of 3.5 and have no “D” grades in any class. (Quality points are determined by equating letter grades in the following manner: A=4, B=3, C=2, D=1) Only the

grades from core subjects will be used for the grade point average:
Religion, Math, Language Arts, Science, Social Studies, and World Language.

-Diocesan guidelines for letter grades are as follows: A=93-100%, B=85-92%,
C=75-84%, D=70-74% and E=60-69%.

-Eighth grade students who maintain a Q.P.A. of 3.5 or greater, have no Level
Two, Three, or Four referrals, and/or score at the 85% or higher in math or
science on their National Achievement Tests are awarded the Presidential
Academic Award. The President of the United States through the United States
Department of Education sponsors this prestigious award.

III. PRACTICES, POLICIES, AND SCHOOL INFORMATION

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.

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. Class assignments will be sent to the office for parent pick-up after the second day of a sickness.

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 must 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 will be required to provide documentation from a physician indicating that the absences are related to an existing medical condition.

Parents are asked to call the school office by 8:30 am when their child is absent. Students are marked tardy at 8:25 am. A note is needed to explain the reason for being tardy. Excessive tardy arrivals to school will be investigated.

ADMISSIONS/REGISTRATION POLICIES

St. Katharine Drexel School admits students of any race, nationality, 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.

CAFETERIA/LUNCH PROGRAM

St. Katharine Drexel School participates in the National Federal Lunch Program. There is a food manager on site every day to prepare and serve the meals. Parent and parish volunteers provide the extra helping hands needed to serve the students and assist with the lunchtime recess. Lunches are planned in accordance with the federal health guidelines. Healthy meals, served or bagged, are strongly encouraged. **Delivery of fast food lunches is not permitted.** Pop is **NOT** a suitable lunch drink for healthy growing bodies.

Menus are sent home monthly for advance order only. The cost of a single lunch ticket is \$2.25. Checks are made payable to: **St. Katharine Drexel School Cafeteria.**

COMMUNICATION

A packet of school information will be sent home each week on Wednesday with the oldest child in every family. Parents are asked to return this folder to school the next day. Any information or fliers, etc. that a parent may want to distribute must be approved by the principal. The deadline for all fliers for the family folder is 12 noon on Monday. Parents may return any necessary forms in the folder.

A monthly calendar and our monthly hot lunch menu are included in the family folder. The monthly calendar and monthly menu should be saved for quick daily reference.

Any questions concerning your child should be directed to the classroom 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.

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

- Interim Progress Reports via Gradebook
- Quarterly report cards
- Parent/student/teacher conferences
- Conferences on request
- Behavior referrals
- School Newsletter

DETENTIONS/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, any member of the faculty may issue a student referral. Depending on the severity, this detention may be served either during lunch and recess or after school hours. If the detention is after school, parents are responsible for transportation.

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.

Alcohol and Tobacco and Nicotine Policy:

Any student found in the possession of alcohol, tobacco, nicotine products or illegal drugs will be suspended from school and will be subject to all local, state and diocesan laws and policies.

Weapons Policy:

No weapon may be brought onto school property; including but not limited to the school building, grounds, buses, and facilities housing school-related events. A weapon shall be defined as, “a knife, cutting instrument, firearm, or any other implement capable of inflicting bodily injury.”

A person in possession of a weapon on school property is in violation of state criminal statutes and shall be subject to the following consequences:

- √ parents notified and called to the school,
- √ local police called to the school,
- √ suspension or expulsion from school.

EARLY CHILDHOOD PROGRAM

St. Katharine Drexel School has an early childhood program that includes classes for 3 year-old, 4 year-old and young 5-year old students. A child must reach the age of 3 or 4 by September 1 to enroll in the program. Parishioners are given first priority at the time of registration. Tuition is paid in nine payments from September to May.

The classes are scheduled for 9 – 11:30 AM on the respective days for the 3 and 4 year old students; M, W, F for 4 year old students/ T, TH for the 3 year olds September through May. These days and times are subject to change due to enrollment.

Children learn the elements of cooperative play and are given the opportunity to discover and explore the use of blocks, dress-ups, water play, puzzles, creative play, music and art. A variety of sensory and language experiences are also provided. Art, music, and manipulative activities provide additional opportunities for growth, with emphasis on fostering readiness for our Kindergarten program.

In the case of inclement weather delays, the classroom teacher will notify you of a modified schedule.

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 stated time.

EMERGENCY SCHOOL CLOSINGS

St. Katharine Drexel School follows the school delays and closings established by the Bethel Park School District. Listen to the radio and TV announcements made by the Bethel Park School District to determine if St. Katharine Drexel School is delayed or closed. When possible we will announce our own delays, closings or emergencies on WTAE-TV, WPXI-TV, and KDKA-TV.

If the announced delay does not specifically mention St. Katharine Drexel School, but does name one of the public districts that service our school, 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 Excused Tardy or Excused Absence.

EMERGENCY SCHOOL DISMISSALS

In the event that we would be required to dismiss school early, that information will be announced on WTAE-TV, WPXI-TV, and KDKA-TV. A mass email will be sent to school families. Homeroom coordinators will initiate a phone chain to notify parents as soon as possible about the emergency. 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.

FACULTY AND STAFF

Our teachers meet the certification requirements of the Pennsylvania Department of Education and the Catholic Diocese of Pittsburgh. Educational services provided by the Allegheny Intermediate Unit include part-time teachers for remedial mathematics and reading, speech therapy and guidance. A part-time school nurse is provided by the Bethel Park Public Schools. We have the services of a full-time principal, secretary and custodian to complete our staffing needs.

GRIEVANCE PROCEDURE FOR PARENTS

The procedures outlined below are designed to help parents and guardians resolve school-related issues in a direct and professional manner. You can help insure a quick solution to your concerns by adhering to this procedure.

Step 1: A telephone call to your child's teacher is the recommended first step, followed up by a note explaining your concern to the teacher.

Step 2: The teacher will either resolve your concern during the telephone call or respond to you in writing.

Step 3: If a parent feels that the concern has not been resolved, a conference may be requested with the teacher.

Step 4: If after meeting with the teacher, the parent remains concerned that the issue has not been resolved, a conference with both the principal and teacher may be requested.

Step 5: After meeting with the principal and teacher, if the parent is not satisfied, the parent may submit the concern in writing to the Pastor.

We hold the welfare of our students as our highest priority; therefore, every decision made to address parents' concerns is done so with the child's best interest in mind.

GRIEVANCE PROCEDURE FOR TEACHERS

In order to help our teachers resolve school-related parental concerns successfully and efficiently, we adhere to the following procedures:

Step 1: A teacher will notify parents to make them aware of a concern which the teacher and student have not been able to resolve.

Step 2: Parent's help is requested to resolve the teacher's concern.

Step 3: If necessary the teacher may request a conference with the parent.

Step 4: If the teacher and parents cannot resolve the concern, the principal will be asked to help resolve the concern.

Step 5: The principal may decide to have a meeting with the teacher, parents, and/or student.

Step 6: The pastors, who are the ultimate authority in the school, may be asked to resolve the concern if the principal, parents, and teacher have not been able to agree on a solution.

HOMEWORK

A reasonable amount of homework, according to grade level, is of great educational value and 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 of “there’s no homework” too often.

If for some reason the child cannot complete an assignment, the parents 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 (6-8)	1 – 1 ½ hours

At the discretion of the teacher, homework is generally not assigned on weekends.

In case of a student’s absence, homework will only be available for pick-up in the office following the second day of the absence, or given to the student upon their return. Individual arrangements will be made with particular teachers during a lengthy illness.

KINDERGARTEN/ ELEMENTARY SCHOOL ADMISSION POLICY

The child who is ready for Kindergarten physically, socially, intellectually, and emotionally will be able to cope and learn without undue stress. The principal, teacher, and/or parent may decide to withdraw a child if, in their educated opinion, the kindergarten placement is not in the child’s best interest at this time. Children who have not attended preschool will be admitted conditionally, with a review of progress after four weeks.

Students must be five years of age by September 1 to be accepted in Kindergarten.

Those registering for grades 1-8 must fulfill the age requirement for the desired grade and present letters of recommendation from their previous school. A mini-battery will be administered to all new students to verify placement if deemed necessary. Grade level and academic group determinations are made on the basis of previous 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 dose 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)

LOCKERS

Lockers and desk areas are on loan to each student each year. Lockers and desks may be inspected without permission for any reasonable cause that threatens the health, safety, or welfare of the students or adults in the school.

LOST AND FOUND

The lost and found is located in the school office. You can also call the school office to alert us of any loss so that we can check around for you.

PARENT ORGANIZATION

St. Katharine Drexel School Council:

In striving to create schools which exhibit both excellence in every area of curriculum and a strong, vibrant Catholic identity, the Diocese of Pittsburgh recognizes the value of school advisory councils. By drawing upon the expertise of the larger community and building partnerships with interested persons, Saint Katharine Drexel Catholic School will reap a wealth of benefits from the consultation given by a School Council. Our School Council plays a critical role in offering assistance, advice and support to the Principal and Pastor.

The School Council of Saint Katharine Drexel is a body whose members are selected or elected through a formal process overseen by the Pastor and who are expected to participate in offering expertise and assistance in designated areas of responsibility to the Principal. The St. Katharine Drexel School Council does not have the power to enact policy, but exists to offer advice, guidance, and support to the Principal in specific areas

as requested by the Pastor and Principal. Such advice and assistance are especially encouraged in the areas of public relations, student retention and recruitment, fundraising and development, and the strengthening of parental and community support for the school. The Principal is responsible for the operation of the school and its programs and she is accountable solely to the Pastor. The Council supports and contributes to the mission of the school by acting as a consultative and planning body in advising, assisting and supporting the Principal in matters relating to the school.

Membership in the Council will consist primarily of school stakeholders, i.e., parents, teachers and any interested parishioners of Saint Germaine and Nativity Parish. Council members are expected to interpret the Council's work and values to the community, represent the organization, and act as spokespersons. Members will work in good faith with the Pastor, the Principal and other Council members as partners toward achievement of St. Katharine Drexel School goals.

The work of the Council will be accomplished through a variety of committees covering the spectrum of functions related to the operation of the school. The following are the current active committees at Saint Katharine Drexel School:

Committee	Purpose	Council Members
Executive Committee	Provide leadership, communication and financial control of all Council activities	Kathryn Adamsky (President.) Lisa Rosenbusch (Vice President) Cindy Gilfoyle (Treasurer) Lisa Sproul (Secretary)
Academic & Student Affairs	Provide support and perspective to the Principal in all academic and extra curricular activities of the school	Amy Carroll Lisa Sproul
Athletics	Provide a positive and rewarding environment for students to participate in interscholastic sporting competitions	Keith Lanetz Rose Laudato
Buildings & Grounds	Provide assistance and guidance to the Pastor in the maintenance and enhancement of the school's physical plant	Lisa Rosenbusch Patricia Bibro
Finance & Development	Provide fiscal management of school funds and to continually enhance the efforts to raise funds to support all ongoing activities of the school	Dennis Gilfoyle Cindy Gilfoyle Vicki Ellis Kathryn Adamsky
Public Relations & Retention	Promote the positive aspects of Saint Katharine Drexel School to the school community, the Pittsburgh Catholic community and the local community at large with a goal of retaining current families and recruiting new families in order to facilitate growth in school enrollment	Vince Haas Lisa Rosenbusch Amy Carroll Rose Laudato Val Prosser
Spirituality & Ministry	Provide support and perspective to the Principal in the establishment and maintenance of school ministries focused on the students' spiritual development	Fr. John and Fr. H

Any parent, parishioner and/or interested person willing to give of their time and talents to support Saint Katharine Drexel School should contact a Council or Committee member to become involved. This contact can be made personally or through the school office.

PARTY INVITATIONS

Birthday party invitations may be distributed in school only if every boy or every girl or all students in your child's room are invited. Healthy treats that are sent to school for a birthday celebration need to be coordinated with the classroom teacher, and will be shared in the cafeteria after lunch.

SCHOLARSHIP MONIES

Scholarship monies are available for eligible families. The Private School Aid Service (PSAS) application is used. An independent evaluator assesses the application. This one application is used for Scholastic Opportunities Scholarships and the Bishop's Education Fund and must be filed by March 15th. Application forms are available in the school office.

SPECIAL AUXILIARY SERVICES

The following services are offered through the Intermediate Unit:

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 that directly impact social and academic interactions.

Counseling:

At St. Katharine Drexel School, we value the social and emotional development of your child as much as their academic growth and success. Throughout the school year, the counselor from the Allegheny Intermediate Unit will be visiting classrooms to present lessons on topics including character education, conflict resolution, anger management, feelings, social skills, etc. The topics and grade levels chosen will be based on the needs of the school community by the administrator and counselor. Contact the school principal if you have any questions about this important component of our school program.

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

ELEMENTARY STUDENT ASSISTANCE PROGRAM

What is the ELementary Student Assistance Program?

ESAP provides a team of trained educators who support and help students who exhibit behavioral problems and concerns.

Act 211 of 1990 mandates the Student Assistance Program (ESAP) in the Commonwealth of Pennsylvania. ESAP 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 Intermediate 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.

What types of problems are addressed?

- ❖ Difficulties with social skills as they pertain to school
- ❖ Family issues
- ❖ Issues of personal safety
- ❖ Drug or alcohol abuse
- ❖ Depression, Suicide
- ❖ Eating Disorders
- ❖ Sexual issues, pregnancy

How can ESAP help students? We can:

- ❖ Listen and suggest ways to ease problems
- ❖ Offer help through support groups
- ❖ Intervene in a crisis

After a teacher, parent or student makes an initial referral, the ESAP team begins to gather information by compiling behavioral checklists. Teachers who work with a referred student fill out these checklists, as well as the parents of the student. The ESAP team brainstorms with a consultant from the AIU3 and makes recommendations for in-school resources or outside referrals. There is a meeting with the parents, and ESAP team member and the referring teacher. The ESAP team makes follow-ups with the teacher and the parents of the student being referred.

ALL INFORMATION IS STRICTLY CONFIDENTIAL!

LEAP – LEARNING ENRICHMENT ASSESSMENT PROGRAM

St. Katharine Drexel School has a special program, LEAP, that implements positive intervention strategies for common learning problems encountered by students in their classrooms and enhances teaching capabilities by fostering more individualization and cooperation as teachers engage their students in the learning process. This program focuses on both remedial assistance and gifted enrichment.

Students are identified as having special needs if they have a slower pattern of learning, have documented or diagnosed ADD/ADHD, are performing below their grade level on diagnostic and classroom tests or performing well-above their current grade level. The individual needs of the students are assessed and classroom strategies are implemented to develop a growth plan for students needing accommodated curriculum considerations and higher level enrichment activities. On a regular basis, the students are evaluated and their progress is reported to their parents. Growth plans are adjusted as needed throughout the school year.

STUDENT ACTIVITIES

Assemblies:

Assemblies are held for children throughout the school year. The assemblies are planned in conjunction with the principal, faculty, and the St. Katharine Drexel Council with a focus on education and culture.

Altar Servers:

Students in grades 4 through 8 have the privilege of serving on the altar during school liturgies and on the weekend for the parishes. Students who choose this privilege are expected to fulfill assigned responsibilities and be on time. Servers are expected to be in the sacristy twenty minutes before the liturgical service on the weekends.

Band:

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. A meeting is held at the beginning of each school year to provide more information for interested parents.

EXTRA CURRICULAR AND SPORTS ACTIVITIES

Our students are encouraged to participate in as many activities as possible during their years at St. Katharine Drexel. The school's sports teams participate in interscholastic sports programs sponsored by the Catholic Diocese of Pittsburgh. The St. Katharine Drexel School Council Athletic Committee is in charge of the sports program.

Extra Curricular Activities Include:

- Assemblies
- Community Service Projects
- Field Trips
- Math Counts for grades 7 & 8
- Pennsylvania Junior Academy of Science for grades 7 & 8
- Forensics for grades 6-8
- Student Council for grades 5-8
- Geography Bee for grades 6-8
- Stump the Students TV Quiz Game for grades 6-8
- Spelling Bee for grades 5-8
- School Dances for students in grades 6-8

Sports Activities Include:

- Basketball for boys and girls in grades 3-8
- Bowling for boys and girls in grades 1-8
- Cheerleading for girls in grades 3-8
- Cross Country for boys and girls in grades 4-8
- Little Dribblers for boys and girls in grades 1 & 2
- Novice Basketball for girls and boys in grades 3& 4
- Pep Squad for girls in grades K, 1 & 2
- Volleyball for girls in grades 5-8

Eligibility for Athletes:

Participation on our sport teams is a privilege, and athletes have a responsibility to our school and their team to conduct themselves as Catholic students in all environments, on the court and in the school and classrooms.

Students with a D or below in one or more subjects on the report card will be ineligible to participate in sports until the grade improves. This is a parental responsibility to monitor and enforce. School success is the prime focus of our students, and school work comes first. Additional restrictions on eligibility will be determined by a student's adherence to school practices and policies as outlined in the St. Katharine Drexel Discipline Policy in this handbook.

Together as students, parents and coaches, let's have the best season ever!!

STUDENT LEADERS

The 8th grade students are the **Student Leaders** of our school. These students are given the charge of planning and running regular meetings, with the help of faculty advisors.

The organizational goal is to foster "esprit de corps" through student planning and implementation of school activities. The Student Leaders sponsor social events, such as dances, pep rallies, Catholic Schools Week programs, holiday events and activities. They raise money for various charitable causes, such as Chimbote. These Student Leaders will

be responsible for a variety of programming in the school that will develop leadership qualities, public speaking skills, and charitable service to others in our community.

SUPPLIES

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 at the end of each school year and during the first week of school.

TELEPHONE

Students are permitted to use the office phone only for school emergencies. Forgotten homework, books, lunch, gym clothes or changes in after school plans are not sufficient cause to call home. In all cases, the office will make the phone call home. **Cell phones are not permitted to be used in school and must be housed in the student's backpack during the school day.**

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.

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 Writing 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 are administered as needed in each course.

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.

TEXTBOOKS

St. Katharine Drexel School participates in Pennsylvania's Act 195/90 in which the state purchases textbooks and instructional materials of non-religious items for our students. The parent permission form for the use of these books is kept on file in the school office.

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 book bag.

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.

TRANSPORTATION

Pennsylvania State law states that all students are entitled to bus transportation for a radius of ten miles from their homes. The public school district in which a family resides provides this transportation. For reasons of safety and insurance, each child is to ride only his/her assigned bus.

Parents who plan to drive their children to school or pick them up after school must send in a note stating that the child will be a car rider, instead of a bus rider. Notes are preferred to last minute phone call changes, if possible.

Students are expected to remain in their seats at all times on the bus. 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.

Students are expected to maintain appropriate behavior while traveling 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.

The following bus rules are to be obeyed:

- 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.
- Keep head, hands and feet, papers, inside the bus.
- In vehicles where seat belts are available, use them properly.
- Students may only ride the bus to which they have been assigned and may not ask to be let off at another stop. Only the District Department of Transportation can authorize such changes.
- Observe the same conduct as in a classroom. Quiet talking is permitted. Loud talking, noises etc. may distract the driver, prevent students from hearing instructions, or prevent the driver from hearing signals from emergency vehicles.
- Be courteous; use no profane language.
- Eating, drinking, or chewing gum is not permitted on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not be destructive.
- The driver is in charge. Any and all directives of the bus driver in addition to those noted above are to be followed.

Car Riders/Walkers:

Parents are urged to use caution when bringing their child to school in the morning. Drop-offs may only be done at the sidewalk, with the student exiting the car directly to the sidewalk. **NO STUDENT MAY CROSS OVER THE DRIVEWAY UNATTENDED!!** If you need to park the car to come into the school, accompany your child across the traffic lane.

At dismissal, students walking or riding cars are dismissed shortly after the bus riders. Show your student how to carefully cross over the parking lot driveway to your car. The safety of the children is paramount at this busy time of the school day. Be patient and go with the flow.

TUITION

Parents who register a student in our school enter into a contractual obligation with the school. **The first tuition payment is due on September 1st of the upcoming academic year; subsequent payments are due the 1st of each month, with the full payment due by May 15th.** Parents are reminded that the operational budget of the school is dependent on your 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 policy that no student be readmitted to a new school year if there is an outstanding tuition balance from the previous year. Any checks returned because of insufficient funds will be assessed a \$30.00 fee.

VOLUNTEERS

Volunteers are always welcome in the school, cafeteria and at school-sponsored events. Please consider sharing your time and talent to help enhance our quality program. The possibilities are endless. At St. Katharine Drexel School, parents play an integral role in the education of their children through the St. Katharine Drexel School Council and their supporting committees (athletics, fundraising activities, homeroom parents, playground/lunchroom monitors and field trip chaperones). This partnership is invaluable to the success of our school. All parent and parish volunteers **MUST** be listed on the Diocesan Database, have a Criminal and Child Abuse Clearance, attend a Protecting God's Children Workshop, and sign the Diocesan Pastoral Code of Conduct. Inquire at the school office if you need assistance with these requirements.

ST. KATHARINE DREXEL SCHOOL TUITION RATES 2011-2012

The following tuition listings are for parishioners of St. Germaine Church and Nativity Church who support their parish spiritually, attend Sunday Liturgy and contribute each Sunday to the offertory collection, and for families who present a Pastor Verification form from their home parish.

<u>Kindergarten (Full Day) - 8th Grade</u>	<u>Tuition</u>
One child	\$ 3,150.00
Two children	\$ 4,650.00
Three or more children	\$ 5,150.00
Kindergarten (half-day) - one child	\$ 2,200.00

Tuition is due in the school office by the 1st of each month from Sept. to May with the final payment due May 15th.

Preschool Classes – There is a **St. Katharine Drexel Preschool at Nativity**, and a **St. Katharine Drexel Preschool at St. Germaine**. Call the school office, 412-833-0223, for information about these classes for 3 and 4 year old children.

- Tuition for Non-Catholic Families -

Kindergarten (Full Day) – 8 th Grade	\$4,150.00
Kindergarten (Half-day)	\$2,800.00
Registration fee: Kindergarten - 8 th (Per Family)	\$ 60.00 *
Activity fee: Kindergarten - 8 th (Per Family)	\$ 120.00 **

Registration & Activity Fees are due at the time of registration

**Scholarship money is available through the
Scholastic Opportunity Scholarship and the Bishop's Education Fund programs.
Contact the school office for details.**

*** Registration fee - Check payable to St. Katharine Drexel School**

**** Activity fee - Check payable to St. Katharine Drexel School Council**

Parents can recover this activity fee by participating in the Lottery Calendar Fundraiser.

IV. DISCIPLINE AND DRESS CODE

INTRODUCTION

The St. Katharine Drexel School administration and faculty are committed to teach and model Gospel values that 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 essential 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, accept responsibility and consequences for inappropriate behavior, and effectively evaluate their behavior choices.

A Christ-centered school environment fosters the following behaviors:

- Recognizing and fostering the uniqueness and dignity of each individual
- Nurturing respect in all relationships involving school and parish community
- Developing a sense of right, responsibility 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, creating a caring school environment and community.

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

Students in our school community are expected to behave in the following manner:

Before school:

- to gather in the cafeteria from 8:00 to 8:15am to participate in the the “Wake Up and Walk” program
- to line up quietly when the supervising teacher indicates and to walk directly to their homeroom in a single line to the right, following school rules

In school/classrooms/cafeteria:

- to walk quietly through the halls, single line, to the right
- to use proper language at all times
- to follow the dress code for school days and dress up/down days
- to respect school property and the property of other students, including back packs, desks and lockers
- to demonstrate respect for themselves, their peers and adults in their thoughts, words, and actions.
- to keep hands, feet, and objects to themselves
- to resolve conflicts without being physically or verbally abusive
- to limit the consumption of food and drink to the cafeteria during the scheduled lunch period and/or in the classrooms at the discretion of the teacher.

In the classroom:

- to follow the classroom rules of each teacher and the class community
- to be responsible for submitting homework on time and making up assignments missed within a reasonable amount of time
- to have a respectful attitude toward teachers and one another
- to be prepared for all classes with appropriate supplies, books, and homework
- to do their own schoolwork
- to leave all electronic devices such as cell phones, CD players, games , I pods, etc. at home; devices for bus use must be stored in the student’s backpack during the school day. The school is not responsible for the safety of these items
- to help to keep their classrooms, the cafeteria, halls and playground clean by placing trash in the appropriate containers
- to be honest in all communications
- to use computers and school equipment appropriately
- to refrain from chewing gum at all times and in all places on school property
- to remain outside a classroom at all times until a teacher or designated adult is present
- to present the note from the parent/guardian at the beginning of the day to change their mode of school transportation from bus rider to car rider

During lunch:

- to remain seated until finished eating and the class is formally dismissed
- to clean up, pick up all papers, scraps of food, etc., and dispose of them properly
- to obey recess teacher/parent helpers at all times

During recess:

- to stay outside the building unless there is an emergency
- to display good sportsmanship and exercise self control
- to play in assigned areas only
- 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
- to walk quietly to their designated line when recess is over
- to enter the school quietly after recess following hallway rules
- to set up or bring in the safety cones by class assignment
- to follow all classroom rules during indoor recess

After school:

- to follow dismissal procedures
- to sit in the assigned section waiting for the bus and car ride dismissals
- to leave the school grounds immediately

At athletic events and assemblies:

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

Outside school:

- 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 at St. Katharine Drexel 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. This is a parental responsibility.)**
- to follow bus safety rules **(The Principal will forward disciplinary notices given by school bus drivers to parents to support the disciplinary report of the bus driver.)**

DISCIPLINE CODE OF CONDUCT

Student discipline reports, commonly called referrals, will be issued to students in the 5th, 6th, 7th, and 8th grades found to be in violation of our school expectations. The student will take the referral to the parent at the end of the school day and return the signed and dated document the following day to the teacher issuing the referral.

All teachers and staff of St. Katharine Drexel School have the responsibility to enforce the discipline code in our school. Classroom teachers also develop a specific set of classroom behavior rules, which meet the needs of their classroom and support the learning environment.

The administrative discipline team will consist of the principal and the core teachers of the 5th, 6th, 7th, & 8th grade students. Teachers K-4 will join this team as necessary.

The consequences for referred behaviors are listed on the back of the discipline report form. Keeping in mind the challenge it would be to list all possible offenses, the infractions cited are illustrative, but not exhaustive. Other infractions can be listed according to teacher discretion.

A one hour after school silent detention time on Thursday will be monitored by a member of the discipline team. Detention days will be marked on the all school calendar, as well as on the referral form itself. Parents are responsible for their child's transportation on detention days.

If a suspension from classes is warranted, the student is responsible for:

- Getting his assignments from the teachers before the first period starts.
- Checking with each teacher to make up any tests that might have been missed while on suspension.
- Before being re-admitted to class, the student will report to the principal and show the work he/she has completed.

In our school, bullying behaviors **WILL NOT** be tolerated. This includes **verbal, physical, social or written aggression, intimidation, sexual harassment, racial, and cultural harassment.**

A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. Normal conflicts will be mediated by the observing teacher and individual student(s).

Sample Referral form to follow:

St. Katharine Drexel School Student Discipline Referral

Student _____ Teacher _____
Class _____ Date _____
Date for Detention _____

Level One

- _____ 1. Disruptive Behavior to students/faculty/staff
- _____ 2. Violation of Dress Code
- _____ 3. Other _____

Consequence: indoor recess with teacher. After 3 violations with indoor recess, then 1 hour after-school detention.

Level Two

- _____ 1. Improper language and/or gestures
- _____ 2. Inappropriate touching
- _____ 3. Forging a signature
- _____ 4. Cheating on tests or copying/sharing homework
- _____ 5. Other _____

Consequence: Parents notified of forgery and cheating (teacher may require parent signature on papers) and 1 hour after-school detention.

Level Three

- _____ 1. Fighting/physical aggression
- _____ 2. Vandalism/defacing or damaging personal or school property
- _____ 4. Stealing
- _____ 5. Leaving school grounds without permission
- _____ 6. Other _____

Consequence: 1 hour after-school detention and parent-teacher-student conference

Level Four

- _____ 1. Truancy, skipping school
- _____ 2. Possession of drugs, alcohol, cigarettes, tobacco, nicotine products
- _____ 3. Violation of weapon policy
- _____ 4. Threats made against another student or faculty or staff member
- _____ 5. Other _____

Consequences: Immediate suspension of student pending meeting with student, parent(s), and administrative discipline team to determine course of action.

For substance abuse and weapon violations, action will be taken in accordance with diocesan guidelines and all local and state laws and policies.

Students are subject to all laws of the Borough of Bethel Park and the Commonwealth of PA.

NOTE: REPEATED VIOLATIONS AT ANY LEVEL WILL BE REFERRED TO THE ADMINISTRATIVE TEAM AND PARENTS FOR CONSIDERATION, AS WELL AS THE ESAP TEAM IN OUR SCHOOL.

The behaviors noted on this discipline form are illustrative, but not exhaustive.

SIGN AND RETURN THE NEXT DAY

DRESS CODE

St. Katharine Drexel 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 by a committee of parents and teachers:

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

This Dress Code is required of all students in first through eighth grade.

St. Katharine Drexel School Dress Code

Parents are responsible for monitoring student dress, as well as the classroom teachers.

Mass Day Attire: Boys will wear a white or pastel dress shirt and tie for Mass. Ties may be solid or patterned; no advertisement logos are permitted. **Girls** will wear a white or pastel blouse on Mass days with a required uniform bottom.

Gym Uniform: The gym uniform consists of a navy or grey crested St. Katharine Drexel School tee-shirt sold through the school office or with any SKDS tee-shirt with solid navy or grey basketball shorts, or sweatpants. Students may wear their gym uniform as their uniform of the day when they have a scheduled gym class.

An SKDS crest patch is available for sweaters, shirts, and shorts in the school office.

St. Katharine Drexel School Dress Code

	YES	NO
Pants / Slacks	- Navy Blue or Tan Dress or School Uniform Brand	- jeans, cargo pants, corduroy - worn, faded or tight - pants worn at hips, belled bottoms or pegged - rivets, or sewn on pockets
Skirts / Jumpers	- Navy Blue or Tan	- short or outgrown uniform
Shorts / Skorts	- At the Knee, Basketball Short Length - Navy Blue or Tan Dress Shorts or Skorts	- peddle-pushers, jeans, cargo, capris - worn, faded or tight - shorts/skirts/skorts without proper socks - rivets, or sewn on pockets
Shirts	- White, Navy, Red, Light Blue Polo Shirt - Short or Long Sleeved - Tucked in unless banded at bottom	- layering of tops - undershirts showing at neck or waist
Sweaters / Sweatshirt	- Navy Blue or White Cardigan or Pull-over Sweater - Grey or Navy, School Crest Sweatshirt	- hooded - oversized
Shoes / Laces	- Dress Black or Brown Shoes - Solid White or Black Tennis Shoes - Laces Tied at All Times	- open-toed or open-backed - heels, fashion boots or Uggs - wheelies, flip-flops, clogs
Socks	- Solid Navy, White, or Tan - Must Show Above the Ankle with Slacks for Boys & Girls - Ankle Socks or Knee hi's with Skirts/Skorts/Shorts or Tights for Girls; Crew Socks Above Ankle for Boys and Girls	- footies or short sports socks - slouch socks (below the ankle, hidden in the shoes)
Jewelry	- Earrings (Girls) – Limit: 2 Pairs -One Necklace, Bracelet, Watch	- long or dangling earrings - earrings for boys
Make-Up / Nails	- Light Make-Up with Parental Approval - Clear or Pastel Nail Polish	- excessive make-up - dark colored nail polish
Belts	- Optional, Navy or Black Leather with Navy Slacks; Brown with Tan Pants	
Hair	- Boy's length, above the shirt collar and out of the eyes; Girls hair styled out of the eyes; Natural coloring preferred.	

V. HEALTH AND SAFETY

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 school, 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 challenge should contact the principal, school nurse, and teachers to make them aware of the problem.

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 and any emergency evacuation.

ILLNESS

It is often difficult to decide if your child should stay home from school when complaining of illness. Please refer to the following guidelines from the Bethel Park School District Health Office.

It is very important that a child gets adequate sleep and a good breakfast. To protect the children from the spread of illness, **PLEASE DO NOT SEND** your child if they have any of the following symptoms within 12-24 hours of the start of school:

- vomiting and/or diarrhea
- temperature of 100 degrees or greater
- continuous coughing and sneezing
- unexplained and/or contagious rash
- thick dark yellow or yellow-greenish drainage from the nose
- yellow drainage from the eye (contagious conjunctivitis – pink eye)

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.

MEDICAL PROCEDURES AND SERVICES

- A part-time nurse is provided by the Bethel Park Public Schools. The nurse administers state mandated hearing, weight and vision screenings.
- Parents will receive a medical emergency card on the first day of school. It must be completed and returned to school immediately with current information.
- Medical and dental exams are performed by a physician and dentist approved by the Department of Health. Parents have the option to have these exams performed by family physicians or dentists.
- Prescription medication that a student takes during school hours must be kept in the school office and administered under the supervision of the school secretary or principal. The parent must have a signed form from the child's physician. These forms are available in the school office or on our website.
- School personnel are permitted to administer non-prescription medications to students with written permission from parents/guardians on the diocesan form.
- Parents or their designees must come into the school office to sign out a student who has become ill.

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.

PLAYGROUND

Every school day, weather permitting, the students enjoy an outside break supervised by a staff member and volunteer monitors. Cooperative organized play is encouraged.

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 recess session is over, the students will be met by their homeroom teacher and brought to their classrooms through the hallways in silence. This will insure that classes that are in progress will not be disturbed and learning can continue uninterrupted.

The following rules are to be observed on the playground:

- Enter the building only for emergency purposes.
 - Display good sportsmanship and exercise self-control.
 - Play in assigned areas.
 - Stay on school grounds even if a ball goes off the property; get a recess helper to retrieve the equipment.
 - Obey the directives of the playground monitors, courteously and promptly.
 - When the recess is over, walk quietly to the class line for the midday prayer.
- When inclement weather makes it necessary to stay indoors at lunchtime, the following classroom rules are to be observed:

- Engage in quiet activities, games, homework.
- **Walk** in the room, no running or rough-housing.

SUICIDE PREVENTION POLICY

St. Katharine Drexel School adheres to the Diocesan Prevention Policy to protect students who may be at risk of harming themselves.

Steps in the suicide prevention policy include:

- The at-risk student is placed under constant supervision.
- Parents are contacted and asked to come to the school.
- Parents are given names of health care facilities for at-risk students.
- The at-risk student will be released into the care of the parent or designee of the parent.
- Under state law, the school does have the authority to contact the local law enforcement agency and arrange for an involuntary commitment to protect a child.
- The School will assume responsibility for reporting follow-up information to all necessary parties.

The student would also be referred to the Elementary Student Assistance Program.

VISITORS

For security reasons, anyone entering St. Katharine Drexel School must report to the school office **immediately** regardless of the purpose of the visit. *For the safety of all students, a visitor's badge must be worn at all times in the school.* 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 must be left in the school office with the school secretary. This will eliminate any unnecessary interruptions to classes and instruction.

- All parents and visitors must enter the building via the church entrance.
- **All visitors must report directly to the school office and register upon entering the school**
- Parents should **schedule** an appointment with the teacher(s) or the principal when they wish to meet with them.
- **Unscheduled visits to classrooms are a distraction to the entire class and are not permitted.** Teachers are instructed to ask parents to report to the office if they come to their classrooms without an appointment.
- Parents working in the school as volunteers must wear a "volunteer badge".

TIME SCHEDULE FOR CLASSES

Period	Regular Time	Two-Hour Delay
Home Room	8:15-8:30	10:15-10:25
Prayers and News	8:30-8:35	10:25-10:35
1	8:35 – 9:15	10:35-10:50
2	9:15-9:55	10:50-11:15
3	9:55-10:35	11:15-11:40
Homeroom/SSR	10:35-10:45	11:40 – 11:45
4	10:50 – 11:20	11:45 – 12:15 Lunch K-4 Grades 5-8, Period 5
5	11:20 – 12:00 Lunch K-4	12:15 – 12:45 Lunch 5-8 Grades K-4, Period 6
6	12:00 – 12:40 Lunch 5-8	12:45 – 1:15 Grades K-8 Period 4
7	12:40 – 1:20	1:15-1:45
8	1:20 – 2:00	1:45 – 2:15
9	2:00 – 2:40	2:15-2:45
Home Room/ Dismissal	2:40 – 3:00	2:45-3:00
Preschool	9:00-11:30	10:30-12:30

- **Students arriving after 8:25am will be marked tardy.**
- **Lunch Periods vary with Schedule**
- **Noon Dismissal Lunch Schedule**
 K-4 11:00 - 11:20
 5-8 11:30-11:50

St. Katharine Drexel School
7001 Baptist Road
Bethel Park, PA 15102

It is important that parents/guardians, students and staff know the policies and procedures of St. Katharine Drexel 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 by **the last day of September**.

Family Name _____

Children's Name(s) _____

I have reviewed and understand the contents of the
St. Katharine Drexel Parent/Student Handbook.

Parent Signature: _____ Date: _____

Student(s) Signature(s):

Thank you.