

Welcome

As principal of Christ the Divine Teacher School I extend my sincere welcome to all of our students ,parents/guardians and community members. You will find this school is filled with positive and purposeful energy. Our goal is help each student gain the most from their educational experience in all facets- spiritually, educationally, and socially.

This goal is best accomplished when school staff and parents/guardians work together. One key to accomplish this is open communication. To that end, we are providing you with this handbook of school policies and procedures. By taking the time to read it, you will gain important information regarding the procedures, rules, regulations and activities of our school. It is your responsibility to become familiar with its content, as this will assist you in having the most positive experience as a member of our school community.

In Christo,

J. Kevin Frye,

Principal

-- "Faith is not a light which scatters all our darkness, but a lamp which guides our steps in the night and suffices for the journey. To those who suffer, God does not provide arguments which explain everything; rather, his response is that of an accompanying presence, a history of goodness which touches every story of suffering and opens up a ray of light." (Pope Francis from "Lumen Fidei," June 29, 2013).

Mission Statement

Christ the Divine Teacher School, rooted in the teachings of the Catholic faith, prepares its students with a strong academic and spiritual foundation. Our students will serve the community as productive lifelong learners and global citizens.

Be it known to all who enter here:

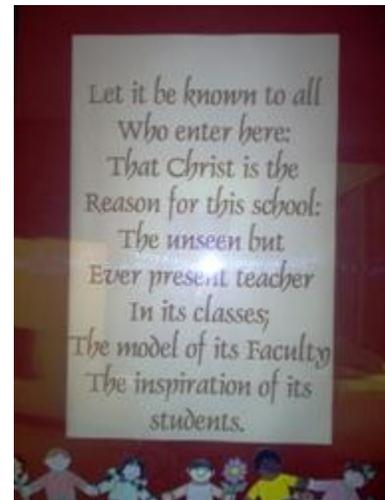
That Christ is the reason for this school;
The unseen but ever present teacher in its classes;
The model of its faculty
The inspiration of its students

Philosophy

The foundation of our school is Christ the Divine Teacher. From this source, springs an energy, which enables us to be sensitive to Gospel values. These values permeate the moral, spiritual, academic and social lives of our school community.

Our purpose is to develop the whole child with a rooted sense of message, community, service and worship. This is achieved through a challenging academic curriculum, coupled with experiences of love, respect, responsibility and loyalty.

1. *We believe* effective Catholic education is the shared responsibility of school, Church, family, student, and community.
2. *We believe* Catholic elementary education promotes strong morals and focuses on service to others.
3. *We believe* children need to demonstrate service, empathy, tolerance and respect, exemplifying and modeling the teachings of Christ throughout their lifetime.
4. *We believe* our student-centered school provides varied and dynamic instructional experiences and instills and curiosity for life-long learning.
5. *We believe* a challenging elementary curriculum prepares children for future educational success, regardless of their path.
6. *We believe* core academics are reinforced through participation in extra-curricular activities.
7. *We believe* all children have a right to safety, respect, love and learning.
8. *We believe* every child deserves to be educated based upon his/her individual abilities and strengths.



PARENT-STUDENT HANDBOOK

ACADEMIC SUPPORT PROGRAM

The Academic Support Program attempts to adapt regular subject matter to fit the achievement level and style of the student. Students who meet the criteria of the referral process for remedial support are provided additional resources in small groups or on an individual basis.

A multi-disciplinary *Education Team* (including but not limited to the teacher, parents, and counselor and outside professionals) is used to best determine the learning needs of a student; whether that student is struggling with content or showing evidence of excelling beyond the standard curriculum. Student referrals for evaluation or testing are generally initiated by the teacher or a parent. Referrals can also be initiated by the administration, counselor, or outside agency. The success of the Academic support Program is measured by the success of each student within the program.

This process does not produce an Individualized Education Plan (I.E.P.) as required in public education. A student's individualized program is subject to change depending upon the Education Team and classroom teachers' recommendations

ADMISSION

Registration for Preschool, Kindergarten, and Grades 1 through 7 formally begins in January each year, coinciding with the start of Catholic Schools week. Children may enter preschool at 3 years or 4 years of age. Any child who will be 5 years of age on or before August 31 may be admitted to Kindergarten.

Children who will be 6 years old on or before August 31 will be admitted to Grade 1.

For children entering Christ the Divine Teacher School in any grade level, parents must present a baptismal certificate, birth certificate, Social Security number and the required health and immunization records. State law requires that a child's immunization record be presented before entrance to school. A registration form, bus schedule form and Tuition Contract must be completed.

Parents are strongly encouraged to complete a FACTS Grant & Aid Assessment form to determine the amount of aid for which they qualify. Tuition aid is provided based upon financial need. A Tuition Packet with additional information and forms will be presented at registration. The school is open to all students regardless of race, color, national origin or creed.

ACCEPTANCE AND REMOVAL POLICY

A student may be removed at any time at the discretion of the administration consistent with but not limited to the following content. The administration may choose not to accept a student for enrollment for reasons consistent with but not limited to the following content as well.

- *Conduct*: Christ the Divine Teacher School has the right to remove any student based upon conduct that is not consistent with our philosophy, mission statement, goals, objectives and code of conduct delineated in our handbooks and policy. This could include but is not limited to criminal arrest and conviction at the local, state, or federal level. As a nonpublic school, we have the right to consider all conduct internal or external to the school. For instance, a student may be removed for conduct that is not consistent with our philosophy, mission statement, goals, and objectives and code of conduct whether the action or incident occurs at the school, school event, or within the community at large.
- *Academic Apathy*: Christ the Divine Teacher School has the right to remove any student based upon lack of effort in the classroom such as failure to display appropriate classroom behaviors necessary for academic success. This may include but is not limited to completion of homework and class assignments, failure to come to class properly prepared, and/or behaviors that impede or disrupt the academic or social environment of other students.

- **Attendance:** Christ the Divine Teacher School has the right to remove any student based upon excessive, unexcused tardiness or absenteeism. For instance, not providing proper medical documentation as defined in our Student / Parent Handbook.
- **Financial:** Christ the Divine Teacher School has the right to remove any student based on noncompliance with the diocesan and school tuition policy.
- **Family Code of Conduct:** Christ the Divine Teacher School has the right to remove any student based upon the student's family member, extended or immediate, causing disruption in the school community in any way. This would include a family member having conduct that is considered by the administration to be a detriment to the educational environment or school community. The administration will consider all disruptive or detrimental conduct that is not consistent with our philosophy, mission statement, goals, objectives, and code of conduct.
- **As Christ the Divine Teacher School is a private, nonpublic institution, the administration reserves the right to terminate enrollment of a student for any reason at any time. Any disciplinary policies and procedures are simply guidelines that the school generally follows. These guidelines do not impede this right by administration to terminate the enrollment of a student for any reason at any time.**

GENERAL INFORMATION

ATTENDANCE

Regular attendance is mandatory if children are to receive maximum benefits from their time in school. On the first day of an absence, the parent or guardian must notify the school between 8:00 a.m. and 9: a.m. with the reason for the absence. If we do not hear from parents, the secretary will call the home. This policy will be enforced for the safety of our children. If the absence lasts longer than 3 days, parents are to call again on the fourth day.

When students return to school after an absence, they must present a dated written excuse from their parent or guardian stating the reason for the absence. This excuse is given to the homeroom teacher and filed for the remainder of the term.

Medical and dental appointments should be made outside of school hours, if possible. No child will be released from class unless she or he brings a note signed by parents or guardians. This note must be presented to the homeroom teacher and then sent to the office. If students are absent for more than one-half of the a.m. or p.m. classes, it will be recorded as a half-day's absence.

When students are absent, especially for a prolonged period of time, parents or guardians must see that the child completes missed assignments. There is no need for teachers to prepare or send work when children are absent from school for only 1 day. Therefore, do not call the school and expect homework on the first day of the absence.

The child will receive the missed assignments on the day of her/his return. When children miss several days, the teacher(s) will prepare work for the student at the request of the parent. Parents will receive the work in the school office the day after the request is made.

It is our belief that only through regular school attendance students are able to progress academically at a successful rate. Therefore, the following procedures will be initiated:

NOTE: Student attendance at our annual Christmas Show and Spring Recital (if eligible) is considered mandatory, and is seen as an extension of the curriculum. Our music staff works very hard to prepare and coordinate students to create the best show possible. Failure to attend at the last minute makes these preparations difficult.

Perfect Attendance will be defined as missing no days of school throughout the year, and *having no more than one* late arrival or early dismissal on record for the school year.

AFTER 10 ABSENCES: A letter of notification and a phone call will be made to the parents by the administration.

AFTER 15 ABSENCES: A letter of notification will be sent to the parents requiring a doctor's excuse for every absence from that day forward. A parent conference will be held with the administration.

EXCUSED ABSENCES

Illness/ Physical incapacity
Death in the family
Family emergency
Court appearance
Recovery from an accident
Quarantine
Health care (doctor appointments which cannot be arranged after school hours)
Religious holidays
Educational trips (not school sponsored)

Educational Trips (not school sponsored)

Students may be granted temporary absence to attend an educational trip during the school term when such trip is determined by the school principal to serve an educational purpose. The following conditions must be followed:

Parents shall provide a written request for excusal which shall indicate the days to be missed, the destination of the trip, the reason why the trip could not be taken on days when school is not in session, and an outline of the educational value of the trip.

The total number of days granted for an educational trip, not school sponsored, will be based on the student's attendance and academic record.

Unless some emergency arises, such requests shall be made at least two (2) weeks prior to the date of the trip.

Unless some unusual family circumstances exist, such trips shall not be approved during the final two (2) weeks of the school term.

If more than one child in a family will be taking the trip, the request for all the children shall be included in the request made to the school principal.

Students are granted the privilege of making up all assignments and tests missed during the excused absence. However, the responsibility for making up this work lies with the student. Appointments should be made with the teachers to find out what work is to be made up. The student assumes the responsibility for completing this work within two (2) weeks after his/her return.

It is not the intent of this policy to grant excused absences for trips to local points of interest, attendance at sports events, hunting or fishing trips, shopping trips, or limited family functions.

UNEXCUSED ABSENCES

The Office of Catholic Schools defines an unexcused absence as the absence of a pupil due to:

Truancy
Parental neglect
Illegal employment
Trips not approved in advance

FIRST OFFENSE:

A first offense consists of 3 or more days of absence without lawful excuse.

Written Notice To Parents

The school's official notice of absence to parents shall be served by certified mail to the parents' home as soon as a pupil has 3 days of unlawful absence.

SECOND OFFENSE:

The next session during the school year that the student is unlawfully absent becomes a second offense and requires the serving of a warrant on the parent through the office of a magistrate.

TARDINESS

One of the first important lessons to teach children is punctuality. A child who is not in the classroom by 8:20 a.m. for opening exercises is considered to be tardy (Exception: delayed/late bus arrivals). To gain admittance to a class, a student must first report to the office with a note of explanation from her/his parents or guardian, and parents must sign the student in at the office. The secretary will stamp the note, which is then presented by the child to the appropriate teacher.

When a 2-HOUR DELAY has been called by the Greater Latrobe School District, students reporting to school after 10:20 a.m. will be marked tardy.

The teacher is responsible for recording tardiness in the daily attendance register, on the student's report card and on the Permanent Record Card.

If a child has been tardy 4 or more times in 1 month, the parents will be contacted by the teacher. After a total of 10 violations, a parent conference will be required with the teacher and administrator.

BEHAVIOR CODE

Christ the Divine Teacher School Behavior Code is based on the belief that young people must learn to deal with each other and with adults in a manner consistent with Christian teaching. This policy means that everyone is entitled to respect and that the behavior in school should reflect our love of God, our neighbor, and ourselves.

IN CHURCH

Children are expected to actively participate in liturgical services by singing responses, hymns, and reciting prayers. Students are to speak quietly when necessary.

IN GENERAL

Students are expected to:

- Remain/move to the right side of the corridor,
- Walk, never run, through corridors, up and down steps or anywhere in the building,
- Be quiet in the halls so that other classes in session will not be disturbed,
- Use proper language at all times,
- Respect the property of the school and the property of other students
- Refrain from chewing gum,
- Refrain from rough behavior, bullying or harassment

IN THE CLASSROOM

Students are expected to:

- Observe the classroom rules as presented by each teacher,
- Be responsible for submitting homework on time and in good condition,
- Maintain a respectful attitude toward teachers and one another,
- Keep desks and all texts and materials clean and in order
- Be prepared and have the necessary supplies and books available.

IN THE CAFETERIA

Students are expected to:

- Exercise good table manners; this means showing consideration for others,
- Show cafeteria personnel and volunteers respectful behavior,
- Keep the cafeteria area clean including food or paper on the floor,
- Remain silent (Quiet Zone) while moving to the playground or the homerooms after lunch.

AT ASSEMBLIES

Students are expected to:

Move to and from the assembly area in a quiet and orderly manner,
Maintain a respectful silence when others are speaking or performing.

ON THE BUS

Students are expected to:

Never run or push while boarding or exiting the bus,
Remain seated at all time,
Keep book bag on their laps (bags are not permitted in the aisle or on the floor),
Respect the bus driver and every passenger,
Talk in a low tone of voice,
Never eat, drink or chew gum while on the bus,
Never throw anything,
Observe safety rules at all times,
Respect the property of others.

ON THE PLAYGROUND

Students are expected to:

Play safe games,
Stay in the assigned area,
Respect the teacher and the volunteers on duty,
Be kind, considerate and helpful while at play
Remain outside until the bells rings to enter the building,
Be quiet when the bell rings to enter the building.

BUS TRANSPORTATION

District Walk Zone Policy for Latrobe Borough requires students in Grades 4 through 7, living north of the brewery, to walk to school. Questions concerning bus transportation should be addressed to the public school district providing the service.

Students are not permitted to ride a bus other than their assigned bus route, or get on or off at a different stop, unless a written request is received from the parent or guardian and presented to the bus driver.

Students are expected to follow the rules of proper conduct on the bus. The safety of all is the prime consideration. A lack of observance of safety rules established by the local public school districts or the transportation provider may result in suspension from riding the bus. Whenever it becomes necessary to refuse a student transportation, the parents will be notified.

First Offense: 3- Day Suspension

Second Offense: 10- Day Suspension

Third Offense: Suspension for the Remainder of the School Year

CALENDAR

At the beginning of the school year, each family will receive a tentative copy of the school calendar. The school must adhere to state and diocesan guidelines concerning hours of instruction, number of days in session and provisions for teacher in-service and staff development. Monthly calendar activities and events will be updated on the school's website homepage www.cdtschool.org and will be provided through weekly newsletters. Family participation in school programs is strongly encouraged.

CHANGE OF ADDRESS/PHONE NUMBER

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date record at the school office. Notify the school immediately if you have a change of address or phone number during the school year.

COMMUNICATION PROCEDURES

Open communication among parents, teachers and administrators is important for students' progress and for maintaining a healthy school climate. The proper line of communication in discussing any facet of your child's progress is to **contact the teacher directly**. This may be done through a written message, by email or by telephone. Teachers, who are unavailable during class hours, will return your contact request as soon as their schedule permits. Parents are always encouraged to **contact the teachers before discussing situations with the principal**. If a satisfactory solution cannot be reached, the parent will inform the teacher that the principal will be contacted. Hopefully, the parents and principal will then arrive at a satisfactory solution.

Both home and school often depend on the student for the faithful carrying of messages to and from school. The **YOUNGEST** child in each family will be responsible for carrying the Communication Folder (**BROWN ENVELOPE**) home every Thursday afternoon. Parents are asked to sign the Communication Folder to indicate that the information (parent bulletin, calendar, menu, etc.) was received and read. The **BROWN ENVELOPE** is to be returned to the homeroom teacher the next school day. Information will also be posted on the school's web site.

CRISIS MANAGEMENT PLAN

The school's Crisis Management Plan provides for response actions to be implemented in all types of emergencies. The plan includes: fire drills, weather alert drills, lock downs, evacuation drills, delayed openings, cancellation of classes and early or delayed release of students.

A Student Emergency Dismissal Release Form and other basic information is provided annually. Parents may request to read our Crisis Management Plan in its entirety.

CURRICULUM

Christ the Divine Teacher School endeavors to provide a well-balanced Classical curriculum by which knowledge, skills and attitudes needed for daily living can be acquired. The students are challenged to develop their full potential with an open, inquiring mind while always realizing a sense of accomplishment. The curriculum is designed to meet and exceed the minimum standards established under the state law. Courses include religion, reading, language arts, mathematics, science, social studies, Latin, music, art, library, health, physical education and computer education.

The religion course is the most important course in the curriculum. Opportunities for prayer, sacramental preparation and participation in a community of faith are important components of the religion program. The goal of religious instruction is to help the child develop a relationship with Jesus Christ and lead a lifestyle based on the Gospel values.

Catholic students are required to study their religion and participate in the religious activities. Students of other denominations are present for religion classes and religious programs.

DAILY SCHOOL SCHEDULE

The schedule for the school year is as follows:

7:45 a.m. School doors open

7:45 a.m. – 8:20 a.m. Arrival time and class preparation

8:20 a.m - 8:30 a.m. Prayer and morning announcements

8:30 a.m. Classes begin

11:10 a.m. – 12:00 p.m. Lunch and recess (25 minutes lunch period for each class)

2:45 p.m. Dismissal

DISCIPLINE POLICY

Discipline is an integral part of the learning process. Administrators and teachers have the right to exercise the same authority pertaining to student conduct and behavior as do the parents or guardians of the student. Student responsibilities include regular school attendance, conscientious effort, classroom work and conformance to school rules and regulations. Students share with administrators and faculty the responsibility to develop a climate that is conducive to wholesome learning and living within the school. No student has the right to interfere with the education of other students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all other who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

DETENTION

Students may be detained 1 hour after school for infractions of the Code of Conduct. Parental notification will be given and acknowledged in writing prior to the detention. Students will be assigned work during the detention session.

SUSPENSION

Students may be temporarily suspended by the Principal for a serious infraction of school regulations in the Code of Conduct. The time of the suspension, which will not exceed three days, will become effective after the Principal has notified the parents/guardians. Suspension may be in-school or out-of-school. During an in-school suspension, the student will be in a supervised room and will not attend regular classes or cafeteria/recess periods. The student will be required to study and complete all class work for the given days.

EXPULSION

Expulsion is a severe punishment which is used as a last resort and after serious deliberations or when circumstances otherwise warrant. Reasons for which a student may be subject to detention, suspension or expulsion from school includes, but is not limited to:

- infractions of school regulations or the disciplinary codes applicable to the school,
- continued misconduct or conduct detrimental to the physical, educational or moral well-being of other students,
- continued malicious disobedience or disrespect for authority,
- possession, use or transporting of any weapon or look-a-like weapon,
- possession, use, sale and/or conveyance of any controlled substance, drug, look-a-like drug, alcohol or anabolic steroid,
- assault or battery of a fellow student, teacher, administrator or an employee of the school,
- bomb threats,
- false alarms,
- use of vulgar or obscene language or possession of obscene books, tapes or lewd materials.
- excessive absence or tardiness,
- fighting,
- disrespect toward the school in word or action,
- other inappropriate conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

In the event of an expulsion, the following procedure shall be used:
Suspension will first be imposed during which time there will be private consultations of parents with pastor, principal, guidance counselor and teachers.

The final decision concerning expulsion will rest with the principal. Before such administrative decision he principal must consult with the pastor, appropriate local authorities and the Office of Catholic Schools of the Diocese of Greensburg.

A written report of the expulsion will be submitted to the Office of Catholic School.

The parent/guardian may, within 5 school days of the decision of the principal to expel the student, appeal to the Superintendent of Catholic Schools whose decision will be final.

POSSESSION OF WEAPONS

Any student found to be in possession of a weapon will be subject to disciplinary action, up to and including expulsion, and reported to the appropriate law enforcement agency for criminal prosecution under the Pennsylvania Crime Code, 18Pa C.S. 912. A weapon is defined as including, but not limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury, or any object which looks like any such weapon or is intended for such use.

DRUG AND ALCOHOL POLICY

A student who, on school grounds during a school session or anywhere at a school-sponsored activity, sells, used, possesses or aides in the procurement of alcohol, narcotics or restricted drugs, including but not limited to, marijuana or anabolic steroids or other materials purported to be such restricted rugs, or look-a-like drugs, shall be subject to disciplinary action up to and including expulsion. In addition, students may not smoke or have in possession matches, tobacco or cigarettes.

The parents or guardians of the student will be contacted immediately in the event of any such occurrence. A recommendation will be made to the parents that the student is taken to a physician or health care provider for a complete examination, and will be requested to notify the school of the results of any such examination, The principal shall also give immediate notice to the police of the incident for possible legal action and for the purpose of identification of the substance.

SEXUAL HARASSMENT

It is the policy of the Diocese of Greensburg and Christ the Divine Teacher School that students enjoy a learning environment free from all forms of discrimination including sexual harassment. All forms of sexual harassment in any learning area, activity area or any other place under the permanent or temporary control of Christ the Divine Teacher School toward any student is strictly prohibited.

Any student who feels that he or she is, or has been, a victim of sexual harassment may bring the matter to the immediate attention of any teacher, administrator, counselor, parish priest or to the Superintendent of Catholic Schools. All reports of alleged sexual harassment will be investigated as confidential a manner as possible. Upon completion of such investigation, the parents or guardians of the student will be advised of the findings, recommendations and conclusion as to the accuracy of the charges alleged. In all cases where the investigation has verified the allegations and a decision has been made to take disciplinary action against the accused, the complaining student and his or her parents/guardians will be advised of such action. In the event that it is determined that a student has intentionally falsely accused another student or school employee in engaging in sexual harassment, the student may be subject to appropriate disciplinary action.

DISCIPLINARY PROCEDURES (GRADES 4-7)

Christ the Divine Teacher School Community recognizes the sacredness of each individual. Following the examples of our Divine Teacher, we strive to foster reverence, respect and responsibility in our students. Classroom management and discipline will be handled by the individual teachers in the following manner.

At CDT, students will be guided by five core principles

The Celtic Creed

I believe in treating others with dignity and respect,

I believe in good judgment in my dress, communication, and conduct,

I believe it's important to be excellent in my academic effort and in meeting responsibilities as a student,

I believe in the example of Jesus Christ, who teaches me to seek justice, peace, and a closer relationship with God.

Finally, **I believe** it is my duty to represent my school and my church with pride and honor in all that I do.

These rules express our foundational beliefs, and students should strive to follow them. We recognize that at times students may fall short. *In the event that reverence, respect and/or responsibility is not shown, the following courses of action will be taken.*

BEHAVIORAL ISSUES:

A referral/detention system will be used for behavioral infractions. Following each infraction a student will complete a "CDT Improvement slip". The student will identify which part of the behavior code they fell short of, and explain how they plan to improve in the future. Each of these slips stands as one referral. Collection of three slips results in a detention for the student. For each infraction, a parent will be contacted by the issuing teacher. Any detention will necessitate a parent conference with the Principal and/or teachers who were involved in the issue..

HOMEWORK ISSUES: Not part of the referral/detention process. Homework slips will be issued when assignments are not completed on time. This is done to inform parents of potential problems. Missing homework may carry a consequence of a lowered grade. After three homework slips for students in grades 4-7 the student will miss recess and be required to make up the missing assignments in the cafeteria during recess time. This will continue until all missing assignments are completed. At the end of a marking period all outstanding homework slips are removed from a student's record.

DRESS CODE VIOLATIONS: Not part of the referral/detention process. After three uniform violations, parents will be contacted by the principal to see what problems may exist and help form strategies to improve the situation. After nine weeks from the first violation a student's slate will be wiped clean.

Detention dates and locations will be issued by the Principal and will be communicated to parents in advance. Failure to serve the assigned detention will result in an additional detention.

Parents are responsible for providing transportation from detention. Please be prompt (4:00 p.m.). Students attending detention will be dismissed at 4:00 pm. from the main office.

The principal is the final recourse in all disciplinary situations and has the right to add or waive any disciplinary rule or consequence for just cause.

DISMISSAL

Students **NOT** following their usual dismissal procedures on a given day **MUST HAVE A WRITTEN NOTE** from the parent or guardian for the homeroom teacher. If the child is usually a bus rider A **SECOND NOTE** must be presented to the bus driver. If an emergency should arise prompting the need to change dismissal procedures after school has begun, parents should immediately call the school office. Although we wish to work with our parents, changing procedures during the school day creates a disruption and parents should do everything possible to avoid this contingency.

Unless the reason is urgent, parents should refrain from requesting an early dismissal. Requests for an early dismissal **MUST** be in writing and signed by a parent and delivered to the office in the morning before the first class. Early dismissal students must be picked up at the school office by the parent or appointed adults. A pupil will be allowed to leave the school grounds with a person other than the parents **ONLY** if written permission and identification have been supplied by the parent or guardian. All parties must sign their name in the book provided prior to the release of a child.

DRESS CODE POLICY

Since parents are the first and foremost educators of their children, it is their responsibility to adhere to the Dress Code Policy. Students are required to wear the official school uniform and to be well groomed. The following action will take place if children come to school disregarding this policy.

EMERGENCY CLOSING/DELAYS

In the event of snow or other inclement weather, our school follows the action of the Greater Latrobe School District in determining delayed openings, early dismissals or school cancellations. If a delay or school cancellation is announced for the Latrobe School District, Christ the Divine Teacher School will have a delay or cancellation, and parents will be notified through our emergency broadcast system. If DERRY/ HEMPFIELD/ SALTSBURG/BLAIRSVILLE/ MT. PLEASANT OR LIGONIER AREA PUBLIC SCHOOLS are closed, all transportation for private and parochial students from those districts will be canceled for the day. If those schools are delayed (i.e. 2hours) school district transportation of Christ the Divine Teacher students will be delayed an equal amount of time. Children will not be marked tardy if there is a 1 or 2-hour delay. If the other districts cancel and the Greater Latrobe District (Christ the Divine Teacher School) is in session, it is the parents' responsibility to provide transportation on those days. Students not present will be marked absent.

FIELD TRIPS

Field trips relate to the instructional program. Each child participating in any field trip must submit to the school the Field Trip Participation Form signed by the parent or guardian. No student may participate unless a signed participation form for the specific event is on file with the teacher. The permission form is to be submitted to the teacher at least 1 school day before the scheduled trip. Parents may be asked to provide part of all of the costs involved. When possible, bus transportation will be provided. Any person volunteering to provide private passenger transportation must submit a signed Volunteer Drive request be obtained from the school office. Participation in field trips is a privilege. Student may be denied participation if they fail to meet the academic or the behavioral requirement of the school. Children not participating in the trip with their class must report to the school for the day.

Each chaperone will be informed of the itinerary and their responsibilities as chaperone. ALL FIELD TRIP CHAPERONES MUST HAVE COMPLETED ALL REQUIRED BACKGROUND SCREENINGS AND TRAINING FOR VOLUNTEERS

FIRE DRILLS

Fire drills are conducted on a monthly basis. An annual inspection by local officials ensures that our evacuation procedures and buildings meet local and safety fire codes. Fire exit instructions are posted in each classroom. Teachers explain the procedures for a fire drill at the beginning of the school year. Safety precautions require the students to leave the room in single file. Running is not permitted and silence is mandatory.

HEALTH SERVICES

The Greater Latrobe School District provides health services through the school nurse. Health testing and screening will be administered to the student in accordance with the policies and procedures set by the local public school district.

Children must be immunized before school. Parents must follow the mandated immunization guidelines established by the PA Department of Health. Information will be given to parents. In case of an emergency concerning the health of a student, the school nurse and/or school principal will be immediately notified. The school nurse will be primarily responsible for rendering medical assistance. If the parent, guardian or person designated on the student's emergency card cannot be immediately reached, the school nurse or school principal will decide whether hospitalization or further treatment at a medical facility is necessary.

The school office will maintain an EMERGENCY CARD for each enrolled student. In case of illness during school hours, the principal may send a child home after parents have been notified and transportation arrangement have been made. Children are not permitted to call the parents or dismiss themselves.

HOMEWORK

Homework is generally given daily by teachers in Grades 1 through 7 to reinforce concepts that have been learned or to extend or deepen knowledge. Homework assignments are also a valuable practice in the development of responsibility and the exercise of initiative.

The parent's role is to insure that a suitable place for study is available and to help the student to observe the optimum study time. Finally, parental discretion is needed to help the child maintain a study plan and to make certain that the homework is legible, neat and complete. Generally speaking, parents should supervise homework but not actually do the work.

Homework (written or study) is a regular part of all classes especially in Grades 4 through 7. The homework policy of Christ the Divine Teacher School is as follows:

Grades 1 – 3 approximately 20 – 30 minutes a night

Grades 4 – 5 approximately 50 – 60 minutes a night

Grade 6-7 approximately 60 - 90 minutes a night

Projects are assigned at least 1 to 2 weeks before they are due in order to assure adequate time for completion. Homework is usually given each school night. If your child repeatedly says he or she has no homework, please contact your child's teacher to verify a homework schedule. Homework Assignment Books will be provided to students. Parents should make a habit of checking the Homework Assignment Book.

LIBRARY

The library is available for use before class in the mornings and every day after school. Each student spends 1 period per week in the school library. During this time books may be taken out or returned. Books must always be checked out before being removed from the room and must be returned in the same condition in which they were checked out. Parents must pay for lost or damaged books. We welcome volunteers throughout the school year for service in the library.

Through the school year students will have the opportunity to visit Adams Memorial Library during school hours for research, reading or story time. A parent permission form will be provided at the time of enrollment. This form will remain in the child's permanent record file.

LITURGY/PRAYER SERVICES

Once a week, student in Grades 1 through 7 participate in the celebration of the Mass. Kindergarten students attend Mass during the second semester, and preschool students also attend on a regular basis. Students have the opportunity to receive the Sacrament of Reconciliation, the blessing of throats, reception of ashes, and to participate in the Stations of the Cross. If school is in session on a Holy Day of Obligation, students will attend Mass on that day.

LOST AND FOUND

Please mark all clothes and personal items for the purpose of identification. Found articles are placed in the school's LOST AND FOUND box located in the main lobby. Unclaimed items will be donated to charity at the end of the school year.

LUNCH PROGRAM

Christ the Divine Teacher School participates in the National School Lunch Program, which requires that all lunches meet specific nutrient requirements. A Free and Reduced Lunch Application Form is sent home in the beginning of each school year and upon request throughout the term. Applications are reviewed annually. Rules for acceptance and participation in the program are the same for each student regardless of race, color, national origin or religion.

Students have two options for lunch. They may bring a packed lunch from home or buy lunch from the school cafeteria (NO take-out food). A menu is provided each month. Students buying lunch must pay for the entire week/month on the first school day of that week or month. Students pay for lunches using a provided identification card with a unique bar code for each child. No money changes hands. Parents place money on the card's balance which is deducted each time food is purchased. All lunch purchases are entered into the Powerschool computer system and parents can track these transactions from any computer with Internet access. Lunch money to be placed on a student's card should be sent to school in a sealed envelope marked with the student's name, and dollar amount. Parents will be notified of any changes in the cost of lunches from one year to the next. **Children may purchase additional entrees ONLY if they have purchased a hot lunch, and only if the account balance has money.** No child will be denied a hot lunch, even if there is a temporary negative balance on the payment card, but the card balance must be brought up to date before additional items can be purchased. Parents will be notified monthly in writing when their account balances are in arrears but it is advisable to check these balances on a regular basis.

Milk is sold separately for those who carry their lunches. Daily payment for milk is required, and payment is made in the manner described in the above paragraph. Students who forget their packed lunches eat a hot lunch in the school cafeteria. The cost of the lunch is to be paid the next school day. Christ the Divine Teacher School advocates healthy eating through good food and drink choices. No junk food or soft drinks (pop) is permitted.

In the operation of the child nutrition program, no child will be discriminated against because of race, sex, color, national origin, age or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, Washington, D.C. 2025-9410 or call (202) 720-5964. USDA is an equal opportunity provider and employer.

MEDICATION POLICY

Every effort should be made to administer medication at home. However, any student who is required to take medication during the regular school day must comply with school regulations. These regulations are necessary for the protection both the student and the school personnel. Our medication policy is implemented in collaboration with the Greater Latrobe School District which provides hour health services.

Only essential medication will be given at school, with parent/guardian taking full responsibility for any medication sent to school.

No medications can be administered unless a MEDICATION PERMISSION FORM is completed along with written instructions from the physician. Permission forms can be obtained from the school office.

All prescription medications must be sent to school in their original container.

Parents must provide the exact dosage needed. The school will store the medication in the Health Room and monitor the child while he or she takes the medicine. However, school personnel may not legally measure or directly give pills or liquid medicine to students.

No over-the-counter medicine, such as aspirin, Tylenol, etc. will be dispensed without a medical permission form.

If there is a special situation or need, including the use of an inhaler for asthma, notify the school for the necessary permission form.

When the school nurse is not available, the administrators or school secretaries are designated to supervise the student in the administration of medication.

PARENT-TEACHER CONFERENCES

Teachers share with parents the privilege and obligation of educating their children. Therefore, every effort should be made by parents to keep informed about school programs, student progress and special student activities. Faculty members are always eager to discuss pupil progress with parents. The proper time to confer with teachers is at Parent-Teacher Conferences. However, teachers are available for conferences at other times as well. To make an appointment with the teacher, please email the teacher. The teacher will call to arrange the appointment. At no time are parents permitted disrupt a Teacher during class time, or while the teacher is performing other duties (for example, recess or dismissal supervision)

programs sponsored by this organization. Parents will receive a Parent Participation Booklet each year that lists activities and volunteering opportunities.

PARTIES

If your child is going to bring invitations to school for a party at home or elsewhere, make sure that all children in the class are invited. Otherwise, it is your responsibility to make other arrangements for the distribution of invitations. The school will provide a parent directory. Please refer to that publication for addresses. The school cannot supply address or phone information to families, other than for families who have agreed to have that information printed in the school directory.

Parents may wish to provide their child's classmates with a treat for birthday celebrations. This small, healthy treat will be distributed at lunchtime or at the end of the school day (exceptions made at the discretion of the administration). Ordering take-out food (McDonald's/pizza) is not permitted for birthday parties.

PERSONAL RESPONSIBILITY

Each student is responsible for being on time and thoroughly prepared with proper materials and assignments for each class. The student is responsible for bringing books, homework, gym shoes, lunches, band instruments, etc. to school. After dismissal, students are not permitted to return to their classroom at any time to get books or personal items, unless special arrangements are made with the principal

Books must be kept clean and free from tears and pen or pencil marks. All children should have book bags. A School Store List and Supply List for each grade level will be made available to parents and students. Supplies may be purchased from the school store on designated days and times.

Students are responsible for the proper care of all books, supplies and furniture. The school furnishes textbooks and workbooks to all students. Payment is required for all lost and damaged books.

Students may not bring articles to school that are distracting to the learning process or expense to replace. Exceptions may be made for special occasions at the discretion of the teacher. Games may be brought to school and used during indoor recess with approval from the teacher.

Students may bring cell phones to school under the following conditions. Parents must send a note authorizing the phone being brought to school with a reason why this is necessary. The phone must remain in the student's backpack during school hours and must be turned off at all times. If these policies are not followed the phone will be taken and held in the main office and the parent will be notified to pick it up.

Students enrolled in our before school care/after school care programs may bring electronic games or IPODS to school but must follow the same procedures listed for cell phones, i.e. the devices must remain in backpacks during the day and a parent note must be sent.

Note: The school is not responsible for the loss or damage of any electronic devices/cell phones brought to school.

RECESS

All students are required to be outdoors for recess, with the exception of choosing a study hall option which is available to logic school students. No one is permitted in the classrooms at this time unless accompanied by a teacher. It is necessary to enforce this policy to ensure the safety of the students.

During inclement weather, children will remain in the classrooms and will not be permitted walk the halls or visit other rooms. Students are encouraged to bring board games or coloring books. Electronic games as described in the previous section are not permitted during recess.

REPORT CARDS

Report cards are issued 4 times during the school year. Please consult the school calendar for exact dates. Progress is determined by the degree the child masters subject matter according to ability, accomplishes daily

work, participates in class discussion, uses class time effectively, develops project and completes homework assignments.

Parent-Teacher Conferences will be used in conjunction with the report card as a means of evaluating progress. The principal will establish a procedure for the scheduling of Parent-Teacher Conferences. A least 1 such conference will be held for each student during the school year.

Make every effort to know your child's intellectual ability. If conditions exist in the family which may affect your child's academic performance or emotional responses, please advise the teacher and administration as soon as possible so the school may better understand and serve your child's needs.

RELIGIOUS EDUCATION

Each student participates in religion class. School personnel work closely with the Directors of Religious Education from local parishes to provide opportunities for the enrichment of the students' religious formation beyond the sacraments. In addition, the Directors of Religious Education provide many opportunities for parents to become involved in the sacramental preparation of their child. Parents are required to attend sacramental programs.

SAFETY PRECAUTIONS

The administration, faculty and staff must take every precaution to ensure that our children are always safe and secure. It is important to:

call the school office between 8:00 a.m. and 9:00 a.m. if your child is absent,

send a note to the homeroom teacher in the morning should transportation arrangements change,

contact the principal and send a copy of court orders should any custody issues exist,

notify the school nurse if any special medical conditions exist,

complete the necessary form if you do not wish your child's picture to be on the school or diocesan web sites, in the newspaper or other local media,

sign in at the school office and wear a VISITOR'S BADGE before proceeding to any other area of the school,

arrive at 2:45 p.m. if your child is a car rider. (NOTE: Children not picked up by 3pm (non bus riders) will be sent to after school care for reasons of supervision and safety. The parent will be charged the established rate for the day.

All exterior doors in the building are locked to prevent outside entry. A security system (camera, monitor, call access and TV wall mount) was installed for safety. Visitors access the building by pushing a buzzer for admittance.

SPORTS PROGRAM

Christ the Divine Teacher School provides opportunities for both boys and girls to become involved in basketball, cross country, soccer and volleyball. Girls can also participate in cheerleading. An Instructional Basket ball Program is conducted for students in kindergarten through Grade 2. The schedule, policies and procedure for attendance at the games are determined by the Athletic Association. The Athletic Association publishes a comprehensive handbook outlining rules and regulations governing participation in basketball, cheerleading and other sports. Parents wanting specific information about eligibility, practice schedules, insurance and rules of conduct should contact the members of the association.

STUDENT RECORDS

The collection and maintenance of information about students, which is essential to promoting student welfare and accomplishing the educational objective of the school, will be in accordance with state and federal law. The Permanent Record Card, approved by the diocese, will be maintained in the office. Guidance records will be kept in the principal's office. Information will be collected only with prior and informed consent of the parent or guardian. Student records, in accordance with state and federal law, are made available only to parents and staff, or with consent of the parent, or as otherwise provided by the law. Parents/guardians may request to review their child's records. In the absence of a Court Order to the contrary, a non-custodial parent will be given access to the academic records and the other school-related information regarding their child. If there is a Court Order specifying responsibility of the custodial parent or otherwise limiting or eliminating the rights of a non-custodial parent with regard to a child's education, the custodial parent will provide the school with an official copy of the Court Order. All other requests for student information will be referred to the Superintendent of Catholic Schools for approval.

SUPPORT SERVICES

The following is a list of the support services provided by the school. Written parental consent will be obtained for those students who are recommended to participate in these services.

Auxiliary Math

Remedial Reading

Speech

Guidance

Psychological Testing

School Nurse

Dentist/Physician

Guidance Services

Services are funded through Pennsylvania Act 89 and allocated by Westmoreland County Intermediate Unit. The I.U. contracts with Catapult Learning to provide a certified Guidance Counselor to the school. Guidance services may include (but are not limited to): whole class participation for help in study skills, career interest, social concerns, school problems, etc. Classroom teachers are involved in deciding appropriate topics according to Diocesan curriculum guidelines. Counseling services for individual students or small groups are provided for specific needs based upon teacher and/or parent referrals. Parents will be notified and written consent will be obtained before ongoing sessions and/or assessments are scheduled. The Catapult Learning Guidance Counselor is available to the students, parents and school faculty.

Auxiliary Math Services

Auxiliary Math Services are funded through Pennsylvania Act 89 and allocated by Westmoreland County Intermediate Unit. The I.U. provides a certified teacher to the school for auxiliary instruction time. Math services may include (but are not limited to) reinforcement, skill practice, problem solving, enrichment, etc. These services are coordinated with the classroom teacher based on students' classroom performance. The program is flexible and allows every student this opportunity. Written parental consent will be obtained for those students who are recommended by the classroom teacher or principal to be seen on a weekly basis throughout the school year. An initial assessment will be done to determine student's skill levels. Progress Assessments Reports will be distributed along with school report cards. The Catapult Learning Math Teacher is available for conferences with parents and school faculty.

Reading Services

Remedial Reading services are funded through the Federal Title 1 Program and allocated through the local public school districts. Written parental consent will be obtained for those students who are recommended by the classroom teacher to participate in this program. Recommendations are based upon standardized test scores, classroom performance and report card grades. An initial assessment will be done to determine students' skill levels. The Reading Teacher is available for conferences with parents and school faculty.

TECHNOLOGY

Our school recognizes the need for the integration of technology in the instructional and learning process. We are to prepare students for a technologically complex world.

Access to our school's technology resources is provided to our students strictly as a tool in support of activities and lesson related to school and classroom learning. Access to equipment and network services is given to those members who agree to act in a responsible manner and in compliance with the Acceptable Use Policy Agreement. Parents and students read and discuss the questions and sign a permission form/pledge indicating their acceptance and observance of the policy. The permission will be effective for every year that a child attends the school. Parents may view the entire policy on our school web site.

TELEPHONE

The phone in the school office may be used by the students only in emergencies and with permission from the administrators or staff.

Teachers and children will not be called from the classroom to receive a telephone call. A message for the child or teacher may be given to the secretary. Arrangements concerning transportation and after-school activities are to be made before the child leaves home in the morning.

TRANSFERS

In the event of a transfer to another private or public school, student records will not be released unless the school receives written verification from the receiving school confirming the child's registration.

TUITION

Catholic school education shall be available to all families. A Catholic education requires a commitment on the part of the diocese, the parishes and the families. Tuition is set at an amount that is equal to the cost of education. Tuition assistance is available and based upon need. The financial resources of the family determine the tuition that each family pays.

Families requesting assistance in paying the total per-pupil cost are required to complete a confidential financial aid form. Schools in the diocese are registered with FACTS. This company is an outside independent organization that will judge the level of assistance needed based upon an objective set of norms and criteria assuring complete privacy and confidentiality.

VISITORS

Visitors and volunteers to the school, including parents, are asked to sign in at the school office. All are required to wear a **VISITOR/VOLUNTEER BADGE** while in the school building. Do not be offended if a staff member should stop and ask you to identify yourself and your reason for being in the school building – this is for everyone's **protection**.

Parents who bring items such as forgotten gym clothes, homework or lunch boxes must leave those items in the office.

VOLUNTEERS

School volunteers are an important and vital part of our school program. We recognize the vast and valuable resources our parents and friends have to offer. Volunteers give their time and talents as teacher aides, library aides, kitchen and cafeteria helpers, playground supervisors, clerical helpers, and other extra-curricular areas when and where they are needed. Parents are encouraged to help in their school. Homeroom Ambassadors will contact families throughout the school year for volunteering activities. NOTE: Volunteers must adhere to the Diocesan policy for the protection of minors and submit to required background screens and relevant training. (See below)

MINOR PROTECTION POLICY

Employment/Volunteer Related Policy on Minor Protection

1. Each applicant for employment or volunteer in a position who has contact with minors in the parishes and institutions of the diocese must supply personal information adequate to assess his or her suitability for contact with minors. Each applicant must complete and sign the official employment application or volunteer employment application and background investigation release form.

A complete list of necessary background requirements for volunteers can be found on our school website.

1. Except when civil law explicitly permits certain persons (e.g. licensed social workers) to counsel minors without parental consent, a minor may receive scheduled individual instruction or counseling from a cleric, employee or regular volunteer only with the consent of the minor's parent or guardian.

2. A minor may participate in an organized program sponsored by a parish or institution of the diocese only with the written consent of the minor's parent or guardian. Such consent should provide for emergency care of the minor as warranted by the program or activity.

3. At least two adults must be present for any activity for minors sponsored by a parish or institution of the diocese, with the exception of the sacrament of penance and regular day-school, religion classes or children's' Liturgy of the Word conducted on the grounds of the parish or institution. Whenever possible, one of the adults should be a parent of a participant.

4. The Universal Law of the Church states that sacrament of penance should not be heard outside of the confessional.

5. At least 2 adults must be in a vehicle when transporting minors.

6. No minor may be disciplined corporally or corrected with abusive language.

7. Minors are not to be provided with alcoholic beverages, tobacco, drugs or anything that is prohibited by law

Items 8 and 9 of this policy must be adhered to strictly for any overnight activity

8. A cleric, employee or regular volunteer must obtain the consent of a minor's parent or guardian before inviting or allowing the minor to visit in the adult's home. In the event that the adult has little or no advance notice of the visit and another adult is present, this consent is not required, but the parent or guardian is to be notified at the earliest possible time.

9. No minor may visit overnight in a rectory (or other residence of a diocesan priest), or stay overnight with a diocesan priest or religious priest in a pastoral ministry, in any other place, unless in the company of his or her parent or guardian.

Preventive Intervention

1. Clergy, employees, volunteers and other members of the workforce who come in contact with minors in the course of fulfilling their responsibilities as assigned are considered to be mandated reporters under the Pennsylvania Minor Protective Services Law.
2. Mandated reporters, who come in contact with suspected abuse or neglect, must follow the provisions as outlined in the Minor Protective Services Law.
3. Parishes and departments should follow the established procedure for reporting suspected abuse or neglect or contact the Diocesan Human Resources Department
4. Any cleric, employee, or regular volunteer who observes another cleric, employee or volunteer behaving in a manner which may pose a potential risk to a minor is to report the matter in confidence to the proper superior or supervisor without delay.
5. The proper superior or supervisor is to deal expeditiously with any situation of potential risk brought to his or her attention. If a serious potential risk is not resolved satisfactorily, the superior or supervisor may take appropriate action with due regard for personnel policies and due process.
6. A parent, guardian or any adult who observes a cleric, employee or volunteer behaving in a manner which may pose a potential risk to a minor is advised to call the matter to the attention of that adult. This may involve calling attention to circumstances which are inappropriate, even though not in themselves abusive, or reminding the person of particular provisions of this policy, or challenging the person when guilty of affronts to a minor. If the behavior is not rectified, the matter should be reported to the proper superior or supervisor without delay.
7. Any adult should not hesitate in reporting concerns confidentially to the proper superior or supervisor, when warranted.
8. Pastors, principals, directors of religious education and other administrators are to assure that the policies of schools, religious education programs, athletic and scouting groups, and the like provide for the implementation of the policies listed above, including the definition of responsibility for enforcement.
9. Employees, volunteers, or other members of the work force in positions which have contact with minors in the parishes and institutions of the diocese are required to attend the Protecting God's Children awareness sessions to be permitted to work or continue to work. Ideally, such training should be completed before a person assumes his/her position. However, if an individual does not attend an awareness session within a reasonable time period (six months), he/she will relinquish their position and not be permitted to work until such time as they have completed this training.