

I INTRODUCTION

VISION STATEMENT / DEPARTMENT FOR CATHOLIC SCHOOLS

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

PHILOSOPHY OF SCHOOL

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

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

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

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

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

MIDDLE STATES ACCREDITATION

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

The Middle States Evaluation is an ongoing process requiring the submission of updated plans every three years. After ten years the school is re-evaluated for continued accreditation. We were re-accredited in May, 2002.

CATECHETICS (Religious Education)

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

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

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

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

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

II. DAILY PRACTICES AND POLICIES

ADMISSIONS/REGISTRATION POLICIES

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

A student entering kindergarten must be five years of age by September 30. Official certificates of birth and baptism are required at the time of registration. Those registering for grades 1-8 must fulfill the age requirement for the desired grade and present letters of recommendation from the previous school. Grade level and academic group determinations are made on the basis of school records.

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

- 1 dose of chicken pox vaccine

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

ABSENCES/TARDINESS

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

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

Parents should call the school office by 9:00 a.m. the day that a child is absent from school. Give the child's name, homeroom teacher, and reason for absence. Unless the absence will be for an extended period of time, please make arrangements to have assignments brought home.

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

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

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

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

attendance, without lawful excuse...shall be given written notice. If, after such notice is given..., attendance is again violated by the person, such person shall be liable... for referral to the magistrate."

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

CAFETERIA

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

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

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

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

Cafeteria Fee

This fee is charged for preparation and labor fees involved in our lunch program operated by the Diocesan Purchasing Commission (DPC).

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. Parents and children are encouraged to look for lost clothing items there. Other lost items, such as glasses, watches and purses, if found, are to be turned in to the office. Items that are not claimed by the end of each report period are donated to charity.

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

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

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

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

EARLY DISMISSALS

Parents should make every effort to schedule appointments at a time that school is not in session. However, if a child must have an early dismissal, he/she must have a written note for the principal's approval. For these dismissals, parents or an authorized adult must meet the child at the office and sign him/her out at the authorized time. Children who arrive later than 8:10 a.m. will be marked as absent in the morning. Children who leave school before 2:35 p.m. will be marked absent in the afternoon.

EMERGENCIES

Emergency Cards

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

Emergency Closings and Delays

If inclement weather or some other emergency requires that the school be delayed or closed, this information will be announced on radio and television. Because of the number of public districts represented in our school, it is important that you listen for an announcement that identifies St. Bede School. PLEASE DO NOT CALL THE SCHOOL OR RECTORY FOR THIS INFORMATION.

In the event of a two-hour delay, specifically named St. Bede School, all children should report to school at 10:00 a.m.; there is morning preschool when there is a delay. Because some public districts do not provide busing outside the normal times, children from these districts should get rides to school. Teachers will be not present at the usual time.

If the announced delay does not specifically mention St. Bede School, but does name one of the public districts that service our school, only those children should follow the announcement. Children who ride the buses of other districts who are not delayed or who walk or are driven should arrive at the normal time. PLEASE NOTE: Because our attendance registers are legal indicators of a child's presence at the times we are in session, children who arrive late or are absent because of busing when school is in session will be marked as Excused Tardy or Excused Absence.

Emergency Dismissals

In the event that we would be required to dismiss school early, that information will be announced on the same stations noted above. Homeroom coordinators will initiate a phone chain to notify parents as soon as possible. However, because phone service may be interrupted in the school, some emergency situations may not allow for this option. Children will be dismissed as parents are notified and transportation is arranged.

EXTENDED CARE

St. Bede School offers an after school program for parents who need child care. Extended days are available from 2:45 p.m. to 6:00 p.m. for a fee. This service is available on a daily, weekly or monthly basis. Parents should contact the school office for the fee schedule and Mrs. Kimbrough if they plan to use the service. **There is no after-school care on half days!**

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. No 8th grade students may participate in the end-of-year field trip unless tuition is paid in full.

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

FUNDRAISING

The Diocesan policy for funding elementary Catholic schools calls for each school to have fundraising activities to generate 10% of their total operating budget. School parents are expected to participate in these fundraising activities to the best of their ability through monetary donations, purchases and/or volunteer work.

HOMEWORK

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

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

- foster originality.

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

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

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

Primary (levels 1-3)	30 minutes
Intermediate (levels 4-5)	60 minutes
Upper Elementary (levels 6-8)	1 – 1-1/2 hours

At the discretion of the teacher, homework is not generally assigned on weekends. In case of a student's absence, requests for homework should be made before 9:00 a.m.

LOST AND FOUND

If your child is missing an article, the lost and found will be located cafeteria. We will have the "lost and found" at the PTG meetings and other special events for easier accessibility.

PARTIES

The PTG sponsors parties for special occasions during the school year. No other instructional time should be used for parties without the principal's or homeroom teacher's permission. Birthday treats should be distributed during lunch or recess unless special arrangements have been made with the homeroom teacher. A note should be sent to the homeroom teacher the day before the treat will be sent to school.

PARTY INVITATIONS

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

RIGHTS OF NON-CUSTODIAL PARENTS

The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, State 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.

TEXTBOOKS

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

SCHOOL SUPPLIES

For the convenience of families, supply lists are available each August for the following year. Students provide their own school supplies but are expected to comply with individual teacher requirements. A small number of basic items will be available for sale during Monday mornings at our school store.

TESTING

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

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

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

Teacher-made: Tests which are constructed by teachers to measure evaluate and determine what

students have learned.

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

TRANSPORTATION

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

Bus

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

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

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

The following bus rules are to be obeyed:

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

8. Cooperate with the driver.
9. Do not put anything out the window of the bus.
10. Do not be destructive
11. The driver is in charge. Any directives of the bus driver in addition to the above are to be followed.

Car/Walkers

At dismissal students walking and riding cars are dismissed shortly after the bus riders. Walkers are to go to the corner before crossing. Those picking children up by car should park on Willard Street.

STUDENT ACTIVITIES

Assemblies

Assemblies are held for children throughout the school year. The assemblies are planned in conjunction with the principal, faculty, student council, and the PTG.

Altar Servers

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

Family Enrichment

The PTG has planned activities for evenings and weekends to provide enriching learning experiences for the enjoyment of the whole family, such as speakers and group outings. Families are encouraged to participate.

Student Council

Student Council consists of students from grades 5-8. To be on the Primary ballot, those students who desire to be on student council, must complete and hand-in a Petition signed by ten students, three teachers, and the homeroom teacher. A Primary is held. The students selected in the Primary then prepare a speech, which is presented to the all students in grades 4-8. Finally, elections are held in grades 4-8 and officers are chosen: President, Vice-president, Secretary, and Treasurer. Any student on the ballot in the General Election and not chosen to be an officer will be a representative. The officers are given the charge of planning and running the meetings, with the help of the faculty advisors.

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

Charities, and the Holy Family Institute. They sponsor an annual food drive each Thanksgiving and plan a school-wide Thanksgiving Liturgy.

III CURRICULUM

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

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

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

Catechetics

A formal catechetical program is taught daily. The Diocesan Catechetical Curriculum Guidelines, "Growing in God's Covenant" contains a balance of doctrinal content, scriptural understanding, faith formation, prayer and worship experiences. A variety of materials and resources are used to foster both spiritual growth and moral development.

Computer

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

Fine Arts

Instruction in the Fine 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; develops an awareness and sensitivity toward the environment and finally promotes a deeper understanding of heritage and culture.

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

Health and Physical Education

Health education, which leads to the total well being of each student, is the goal of the Diocesan "Health for Success" program. The program is a complete, comprehensive approach to developing our students physically, mentally, emotionally, spiritually, and socially.

A quality Physical Education program recognizes the value of teaching students to stay physically active and develop skills needed for present and future leisure. To achieve this goal, St. Bede School incorporates the Department for Catholic Schools Curriculum, "Fit for Life" into the program. This program assists students in identifying their strengths, to build on their strengths, and to achieve personal goals.

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

Language Arts

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

Language, as a skill, provides the student with the important tools to speak fluently, to read and comprehend, to compose, to write legibly and to spell correctly. An awareness of the history of language and the continuous development of vocabulary also are important phases of skill development.

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

Library

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

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

Mathematics

The mathematics curriculum is designed to help students meet the mathematical needs of the present and future, to provide practice in logical reasoning, and to develop the ability to find patterns and recognize structure in mathematics. **Basic facts are taught in the lower grades and must be memorized.** Concepts are taught sequentially. In primary grades, students are introduced to many ideas that are foundational to an understanding of algebra. Algebraic topics are taught in the older grades and a full year of algebra is taught in the eighth grade. Teachers promote problem solving skills and an exploratory inquisitiveness in all students to assure critical thinking skills. Cooperative learning in the classroom is essential to heighten student awareness in the value of cooperation in group situations, to strengthen communication skills in mathematics, and to promote a mathematically literate society.

Science

The science curriculum is specifically designed to develop a student's understanding of science in human experience and the individual's role in the community and in society. Examples of scientific phenomena are explained and demonstrated. Students become scientists as they learn to understand and use the scientific method to organize ways to solve problems, and to seek the answers to the wonders of God's world. Sixth, seventh and eighth grade students study the basics of chemistry, biology and physical science with hands on participation in a science lab. Students in grades 6-8 submit a science project yearly and the 7th and 8th grade students take part in Pennsylvania Junior Academy of Science.

Social Studies

The Social Studies curriculum begins with an introduction to community helpers. It progresses to the study of family and friends, and later encompasses a more in-depth study of the community. Beginning in fourth grade, the curriculum focuses on the study of the United States land regions and Pennsylvania history. At the fifth grade level, United States history through the Civil War and a study of the United States geographical regions is covered. 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. Values such as social justice, peace, cooperation between states and governments' opposition to the "isms" such as racism, sexism, and materialism are integrated in the Social Studies program.

World Language

Language students learn the sounds and syntax of the language. Students are also introduced to culture. A variety of materials and methods are used for instruction.

Students in grades K through 5 receive instruction in French, Italian, or Spanish; a minimum of 60 minutes a week. Students in grades 6, 7 and 8 receive a minimum of two hours of instruction per week. Students are working toward proficiency in listening, speaking, reading and writing of the

foreign language selected by the parent.

AUXILIARY SERVICES

The following services are offered through the Intermediate Unit:

Remedial Reading and Math (Title I)

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

ACT 89 SERVICES

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

Speech/Language

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

Psychological Testing

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

Gifted Program

Admission to the Gifted Program for students in the local school district is based on results of standardized academic testing with stanines of 8 or 9, tests of cognitive skills with scores of 130 or above, and academic performance with a 3.5-4.0 G.P.A. Students can be recommended by the teacher or a parent who submits a letter to the school district in which they reside. St. Bede School completes the necessary forms and forwards them to the school district. Students who are accepted will attend classes in the local public school and will also be responsible for making up missed

classroom work.

Student Assistance Program

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

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

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

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

IV COMMUNICATIONS

The Bede Banter is published bi-monthly during the school year and is sent home with the students. A monthly calendar and our monthly hot lunch menu are sent home at the beginning of each month. These two items should be saved for quick daily reference. You may also access our web-site for updated information at <http://www.catholic-church.org/stbedepgh/index.html>

Any questions concerning your child should be directed to the teacher. Please call the school office and the teacher will be notified to contact you. Positive communication between teacher and parent is vital to our total educational program. Parents are asked not to call teachers at their homes.

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

- ✓ RVS *gradebook*
- ✓ Quarterly report cards
- ✓ Weekly Newsletters K-5
- ✓ Parent/student/teacher conferences
- ✓ Conferences on request
- ✓ Conduct referrals
- ✓ Bede Banter
- ✓ Parent Teacher Guild meetings

V DISCIPLINE

Introduction

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

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

A Christ-centered school environment fosters the following behaviors:

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

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

Guiding Principles

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

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

Expectations

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

Before school

1. to arrive after 7:50 a.m. except when special arrangements have been made
2. to gather in the designated area
3. to engage in quiet conversation
4. to line up quietly when the school bell rings

In school

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

In the classroom

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

During recess

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

During lunch

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

After school

1. to follow dismissal procedures
2. to walk to assigned place to wait until bus or car ride arrives

3. not to run or play games on the school grounds unless there is adult supervision
4. to sign in at the extended care program if not picked up by 3:00 p.m.

At athletic events and assemblies

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

Outside school

1. to behave responsibly off school property
(If the principal is made aware of misconduct off school property of a child recognized to be a student in St. Bede 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. (See page 10 for Bus Expectations.)

Consequences

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

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

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

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

- Violations of weapons policy
- Violations of the drug/alcohol policy

DRESS CODE

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

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

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

Boys K-8: Navy blue or tan cotton twill pants with appropriate belt; **NO DENIM, CORDUROY, LOW RIDER, JEAN-LIKE CUT, or PANTS WITH POCKETS ON THE SIDE;** White, light blue, or navy shirt with a collar or turtleneck; **SHIRTS MUST BE TUCKED INTO PANTS. PANTS MUST FIT & BE WORN AT THE WAIST.**

Girls K-4: Uniform plaid jumper or navy blue or tan cotton twill slacks with an appropriate belt; **NO DENIM, CORDUROY, LOW RIDER, JEAN-LIKE CUT, or SLACKS WITH POCKETS ON THE SIDE;** White, light blue, or navy shirt with a collar or turtleneck; **SHIRTS/BLOUSES MUST BE TUCKED INTO SLACKS AND FIT APPROPRIATELY. NO SKIN TIGHT OR SHORT SHIRTS OR BLOUSES WILL BE PERMITTED. JUMPERS MUST BE WORN AT APPROPRIATE LENGTH-NO SHORTER THAN 2 INCHES ABOVE THE KNEE.**

Girls 4-8: Uniform plaid skirt of appropriate length (**NO MORE THAN 2 INCHES ABOVE THE KNEE FRONT AND BACK & No rolling of skirt is permitted!**); or navy blue or tan cotton twill slacks with an appropriate belt; **NO DENIM, CORDUROY, LOW RIDER, JEAN-LIKE CUT, or SLACKS WITH POCKETS ON THE SIDE;** White, light blue, or navy golf shirt or oxford-style shirt with a collar or turtleneck; **SHIRTS/BLOUSES MUST BE TUCKED INTO SLACKS OR SKIRT. NO SKIN TIGHT OR SHORT SHIRTS OR BLOUSES WILL BE PERMITTED. Please make sure that skirts and shirts fit appropriately.**

For all students in Grades K-8, sweaters of any style may be worn over a shirt, blouse, or turtleneck provided the sweater is solid navy or white. **Fleece jackets/shirts are not acceptable. Sweatshirts may be worn, but they must be St. Bede sweatshirts. They may be purchased through the school store open on Mondays throughout the year.** If a sweater or St. Bede sweatshirt is worn, an appropriate school shirt **MUST** be worn underneath. No T-shirts will be acceptable.

From the opening day of school until October 1, and from May 1 until the end of the school year, navy blue or tan cotton twill walking shorts may be worn. **Shorts may not have pockets on the side. Girls must wear appropriate length shorts.** Please no big baggy shorts. Anyone wearing inappropriate shorts will lose the privilege of wearing shorts.

Appropriate school shoes and socks or tights (white, light blue, or navy) must be worn. **NO SNEAKERS/SNEAKER-LIKE SHOES, VANS, SANDALS, CLOGS, FLIP FLOPS, or HIGH HEELS ARE PERMITTED. Shoes may not have a heel of more than 1.5 inches.** The students travel up and down the stairs all day. High platform shoes, clogs, sandals/flip flops are very dangerous.

Dress and grooming are important. Emphasis is on cleanliness and neatness. Extreme fads (dyeing of hair in odd hues/long, unkempt hair, hair in eyes) and styles are neither appropriate nor acceptable for school. Boys' hair must be groomed and cut above the collar and off the face.

Guideline for "Internet Use Policy" Implementation and Practice St. Bede School

This guideline, which is sent home the first week of school, is established to ensure understanding and application of St. Bede School Internet Use Policy. St. Bede School reserves the right to amend these guidelines at any time. It is understood that the administration of St. Bede School will inform parents/guardians of any changes made in these Guidelines via the school's monthly newsletter. **Students' parents and/or guardians are required to review these guidelines with their child(ren) in grades 4-8 and complete and return the attached parent/guardian consent form.**

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

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

Etiquette

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

The following actions, which are not inclusive, are considered unacceptable actions by the administration of St. Bede School:

1. Placing unlawful information on the Internet
2. Using the Internet for non-school related activities

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

More Info for PARENT/Guardian

Athletic Association:

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

Supplies/Textbooks

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

Telephone

No child is permitted to use the telephone, including cell phones, except for emergencies. Forgotten homework, books, lunch, gym clothes or changes in afternoon plans are not sufficient causes to call home. In all cases, the office will be used to make the phone call home. Cell phones which are brought to school must be kept in the child's backpack. Cell phones are not to be carried on a student's person. **No one may use his or her cell phone during school hours for any reason. Please do not call your child during the school day via the cell phone. Text messaging is absolutely forbidden.** Cell phones will be confiscated if used and returned at the end of the school day. If the problem continues, a parent must pick up the confiscated cell phone in the office.

Transfers

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

Tuition

Parents who register a student in the school enter into a contractual obligation with the school. The first tuition payment is due on July 1st of the upcoming academic year; subsequent payments are due the first of each month, with the full payment due by June 1st. Parents are reminded that the operational budget of the school is dependent on timely fulfillment of this obligation. Parents whose tuition is in arrears will receive a notice indicating the past due amount. Registration for the next school year, final grades, and transfers of academic records will not be processed if there is an outstanding balance.

Scholarship Monies

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

Volunteers

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

VI HEALTH AND SAFETY

Illness

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

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

Accident and Injury

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

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

Medication

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

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

1. The medication must be delivered to the school by a responsible adult along with a physician's written request for distribution by school personnel.
2. Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.
3. Parents must send a note to the office if tylenol, aspirin, cough syrup, or other medications other than prescription drugs may be given by the office. Please mark the medicine with the student's name.

Fire Drills

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

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

Visitors

For security reasons, anyone entering St. Bede School is to report to the office immediately regardless of the purpose of the visit. Communication with teachers and students will be handled

by the school office and will be done in a manner that does not disrupt the educational process in the school.

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

Security

The front door to the school will be closed and locked at 9:15 a.m. All visitors should sign in at the office. Parents and visitors should use the side entrance by the rectory to gain entrance to the building.

Playground

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

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

School Nurse/Nurse Practitioner

One school nurse is assigned to St. Bede School each year and is present in the building one day a week. She is available in any emergency situations. The responsibilities of the school nurse include:

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

Dentist/Dental Hygienist

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

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

It is important that parent/guardians know the policies and procedures of St. Bede School. To ensure that the process of communication is complete, please review the Parent Handbook and keep it handy.

Every student will receive the St. Bede Student Handbook the first day of school. Please review this handbook with your child(ren).

St. Bede School

6920 Edgerton Avenue
Pittsburgh, PA 15208

It is important that parents/guardians know the policies and procedures of St. Bede School. To ensure that the process of communication is complete, please review the Parent Handbook. There is also a separate Student Handbook (K-5 and the Middle School grades 6-8) that is distributed on the first day of school to the students. Please review the Student Handbook with your child(ren).

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

Family Name _____

Children's Name(s): _____

I have reviewed and understand the contents of the Parent Handbook of St. Bede School.

Signature: _____

Date: _____

