

Dear Students and Parents:

Enclosed in this handbook you will find policies and procedures that will help to enable a pleasant experience for all students. Read all items carefully. Students and parents are responsible for knowing the entire contents.

Parents, we ask for your support by praying with us for the success of our school community, joining our parent organizations, studying the handbook and emphasizing to your child the importance of his or her Catholic education. By working and praying together we can be confident that our students will meet their spiritual and educational goals.

Sincerely,

Ashley Bauer

Principal

Holy Sepulcher School

Vision / Catholic Diocese of Pittsburgh

The Vision for the Department for Catholic Schools is to promote and to sustain Catholic Schools of unparalleled quality, which integrate faith into every aspect of life and culture, producing graduates who continually strive for human and Christian perfection. Holy Sepulcher Parish School philosophy and mission statements clearly define a commitment to Catholic identity. Under the auspices of the Diocese of Pittsburgh, the school offers a learning environment in the traditions of Roman Catholic teaching. The school's purpose is to prepare the students for a life that will positively impact the community through Roman Catholic values by educating the whole child.

Philosophy of Holy Sepulcher Parish School

Holy Sepulcher Parish School is dedicated to providing a climate of love, safety, and care which enables our students to develop to their full potential as individuals. Recognizing the uniqueness of each student, we strive to foster self-esteem and educate the whole person by providing a learning environment that enriches the

spiritual, intellectual, social, aesthetic, and physical potential of the individual.

We acknowledge the parents as the primary educators of their children. As a Catholic school, we seek to work in collaboration with them in the educational process. It is our goal to enable our students to become responsible Catholic leaders of our society.

Mission Statement of Holy Sepulcher Parish School

The Holy Sepulcher Catholic School community educates and fosters the development of the whole person in a Catholic, Christian environment.

We continually commit to the highest standards of academic excellence and faith formation. Each student is empowered with the knowledge and critical thinking skills essential for lifelong learning.

Values and Beliefs

We fulfill the educational goals of the Catholic Church as Jesus did by teaching the Gospel message of loving and serving others

Parents are the primary teachers of their children. We collaborate with them in the education of each individual child.

We aspire to offer the highest quality Catholic education by striving to maximize each child's potential as a lifelong learner.

We create a school environment that is immediately recognizable as Catholic and reflects a family atmosphere.

All children have a right to a safe, secure, and loving environment where there is no tolerance for bullying or violence.

Each child is a gift from God possessing unique talents and abilities. We are entrusted to develop those attributes to the fullest human and Christian perfection.

Modeling our faith through words and actions is essential to the formation of our students.

Catholic Gospel values permeate all aspects of the Holy Sepulcher Catholic School experience.

MIDDLE STATES ACCREDITATION

The Middle States Association of Colleges and Schools accredits Holy Sepulcher Catholic School. Middle States accreditation is an expression of confidence in Holy Sepulcher 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 7 years, the school is re-evaluated for continued accreditation. We were last re-accredited in 2012.

ADMISSIONS/ REGISTRATION POLICIES

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

A student entering Pre-Kindergarten-3-Year-Old program should be 3 years of age by September 1st; PreKindergarten-4 should be 4 years of age by September 1st. A student entering Kindergarten must be 5 years of age by September 1st. 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 and/or other documentation. Grade level and academic group determinations are made on the basis of school records. All students are under a 90-day probationary period following acceptance.

Immunization records must be complete before any child may enter school. The requirements are set by the Pennsylvania Department of Education, most recently

amended in March 2017. Copies of the requirements are in the school office.

ARRIVAL/DISMISSAL

Arrival: Holy Sepulcher begins at 8:15 am

Parents transporting students to school must drop them off at the front door of the school. This is the designated door for arrival. Students may arrive between 7:55-8:15 am. If a student arrives after 8:15 he/she is considered tardy.

Dismissal: Dismissal is at 3:00 pm.

Parents transporting students must be in the designated car line near the church parking lot. This is referred to as car line pick-up. The rules of car line are as follows:

- A large name tag with the last name of the child is to be placed in the side passenger window of the vehicle at all times.
- Car line dismissal will start at 2:53 – before bus dismissal.
- Only authorized drivers can pick-up children
- When transporting students other than your own child, a note must be provided stating permission to do so from both families involved. No child will be permitted to leave without a note. **Change of transportation notes must be turned into the office in writing by 10:00 am.**
- If a parent has an appointment to see a teacher it must be scheduled after dismissal. Parents are to park their car and remain in the lot until all students are dismissed.

Early Dismissal

Parents should make every effort to schedule appointments at a time when school is not in session. However, if a child must leave before the end of the official school day (3:00 p.m.) the following procedure must be followed:

- A written and signed note must be sent or e-mailed to the office by 10:00 am.

The note must state the reason for the dismissal.

- Verbal permission is not permitted. In the case of an emergency a parent must speak directly to the Principal for permission
- When the parent arrives to pick up the student, he/she uses the front doors by the steps. Ring the bell and come to the office to sign the student out.

If a child has an appointment before school, the following procedure is to be followed:

- Parent parks car in the front parking lot and escorts the child into the building.
- Parent signs in the student at the main office and provide the office with written notice or reason for tardiness.

If a child has an appointment during school, the following procedure is to be followed:

- Parent parks car in the front parking lot and comes to the school office to sign out the child
- Office staff will collect child from their classroom

ATTENDANCE/ABSENCE

Regular attendance and punctuality at school are major factors in determining academic success; students who are absent for more than thirty days during the academic year may be denied academic promotion according to PA state law.

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 holiday 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 a week **prior** to the dates of the trip. If no **prior** notice is received, the absence is classified as **Unexcused**.

Parents should call or e-mail the school office by 9:00 AM on the first day that the child is absent from school. Pennsylvania Law requires this notification. Give the child's name, home room teacher and reason for the illness. A written excuse is still needed upon returning to school. Unless the absence is for an extended period of time, please call the office in order to secure the missing classroom assignments and homework. **If your child contracts a communicable disease, please notify the school immediately.**

Students will be marked "tardy" if they report to they arrive after 8:15 a.m. If tardy, they **MUST** report to the main office upon arrival for a classroom entrance slip.

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

A "written" excuse should be given to the homeroom teacher or appropriate classroom teacher(s) 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

A “written” excuse MUST be given to both the homeroom teacher and the office staff for the following reasons:

- Change of plans in leaving the school (bus, carline, or afterschool activity)
- Early Dismissal

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

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

According to the State, students are to have 180 days of instruction and/or educational experiences. Students who take vacations outside of the designated time will be considered absent. A written request must be submitted to the principal for family vacations during school time and are discouraged. This type of request is to be made two weeks in advance.

Parents and guardians who are away from home and leave their children with another caregiver must notify the school. The caregiver's name, address, and telephone number must be registered in the office for emergency purposes while the parent/guardian is away.

CAFETERIA

All students must bring or purchase a lunch. Those bringing lunch may purchase milk or water. Food will be prepared daily on-site. Students will be given a monthly lunch calendar. Each day, students can sign up for school lunch.

- Lunch is \$2.75

- Ala Carte Milk and Water are \$0.50

RULES OF THE CAFETERIA

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

- Follow directions for seating arrangements.
- Allergy precautions will be taken when necessary and proper procedures established.
- For safety reasons, do not share or trade food with other students.
- Remain seated unless disposing of garbage, etc.
- Refrain from abusing food; your own or that of others.
- Always walk while in the cafeteria.
- Refrain from shouting or screaming; enjoy the company of those nearby.
- Be courteous and respectful to all those helping during the lunch period.
- Food may not be taken from the cafeteria to be eaten in the classroom after lunch.

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.

CELL PHONES

Students are not permitted to use cell phones or other electronic devices during school. This also includes texting. All cell phones must be off and placed in the hanging cellphone collection center within each homeroom. Any cell phone observed in use during school time will be confiscated by the adult and a parent must come to retrieve it from the office. **If an emergency occurs special permission will be granted by the principal or designee for special use of the phone.**

CLOTHING IDENTIFICATION AND LOST AND FOUND

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 office. Unclaimed items will be donated to the school consignment or Saint Vincent DePaul. Other lost items, such as glasses, watches and purses, if found, are to be turned in to the office.

COMMUNICATION

Good communication is the most important process at Holy Sepulcher Catholic School. We believe that the communication between parents, students, teachers, principal and pastor must be open, honest, build trust, and encourage high expectations at all levels. Positive communication is vital to our total educational program.

The "School News" section of the Sunday bulletin contains information for parents and includes a special activities or messages. School liturgies are usually on Fridays at 9:00 am. Masses are also at 9:00 on Holy Days of Obligation. Parents and friends are welcome to join in these liturgical celebrations.

Most school information is sent through email. We make every effort to update our email list regularly. Printed materials will be sent to families who do not use email as their primary mode of communication with the school at their request.

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

- Quarterly report cards
- Progress reports (available on Option C)
- Parent/Student/Teacher Conferences (November's conference is required)
- Quarterly PTG (Parent Teacher Guild) Meetings
- Email – weekly updates from teachers
- On-line grading Option C
- Conduct or homework notices to parents
- Parent Alerts through Option C. Parents can receive email, voice mail or phone message.
- Monthly School Newsletter
- Advancement Newsletter

Option C

Holy Sepulcher School participates in the Option C through the Diocese of Pittsburgh. This is an on-line grading system in which parents can view their child/children's grades. Each student and parent has a username and password and parents are responsible for both.

Teachers are to input all grades and assignments in a timely manner. This means that all grades should be viewed within one week of the assignment or test. Teachers and

administrator will reply to emails within 48 hours. Please use the holysepulcher.org email addresses.

REPORT CARDS AND PROGRESS REPORTS

Report cards are given every 9 weeks during the school year. Report cards envelopes are to be signed and returned. Student's progress is monitored by the teachers and administration approximately every 23 days. Progress reports can be viewed in Option C.

CONFERENCES

A formal Parent-Teacher Conference is held after the first report period. This is a mandatory conference and every effort is made to accommodate parent's busy schedules. Students in grades 5-8 must attend the conference with their parent(s).

Other conferences are held during the year at the request of teachers, administrator, or parents. These meetings are held at a mutually agreed time. Teachers and the administration will maintain confidentiality in regard to all students.

WEBSITE

The website is another communication tool. Please check the web site frequently for updates. <http://www.holysepulcher.org/holy-sepulcher-catholic-school>

E-MAIL

The school's office e-mail is school@holysepulcher.org.

The principal's email is abauer@holysepulcher.org.

If you wish to speak directly to a specific teacher, please call the school at 724-586-5022 and leave a message to have that teacher return your call. He/She will return your call in a timely manner. This return call must be made in the morning before school, during their prep period, or from 3:15-3:30 after school. Calling the teacher on their personal phone is not permitted.

HOLY SEPULCHER SCHOOL ACCEPTABLE INTERNET USE AGREEMENT

The aim of this **Acceptable Use Agreement** is to ensure that pupils will benefit from

learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the agreement is not followed, this privilege will be withdrawn and appropriate consequences will be imposed.

Before signing, the **Internet Use Agreement** should be read carefully to ensure that the conditions of use are accepted and understood.

Holy Sepulcher employs a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General Rules

- All students in grades 2 through 8th grade must have written permission to access the internet
- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- Student computer files are not private and teachers may see them at any time
- Student internet use will be monitored by school personnel
- No devices such as cell phones, MP3 players, iPods, or flash drives may be attached to any computer unless authorized by a teacher
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software will be used and updated on a regular basis.
- Cyber bullying will not be tolerated and will result in immediate disciplinary action
- Students will treat others with respect at all times and will not undertake actions that may compromise the integrity of the school, staff or other students.

Internet Use Policy

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicize personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- Students may use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details; such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Internet chat is not permitted in school

School Website

- Pupils may be given the opportunity to publish projects, artwork or school work on the Internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

- The publication of student work will be coordinated by a teacher.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will not publish the first name and last name of individuals in a photograph.

Personal Devices

Personal devices are not to be used during school hours: no messaging, no nuisance Messages, no alerts. Video or voice recording may only be used with supervision for a school project while supervised.

Consequences of Violations to Policy

Misuse of the Internet will result in disciplinary action. This includes:

- Verbal warnings
- Written warnings
- Withdrawal of access privileges
- Detention
- In extreme cases, suspension or expulsion.
- The school also reserves the right to report any illegal activities to the appropriate authorities.

DRESS

The Holy Sepulcher Catholic School (HSCS) Uniform Policy outlined below reflects the Christian and academic atmosphere of our school. As such, we believe that HSCS students work best at school when they come dressed uniformly, neatly, and modestly.

This Uniform Policy will apply to ALL students in grades Kindergarten through Eighth Grade.

Please read through the following policy thoroughly – it is every parent and student’s responsibility to actively comply with the detailed requirements explained in this document.

Compliance with the Uniform Policy is important because:

- It identifies our students, their values and the expectations of our school;

- It promotes our belief that the pursuit of style or status distracts from the learning process, and, that...
- Modesty in appearance supports focus on academic and spiritual growth.

Full compliance can only be achieved through the cooperation of HSCS students, parents, faculty and administration.

Parental Support

At HSCS, we believe that compliance with the Uniform Policy begins at *home*. Parents are ultimately responsible for what their children wear to school. In an effort to support each parent's effort to dress their children appropriately according to the HSCS Uniform Policy, we have attempted to make the requirements clear and easy to follow.

Currently, the majority of requirements necessary to meet the HSCS Uniform Policy are in an easy to read table format - presented separately for girls and boys. An attempt has been made in this revision of the Uniform Policy to expand the requirements to encompass convenience and affordability issues, and account for comfort for all sizes and shapes in a variety of activities and weather conditions.

Administration and Faculty Support

At HSCS, student attire should reflect pride in the person and in the school. Therefore, consistent monitoring practices by the administration and the faculty will ensure full compliance with the Uniform Policy. The administration and/or faculty reserve the right to determine the appropriateness of a student's general appearance and compliance with the code. However, the administration and faculty should not be the "uniform police." It is our expectation that every HSCS parent will be informed and educated about the Uniform Policy, and be prepared to apply the requirements to their children's daily preparation for school.

Although we hope that the requirements are clear and easy to implement for our students and their families, we do recognize that on rare occasions individual needs will require individual attention. Please do not hesitate to contact the school administration in these instances.

The administration reserves the right to make modifications to the Uniform Policy after providing communication of those modifications at any time throughout the school year.

Non-Compliance Notices

Students whose appearance is judged out of dress code by the administration or faculty

will be subject to the disciplinary policies of the school, as follows:

For students in Grades K – 8th, the *first* uniform violation will be detailed in a letter to parents. The letter must be signed and returned by a parent/guardian. The *second* Uniform violation will result in a call to parents, requesting that a change of clothing be brought to school. The *third* violation will result in a parent/teacher/principal meeting for the student to discuss a plan for resolving the infractions.

Designated Uniform Suppliers

Our designated uniform suppliers are Schoolbelles, Land’s End and Callahan’s. However, more basic uniform attire that meets the color or fit requirements of this policy may be purchased from other companies such as (but not limited to), JCPenney’s, Target, Children’s Place, Kohl’s, etc. However, the official school plaid can only be purchased at Schoolbelles. A complete listing of acceptable uniforms is available at the Schoolbelles store, 4721 McKnight Road, Pittsburgh, PA 15237. All HSCS logo wear must be purchased through our local supplier Callahan’s Embroidery or Land’s End.

Emergency Clothing

Every student is required to have a set of emergency clothes available in the classroom. The following should be placed in a plastic bag: an extra school uniform or any clothing which is considered proper “Physical Education Attire”, change of underwear, pair of socks, and a washcloth or small towel.

Dress Down Days

There are occasions when we will have dress down days throughout the year. These may be for student council, to raise money for a charity, for field day, etc.

While the students do not have to be in “uniform” on these days, they still have to be dressed appropriately. For example, pants cannot have holes. Shorts and skirts must still be knee length, and shirts must cover appropriately and not include any inappropriate graphics or sayings. No tank tops and no t-shirts that are cut open on the sides. No leggings.

Uniform Chart for Boys Grades K – 8th

| Description | Color | Style |
|------------------------|------------------------------|---|
| Knit Polo Shirt | White, Navy, Red, Tan | Short Sleeve, Long Sleeve, *HSCS Logo Wear (Navy Required) |
| Oxford Shirt | White | Short Sleeve, Long Sleeve |
| Turtlenecks | White, Navy, Red | Fold over turtlenecks (to be worn under |

| | | |
|---|-------------------------------------|---|
| | | sweaters only) |
| Pants | Navy, Tan | Flat or Pleated Fronts. Cotton or Twill. |
| Shorts | Navy, Tan | Length must be at the student's fingertips or below when arms are at their sides. (may be worn when weather permits, but not in the Winter Season or at Principal's discretion) |
| Sweater | Navy, Red, White | Cardigan, V-Neck, Crewneck, Sweater-vest |
| Shoes | Black,Brown,Tan, White, Navy | Sturdy, rubber-soled Dress shoe (such as a lace-up oxford or slip-on loafer/boat shoe). Predominantly black or predominately white tennis shoes permitted. Shoelaces should be black or white. |
| Socks | Navy, Black, White, Tan | Solid color dress or crew socks |
| Belts 1st-8th grade only | Navy, Brown, Black | Must be worn with shorts and pants with belt loops. Solid colors with simple belt buckles only. |

**HSCS Logo Polo Shirts:* All boys must have one HSCS navy embroidered short sleeve polo shirt from Land's End or Callahan's. This polo shirt will be worn for Mass, field trips, assemblies, recognitions, and any other large group gathering.

HSCS Boys Uniform Wear General Guidelines

Shirts: Shirts are to be tucked in at all times.

Pants: Corduroys, cargo pants, or "skinny" pants are NOT acceptable.

Shorts: Shorts may only be worn when weather permits but NOT in winter season. (Only the Principal can make exceptions to this policy.)

Socks: Peds, fashion or novelty socks are not permitted.

Shoes: No fashion or novelty style shoes are allowed during the school day. Specifically, boots, multi-colored tennis shoes, and sandals. Rain boots and snow boots are acceptable during inclement weather provided the student brings acceptable school shoes to wear during the school day.

Sweatshirts: Crew sweatshirts or zip-up fleece jacket (with or without logo) may be

worn. Hooded sweatshirts/"hoodies" (Logo or Non-Logo) may NOT be worn as part of the daily uniform.

Jewelry/Body Accessories: a traditional watch and a small chain with cross or religious medal is acceptable. Permanent or Temporary tattoos, earrings, and bracelets (woven, rubber, metal, beaded) are not permitted.

Hair/Hair Accessories: Hair should be styled away or off the face and kept out of the eyes. Hair should be natural in color and must be kept at Uniform Collar length or higher.

Uniform Chart for Girls Grades K – 8th

| Description | Color | Style |
|------------------------------------|--------------------------------|--|
| Knit Polo Shirt | White, Navy, Red, Tan | Short Sleeve, Long Sleeve, *HSCS Logo Wear (Navy Required) |
| Blouse | White | Short Sleeve, Long Sleeve, Rounded Collar (Peter Pan) |
| Turtlenecks | White, Navy, Red | Fold over turtlenecks (to be worn under sweaters/jumpers only) |
| Pants | Navy, Tan | Flat or Pleated Fronts. Cotton or Twill. |
| Shorts | Navy, Tan | Length must be at the student's fingertips or below when arms are at their sides. May be worn when weather permits – not in the Winter Season or at Principal's discretion. |
| Jumper | Plaid, Navy, Tan | Should fall at the knee. |
| Skirts (Kick Pleat, Kilt or Skort) | Plaid, Navy, Tan | Should fall at the knee. Bike shorts are required to be worn under a skirt |
| Sweater | Navy, Red, White | Cardigan, V-Neck, Crewneck, Sweater-vest |
| Shoes | Black, Brown, Tan, White, Navy | Sturdy, rubber-soled dress shoe (such as an Oxford, Mary Jane, simple ballet flat). Predominantly black or predominately white tennis shoes. Shoelaces should be black or white. |
| Socks | Navy, White, Red, Tan | Solid color knee socks, crew socks or tights. Neutral hosiery is also acceptable |
| Belts | Navy, Brown, black | Must be worn with shorts and pants |

| | | |
|--|--|---|
| | | with belt loops. Solid colors with simple belt buckles only. |
|--|--|---|

**HSCS Logo Polo Shirts:* All girls must have one HSCS navy embroidered short or long-sleeve polo shirt. This polo shirt will be worn for Mass, field trips, assemblies, recognitions, and any other large group gathering.

HSCS Girls Uniform Wear General Guidelines

Skirts: If a skirt (any style but culotte or skort) is worn – the student **must** wear black/blue/neutral color bike shorts under the skirt.

Pants: Stretch pants, yoga pants, hip huggers, flares, bell-bottoms, corduroys, cargo pants or “skinny” pants are NOT acceptable.

Socks: Peds, fashion or novelty socks are not permitted.

Shoes: No fashion or novelty style shoes are allowed during the school day. Specifically, sparkly shoes, slipper-style shoes, light-up sneakers, espadrilles, fashion boots, sandals, clogs, open-toe, or backless shoes are not permitted. Rain boots and snow boots are acceptable during inclement weather provided the student brings acceptable school shoes to wear during the school day.

Sweatshirts: Crew sweatshirts or zip-up fleece jacket (with or without logo) may be worn. Hooded sweatshirts/“hoodies” (Logo or Non-Logo) may NOT be worn as part of the daily uniform.

Jewelry/Body Accessories: Small, post-type (non-dangling) earrings, a traditional watch, and a small chain with cross or religious medals are acceptable. Bracelets (woven, rubber, metal, beaded) are *not* permitted. Tattoos (temporary or permanent) are not permitted.

Hair/Hair Accessories: Hair should be styled away or off the face, and kept out of the eyes. Hair accessories should be limited to brown, black or colors found in the Uniform. Hair should be natural in color.

Makeup: Light make-up, and conservative or natural-colored nail polish is acceptable on students in grade 6th, 7th, and 8th.

Physical Education Attire (Boys and Girls, K-8)

All Boys and Girls, grades K-8th are to wear their gym uniform to school on their designated gym class days. Any color tennis shoe may be worn with the gym uniform

ONLY. Shoes must be neat, clean and properly tied.

The table below details the only acceptable attire to be worn by students on Physical Education Days. Students are *not* permitted to wear gym clothes or shoes on any day other than their designated gym day.

| | | |
|-----------------------------|--------------------|---|
| Sweatshirt | Navy | Crew or Fleece Zip-Up *HSCS Logo Wear- NO HOODIES |
| Gym Pants/Shorts | Navy | Solid Navy or *HSCS Logo Wear Sweatpants/Athletic Pants or Gym Shorts |
| Gym Shirt | Navy, White | Solid Navy or White T-Shirt (long or short sleeved), *HSCS Logo Wear Shirt, or Hornet's Challenge T-Shirt. |
| Shoes | Any | Tennis shoes |
| Socks | Navy, White | Crew socks or Peds. |

*Parents can purchase a silk-screened, navy HSCS Logo gym shirt, sweatshirt, sweatpants, and shorts from Callahan's or Land's End throughout the school year.

DISCIPLINE

Holy Sepulcher School, in accordance with the Diocese of Pittsburgh, is committed to teaching Gospel values, which help our students, live their lives as a reflection of Christ. The philosophy of our school calls us to recognize and respect the dignity of each individual and to offer a Christ-centered, safe learning environment based on the Social Teachings of the Catholic Church.

Discipline is a necessary element of the learning process. The word discipline is derived from the word "disciple": a pupil, follower and learner. The purpose of our discipline code is to foster the growth of self-discipline enabling students to eventually assume responsibility for their own actions. This is necessary to create a spirit of Christ-like charity, respect for authority, and mutual cooperation.

School personnel, along with the family, need to set firm, consistent limits, while at the same time remain cognizant to the student's needs for nurturing and positive support. According to the Pennsylvania State law, "the principal, every teacher, and all

personnel need to exercise authority over the pupils." All members of the faculty and staff share the responsibility to model appropriate behaviors and maintain these standards throughout the school community.

GUIDING PRINCIPLES

The expectation of Holy Sepulcher School is that every student and all school personnel will Follow the example of Jesus Christ to create a positive learning environment that includes:

- Mutual Christian respect in relationships with teachers, students, parents, staff and Community.
- Respect for the dignity and self-worth of every individual in the school community.
- Care and respect for the school and parish campus.

Our manner of discipline is one that instills self -respect and self-discipline and we strive to use positive reinforcement to meet expectations. When the expectations are not met and improper conduct and behavior occurs, consequences result.

EXPECTATIONS

Students are expected to model Christ, be Christ-like and follow the rules below:

Before school

- to arrive between 8:00 and 8:15 am
- to be seated and engage in quiet conversation in the cafeteria until 8:15 am
- to go to homerooms at 8:15 and prepare for the day by reading, studying at desks or in small quiet groups

In school

- to walk quietly through the halls
- to use proper language at all times
- to have a respectful attitude towards teachers, staff, parents and other students
- to follow the dress code for school days and dress up/down days
- to respect school property and the property of other students
- to have a proper Change of Transportation from parent/guardian if a change is needed in their mode of school transportation and to communicate the proper

form of transportation change

In the classroom

- to follow the classroom rules of all teachers
- to be responsible for submitting homework on time and making up assignments missed within the assigned time
- to be responsible for appropriate supplies
- to be honest in all communications
- to use computers and school equipment appropriately
- to enter a classroom only when a teacher or designated adult is present

During recess

- 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.
- not to re-enter the building unless for an emergency
- to play in assigned areas only
- to display good sportsmanship and exercise self-control
- to follow the bell of your classroom and walk quietly to your designated line when the bell rings

During lunch

- to be respectful and honest to cafeteria personnel
- to use proper manners when eating lunch
- to remain seated until finished eating
- to adhere to meal prayer times
- to clean up, pick up all papers, scraps of food, etc., and dispose of them properly

After school

- to follow dismissal procedures
- to walk to assigned place to wait until bus or car ride arrives
- to leave the school grounds immediately
- if participating in after school activities, do not run around, but go to the designated area to begin the activity

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 in Holy Sepulcher School, parents will be contacted; however, it is important to note that the school is not responsible for students' actions that occur off school property.)
- Principal will forward disciplinary notices given by public school bus drivers to parents to support the disciplinary report of the bus driver. (See Section IIB for Bus Rules.)

THE FOLLOWING TYPES OF BEHAVIOR ARE UNACCEPTABLE;

- Frequent and obsessive missing assignments
- Disregard of classroom rules
- Chronic disruptive behavior in class
- Stealing, cheating, or dishonesty of any kind
- Fighting, hitting, or behavior which could endanger another student or teacher
- Verbal abuse, profanity, vulgar language (oral or written), verbal threats, harassment (including Internet)
- Disrespect towards teachers, school personnel, and parents
- Defiance of any person in authority in school, on the playground or in church
- Defacing or destruction of personal and school property
- Repeated disregard of rule in the cafeteria and playground
- Possession, sale or use of any drugs, alcohol, tobacco, or any other controlled substance on school grounds or on the busses
- Possession of any weapon, object, or instrument deemed harmful to any individual on the school grounds or on the busses
- Possession of toys or unusual or unauthorized items on the school grounds or on the busses (unless they are intended for a specific purpose in the classroom).
- Frequent or obsessive tardiness
- Constant violation of school dress code
- Gum chewing
- No child is permitted to use the telephone, including cell phones, except for emergencies. Forgotten homework, books, lunch, gym clothes or changes in the afternoon plans are not sufficient cause to call home. In all cases, the office will make the phone call home.

- Cell phone use, which includes texting, in school during school hours

CONSEQUENCES OF VIOLATIONS

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 expectations will determine the appropriate consequences. To remediate unacceptable behavior, the following actions may be taken:

Stealing. Cheating or Dishonesty of Any Kind

A student caught cheating will be given a failing grade on the assignment or test and serve an after school detention. A student who willfully takes possessions of another's work will have to make restitution and will be given immediate after-school detention. Continual cheating will result in in-school as well as out of school depending on the severity.

A student who willfully gives another student his/her homework or answers to a test is also subject to the same consequences.

Fighting. Hitting or Behavior Which Could Endanger Others

Fighting is a serious offense and will be handled accordingly. The behavior may show willful disrespect toward others and will not be tolerated. Continually fighting or disruptive behavior may be subject to out of school suspension.

Verbal Abuse. Profanity. Disrespect or Defiance

A letter of apology will be expected for the violation as well as detention. In-school suspension may be given if the severity warrants. Possible referral to counseling.

Defacing or Destruction of Property

Restitution will be made for the destruction. Detention or in school suspension will occur.

Emergency Form

At the beginning of each school year, parents are required to complete a Student Emergency Form. 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. If your child has an allergy, please complete the anaphylaxis emergency care plan.

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, WPXI, and WTAE**. We will also send a Parent Alert through Option C to your cell phone. Because of the number of public districts represented in our school, it is important that you listen for an announcement that identifies **Holy Sepulcher Catholic School**. Because Holy Sepulcher is physically located in the Mars Area School District we follow their guidelines on inclement weather if **Mars Area closes we are also closed**.

In the event of a two-hour delay all children should report to school at **10:00**. Kindergarten will also follow the 2-hour delay. Pre-School Parents will be notified by the Director of Preschool Programs if necessary by phone or email.

EMERGENCY DISMISSAL

In the event that we would be required to dismiss school early, that information will be announced on the same stations noted above. Children will be dismissed as parents are notified and transportation is arranged. No student will be sent home unless a parent or guardian is notified.

FIELD TRIPS

In order to attend a field trip, each student must have a signed permission slip before he/she is permitted to participate. Transportation, in accordance with diocesan directives, is provided by bus, and a fee may be charged to cover costs.

Guidelines for both students and chaperones are in effect for each field trip. All chaperones must have all necessary clearances on file with the church office to attend. A copy of the student guidelines will be sent home by the teacher so that the parent may help reinforce the guidelines presented. The PTG will help provide busing through fundraising activities.

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, purchases and/or volunteer work. There are two types of fundraising categories.

- Tuition Assistance: Families can earn fundraising dollars to help with their tuition. This amount can be reached through Scrip.
- PTG Fundraising; PTG Fundraising is ongoing throughout the year. Fundraising activities are planned and communicated to all parents. These funds are used for the students and their activities.

HEALTH AND SAFETY

Illness

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

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

Accident and Injury

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

Parents of children who have any type of physical disorder or allergy should contact the principal, school nurse, or teachers to make them aware of the problem.

Allergies

Each student with an allergy should have an Emergency Care Plan (ECP) on file at the school. The plan provides school personnel with essential information on how to recognize and react to signs and symptoms of an allergy.

If the student has a food allergy, the school will:

- Have at least one staff member trained to administer epinephrine auto injectors
- All staff members will be able to recognize the symptoms of an allergy and react to the symptoms as per the student's ECP.
- Have readily available items necessary to treat an allergy such as auto injectors as provided by the parents/guardians and ordered by a medical provider.
- Emergency medical provider and parent/guardian phone numbers will be readily available to contact if there are questions
- The student's food allergy ECP will be made available to all staff including substitute teachers, food service personnel, bus drivers etc.
- The student will be provided with an allergen free table in the cafeteria
- Adult supervision will be available in the cafeteria to ensure that students are not sharing or trading food or bullying.
- Teachers will follow established school procedures for limiting foods in the classroom.
- If a student inadvertently brings a restricted food into the classroom, he/she will not be allowed to eat that snack in the classroom.
- The parent/guardian will supply snacks if needed in addition to or instead of any snacks supplied for all students.
- Teachers will take into consideration the potential for exposure to food allergens when determining sites for field trips.

MEDICATION

As a state law, medication (prescription, over the counter and/or homeopathic) must be given at home. Parents should request for their physician to adjust the schedule for administration so that it can be given before and after school hours.

HOMEWORK PHILOSOPHY

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
- Teach responsibility
- Foster originality and creativity

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

1. Provide a quiet spot away from the television, computer, telephone, or other distracting elements.
2. Check to see what was accomplished during the designated study time regarding neatness, and accuracy.
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. Assignment books should provide an ongoing resource for parents to monitor assignments and to communicate with the teachers.

The Diocese recommends the following time schedule for home study:

Primary (levels 1-3) up to 30 minutes

Intermediate (levels 4-5) up to 45 minutes

Upper Elementary (levels 6-8) 1-1 ½ hr

In case of a student’s absence, requests for homework should be made before 10:00 A.M. to the school office. Homework can be sent home with a sibling or neighbor or will be available in the office after 3:15 P.M.

Homework policy includes appropriate consequences for missing homework. These will include notices to parents and after school detention for repeat violations. No credit will be given for assignments that are not turned in within a week of receiving a homework notice.

PARENT ORGANIZATIONS

Athletic Association:

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

PTG

The PTG are initials for Parent Teacher Guild. Every parent at Holy Sepulcher School is a member of this organization. Officers are elected and meetings are held quarterly. The PTG supports and supplements the social and educational activities at the school. They are part of the Holy Sepulcher School Team. The PTG does not make or determine policy.

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.

SCHOOL SUPPLIES

For the convenience of families, supply lists are available each June for the following year. Students provide their own school supplies but are expected to comply with individual teacher requirements. You can also find each individual class list on our school website.

SOCIAL ACTIVITIES

The PTG sponsors social activities for special occasions during the school year. No other instructional time should be used for these events without the principal's permission.

BIRTHDAY 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.

Birthday Treats

We highly suggest non-edible birthday treats be sent in. However, if you decide to send a snack to share it must be store bought and contain a label of ingredients. Please be cautious of classroom allergies.

STUDENT ACTIVITIES

Assemblies

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

Altar Servers

Students in grades 4 through 8 have the privilege of serving on the altar. Students who choose this privilege are expected to fulfill assigned responsibilities and be on time.

Basketball

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. Fundraising for all teams is provided almost entirely through refreshments sold at games and during the summer programs and tournaments. A general organizational meeting is held in the fall to acquaint parents and students with the basketball program.

Volleyball

Volleyball is offered for both boys and girls in grades 4-8. This sport is played in the fall and in the spring. Our school participates in the Diocesan league and follows the rules set by the Diocese. It is sanctioned under Holy Sepulcher Athletic Association.

Soccer

Soccer is offered for boys and girls in grades 1-8. This sport is played in the fall and spring. Teams are co-ed and are set based on student participation. Our school participates in the Diocesan league and follows the rules set by the Diocese

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.

Book Club

Book Club is an after school club for students in grades 4-8. There are two groups; Junior Book Club, and Advanced Club. Students are responsible for reading the books and discussion. Teams of students compete in the English Festival in May.

Cantors

Students who wish to participate in the Mass by using their singing talent are part of the Cantors. Students in grades 3-8 may participate. They are under the supervision of a teacher.

Forensics

Holy Sepulcher School participates in the Diocesan Forensics League. The goal of this organization is to foster public speaking. Students compete four times a year. This is an after school program.

Yearbook

Each year Holy Sepulcher School publishes an outstanding book containing activities throughout the year. It is a collaborative effort between 8th grade students and parents.

Student Council

Student Council consists of students from grades 5-8. To be selected, those students who desire to be on student council must submit a letter of intent to run by a certain date. The students then prepare a speech, which is presented to the student body. Finally, elections are held for the officers and individual grades.

The organizational goal of the Student Council is to foster esprit de corps through student planning and implementation of school activities. The Student Council sponsors social events, such as dances, pep rallies, talent shows, and birthday recognition. They raise money for various charitable causes, such as Chimbote,

Catholic Charities, and the Holy Childhood Association. They sponsor food drives to help those in need at school.

SPORTS, CLUBS, and AFTER SCHOOL ACTIVITY POLICY

Attendance: Any student who is absent from school is ineligible to practice, participate in games, attend clubs or after school activities on the day of the absence.

Academics: Any student who allows their grade, in any subject area, to slip below a 75% will be ineligible to participate sports, clubs, or after school activities until they improve their grade to a 75% or greater. Grades will be evaluated every Friday. Parents and students have access to see grades daily via Option C. The teacher has a five-day turn around to post grades from the time they are completed and submitted. The Principal will alert the parent/s if their child is deemed ineligible and submit a notice to the coach or club advisor.

Grading Scale:

A 93-100

B 85-92

C 75-84

D 70-74

E Below 70

TEXTBOOKS

Holy Sepulcher School participates in Pennsylvania's Act 195/90 whereby the state purchases textbooks and instructional materials of non-religious items. A parent form with permission to have their child use these books is kept on file in the school office.

All books are to be covered at all times. Students are responsible for the condition of the books given to them at the beginning of the year. Students will be required to pay for the book if it is damaged or lost. Books taken to and from school are to be placed in a backpack.

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.

Standardized Testing Students in grades 2-8 are administered the Iowa Assessments and Cognitive Abilities Tests 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.**

DIBELS

Students in grades K-6 are administered this diagnostic assessment three times a year. It is an appropriate literacy and math assessment for all students in elementary grades. This supports teachers in differentiating instruction for each student

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

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

Writing Assessments: Students in grades K-8 are required to participate in the Diocesan Writing Assessments.

TRANSPORTATION

It is vital that the school be informed of the means by which each child arrives and departs daily. If a change of transportation is required, the school must be notified in writing or e-mail confirmation by a parent by **10:00 am**. Last minute changes may not be able to be implemented.

Bus

Students who live more than a 1.5 mile radius from **Holy Sepulcher School** are eligible to be bused to the school. Those who live along a route that has been declared "hazardous" are also eligible for busing. The Board of Education Transportation

Division determines "hazardous route" claims. The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to all students in the Commonwealth of Pennsylvania.

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

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

The following bus rules are to be obeyed:

1. Remain seated at all times until the correct stop has been reached. If the driver has assigned seats, these seat assignments are to be honored
2. Keep head, hands and feet inside the bus.
3. In vehicles where seat belts are available, use them properly.
4. Do not ask to ride a bus other than the one to which you have been assigned or ask the driver to let you off at another stop. Only the Department of Transportation can authorize such changes.
1. 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.
2. Be courteous; use no profane language.
3. Do not eat, drink, or chew gum on the bus.
4. Keep the bus clean
5. Do not put anything out the window of the bus.
6. Do not be destructive
7. The driver is in charge. Any directives of the bus driver in addition to the above are to be followed.

Students are not permitted to ride a bus other than the one they are designated to be on. This is the transportation policy of all districts for safety liability.

Car

Parents transporting students must be in the car line which is by the door nearest to the Church. This is referred to as car line pick-up. The rules of car line are as follows:

- A large name tag with the last name of the child is to be placed in the window on the passenger side of the car.
- Only authorized drivers (names on file in the office) can pick-up children.
- When transporting students other than your own child, a note must be provided stating permission to do so from both families involved. No child will be permitted to leave without a note. **Change of transportation notes must be turned into the office by 10:00 am no exceptions.**
- If a parent has an appointment to see a teacher it must be scheduled after dismissal. Parents are to park their car and remain in the lot until all students are dismissed.

Tuition

Parents who register their child/ren at Holy Sepulcher are making an investment in their future. The tuition is determined each year according to a budget that is formalized by the Finance Council/School Advisory Council/Pastor and Principal. It is then approved by the Diocese.

Holy Sepulcher has contracted with FACTS to collect tuition on a timely basis. Tuition may be paid in 12 months, 10 months, 2 times, or one lump sum. There is a one-time fee of \$45, however if paid in full this fee is waived. The first payment is due July 1st. **No transcripts can be sent if tuition is in arrears.**

VISITORS

For security reasons, anyone entering Holy Sepulcher Catholic School is to use the front door to request admittance to the school by pressing the buzzer. Once you have received permission to enter, you should report directly to the office regardless of the purpose of the visit and sign in. *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 can be dropped off to the designated area in the front entryway. We will be sure your child gets his/her belongs from there. This will eliminate any unnecessary interruptions to classes and instruction.

All doors to the school will be closed and locked during school hours. Parents and visitors should use the buzzer at the front door to gain entrance to the building. If you are picking your child up early or bringing your child to school in the morning, you must use the front entrance of the school. The doors by the church are only to be used for carline and students going to Mass.

AUXILIARY SERVICES

The following services are offered through the Midwestern Intermediate Unit IV:

Remedial Reading and Math (Title I)

The Title I program is designed to provide additional assistance to students who are not demonstrating grade level proficiency in reading and/or math. Funding for these services comes through the local public school district. Referrals for the program are based on teacher referrals, standardized test results, DIBELS assessments, 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.

Act 89 Services

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

Speech/Language

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

Psychological Testing

A certified psychologist is assigned to our school. Psychological testing is available 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 parents, principal and teachers along with a list of recommendations made by the psychologist. **THIS INFORMATION IS KEPT CONFIDENTIAL** and not shared with anyone without parent permission.

Counseling

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

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

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

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

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

School Nurse/Nurse Practitioner (Provided by Mars Area School District)

Mars Area School District provides a Nurse to Holy Sepulcher occasionally throughout the year. She is also available in any emergency situations. If you have any questions concerning your child's health you may get into contact with the school nurse. The responsibilities of the school nurse include:

- Keeping updated health records for all students.
- Screening students for hearing—grades K, 1st, 2nd, 3rd, and 7th.
- Assuring the completion of a physical examination before entrance to school and in the 6th grade

- Screening students for vision—yearly.
- Scoliosis screening—grade 7.
- Recording height and weight for students—yearly.
- Recording required immunizations. (Seventh grade: Hepatitis B and 1 dose chicken pox vaccine.)

Dentist/Dental Hygienist

The Dentist/Dental Hygienist makes routine visits to our school and is responsible for maintaining all dental records. The Pennsylvania School Health Law requires dental examinations for students entering grades K, 3rd and 7th. These grades were selected because they represent critical periods of growth and development in a child's life.

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

DIOCESAN POLICIES

602 CHILD ABUSE POLICY

This policy, approved by the Diocesan School Board, concerns the reporting of child Abuse and neglect in accordance with the provisions of the Child Protective Services Law of the Commonwealth of Pennsylvania, Act No. 124 of 1975 and the Regulations there under. It is the purpose of the Act and this policy to encourage and foster more complete reporting of suspected child abusers so as to ensure the child's well-being and to preserve and stabilize family life whenever appropriate. The faculty and staff are bound by law to report such occurrence of suspected child abuse.

603 PHYSICAL PUNISHMENT

It is strictly prohibited for any school personnel to physically punish or abuse a child. Corporal punishment or physical restraint should not be used, except in self-defense or when taking appropriate action to protect health and safety of student or staff. Verbal threats of physical harm are strictly prohibited.

604 RETENTION OF STUDENTS

Most primary children will require three years to complete the work of the primary level. Some will complete the usually expected skills in less than three years. These students must have further individualized attention to broaden and enrich their educational perceptions. On the other hand, some students may need four years to

achieve the expected level. They will have been identified early in their school career by slower pace of learning. Parents will be contacted as soon as possible if there is a question of retention. The school will work with the parents to provide support and recommendations as needed.

PREFACE TO THE SUBSTANCE ABUSE POLICY

The education system within the Intermediate Unit Consortium and the Diocese of Pittsburgh recognizes that chemical abuse and dependency seriously impair the ability of individuals to develop their full potential. We also recognize that problems created by chemical abuse and dependency have adverse effects on the ability of all members of each school community to achieve personal educational goals.

Our policy is based on the belief that chemical dependency is a life threatening illness that affects individuals in all areas of their lives, emotionally, intellectually and socially.

631 SUBSTANCE ABUSE POLICY

The intent of this policy is to prevent and prohibit the possession, use/sale, distribution and/or intent of distribution of any illegal or controlled mood-altering medication of chemical. These are prohibited on school property and at any school sponsored event.

Violations of this policy may result in the following consequences:

- a. Notification of parent/guardian
- b. Notification of municipal authorities when appropriate
- c. Suspension or expulsion from school
- d. Referral of student to appropriate drug and alcohol agency

This policy will be implemented through the cooperative efforts of administration, faculty, parent/guardian, staff, student and community.

633 WEAPONS POLICY

No weapon may be brought onto school property, including but not limited to, the school building, outdoor areas, outdoor facilities, school busses or to any related activity. A weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchuck stick, firearm, fireworks, rifle or any other tool, instrument or implement capable of inflicting bodily injury, which is possessed under circumstances not manifested appropriate for lawful uses which it may have. This includes firearms

which are not loaded or lack a clip or other component to render it immediately operable. A person in possession of a weapon on school property violates state and criminal statutes and school regulations and shall be subject to the following discipline and penalty:

- 1. Parents will be immediately notified.**
- 2. The local police will be called.**
- 3. The student may be expelled.**

570.09 STUDENT DISCIPLINE POLICY

To meet requirements of section 1307-A of the School Code, the school shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence. This also includes:

- **An act or offense involving weapons**
- **Alcohol or drug use**
- **Willful infliction of injury to another person**
- **Act of violence**
- **Threats or bullying**
- **Destruction of property**
- **Sexual misconduct**

HOLY SEPULCHER SCHOOL
6515 Old Route 8 North
Butler, PA. 16002

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

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

Family Name _____

Children's Name(s): _____

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

Signature of parent _____

Signature of student(s) _____

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

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