

SACRED HEART SCHOOL



PARENT/STUDENT HANDBOOK

Sacred Heart Elementary School
325 Emerson Street
Pittsburgh, PA 15206-4299
412-441-1582 phone | 412-441-2798 fax
Website: sacredheartpgh.org

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The administration of Sacred Heart Elementary School reserves the right to amend the Parent/Student Handbook at any time. Parents/Guardians will be given prompt notice of any amendments.

STAFF DIRECTORY

Administration

- Mrs. Erin Mascaro- Principal
- Mrs. Alyssa Imler - Assistant Principal
- Sister Lynn Rettinger- Coordinator of Spirituality and Special Services
- Ms. Theresa Dragan, Office Manager
- Ms. Christy Gualtieri- School Secretary

Pre-K

- Mrs. April Garfinkel, Pre-K teacher
- Mrs. Alexis Reiser, Aide

Kindergarten

- Mrs. Donna Chronowski, Teacher, Room 111
- Ms. Leslie Jarzynka, Aide, Room 111
- Mrs. Joanna Redd, Teacher, Room 112
- Ms. Rosemary Wyke, Aide, Room 112

1st Grade

- Mrs. Annelise Holtz, Room 107
- Ms. TerriLynn Cheponis, Room 109

2nd Grade

- Ms. Erica Acklin, Room 108
- Mrs. Susan Adams, Room 110

3rd Grade

- Mrs. Carrie Sheppard, Room 104
- Mrs. Angie Stead, Room 106

4th Grade

- Ms. Christina Narduzzi, Room 101
- Mrs. Debra Breier, Room 103

5th Grade

- Ms. Cheryl Nichols, Room 201
- Mrs. Josephine Cashdollar, Room 203

6th-8th Grades

- Ms. Katie Tarasovic, Room 207; Sixth grade Homeroom 207; Sixth Grade Religion, Sixth, Seventh & Eighth Grade Math
- Mrs. Deborah Faux, STEM Lab & Room 202; Sixth Grade Homeroom Room 202, Sixth Grade Reading
- Mrs. Lorraine McDonough, Room 211; Seventh Grade Homeroom 211; Sixth, Seventh, Eighth Grade Religion; Sixth and Seventh Grade English
- Ms. Katelyn Rhodes, Room 212; Seventh Grade Homeroom 212; Seventh Grade Religion, Sixth, Seventh and Eighth Grade Social Studies
- Mrs. Julia Kordesich, Room 208; Eighth Grade Homeroom 208; Seventh Grade Math, Sixth, Seventh and Eighth Grade Science
- Ms. Jamie Ward, Room 210; Eighth Grade Homeroom 210; Eighth Grade Religion, Seventh and Eighth Grade ELA

Specials Area Teachers

- Mr. Tyler Cassidy, Music
- Mrs. Deborah Faux, STEM, Library, Sixth Grade Religion
- Mrs. Taylor Kollar, Art
- Ms. Debora Kunkler, Physical Education
- Mrs. Maria Osio, Spanish

Auxiliary Services

- Mrs. Marissa Andersen, IU Reading
- Mrs. Bridget Coneybeer, ESL
- Ms. Megan Morrison, IU Speech
- Mr. Eric Palmer, IU Psychologist
- Ms. Rebecca Shimko, Academic Support Teacher

Staff

- Mrs. Lynn Maola, Cafeteria Manager

Pastoral Staff

- Rev. Brendan Dawson, Pastor, Saint Jude Parish
- Rev. John Sweeney, Senior Parochial Vicar

INTRODUCTION

DIOCESAN MISSION STATEMENT

In order to assist the Catholic Church of Pittsburgh to participate more fully in the teaching of Christ and to aid the bishop in his own task as Shepherd and teacher of this local Church, the Secretariat for Education has been established to proclaim the gospel, the teaching of the Church, to fashion a people in whom the Word of God has taken root, to provide the coordination and administration of those programs and services which foster a living, conscious, informed, and active faith.

The vision for the Department for Catholic Schools is to promote and 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.

SACRED HEART SCHOOL MISSION STATEMENT

Sacred Heart Elementary accepts the challenge of the Roman Catholic Church in the Pittsburgh Diocese to educate children preschool through grade eight in a spiritually nurturing and disciplined environment. Our primary purpose is to form students in the likeness of Jesus Christ as evidenced in the values and teachings of the Church.

The school program is a dynamic blend of traditional curricula and methods in conjunction with contemporary educational theories and practices. We celebrate the cultural diversity within the Sacred Heart School community and strive to develop within our students a desire to discover and serve God and humanity.

PHILOSOPHY OF SACRED HEART ELEMENTARY SCHOOL

The administration, faculty, and staff of Sacred Heart Elementary School believe that the primary purpose of Catholic Education is the formation of the intellect with the sound foundation in the Catholic faith.

It is the natural right and obligation of parents to be the primary educators of their children. Sacred Heart Elementary School assists and enables parents to fulfill this obligation. Sacred Heart Elementary School provides the spiritual, academic, and social dimensions of a formal Catholic education. The students learn through instruction and example to participate fully in their faith. They are encouraged to accept and apply the Gospel message to their own lives and to their roles as members of the community. The students are expected to realize their obligation of service and responsibility to that community.

Academic experiences are based on sound educational principles consistent with the developmental stages of each student. The uniqueness of each student and the cultural heritage of his/her family is recognized and respected within the development of the curriculum. A conscientious effort is made to treat each person in a way that will allow each to grow into the person he/she is called to be.

PARISH

St. Jude Parish is the host Parish of Sacred Heart Elementary School. St. Jude Parish was founded in 2021 as a merger of Sacred Heart and Saint Raphael Parishes. Father Brendan Dawson is the Pastor of Saint Jude Parish.

REGION

Sacred Heart Elementary is one of six schools that are part of the Pittsburgh East Regional Catholic Schools, Inc. (PERCES). In addition to Sacred Heart, the PERCES Schools are: Divine Mercy Academy (Monroeville), Holy Family School (Plum), Mary of Nazareth School (White Oak), Saint Bede School (Point Breeze) and Saint Therese School (Munhall). The Regional Administrator for PERCES is Mr. Jonathan M. Cuniak.

MIDDLE STATES ACCREDITATION

Sacred Heart Elementary School is accredited by the Middle States Association of Colleges and Schools. Middle States accreditation is an expression of confidence in our school's mission, goals and objectives, performance and resources and a public validation of the quality education that is happening here. The Middle States Evaluation is an ongoing process requiring the submission of updated plans every three years. After ten years the school is reevaluated for continued accreditation. Sacred Heart School was re-accredited April, 2021.

PROFILE OF A GRADUATE

Graduates of Sacred Heart Elementary School will demonstrate:

Spiritually

- Have a personal relationship with Jesus
- Show respect towards other faiths and traditions
- Embody the gifts of the Holy Spirit
- Consider religious beliefs when making decisions
- Have a clear understanding of their faith and express it to others

Physically

- Show respect for self and others, recognizing that each person is created in the image and likeness of God
- Maintain a positive self-image and exude self-confidence
- Maintain a healthy diet and active lifestyle
- Understand that emotional and physical wellness are essential components to leading a healthy lifestyle

Morally

- Express confidence in their personal choices, accepting the possible consequences
- Act towards others in a way that is kind, nonjudgmental, and selfless
- Learn from life's mistakes in order to grow in maturity and wisdom
- Possess a clear sense of what is right and wrong in the world around them
- Model leadership in both private and public settings
- Respect and value the dignity and differences amongst their peers

Socially

- Actively participate in the Church and school communities
- Develop leadership abilities in order to succeed in future endeavors
- Have a clear sense of self-awareness and self-confidence in social situations
- Accept diversity with a non-judgmental attitude of tolerance towards others
- Demonstrate effort as a means to personal achievement

CATECHETICS

Catechetics, or religious education, is the center of the Catholic school. A conscious effort is made to create a Christ-centered atmosphere by stressing Christian values in the classrooms and throughout the school and by integrating catechetics into every aspect of the school curriculum.

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

The children are introduced to the lives of the saints, feasts, and liturgical seasons, anniversaries of historical figures and peacemakers of our time, and civil holidays that have significance for children.

Faith experiences are an integral part of catechetics. Opportunities for liturgy, reconciliation, stations of the cross, classroom prayer and service are included. Community is at the heart of Catholic education, not simply as a concept to be learned, but as a reality to be lived.

Student Masses are held at 8:30AM each Friday school is in session in Sacred Heart Church. All School Masses are at least once a month and grade level Masses (K-3, 4-5, 6-8) are held in consecutive weeks. Masses on Holy Days of Obligation are also scheduled at 8:30AM. Kindergarten students traditionally begin joining students in grades 1-8 for Mass around Christmas. Dates and times of all Masses and services are communicated on monthly school calendars and in the monthly newsletter sent out via FACTS and Constant Contact.

The principal, along with the pastor, the Spirituality and Special Services Coordinator, and Parish religious education director, works with the teachers in the religious development and sacramental preparation of the students. The Parish provides sacramental preparation programs each year for parents of all eligible children of the Parish. These are parish programs and involve all eligible children and parents of the parish and school. It is important to note that the conferring of sacraments is the responsibility of the home parish of the child.

INSTRUCTIONAL PROGRAM

CONTINUOUS GROWTH APPROACH TO INSTRUCTION

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

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

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

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

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

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

Curriculum guidelines for all subject areas are provided through the Diocese of Pittsburgh Department for Catholic Schools. The guidelines endeavor to give continuity to the teaching/learning process and to meet individual needs of students. All textbooks are selected from texts, recommended by the Curriculum Directors of the diocese, that have a philosophy consistent with the Catholic philosophy of education and presentation of subject matter which is sequential, consistent, and adaptable to the Continuous Growth Program.

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. Teachers will assess the instructional needs of students and provide differentiation through the use of small, flexible 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.

ACADEMIC SUPPORT

Sacred Heart School strives to be as inclusive as possible in welcoming all students for whom we can provide an appropriate education. Therefore, we implement the Diocesan Academic Support Model to assist students who are struggling academically and/or have been identified as a person with a special need. These students may receive academic support through teacher-developed planning as needed by:

- Creating a growth plan for each student identified with a special need;
- Adapting curriculum as appropriate for identified students;
- Making accommodations and interventions that will benefit the student;
- Attending remedial reading and/or mathematics support programs;
- Attending a speech and language support program;
- Having an Equitable Participation professional observe the student as a consultative support to the school;
- Referring students who are screened for a learning problem.

Parents/Guardians who have a concern that their child may need additional academic support should contact their child's homeroom teacher. Specific steps will be outlined at that time which may include a team meeting with the parent, teacher and principal.

COURSE OFFERINGS

The following disciplines are included in the Sacred Heart School curriculum:

Religion

Reading: (K-3): Phonics, Vocabulary, Comprehension, Literature

Mathematics: Concepts, Computation, Problem Solving, Pre-Algebra (6, 7-8), Algebra (8)

English

Spelling/Penmanship

Science/Health

Social Studies

World Language- Spanish (2-8)

STEM (K-8)

Library Science

Music

Art/Art History

Physical Education

Catechetics/Religious Education

The Catholic Church recognizes parents/guardians as the primary educators of their children. The role of the 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.

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

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

Language Arts

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

Mathematics

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

Social Studies

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

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

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

Science

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

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

Physical Education

Physical education is a vital component of the curriculum, which assists students in identifying their physical strengths and weaknesses and encourages them to build on their strengths to achieve personal goals. Students learn to follow rules and to respect the rights of others through games and physical activity. Learning to channel energies constructively helps students perform successfully in life.

Health

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

Fine Arts

In the Fine Arts program, students have the opportunity to deepen their awareness of God's gift of creation and to respond creatively to the beauty and goodness of the world through music and art. Instruction in the Arts contributes to the development of the whole person, promotes individual expression, allows experimentation with diverse materials and elements, enables exploration and appreciation of the works of other students and major artists and musicians, develops an awareness and sensitivity toward the environment, and finally promotes a deeper understanding of heritage and culture.

Technology/STEM

Technology instruction is essential in today's educational process. This instruction includes computer awareness, computer literacy, and digital citizenship. A computer is a basic tool for teaching logical thinking and problem-solving, creative writing, communication, the handling of information, and many other aspects of the curriculum. At Sacred Heart chromebooks and tablets are integrated into various subject areas. Every student has a device available to them for use at home (as needed) and in school (1:1). Before students in any grade are permitted to use the internet, guidelines for its use are sent home along with an Internet Use Contract, which must be signed by parents and students and returned to the school office. Teachers of computer literacy look beyond hardware and develop an awareness of values such as relationships, collaboration, ethical conduct, responsibility and creative expression. As in all other areas of the curriculum, the integration of the Gospel values is a part of the teaching/learning process in the computer lab and classroom.

INTERNET USE POLICY

This guideline is established to ensure understanding and application of Sacred Heart School Internet Use Policy. Sacred Heart School reserves the right to amend these guidelines at any time. It is understood that the administration of Sacred Heart will inform parents/guardians of any changes through written communication from the principal via in print, digital or print newsletter, email, or FACTS communications. **Students' parents and/or guardians are required to review these guidelines with their child(ren) and complete and return a parent/guardian consent form annually.**

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

- Information and news from a wide variety of sources and research institutions
- Public domain and shareware software of all types
- Discussion groups
- Access to any educational institutions and libraries
- Social Media Sites

Internet Etiquette

All students are required to:

- Be polite when sending written messages to others
- Use appropriate language in all messages
- Avoid anything pertaining to illegal activity
- Protect information, personal or otherwise
- Respect others' access to the internet
- Remember that deleted materials can be retrieved

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

- Unauthorized use of the school or region's branding including name, logo, etc.
- Use of anyone's picture or likeness without expressed written permission
- Placing unlawful information on the Internet
- Using the Internet for non-school related activities during the academic day
- Sending messages that are likely to result in loss of the recipients work or systems
- Using the Internet for commercial purposes
- Using the Internet for political lobbying
- Sending or receiving copyrighted material without permission
- Plagiarism
- Using Internet access to send or retrieve pornographic material, inappropriate file text, files dangerous to the integrity of the system, violent or threatening material or messages
- Circumventing security measures on school or remote computers or networks
- Vandalism
- Falsifying one's identity
- Using social network sites during the school day
- Using the Internet to harass another person or engage in personal attacks, including prejudicial or discriminatory attacks, cyber bullying

Students who have been issued a Chromebook may take the Chromebook home outside of school hours. Parents/Guardians of students who choose to do so must sign an acknowledgement indicating their responsibility for the device and the cost of replacement. Students taking the device home must bring it back to school each day fully charged. The charger should be returned daily as well. All students will have access to Google Classroom outside of school. Permission slips for the Chromebooks, in addition to the internet release, are needed before the students can use the Chromebook.

Conduct, whether inside or outside the school, which is detrimental to the reputation of the school, can result in discipline. Therefore, defamatory or threatening statements and images exchanged on social media can result in discipline of the student account holders.

No one may use the school name, logo or motto on any type of social media or in any other way, e.g. putting the name on t-shirts without the express written permission of the principal.

To protect the privacy and safety of all students, the following policy will be in effect at all school events:

- Visitors are permitted to take photos/videos solely of their own child.
- Taking photos/videos of other people's children is strictly prohibited.
- Those found in violation of this policy may be asked to delete the images/videos and could have their permission to attend future school events revoked.

We appreciate your cooperation in ensuring all students feel safe and respected.

Please note: This policy does not restrict school staff or authorized photographers/videographers from capturing event footage for official school use and communication.

TESTING PROGRAM

Formative and summative assessments are regular components of classroom instruction at Sacred Heart School. These assessments require students to synthesize information, apply what they have learned and demonstrate their understanding of what has been taught. In addition, standardized tests and Diocesan assessments are administered to gauge student progress, identify individual student skills as well as strengths and weaknesses of the overall school academic program in comparison to other Diocesan and national schools.

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 for grades 2, 4 and 6 is a cognitive abilities section, which helps compare a student's achievement with other students of the same age, grade, and ability. 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, trips and non-emergency appointments should not be scheduled during testing weeks. Testing weeks will be published as soon as the dates are available.

Acadience Reading and IXL Diagnostic testing

Acadience Reading is a screening assessment administered to students in grades K-3 minimally three times a year (September, January, May). This tool helps teachers identify specific needs of emergent readers and to identify goals to move the student forward academically. IXL Reading (Grades 1-8) and Math (Grades 4-8) diagnostic assessments are also given up to three times per school year.

Teacher-Made Tests

Teachers frequently give tests which they construct to measure, evaluate, and determine what students have learned.

Textbook Tests

Tests which accompany the textbooks are administered at the conclusion of a chapter and/or unit to test the objectives covered by the text.

AUXILIARY SERVICES / COUNSELING

Counseling services are offered by a qualified and certified school counselor. Children may be referred by parents, principal, teachers, and through self-referral. Individual counseling requires parental permission. However, a student may be seen one time without parental consent if deemed necessary by the principal.

At Sacred Heart School, we value the personal and social development of your child as much as their academic growth and success. If you have any questions, please feel free to contact the principal or school counselor.

Equitable Participation

This service is offered through the Pittsburgh-Mt. Oliver Intermediate Unit (IU2) provides a range of academic, behavior and speech and language consultation services.

Psychological Testing

Psychological testing is available by parent request or at the recommendation of the teacher in consultation with the principal. Generally, testing is done to discover the cause of learning problems. 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 is not shared with anyone without parent permission.

Intermediate Unit - Remedial Reading (Title I)

The Pittsburgh-Mt. Oliver Intermediate Unit #2 offers the Title I remedial program to provide additional assistance to students who are not demonstrating grade level proficiency in reading. Referrals for the program are based on teacher referrals, standardized test results, and parent approval. Alternate strategies are planned for students in accordance with individual instructional goals and in support of the classroom curriculum to help students develop mastery of basic skills.

Speech Program

The Pittsburgh-Mt. Oliver Intermediate Unit #2 offers speech therapy services at Sacred Heart which provide for the diagnosis and remediation of speech, language, and hearing problems. Students are seen individually or in a group, usually for 1/2 hour sessions once a week during the school day. The initial screening occurs in September, although children may be referred at any time during the school year. The speech/language clinician works closely with the classroom teacher. Parental involvement is strongly encouraged to insure success.

Student Assistance Program (SAP)

The Student Assistance Program (SAP) for students K-8 is mandated in Pennsylvania by Act 211 of 1990. This comprehensive program exists to identify and obtain help for students experiencing serious academic or behavioral problems. The team members are the principal and a committee of faculty members who have received special training. The programs exist in order to promote the growth and development of the child.

Referrals for the programs 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 recommendations as to what is needed to help the student, and conveys this information to classroom teachers and parents/guardians. If necessary, after consultation with parents, appropriate referrals are made to outside agencies. Team members maintain confidentiality with regard to all information pertaining to students and their families.

CURRICULAR RELATED

Assemblies

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

Field Trips

Every class is permitted field trips during the year. Each student must have a signed permission slip before he/she is permitted to participate. Transportation, in accordance with diocesan directives, is provided by bus, and a fee is charged to cover costs.

Guidelines for both students and chaperones are in effect for each field trip. A copy of the student guidelines will be sent home by the teacher so that the parent may help reinforce the guidelines presented. Parents acting as chaperones on field trips must have all clearances required by the Safe Environment Program for the Diocese of Pittsburgh.

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, phones and electronic devices, or other distracting Elements;
2. Check to see what was accomplished during the designated study time regarding completeness, neatness, and correctness;
3. Be willing to listen to reading, spelling, and math facts and to explain procedures, but never do the assignment;
4. Consult the teacher if the child uses the excuse "no homework" too often.

If a child cannot complete an assignment, the parent should inform the teacher by written note stating the reason. Arrangements should be made as soon as possible to make up incomplete assignments. It is recommended that the children spend fifteen minutes in homework, study, or reading for each grade in school; up to 15 minutes for kindergarten; 15 for 1st; 30 for 2nd; 45 for 3rd; one hour for 4th; etc., up to 2 hours for 8th. This time is especially needed in the upper grades when the students are doing Algebra, World Language, and literature. If your child cannot work for an extended period, the time can be broken into smaller periods, such as before and after dinner.

At the discretion of the teacher, homework is not generally assigned on weekends. In case of a student's absence, requests for homework should be made before 8:30 a.m.

Library

The library is an essential element in the development of lifelong learning skills for students. A primary objective of education is to learn how to identify, locate, organize and present needed information in a clear, concise and persuasive manner. As technologies change, students need to develop skills to manage complex information. The school library program is the vehicle that provides opportunities for students to achieve these skills and to foster a lifelong interest in knowledge. A research process is taught that provides students with specific strategies and tools to enable them to become independent learners. Skills focus on locating and evaluating information in varying formats.

The school library is open from 8:10 a.m. to 2:50 p.m. Monday through Friday. In Levels 1-3, books are checked out for one week and there is a fine for books that are not returned. In Levels 4-8, books are checked out for two weeks, and there is a fine for books that are not returned. Lost or damaged books must be paid for by students.

DAILY PRACTICES AND POLICIES

ADMISSIONS & REGISTRATION

Sacred Heart Elementary School admits students of any race or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at 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.

From time to time, it may become necessary for students to transfer between schools within the Pittsburgh-East Regional Catholic Elementary Schools, Inc. Families are encouraged to contact their current building principal before beginning the enrollment process in another PERCES School. A student may be accepted for transfer between PERCES Schools only upon agreement between the principals of both buildings and after consultation with the Regional Administrator.

REQUIREMENTS

Age Requirement

- Students entering preschool must be 4 years old before September 1.
- Students entering kindergarten must be five years of age before September 1.
- Students entering first grade must be six years of age before September 1.
- Those registering for grades 1-8 must fulfill the age requirement for the desired grade.

Admission to Middle School

Students applying for admission to grades 6, 7 and 8 will be interviewed by the principal or his/her designee prior to admission. This requirement may be waived if the student presents a letter of recommendation from the principal of the previous Catholic School or the Director (Coordinator) of

Religious Education of a Parish Catechetical Program.

Records Required

- Complete medical records and official certificates of birth and baptism are required at the time of registration.
- When a student transfers, a certified copy of the student's disciplinary record must be obtained from the school from which the student is transferring prior to admission.
- All parents and students are to sign the "Catholic School Memorandum of Understanding."
- Students applying for admission to grades 6, 7 and 8 will be interviewed by the principal or his/her designee prior to admission. This requirement may be waived if the student presents a letter of recommendation from the principal of the previous Catholic School or the Director (Coordinator) of Religious Education of a Parish Catechetical Program.

Grade level and academic group determinations are made on the basis of school records. A waiting list will be established if/when any grade level (Preschool-8th grade) reaches capacity. A second section of any grade level may be opened (if not already opened) once the number of students makes it economically feasible for the school to do so.

New students and their families should be cognizant of, and willing to comply with, all school expectations. If problems arise during the probationary period that have not been resolved to the satisfaction of both the school and the family, the student will be required to transfer. The probationary period is in effect the first 45 academic days that a student is enrolled.

IMMUNIZATION

Immunization records must be complete before any child may enter school. The requirements, as indicated by Pennsylvania State Law, are as follows:

Grades K – 8

- 4 doses of tetanus, diphtheria and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio ** (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps, rubella***
- 3 doses of Hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

**Usually given as DTP or DTaP or if medically advisable, DT of Td*

*** A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose*

**** Usually given as MMR*

Grades 7 – 8

- 1 dose of tetanus/diphtheria/acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

ON THE FIRST DAY OF SCHOOL, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.

Questions about immunizations should be directed to your family physician. Failure to have a child properly immunized or failure to produce immunization records may result in exclusion from the school

MEMORANDUM OF UNDERSTANDING

Parents enrolling their child(ren) in a Catholic school, are expected to accept this memorandum of understanding, support the Catholic identity and mission of Sacred Heart Elementary School and uphold all the principles and policies that govern a Catholic school.

The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teachings of the Catholic Church. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the Pittsburgh-East Region, the diocese, or religious community. Attending a Catholic school is a privilege, not a right. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

ATTENDANCE

Regular attendance and punctuality are major factors in determining academic success. Parents and guardians of students who acquire excessive absences may be required to provide documentation from a physician indicating that the absences are related to an existing medical condition. Students absent for more than thirty days during the academic year may be denied academic promotion.

Absence

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

Parents/Guardians should call the school office, 412-441-1582, by 8:30 a.m. each day that a child is absent from school. Messages can be left earlier by calling the school office at 412-441-1582 and leaving a message at extension 200. Give the child's name, homeroom teacher, and reason for absence. **Follow up calls will be made until all absences are verified.** Unless the absence will be for an extended period of time, please make arrangements with another child to have assignments brought home.

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."

Upon returning to school from an absence, a student must submit a written excuse signed by the parent or guardian to the homeroom teacher, stating the reason for the absence and the date or dates of absence as

required by state law. A written excuse must be received within three days of the absence, or the absence will be classified as unexcused.

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

- Following an absence
- Excused from gym class - If the excuse from gym is for an extended period of time, a note from the doctor is required.
- Permission for out of school appointments (child is expected to return when possible)
- Attending funerals
- Change of plans in leaving school (bus, ride or walk)
- Early dismissal

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

Assignments and tests missed during absences must be made up upon return to school. It is the student's responsibility to see each teacher about work missed and to see that it is completed within a reasonable time after the return to school.

A student is responsible for making up all work when absent from school and for completing the course of study prescribed by the State and the Department for Catholic Schools.

Tardiness

A student is tardy if she/he is not in homeroom for the opening exercises at 8:05 a.m. Students tardy for school or class must report to the office and receive a tardy slip before being admitted to their classrooms. The tardy slip is then given to the homeroom teacher. Children who arrive after 11:00 a.m. are marked absent for the morning session. Children who leave school before 1:00 p.m. are marked absent for the afternoon.

It is important for students to arrive to school on time so they are seated and ready to start the day at 8:05. For students in grades 5-8, after 4 tardies each quarter, the student will serve a recess detention. For students in grades K-4, parents will be notified after 4 tardies.

Appointments

If possible, physician and dental appointments should be arranged on days when school is not in session. However, if it is necessary for a child to have an early dismissal, he or she must have a written note to be presented to the homeroom teacher. Students must report out and in at the office. Parents or an authorized adult must meet the child at the office and sign him or her out at the authorized time.

SCHEDULE

7:30	School doors open. All students enter via the front door.
7:35	Students move to the cafeteria. Breakfast is available.
8:00	Students must be in classrooms for attendance, lunch count, etc.
8:05	Opening prayers
8:10	First class
8:15	Morning preschool begins
11:00	Lunch: Levels 7, 8
11:20	Lunch: Levels K, 5, 6
11:15	AM preschool dismissal
11:40	Lunch: Levels 1, 2
12:00	Lunch: Levels 3, 4
2:15	Full day preschool dismissal
2:30	End of last class (K-8)

2:35 Closing prayers/announcements
2:35 Dismissal

CAFETERIA

Nutrition

The Department for Catholic Schools Diocese of Pittsburgh promotes healthy students by supporting the Nutrition Guidelines for Competitive Foods in Pennsylvania as a part of the total learning environment. All diocesan schools are expected to provide a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

Breakfast: Because of the importance of good nutrition for learning as well as health, Sacred Heart offers a breakfast program each day between 7:35 and 8:00 a.m. The children may choose from a variety of menu items. Those eligible for free or reduced lunches may receive free or reduced breakfast.

Lunch: All students must bring or buy lunch. Those bringing lunch may purchase milk. Lunch can be purchased daily or weekly. Students who forget lunches may order lunch on their lunch account. Parents will be notified of late accounts.

Rules:

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

- ◇ Remain seated unless disposing of garbage, etc
- ◇ Always walk while in the cafeteria.
- ◇ Refrain from shouting or screaming
- ◇ Be courteous and respectful to all those helping during the lunch period.
- ◇ Do not take food or tableware from the cafeteria.

The cafeteria is operated in accordance with U. S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. Any person who believes he or she has been discriminated against in any USDA-related activity should write to:

USDA

Director of Office of Adjudication
1400 Independence Ave. S.W.
Washington, D.C 20250-9410

or complete the complaint form online at http://www.ascr.usda.gov/complaint_filing_cost.html

Each family must assist by serving **six** turns in the cafeteria or by sending payment for a substitute; \$20 for each turn / \$120 total. A Parent Lunch Duty calendar is prepared monthly. In addition, adults can volunteer for additional days in the cafeteria or on the playground.

DRESS CODE

The goal of the dress code is to reinforce a careful, responsible attitude appropriate to serious pursuits and to prevent externals from being a distraction to learning. Students are to be properly groomed at all times. Attire is to be neat, clean, and modest. Unless a special dress has been designated, the school uniform is to be worn at all times during the school day. The students are expected to arrive at school in the uniform as outlined below. The school reserves the right to enforce the following standards as well as those that it may deem necessary.

BOYS: Levels 1-5

Uniform Do's:

Navy dress slacks and dress shirt in white or light powder blue worn with a tie knotted at the collar. Pants are to be worn with a belt at the waist.

Navy shorts may be worn during August, September, May and June.

Sweaters are limited to crew, v-neck, or cardigan in solid red, white, grey, or navy blue. Crusader sweatshirts are also approved.

White, light blue, red, and navy polo shirts may be worn during August, September, May and June Polo shirts may also be worn on gym days throughout the school year.

Navy polo shirts with the school name can be purchased from School Belles Uniform Company.

Only solid white undershirts may be worn under school shirts.

Solid colored (white, navy, black, tan) dress socks or crew/ankle socks are required. All uniforms are expected to be clean and free of wrinkles.

Uniform Don'ts:

Turtlenecks, sweatshirts, pullover shirts and jackets of any type are not permitted during class time.

Sport pants, jeans or jeans-type corduroys, and pants with extra zippers and patch pockets may not be worn.

Logos are not permitted on clothing, with the exception of socks.

“No-show” socks or low cut crew socks are not permitted.

BOYS: Levels 6-8

Uniform: Beginning in Level 6, boys may wear either khaki or navy dress slacks (or shorts during August, September, May and June).

Uniform and Non-Uniform Guidelines for Boys Levels 1-5 apply to Levels 6-8

GIRLS: Levels 1-5

Uniform Do's:

Plaid jumper or navy slacks are worn in these grades. Navy shorts/skorts may be worn during August, September, May and June.

White or light powder blue Peter Pan blouse or oxford shirt with short or long sleeves (with **cross-tie** if wearing slacks) are the norm.

White, red, or navy long-sleeved turtleneck may be worn.

White, red, light blue and navy polo shirts may be worn with during August, September, May and June.

Polo shirts may also be worn on gym days throughout the school year.

Navy polo shirts with the school name can be purchased from School Belles Uniform Company.

Solid colored knee socks, ankle socks, or tights (white, red, navy, black) may be worn. Navy, white, red or black tights may be worn with the jumper.

Sweaters are limited to crew, v-neck, or cardigan in solid red, white, gray, or navy blue. Sweaters may not be longer than the top of the hip. Crusader sweatshirts are also approved.

Long pants worn to school under the uniform during cold weather should be removed when arriving at school.

Uniform Don'ts:

Sweatshirts, pullover shirts and jackets of any type are not permitted during class time. Sport pants, jeans or jeans-type corduroys and pants with extra zippers and patch pockets may not be worn

Logos are not permitted on clothing, with the exception of socks. “No-show” socks, low cut crew socks and over the knee socks are not permitted. Only white t-shirts may be layered under a school shirt.

GIRLS: Levels 6-8

Uniform:

Beginning in Level 6, a plaid skirt or uniform culottes are worn no higher than 3 inches above the knee. Khaki or navy uniform slacks are also acceptable (or shorts/skorts during August, September, May and June).

Uniform and Non-Uniform Guidelines for Girls Levels 1-5 apply.

Non-Uniform:

White turtlenecks are not permitted.

SHOES/BOOTS

Uniform:

Solid-colored black, brown, tan or navy dress shoes OR slip-on sneakers (no laces) are required. Stripe and plaid trim designs are **not acceptable**. Shoes should be non-athletic and should not rise above the ankle. Platform/stacked shoes are not acceptable. Examples are solid colored slip-on Vans, Sperry boat shoes, Mary Janes, etc.

Non-Uniform:

Tennis, gym or athletic sport shoes are not permitted. Boots are not to be worn during the school day. Backless shoes, Crocs, flip flops, moccasins, or slippers are not permitted.

JEWELRY/MAKE-UP

Accessories (earrings, necklaces, bracelets, rings) may be worn in moderation. Only earlobe piercing is permitted. Head adornments (hats, scarves, etc.) may not be worn, with religious/cultural exemptions.

Solid-colored headbands (red, black, gray, navy, white and Sacred Heart plaid) may be worn.

Make-up may not be worn. This includes false eyelashes/and or lash extensions. These are not permitted.

Fingernails are required to be a natural, active length. Polish worn on nails must be a neutral color. Press on nails, gels and acrylics are not permitted.

HAIR

*Students should be properly groomed at all times. Hair should be neat, clean and moderate in length

* **For boys**, hair should not cover the ears or eyes, or fall below the shirt collar. A single hair tie may be used to pull back hair to remain in compliance. Hairstyles that fall below the collar that are unable to be pulled back in a singular hair tie are not permitted.

*Extreme hairstyles such as unnatural colors, longed spiked hair, mohawks, hairstyles with designs, patterns and lines, and shaved heads are not permitted.

*Eyebrows also may not have designs, patterns or lines in them.

GYM (PHYSICAL EDUCATION) CLOTHING REQUIREMENT

All students in grades 3-8 bring clothes and sneakers for gym to school on the day(s) they have physical education class. The schedule will be shared by your child's teacher. All students in grades K-8 are required to wear tennis shoes to P.E. class. Students in grades 3-8 are required to change out of their uniform for P.E. class. Appropriate T-shirts, knee length shorts, sweatpants, or non-hooded sweatshirts should be worn. Jeans or jean shorts are not permitted. Any article of clothing worn in P.E. class may NOT be worn underneath school clothes. To be excused from P.E. class, students must provide a written excuse from a doctor or parent.

- Basketball shorts or sweatpants and a t-shirt are acceptable for gym class.
- Crop tops are not permitted.
- **Volleyball, running, biker and compression shorts are not permitted.**
- **Shorts worn must be mid-thigh or longer.**

OUT OF UNIFORM

Permission to be out of uniform for a day must be obtained from the principal. Students who are out of uniform without official permission will need to call their parents to bring them appropriate attire. With the exception of kindergarten - Grade 2 students, all students are required to bring (not wear) their tennis shoes and gym clothes on gym day. A doctor's excuse is required in order to wear tennis shoes other than for physical education class.

SPECIAL DRESS

Dress Up Day

Students can wear attire equal in formality to the uniform or better, on occasions such as Picture Day. Above guidelines are to be followed for the length of skirts.

School Spirit Day

Students may dress in school colors (red, black, white). If these colors are not available, wear neutrals such as beige or light gray. Tennis shoes may be worn; jeans or pants in school colors (but not shorts, yoga pants or leggings); shirts, blouses, or jerseys in school colors. Sweaters or sweatshirts without hoods may be worn.

Sports Team Day

If a special day is held to celebrate a **Pittsburgh sports team**, the School Spirit Day dress code applies, with sports logo and/or team colors. Jeans may be worn. Sweaters or sweatshirts without hoods may be worn.

Dress Down Day

Occasionally throughout the school year there will be "Dress Down" days. Appropriate clothing must still be worn and the teachers have the discretion to decide if the clothing is appropriate. The principal retains final authority on uniform policy. T-shirts with appropriate writing are permitted. Sweaters or sweatshirts without hoods may be worn. Backless shoes, flip flops, crocs, moccasins, boots or slippers are not permitted. T-shirts with inappropriate slogans are not permitted.

Students are expected to comply with the dress code at all times during the school day, including at arrival and departure. Improperly dressed students may be sent home or be required to call a parent to correct the situation.

The administration reserves the right at all times to evaluate and correct an individual student's interpretation of the dress code as evidenced by his or her appearance.

Clothing Identification

Parents are strongly urged to mark their children's personal belongings with their names. Since children do not readily claim lost items, proper identification helps us to find the owner and save parents the cost of replacement. The lost-and-found area is located in the cafeteria and at the Activities Building. Parents and children are encouraged to look for lost clothing items there. Other lost items, such as glasses, watches and purses, if found, are turned in to the office.

EMERGENCY INFORMATION

At the beginning of each school year, parents are required to complete a Family Information Update 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 or who have your permission to take your child in the event of an emergency. Please keep the form updated by notifying the office of changes.

EMERGENCY CLOSINGS AND DELAYS

Whenever there is a question of school being in session because of inclement weather, Sacred Heart School follows the decision of the Pittsburgh Public School System. The TV stations and their websites post information about the Pittsburgh Public Schools as well as Sacred Heart School. KDKA, WPXI, and WTAE- TV will have the most current information. Please do not call the school or parish office.

If the Pittsburgh Public Schools call for two-hour delay, Sacred Heart School children have a two-hour delay as well and should report to school at 10:00 a.m. The building will not be open until 9:30am. If the City of Pittsburgh does not delay, but the districts that provide your child's busing do delay, your transportation will follow your school district's announcement.

EMERGENCY DISMISSALS

In the event of a weather or other emergency once school is in session, Pittsburgh Public School officials notify the school and the news media that the City of Pittsburgh schools will be closing and students will be bussed home as soon as possible. Sacred Heart may also make emergency early dismissals if situations warrant. Your children may stay at school until you or another authorized adult can come, or they can go home on the buses when they arrive. We will follow the directive you give on the Family Information Update form. The school office will not be able to make individual calls. If you have chosen to have your child take the bus, you must make plans for such an emergency. Please make arrangements and alert your child where to go if he/she arrives home in your absence. Please do not depend upon school phone lines and availability of staff to address individual needs. All notifications and communication will be made through FACTS (email, phone, text).

EMERGENCY DRILLS

Two of the following drills are held monthly: fire drill, weather emergency drill, evacuation and reverse evacuation drill, and lock-down drill. Exit directions, which are posted prominently in each room, are followed. No one remains in the building during these drills. When the students hear the bell, they leave the room quickly and quietly in single file. Students maintain silence during all drills. Teachers instruct the students regarding the directives for particular drill.

AFTER SCHOOL PROGRAM

Sacred Heart offers an After School Program from 3:00 to 6:00 p.m. for parents of those children (K-8) who need child care. This service is available on a daily, weekly, or yearly basis for an hourly rate which is subject to change. An additional late fee is charged for those children not picked up by 6:00 p.m. At the end of each week parents receive a statement of program fees for each child. Parents are asked to pay in full within two weeks of billing. Refer to After School Program Handbook found on the school website for information and the billing policy.

The staff consists of teachers, parents, and area college students. The general format of the program strives to balance the children's need for relaxation with the need for order. Parents should contact the school office for further information.

TEXTBOOKS

The students at Sacred Heart Elementary benefit from Pennsylvania's Act 195 and 90 whereby the school places orders for textbooks and instructional materials of a non-religious nature. The PA Department of Education pays for these textbooks and materials to be used in the education of children. A parent form with permission to have their child use these books is kept on file in the school office. Students are responsible for the condition of the books given to them for their use. All textbooks are to be covered but *not* with contact paper or other materials that damage the book when removed. Books taken to and from school are to be placed in a book bag. Students are required to pay for items that are damaged or lost.

SCHOOL SUPPLIES

For the convenience of families, supply lists are available each June for the following year. They are also posted on the school website. Students provide their own school supplies but are expected to comply with individual teacher requirements. Items not easily available elsewhere, such as student planners, homework folders, etc. are provided by the school and charged through FACTS (\$30) at the start of the school year.

TRANSPORTATION

It is important that we know the ordinary means by which each child arrives and departs daily. A [Change of Dismissal](#) form is to be sent when a change is necessary. For reasons of safety and insurance, each child is to ride his/her assigned bus. No child is permitted to ride a bike, skateboard, scooter or roller blades to or from school. If a student is not on the bus roster, he/she is not allowed to ride the bus, even if a parent writes a note. This directive from the bus companies is made for insurance reasons. Students are dropped off only at assigned stops.

Bus:

Students who live more than 1.5 mile radius from school are eligible to be bused to 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 school district responsible for busing students are applicable to all students in Pennsylvania.

Students are expected to behave properly while on the bus and to remain in their seats at all times. This ensures their safety and the safety of others. If improper conduct occurs, the driver prepares a report which is given to the principal and sent home to alert the parents to the problem. If the behavior persists, the bus company and the school has the right to recommend that a student be removed from the bus. This will result in the student losing bus privileges temporarily or permanently. The parent will then be responsible for transportation arrangements.

The following bus rules are to be obeyed:

1. 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.
2. Loud talking, etc. may distract the driver, prevent students from hearing instructions, or prevent the driver from hearing signals from emergency vehicles.
3. Remain seated at all times until the correct stop has been reached.
4. Keep head, hands and feet inside the bus.
5. In vehicles where seat belts are available, use them properly.
6. Be courteous; use no profane language.
7. Do not eat, drink, or chew gum on the bus.
8. Keep the bus clean.
9. Cooperate with the driver
10. Do not put anything out the window of the bus.
11. Do not be destructive.
12. The driver is in charge. Any directions in addition to the above are to be followed.

Car Riders/Walkers:

Please exercise caution when driving near school. Parents stopping at the school office at the beginning and end of the school day should drop children off a distance from the main entrance so as to allow buses access to the front door. In addition, please avoid parking your car close to the corners of Walnut and Emerson Streets. Buses need room to navigate the turn.

Bus riders are dismissed shortly before walkers and car riders. Teachers escort the car riders and walkers to meet parents on Walnut St. at the front of Sacred Heart Church. Preschool and kindergarten children are dismissed at the ramp on Walnut Street.

Please park your car and walk to the church grounds to meet your child/children. Teachers are not permitted to dismiss children to parked cars or cars idling in the street. Parents cannot park on Emerson Street during dismissal. However, the church driveway on Shady Avenue can be used as a pick-up lane for car riders.

The teacher needs to see the person who is picking up your children. Teachers are not permitted to dismiss children to adults standing far down the street.

Walkers, unaccompanied by an adult, must go to the corner before crossing the street.

If you cannot leave your car because you have a younger child with you, or for any other reason, please drive to the front entrance of the school ONCE THE BUSES HAVE LEFT that area and meet your child there. Children waiting at the front door at 3:00 will go to the cafeteria and report to the After School staff.

Please encourage your child/children to show respect for the lawns and gardens around Sacred Heart Church. Discourage play around the flower gardens, in and between bushes, and on the steps and railings of the church buildings.

The children who attend DePaul School for Hearing and Speech, our neighbors on Alder Street, are dismissing children at the same time as Sacred Heart. Extra caution is advised.

STUDENT ACTIVITIES

Altar Servers:

Students in Levels 4 through 8 who are members of Saint Jude Parish have the privilege of serving on the altar. Altar servers receive training under the direction of a parish priest and the parish sacristan. Altar servers are expected to fulfill assigned responsibilities and be on time. They are to be in the sacristy 15 minutes before the Liturgical Service.

Band/Private Piano Lessons/Theater:

Band instruction is available for interested students from Levels 4-8. The Diocesan Program determines the monthly fee annually. Instruments can be rented with the option to buy. Small group lessons are provided one period a week and the band practices together weekly. Class periods are rotated so the same subjects are not missed too often. However, it remains the responsibility of the student to make up for missed class work. A meeting is held at the beginning of each school year to provide more information for interested parents.

Private piano lessons, guitar, and voice lessons are provided after school hours.

Chess Club:

Students from Levels K-8 are invited to take beginner and advanced chess classes. Classes typically are given in six-week sessions in the fall and in the spring. The Chess Club meets after school once a week from 3:15 to 5:00 to learn the rules and strategies of the game. Students pair-off against one another to sharpen their skills. Learning the game of chess improves problem-solving skills, discipline, memory and mathematical skills. Volunteers are always welcome to assist the students.

Math Club:

Math Club is offered to students in Levels 4-8 to promote interest in mathematics. Interested students meet once a week at lunchtime to compete in pairs in the mental math game. Class competitions produce one finalist per division to attend a diocesan competition in the spring.

Sacred Heart Student Choir:

The Sacred Heart Student Choir is a children's choir for students in grades 4-8. The program is committed to fostering knowledgeable participation in the liturgy and an active prayer life. Areas of focus include: music theory, ear training, sight singing, fundamentals of liturgy and involvement in the prayer life of the community.

Invention Convention:

Students in grades 4-6 are invited to participate in the Invention Convention. Students brainstorm solutions to a common problem by creating a new invention. Students work independently or in groups and present their projects at a culminating program at Seton LaSalle High School. The Invention Convention takes place in late Winter or early Spring.

ADDITIONAL CLUBS MAY BE AVAILABLE ON A YEARLY BASIS.

SPORTS PROGRAM

Basketball:

Under the auspices of the Athletic Association, basketball is offered at all levels, beginning with instructional in the primary grades and continuing with separate boys' and girls' development, 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.

Cheerleading:

Students in Levels K-8 can participate in Cheerleading. Cheerleading is a great way to stay active, make friends, and encourage good sportsmanship. Depending on the grade level, cheerleaders will perform at select basketball games throughout the season and participate in Diocesan Cheerleading competitions in March.

Cross Country:

In the fall, students in Levels K-8 can participate in Cross Country. A few times each week, students run a one-two-mile course set in local parks. Meets are set up with area schools and at the end of the season with a diocesan competition ending the season. As well as improving fitness, the club gives the students the opportunity to interact socially.

Volleyball:

The Sacred Heart Girls and Boys Volleyball program is open to girls in Levels 3-8. Girls Junior varsity and varsity teams participate in the Pittsburgh Diocesan Volleyball League beginning in late August. Because of the early start to the season, open gyms are scheduled in the summer with practices beginning in August. Boys Junior varsity and varsity teams participate in the Pittsburgh Diocesan Volleyball League beginning in March. Developmental co-ed volleyball begins in March (grades 3-4). The goal of the program is to develop volleyball skills and teamwork.

Soccer:

Sacred Heart offers soccer with a developmental team, a junior varsity, and a varsity team (Grades PK-8). The soccer season runs for eight weeks in the fall and spring.

Tennis:

Group tennis lessons for children from kindergarten through grade five are offered as an after-school activity in the fall and spring. Classes are taught by a certified tennis pro and are held in the Activity Building.

SAFETY PATROL

The Safety Patrol, a member of AAA, is comprised of interested volunteers in Levels 7 and 8 who are motivated by service to others and school safety. Their selection is based on parental consent, and willingness to strive for the following qualities: leadership, reliability, good attendance, punctuality, observance to rules, courtesy, respect for others, and an understanding of the limits of their authority.

Safety Patrol members help students find their buses, assist them in boarding/debarking in a safe and orderly manner, and monitor students crossing at intersections. Members do not monitor conduct on the bus (this is the bus drivers' responsibility). The job of the Corner Patrol is to usher students/parents across the street when traffic is stopped. The Safety Patrol is a serious responsibility. All students are expected to respect patrol members.

STUDENT COUNCIL

Student Council consists of approximately twenty students from Levels 5-8. Students desiring to be on the Student Council write an essay, receive teacher endorsements, and make a speech to fellow students. Finally, elections are held in individual grades and representatives chosen. At the first meeting of the new council, four officers are chosen, who plan and run meetings with the help of the faculty advisors.

The organizational goal is to foster 'esprit de corps' through student planning and implementation of school activities. The Student Council sponsors social events, such as dances, pep rallies, and talent shows. The students plan for school outreach activities to benefit the community and organize fundraisers for various charities and mission efforts.

HEALTH AND SAFETY

HEALTH ISSUES

A nurse practitioner is assigned to serve at Sacred Heart 2-3 days a week. The nurse checks immunization records, updates health records, and performs routine screenings according to the following schedule:

- Height, weight, and vision testing are done each year at all levels.
- Hearing is checked for all new students and for those in Levels K, 1, 2, 4, and 6. Scoliosis screening is done at Levels K, 6 and 7.
- Physical examinations are required in Levels K and 6. Forms are sent home the preceding summer so that, if desired, the exam can be completed on a scheduled visit to the child's own doctor; otherwise, a physical examination is scheduled by our own nurse practitioner. Students in Level 6 complete a self-administered health questionnaire which is reviewed with the school nurse practitioner.
- Body Mass Index (BMI)

Dental screenings are scheduled in Levels K, 3, and 7 and are handled in much the same way. A dental hygienist visits the school to check those children who have not been checked by their own dentist. She also teaches dental health lessons in grades K, 1, 3, and 7.

Accident and Injury:

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

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

Illness:

It is often difficult to decide if you should keep a child at home when he/she complains of illness. One objective sign is an elevated temperature or vomiting. It is recommended that a child be kept home from school until the temperature has remained normal (below 100) and/or vomiting has ceased for 24 hours.

Medication:

Administration of Medication During School Hours (Diocesan Policy 560.08)

Medication should be given at home, and physicians should be asked to change the schedule for the administration of medication so that it can be given before and after school hours. Medication that must be distributed during school hours must be administered by the parent or their designee.

Students requiring a fast-acting inhaler, such as albuterol for asthma or epinephrine for life-threatening allergies may be self-administered. Students may carry their own medication and administer it during the school day as ordered by their licensed prescriber and authorized by their parent and school.

An order from a licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration, is required before the student may carry the medication on his/her person. A student needing to self-carry emergency medication should have an emergency care plan or a similar form completed by their healthcare provider. Before allowing a student to self-carry medication, the nurse assigned to the school will ensure that the student is competent in self-care through demonstration of administration skills and responsible behavior. The student must notify school administration immediately following each use.

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

1. When possible, school personnel should supervise the student's self-administration of medication.
2. Stored medications administration by a RN, LPN or parent must be in a secure locked location. Students should never be given access to this location.
3. The medication should be delivered to the school by the parent, guardian or other responsible adult along with the treating physician's written documentation relative to the diagnosis, prescribed medication, dosage and instructions for the student's self-administration of the medication.
4. Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage and frequency of administration.

Nutrition:

The Department for Catholic Schools Diocese of Pittsburgh promotes healthy students by supporting the Nutrition Guidelines for Competitive Foods in Pennsylvania as a part of the total learning environment. All diocesan schools are expected to provide a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

Parties / Party Invitations:

The Homeroom Parents organize parties for special occasions during the school year. No other instructional time should be used for parties without the principal's permission. Birthday treats should be distributed in the cafeteria during lunch or recess. A note should be sent to the homeroom teacher the day before the treat will be sent to school. In the interest of time and nutrition, treats should be easy to serve and to clean up.

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

Physical Education:

Physical education is a vital component of the curriculum, which assists students in identifying their physical strengths and weaknesses and encourages them to build on their strengths to achieve personal goals. Students learn to follow rules and to respect the rights of others through games and physical activity. Learning to channel energies constructively helps students perform successfully in life.

Substance Abuse:

The Department for Catholic Schools recognizes that chemical abuse is a serious problem. We believe that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives, emotionally, spiritually, intellectually and socially. It is therefore, the intent of this policy to prevent and to prohibit the possession, use, sale, distribution and/or intent of distribution of any illegal or controlled mood-altering medication or chemical. These are prohibited on school property and at any school sponsored event.

Violations of this policy may result in the following consequences:

- a. appropriate disciplinary response consistent with the school's philosophy
- b. notification of parent/guardian
- c. notification of municipal authorities when appropriate
- d. suspension or expulsion from school
- e. referral of students to appropriate drug and alcohol agency

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

Teacher/Student Confidentiality:

Teachers will keep a student's confidence so long as no one's life, health or safety is involved.

SAFETY ISSUES

Asbestos Notice:

Pursuant to the Asbestos Hazard Emergency Act (AHERA), our school was inspected by a certified AHERA Inspector. A Management Plan was developed and submitted to the State of Pennsylvania Department of Education. A copy of our Asbestos Inspection Report and Management Plan is on file in the school office.

The school is re-inspected by a certified AHERA Inspector every three (3) years. The maintenance and custodial staff has received two (2) hours of Awareness Training and conducts a periodic surveillance twice a year, in December and June.

Emergency Drills:

Two of the following drills are held monthly: fire drill, weather emergency drill, evacuation and reverse evacuation drill, and lock-down drill. Exit directions, which are posted prominently in each room, are followed. No one remains in the building during these drills. When the students hear the bell, they leave the room quickly and quietly in single file. Students maintain silence during all drills.

Teachers instruct the students regarding the directives for particular drills.

SAFE ENVIRONMENT PROGRAM

Teachers, coaches and assistants, homeroom parents, chaperones and adults who volunteer with children at Sacred Heart School are required to have the following clearances:

1. Register on the Pittsburgh Diocese Safe Environment Database
<https://diopitt.org/school-volunteers>
2. The Criminal Record Clearance will automatically be generated with registration on the Database.
3. PA Waiver and/or FBI clearance
4. PA Mandated Reporter Training
5. Notify the office when registration is complete.
6. The Child Abuse Clearance Application will be sent to you.
7. Attend the Protecting God's Children Program at any location in the diocese or online.
<https://diopitt.org/school-volunteers>

In accord with the Diocese of Pittsburgh and Pennsylvania law, school staff are obligated under penalty of fine and/or jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, and/or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Mandated Reporting:

In accord with the Diocese of Pittsburgh and Pennsylvania law, school staff are obligated under penalty of fine and/or jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, and/or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

WEAPONS

No person other than public officers in uniform in the exercise of their duties shall bring any weapon as defined in Section 912 of the Pennsylvania Crimes Code, 18 Pa. C. S. 912, onto school grounds or in any school building or vehicle even though they may have a legal permit to carry such a weapon.

Any person carrying a weapon, look alike weapon, or any object which might simulate a weapon onto school property, including, but not limited to, a school building, outdoor areas, outdoor facilities, vehicles used to transport students, or school related activities poses a clear and present danger to other students and staff. For the purpose of this policy, a weapon is defined to be a gun, knife or any other article which could be used to cause injury. Such person in possession of a weapon violates state criminal statutes and school regulations and will be subject to the following discipline and penalty:

1. If a student is found to be in possession of a weapon, his/her parents will be notified immediately.
2. The matter will be referred to local police authorities., if in the sole discretion of the school administration, such a referral is appropriate.
3. Administration of the school will decide upon the appropriate disciplinary measures to be taken.
4. The disciplinary action taken may result in expulsion. (Diocesan Policy 560.04)

Any student or employee found in violation of this policy will be subject to disciplinary action and reported to the appropriate law enforcement agency for criminal prosecution under 18 Pa. C. S. 912. Non-school students who violate this policy shall be prosecuted as trespassers.

SCHOOL ENTRANCES

All doors to the school will be locked during school hours. Parents and visitors should use the doorbell at the main school door to gain access to the building. Students have been trained not to open doors for visitors. All school entrances are equipped with camera surveillance.

VISITORS

For security reasons, anyone entering Sacred Heart Elementary School is to report to the office secretary, regardless of the purpose of the visit. For the safety of all students, anyone going beyond the foyer must sign the visitor's log and wear a visitor's pass. After the first two weeks of the school year, parents are not to be permitted beyond the foyer at the front entrance. Communication with teachers and students will be handled through 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 during the school day should be left in the school office. This will eliminate any unnecessary interruptions to classes and instruction.

DISCIPLINE

Discipline Code:

Sacred Heart faculty and staff are committed to teach and model Gospel values which help our students live their lives as a reflection of Christ. Our philosophy calls us to recognize and respect the dignity of each individual and offer a positive, Christ-centered, safe learning environment based on the Social Teachings of the Catholic Church.

Discipline is considered an element of moral guidance, not as a form of punishment. Discipline is essential to learning and the key to good conduct and respecting the rights of others. The purpose of the discipline code is to foster the growth of self-discipline, to enable students to be responsible for their own actions, to develop self-control, and to accept consequences for inappropriate behavior. All members of the faculty and staff share the responsibility to model appropriate behaviors, to support the structure necessary for learning self-discipline, and to maintain these standards throughout the school community.

To create a Christ-centered environment that fosters good discipline, efforts at home and school should seek to model and instill the following behaviors: 1) recognizing and fostering the uniqueness and dignity of each individual; 2) nurturing respect in all relationships; 3) developing a sense of rights and responsibilities and commitment to the entire school family and community; and 4) teaching, modeling, practicing, and infusing social skills into daily life and experience.

The school and the parents are partners in the education of children/adolescents. If, in the opinion of the administration, that partnership is no longer viable, the school reserves the right to require the parents to withdraw the student from the school.

Guiding Principles:

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

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

Expectations:

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

Before school:

1. to arrive before 8:00 a.m.
2. to gather in the designated area
3. to engage in quiet conversation
4. to line up quietly when moving to classroom areas

In school:

1. to walk quietly through the halls/stairwells
2. to use proper language at all times
3. to follow the dress code
4. to respect school property and the property of other students
5. to have a note from their parent/guardian for changes in transportation
6. to come prepared to purchase or have a packed lunch
7. to **turn off** all electronics and place cell phones and all electronics at front office desk (K-4) at the beginning of the school day (Middle School students place electronics with homeroom teacher).

In the classroom:

1. to follow the classroom rules
2. to be responsible for submitting homework on time and making up assignments
3. to have a respectful attitude toward teachers and one another
4. to be responsible for appropriate supplies
5. to be honest in all communications
6. to use computers and school equipment appropriately
7. not to chew gum
8. enter classroom only when teacher or designated adult is present

During recess:

1. to re-enter the building only for an emergency with adult permission (restroom use on first floor or cafeteria)
2. to display good sportsmanship and exercise self control (including using recess equipment responsibly)
3. to play in assigned areas only and to stay on school grounds at all times
4. courteously and promptly, obey the directives of playground monitors.
5. no food or drink permitted outside during recess
6. to stop playing at the first bell and walk to the designated line and enter building quietly

During lunch:

1. to remain seated until finished eating and the teacher or lunch monitor dismisses class
2. to clean up, pick up all papers, scraps of food, etc., and dispose of them properly and push in chairs
3. to walk in the cafeteria at all times
4. never throw food or take food out of cafeteria

After school:

1. to follow dismissal procedures
2. to walk to assigned place to wait until bus or car arrives
3. to leave the school grounds immediately when dismissed
4. to sign in at the extended care program if not picked up on time

At athletic events and assemblies:

1. to practice good sportsmanship as spectators and participants
2. to show respect towards coaches, referees, and visiting teams
3. to maintain etiquette during special performances and to show appreciation for the performance by appropriate cheering/clapping

Outside of school:

1. to behave responsibly off school property

If the principal is made aware of misconduct off school property of a child recognized to be a student at Sacred Heart School, parents may be contacted; however, it is important to note that the school is not responsible for student's actions that occur off school property.

2. Principals will forward disciplinary notices given by public school bus drivers to parents to support the disciplinary report of the bus driver. Continual infraction of rules may result in loss of bus transportation privileges.

Consequences:

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

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

- Teacher/student conference to develop a plan for remediation
- Loss of recess
- Notification to parents
- After school Detention
- Administrative referral

If behavior warrants action, any member of the faculty may issue a student recess detention. Students receiving a recess detention will serve the recess detention on the same day if received before recess or the next day if received after. Students will serve detention in the office or teacher classroom and may eat lunch separate from their peers. The students will be monitored by the teacher or principal on duty.

Primary Grades (K-5):

Teachers in the primary grades typically have classroom or grade level strategies to teach appropriate and expected behaviors and reinforce positive behavior. A student who repeatedly disregards school rules, disrupts learning, or interferes with the safety of others may serve a "time-out" or recess detention in the classroom or office until she/he evidences the desire to change behavior. If this occurs repeatedly, parents will be notified to assist the child in developing appropriate behavior. Major offenses or repeated infractions as described below will result in a parent conference to develop a plan.

Middle Grades (6-8):

Considering that good behavior is the norm achieved by most students, students in grades 6-8 will serve one-hour after school detentions after the accumulation of 4 minor behavior infractions or one major infraction.. After school detentions will be served in the principal's office on Tuesdays with advance notification given. Positive behavior (Merit) activities will occur quarterly. Students who receive one or more after school detentions may not participate in these positive behavior (Merit) activities. A student can earn back their merit activity after one detention after meeting with their teacher and principal regarding expected behaviors. Each student will start each grading period with no accumulated demerits..

Demerit/Merit System

- Each student is to keep merit/demerit sheet taped in the inside back cover of their planner
 - This should be with them at all times
 - Students receive new sheet at the beginning of each marking period
- Minor offenses (Classroom Managed Behaviors)= 1 demerit
 - Demerits are recorded on the sheet by the teacher
 - Each demerit must be signed by a parent/guardian that day
 - If a demerit returns unsigned, the student must email their parents during recess the next day, explaining the reason for a demerit.
- 4 demerits = Major
- Examples of Minor and Major Behaviors are listed below:

<u>Minor/Classroom Managed Behaviors*</u>	<u>Major Behaviors (Administrative Referral)*</u>
<ul style="list-style-type: none">- Excessive talking, classroom disruptions- Attendance/Tardiness- Drinks/Food/Gum- Consistently not prepared for class- Inappropriate language- Lying/Dishonesty- Repeated dress code violation- Hallway disruption, Loitering in the hallways- Passing notes- Horseplay or sleeping in class- Gossiping- Loss of Demerit Sheet, Planner or Punch Card- Failure to care for school property, such as computers, books, etc.	<ul style="list-style-type: none">- 4 demerits for Minor Behaviors- Directed Profanity- Fighting- Cutting/Leaving class without permission- Drugs/Controlled substance- Threats toward the school or others- Harassment/Bullying- Lewd notes- Damaging Property, Vandalism- Phone/Computer use/abuse- Cheating/Plagiarism/Stealing- Disrespectful behavior during prayer and worship;- Internet/Electronic Device misuse- Any other behavior which the principal deems to be contrary to the school values.

*Depending upon the nature of the severity of the offense the appropriate category will be assigned at the discretion of the principal.

Please note the following actions will be taken for **Minor/ Classroom managed Behaviors**:

- First Incident - Individual Instruction, Demerit Issued (in planner)
- Second Incident - Individual Instruction, Demerit Issued (in planner), Parent Contact
- Third Incident - Individual Instruction, Demerit Issued (in planner), Parent Contact (Student will call home with principal or teacher to inform their parents)
- Fourth incident - Office referral will occur- see Major Offense, Afterschool Detention Hall, Letter Home by Principal, no sports/extracurricular activities this day. Administration will determine if further disciplinary action is required.

Please note the following actions will be taken for **Major/Office Managed Behaviors**:

- First Major Behavior Incident- Afterschool Detention, must write an essay regarding offenses, student will call home with principal or teacher to inform, no sports/extracurricular activities permitted **this day**.
- Second Major Behavior Incident- Afterschool Detention, Loss of Merit day privileges, must write essay regarding offenses, 1-2 week *extra curricular suspension, in school meeting with principal, HR teacher, parents, and student to develop a behavior plan
- Third Major Behavior Incident- Automatic in-school suspension, 1-2 week *extra curricular suspension, recorded in student file/record
- Fourth Major Behavior Incident- In or out of school suspension, 1-2 week *extra curricular suspension, recorded in student file/record
- *Extra curricular suspension - temporary loss of the following privileges
 - Extra curricular activities (**including sports practices/games, clubs, etc**)
 - Assemblies and any in-school sponsored event
 - Any reward activities during the school day

* All demerit forms must be signed by the parent and returned the next day. Failure to do so will result in loss of recess until signature is completed.

Students who receive 10 or more demerits in a school year will need to schedule a summer meeting with the principal and assistant principal, regarding behavior expectations for the upcoming school year.

After School Detentions:

After School detentions will be served after school in the principal's office on Tuesdays from 2:45-3:45.

Academic Discipline:

- Missing Homework
 - If homework is late, points will be deducted.
 - If a student consistently misses homework assignments, that student may have a Study Hall period during recess.
- Sports/Extracurricular Activity requirement
 - Students **MUST** have a grade of 70% or higher in CORE CLASSES to continue participating in extracurricular activities. (Core classes include Reading, English, Spelling, Math, Religion, Spanish, Social Studies and Science.) Grades will be checked every 3-4 weeks.
 - If a grade falls below 70%, they will have 2 week sports suspension. If the grade improves after 2 weeks, participation in extracurricular activities can continue. The principal or school counselor will maintain contact with the coaches for each sport.
 - Students must be in attendance for a minimum of 4 periods of the school day to participate in after-school extra curricular activities.

Merit Program:

All students will have opportunities to be recognized for positive behaviors with Golden Tickets. Students who earn Golden Tickets can pick up a small reward in the principal's office.

Middle School students will earn Merit Day rewards quarterly, such as extra time in the gym, movies, dress down days and class parties. Students may also earn rewards with positive behavior. If a student has had one detention hall throughout the quarter, they can earn back Merit Day privileges through positive behavior. Teachers, the principal, and the school counselor will meet with the student to discuss some of the behaviors that are expected to earn merit recognition. Students who are missing class work, or have failing grades, will not be permitted to participate in Merit Day. They will use that time for academic support.

Middle school students will use a weekly punch card for restroom and water breaks. Teachers will punch their card to excuse the student from class. Each punch card has 6-10 punches per week. Exceptions can be made for emergencies. This will help to increase instructional time and reduce class disruptions.

Student Discipline Record:

In accordance with Pennsylvania Act 2008-61, the parent/guardian of a student transferring to another school shall provide a sworn statement of affirmation stating whether the student previously was suspended or expelled from any public or private school of the Commonwealth or any other state for an offense involving weapons, alcohol or drugs; for the willful infliction of injury to another person; or for any act of violence committed on school property. A certified copy of the student's disciplinary record shall also be obtained from the school from which the student is transferring.

Suspension Policy (Diocesan Policy 550.02)

In the event of a serious infraction of school regulations or for repeated detentions, a student may serve either an in-school or out-of-school suspension. Suspension may vary in length from one to ten days. No prior notice is needed. The parent/guardian will receive a written notice of suspension. This notice will explain why the student was suspended. It will also contain an agreement between the student/parents/guardians and the principal describing the student's future cooperation in a program designed to resolve the student's problems. 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.

The following examples for suspension are illustrative but not exhaustive:

- Leaving the school grounds without permission
- Vandalism
- Theft
- Fighting
- Truancy
- Continued instances of bullying
- Conduct judged by the principal as seriously contrary to the purpose of Catholic education, the goals of the school, the physical or spiritual welfare of the students or members of the school community

Suspensions should be held in school, and the student not marked absent, unless the offense is particularly excessive, in which case, out-of-school suspension is the remedy. Out-of-school suspensions follow the same guidelines as in-school suspensions except assignments are given in the various subject areas for home study. The parent/guardian will meet during this time of suspension with the principal and teachers to define expectations upon the student's return.

As a general rule, suspensions are to be served in school as soon as possible. Students may not participate in lunch recess or in any school sponsored activities, including but not limited to athletics, from the date of the incident until after the suspension is served. If further suspensions occur, the student will be on probation and in danger of expulsion.

Expulsion Policy:

A student may be expelled for the following reasons:

- Chronic, undesirable conduct detrimental to the physical and/or moral well-being of self or other students as evidenced by an accumulation of suspensions.
- A single serious incident, event, or situation involving disregard for a clear violation of a school rule or regulation, such as possessing a weapon on school property.
- Conduct judged by the principal as seriously contrary to the purpose of Catholic education, the goals of the school, the physical or spiritual welfare of the students or members of the school community.

The foregoing listings establishing reasons for disciplinary action are not all inclusive. It remains the duty of the principal, administration and staff to deal appropriately and proportionately with individual instances of attitude or conduct which may occur.

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

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

The Principal/Regional Administrator/Department for Catholic Schools is the final recourse in all disciplinary situations and may use discretion in the implementation of these policies. In the case of all suspensions and expulsions, diocesan procedures are followed.

BULLYING PREVENTION

Anti-Bullying Diocesan Policy:

It is the policy of Sacred Heart Elementary School to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity. In keeping with the teachings of Christ, Sacred Heart School provides a safe, caring and supportive school environment, free of bullying, for all member of the school community. Therefore, all members of the Catholic school community are expected to use non-violent means to resolve conflict as reflected in the gospel values.

All situations of conflict are not necessarily bullying. When people are interacting and have different opinions, different ways of doing things, different ideas, etc. conflict can occur. Mature people can often work through the differences and move on. However, when working with developing minds, it is not always easy to find commonality and moving on doesn't happen readily.

Definition of Bullying:

The National Catholic Education Association (NCEA) legal definition of bullying consists of three parts:

- Bullying is intentional aggressive behavior. It can take the form of physical or verbal harassment and involves:
 - An imbalance of power (a group of children can gang up on a victim or intimidate someone who is physically bigger or more aggressive can intimidate someone else, for instance)
 - Bullying behavior is frequently repeated (unless there is intervention)

Bullying behavior can include teasing, insulting someone (particularly about their weight or height, race, sexuality, religion or other personal traits), shoving, hitting, excluding someone, or gossiping about someone.

Bullying can cause a victim to feel upset, afraid, ashamed, embarrassed and anxious about going to school. It can involve children of any age.

School Setting:

A school setting means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

- A school entity shall not be prohibited from defining bullying in such a way as to encompass acts that occur outside a school setting if those acts meet the other requirements specified in the definition of bullying.

Students are expected to:

- promote a positive and caring environment for all by developing an awareness of bully issues.
- refuse to bully others or to be a bystander to acts of bullying.
- report all acts of bullying that they may experience or observe to appropriate school personnel.
- assist and co-operate in the implementation of school-wide anti-bullying initiatives.

Parents/Visitors are expected to:

- promote a positive and caring environment for all by developing an awareness of bullying issues.
- inform the school if bullying is suspected.
- encourage students to discuss any incidents of bullying and reinforce the need to speak out.
- support the school when resolving identified incidents of bullying.
- support the school through the Student Assistance Programs (SAP) in promoting local school anti-bullying initiatives.

Reporting/Investigating Incidents:

Students who experience bullying are encouraged to report it to any adult employee of the school.

Employees of the school who observe bullying or receive reports of it will act immediately to protect the alleged victim and to immediately forward an Incident Report to the Principal for prompt investigation.

Sanctions for Bullying

Once an investigation has concluded, if bullying has occurred, actions may be taken against the perpetrator.

These action(s) must be appropriate to the seriousness of the incident(s) and in accordance with accepted common sense application of the school's bullying discipline policy.

Retaliation Prohibited

Retaliation or reprisal against any person who reports bullying incident(s) is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment used against a person who reports incident(s) of bullying in good faith. Disciplinary action against any person who retaliates or engages in reprisal for reporting such behavior(s) will be determined by the bullying discipline policy.

False Reporting

Students are prohibited from knowingly or willfully falsely accusing one another of bullying. Disciplinary action will be taken and determined by the bullying discipline policy.

Consequences

A student who violates the anti-bullying policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct which may include:

- Parental conference
- Loss of school privileges
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of the Intermediate Unit or school.
- Referral to law enforcement officials

School Harassment Policy (Diocesan Policy 550.13)

Harassment- a general term to describe words, gestures, and actions which, according to Black's Law Dictionary, tend to "annoy, alarm and abuse (verbally) another person. A person commits a petty misdemeanor if, with purpose to harass another, he: (1) makes a telephone call without purpose of legitimate communication; or (2) insults, taunts, or challenges another in a manner likely to promote a disorderly response; or (3) makes repeated communication anonymously or at extremely inconvenient hours, or in offensively coarse language; or (4) subjects another to an offensive touching, or (5) engages in any other course of alarming conduct serving no legitimate purpose.

In sum, it is making cyber harassment of a child a criminal offense (harassment) and misdemeanor of the third degree.

Cyber harassment of a child occurs when a person:

- Has an intent to harass, annoy, or alarm a child
- Uses electronic means to directly address a child or indirectly through social media
- To engage in a continuing course of conduct which:
 - Makes a seriously disparaging statement or opinion about the child, or
 - Threatens to inflict harm on the child,

Minors can be charged with the crime. The crime may be deemed to have been committed where the victim child resides.

Anti-Sexting Policy (Diocesan Policy 550.16)

It is the policy of the Diocese of Pittsburgh that a student may not possess, view, send, or share pictures of text having sexual content.

Sexting can have serious moral, social and legal consequences. Students and parents need to be aware of the consequences of sexting.

Currently, under the Pennsylvania sexual abuse of children statute, minors could be charged under the Commonwealth's child pornography laws. In general, under Pennsylvania's sexual abuse of children statute, it is a felony to:

- Photograph, videotape, depict on computer or film sexual acts by a child under the age of 18 years.
- Disseminate photographs, videotapes, computer depictions and films of a minor engaged in a sexual act.
- Intentionally view or knowingly possess or control any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of 18 years engaging in a prohibited sexual act or simulation of such act.

- If convicted under the statute, the offender must register as a sex offender and can be subject to up to 10 years in jail and/or a \$25,000 fine.

Students may encounter social consequences. Images can easily escape their control through being shared more broadly than they had anticipated. This can have a long-term impact on their digital reputation. Images can also potentially be used for cyberbullying or cyber-stalking, or they may attract unwanted attention from others.

If anyone suspects or is made aware that such activity is happening in the school, the administrator should be notified.

Anyone that has intercepted any content which may constitute child pornography, should not interact with the information, forward or share it in any way including to school authorities. Immediately seek guidance from local police.

School authorities are to notify the police whenever they have been made aware that sexting has occurred.

Students in violation of this policy are subject to school discipline, including suspension and possible expulsion.

Gender Policy (Diocesan Policy 550.21)

The gender of every human being is a gift fashioned by God that enriches the human family through the complementarity of masculinity and femininity. At this time the Diocese of Pittsburgh recognizes gender according to the student's birth certificate. "Learning to accept our body, to care for it and to respect its fullest meaning, is an essential element for any genuine human ecology."

Catholic Schools and all catechetical programs of the Diocese of Pittsburgh recognize that all children, because they are made in the image and likeness of God, deserve to be treated with charity, love and respect. Each school strives to provide a safe educational environment that fosters academic success as well as physical, emotional, and spiritual well-being. The teachings of the Church are followed, including those teachings related to gender, in a Christ-centered atmosphere that promotes Gospel values.

Our Catholic schools and catechetical programs will follow these procedures:

- Administrators will maintain student permanent records and other legal records and documents using the student's legal name and gender.
- School personnel may honor requests of parents/guardians to address a student by a preferred name or nickname.
- Students are to use bathrooms according to their God-given gender. Where possible, arrangements are to be made for a private bathroom to address special needs.
- In all other circumstances students are expected to comply according to their God-given gender.

RATIONALE AND AUTHORITY

"By his incarnation, the Son of God has united Himself in some fashion with every human being. This saving event reveals to humanity not only the boundless love of God who 'so loved the world that He gave his only Son' (Jn 3:16), but also the incomparable value of every human person." (Pope John Paul II, *Evangelium Vitae*, 2) With these words, St. John Paul II reaffirms our deeply rooted belief in the inherent dignity of every human person. Each person that we encounter is to be regarded as the image of the living God.

According to the divine plan, the image and likeness of God for every human person is embodied in a specific gender as either male or female. The distinction and complementarity of men and women is thus to be accepted from God as a gift to be received, honored, and affirmed. As Pope Francis explains, "The acceptance of our bodies as God's gift is vital for welcoming and accepting the entire world as a gift from the Father and our

common home, whereas thinking that we enjoy absolute power over our own bodies turns, often subtly, into thinking that we enjoy absolute power over creation” (Pope Francis Laudato Si, no. 155).

Instead of seeing gender as something to which we ascribe our own meaning and self-determination, the School believes that the gender each person receives from their mother’s womb is a sign of God’s love for the person and all humanity. It is on this basis that the Catechism of the Catholic School affirms that, “Everyone, man and woman, should acknowledge and accept his sexual identity [because] physical, moral, and spiritual difference and complementarity are oriented toward the goods of marriage and the flourishing of family life” (CCC no. 2333).

During the early years of life, children experience the natural developmental process of growth in all areas of their life, but especially in regard to their sexuality. Due to the supreme dignity of human sexuality and the personal feelings that surround the development of a person’s sense of personal value, no form of contempt, bullying, or mistreatment in regard to gender will be fairness, safety, and the privacy rights of all students.

PARENT INFORMATION / INVOLVEMENT

The basic principles of the philosophy of a Catholic School flow from the obligation of parents to be the primary educators of their children. To fulfill this responsibility, the parent must become the educational partner with the school.

To help the parents' partnership in education become a reality, the school endeavors to help parents to

- have a clear understanding of the philosophy of a Catholic School
- have a working knowledge and a commitment to the philosophy of the local Catholic school
- establish mutual cooperation concerning all aspects of their child’s education
- provide home experiences that will complement, reinforce, and extend the formal religious and academic instruction received in school

Rights of Non-Custodial Parents:

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

Elastic Clause:

Because it is impossible to foresee all problems that arise, this clause empowers the administration and faculty to take disciplinary action for any behavior that violates the spirit and philosophy of the school even though it is not specified in the discipline policy.

The principal is the final recourse in all disciplinary situations and may waive any regulation for just cause, at his/her discretion.

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

PARENT ORGANIZATIONS / VOLUNTEERS

Parent Teacher Guild (PTG)

Sacred Heart Elementary School has an active Parent Teacher Guild directed by an elected Board. Standing committees of the PTG are the Educational Enrichment, Newsletter, and Cookbook Committees. Ad hoc committees are organized for various functions. Parents are welcome to join any committee, either by calling the chairperson or by coming to the next meeting of the committee of interest when the meeting is announced in the monthly calendar. Each family is expected to volunteer for two activities each year.

School Advisory Council

Sacred Heart Elementary School has an Advisory Council which is an consultative body to the Principal. The Advisory Council consists of the Principal, the current PTG President, the Athletic Association President, and members appointed by the Principal.

The Advisory Council has five areas of involvement: Spirituality and Ministry, Finance and Development, Recruitment and Retention, Grounds and Buildings, and Public Relations.

Sacred Heart Athletic Association (SHAA)

All sport programs are the responsibility of the Principal. The President of the Athletic Association is accountable to the Principal. Coaches are selected by the President of the Athletic Association and approved by the Principal/Regional Administrator and serve on a volunteer basis. The Diocesan Guidelines for Elementary Catholic Schools Sports programs guide the policies. Parent interest and willingness to serve on the Board are vital to the continued success of the program.

The executive board consists of the Principal, President, Secretary, and Treasurer.

VOLUNTEERS

Volunteers are needed to maintain the uniform exchange area and at times in the classroom working with individuals or small groups for enrichment or remediation. If you can help in any other way, please contact the office.

HOME-SCHOOL COMMUNICATION

COMMUNICATION

Positive communication between home and school is vital to the total educational program.

Annually parents are requested to complete an information update form to indicate any changes in address, phone numbers, or contacts for illness or emergency. Note that these forms are used to update the school records and then to compile the annual school directory. Please complete the form promptly and accurately.

Any change of address, telephone numbers, or email which occur during the school year should be reported to the school office immediately. This is most important for emergencies that may arise at school, as well as for the purpose of accurate record keeping.

The avenues of communication are the Handbook, the monthly e-newsletter, and website www.sacredheartpgh.org, Homework Folder (Gr. PS-5), Parent-Teacher Conferences and FACTS. The FACTS SIS Program, used from pre-kindergarten through grade eight, is a web based application providing secure access to assignment and grading information anytime, from anywhere. Taking advantage of this software tool represents a use of technology to improve accountability, communication and efficiency within our school community.

Money or checks should be sent to school in an envelope marked with the child's name, homeroom, and the purpose for which the money is being sent; e.g., lunch, supplies, field trip, SCRIP order, etc. When paying for multiple fees, please use separate checks. Also, a convenient drop-off box is located near the office.

A note should be sent to the teacher or principal for the following reasons:

- ◇ excuse for absence
- ◇ a change of plans in leaving school (bus, ride, walk or after-school program);
- ◇ an excuse from gym class;
- ◇ permission for out of school appointments (which should be made as early or as late as possible in the day so the student misses the least possible amount of school);
- ◇ notice of the need to attend a funeral;
- ◇ information regarding an upcoming vacation;
- ◇ an early dismissal;
- ◇ out of dress code;
- ◇ a birthday treat

REPORT CARDS/CONFERENCES

Parents are informed of the student's progress through interim reports, quarterly report cards, conferences, and conduct referrals. Any questions concerning your child should be directed to the teacher. Please call the school office, and the teacher will be notified to contact you. You can also use GradeBook to communicate with a teacher. If you have a concern of a general nature, please feel free to contact the principal directly.

Report cards are issued four times a year. The first report card is given to parents at the first conference of the school year. Subsequent report cards are distributed directly to the students. Conferences are scheduled for three report periods. If additional conferences are needed, teachers are available by appointment before or after school. Appointments can be arranged by calling the school or sending a note with your child. Sufficient time should be allowed for arrangements to be made. Because of the importance of class time, no teacher is to be called from class to meet with parents.

Following the Tuition Policy, reports cards will be held and access to FACTS is restricted when tuition is overdue.

FINANCIAL INFORMATION

TUITION

Sacred Heart Elementary School is an important, available ministry which emphasizes academic excellence within a value-oriented Catholic environment. Because significant expenditures are required to provide a quality elementary school education, it is necessary to charge tuition and to seek compliance with the payment schedule.

Pittsburgh East-Regional Catholic Elementary Schools, Inc. (PERCES) Tuition Policy

The Board of Directors of the Pittsburgh East-Regional Catholic Elementary Schools, Inc. (PERCES) have approved the following tuition policy:

- Upon registration or re-registration (K-8), families are required to pay a \$100.00 registration fee that is applied to tuition for the upcoming year. Under no circumstances is this fee refundable.
- Preschool registration fees are also non-refundable for any reason, including non-matriculation.
- Tuition is paid in advance monthly beginning in July and ending in April. Families have the option to pay tuition in full (July) or by semester (July/January).
- As staffing is determined by enrollment and materials are ordered in advance of the school year, tuition is typically non-refundable. Limited exceptions to this policy include:
 - Families who paid tuition in full will receive a refund proportional to the time enrolled, including summer months. For example, a family withdrawing in September will have 70% of tuition refunded.
 - Similarly, families who pay by semester option will receive a proportional refund as described above.
- There are no refunds, for any reason, for a student withdrawing after March 31.
- Tuition due dates vary as a convenience to families. If a student is enrolled in any given month, full tuition for that month is due before records will be released.
- Diocesan and local tuition assistance are applied to family accounts in advance and may need to be returned to the diocese. Families who receive aid may have a balance owed to the school depending upon the date of withdrawal.
- Families transferring to another PERCES school will have their tuition balances and payments transferred to the new PERCES school without penalty. Tuition aid awards typically will transfer with the student but due to donor restrictions, some aid amounts may need to be recalculated. The PERCES Business Office will work to move as much financial aid as possible.
 - Families may not transfer to another PERCES School for any reason until financial obligations to the original school are fulfilled.
- Any fees (athletic, activity, etc.) are not refundable for any reason.
- All financial obligations to the school must be paid before any student records are released to the extent permissible by Pennsylvania law.
- If a family makes an application to another school of the Diocese of Pittsburgh (including high schools), PERCES is obligated to report any tuition delinquencies.

As tuition is paid in advance, families enrolling during the school year will be charged tuition calculated at a per diem rate with payments to be made according to the normal schedule. Extensions to the schedule (i.e. adding a May payment, etc.) can be made at the discretion of the Regional Administrator.

From time to time, students will need to withdraw from their current enrollment at Sacred Heart Elementary School. A formal records request from the new school is required to initiate the withdrawal process. Until that is received, the student continues to be enrolled in and parents/guardians are responsible for tuition payments.

No transcripts will be released until tuition payment amounts have been verified and reconciled by the regional office.

If a family is temporarily burdened by a financial problem, a parent should contact the Regional Business Office by email at tuition@perces.org in advance of the due date. If such unusual circumstances exist, the school authorities will arrange for an alternate payment plan. PERCES uses FACTS Tuition Management for collection of tuition. Tuition payments are not accepted in the school office.

If payments for tuition and fees are not made on schedule and parents have not contacted the school, the following steps may occur:

- a. Access to the on-line grading system may be denied.
- b. Report cards may be withheld.
- c. The student may be asked to transfer at the end of the second quarter or at the end of the year.
- d. Student records will not be sent to another school, with the exception of those required by law.
- e. No student may receive a transcript or a diploma until tuition payment amounts have been verified and reconciled by the regional office.

Unless otherwise noted, this policy is in effect for Preschool through 8th grade and is in place if a family chooses to withdraw or if asked to withdraw by the school.

Tuition Subsidy:

Each year, all Catholic families submit a Pastor Verification Form to qualify for tuition subsidy. Catholic children must meet three criteria to be eligible for the Catholic tuition rate.

1. They are baptized.
2. The family is registered in a Catholic parish, and
3. The family is practicing their faith through regular Mass attendance and regular use of the parish envelope system.

If approved by the pastors, the subsidized Catholic tuition rates are charged. Otherwise, each child in the family must pay the per pupil cost.

Because parents of non-Catholic children do not support the local parish as parishioners, it is understandable that their tuition rates reflect the per-pupil costs.

Tuition Assistance:

Scholarship money is available for families that qualify. The FACTS Grant and Aid application is used. The applications, which are assessed by an independent evaluator are due by March 15th, and are used for Scholastic Opportunities Scholarships, Bishop's Education Fund, and the St. Jude Parish Endowment Fund.

Application forms are available on-line at <https://diopitt.org/affordable>.

FUNDRAISING

The diocesan policy for funding in the elementary Catholic schools calls for each school to have fundraising activities to generate at least 10% of their total operating budget. To the extent possible, families of Sacred Heart Elementary School are asked to support the school fundraising efforts through participation and volunteering of time. All fundraisers, unless otherwise noted, are for the sole use of ***Sacred Heart Elementary School***.