

The Divine Redeemer School Handbook of Policies

INTRODUCTION

The purpose of this handbook is to acquaint the parents and students with the policies and practices of Divine Redeemer Catholic School. The participation by and cooperation of parents and students are vital factors in the development of a successful school program.

To insure the success of the educational program with the Divine Redeemer Catholic School, parents and students are encouraged to consult this handbook and to become familiar with the policies and practices of the school.

MISSION/PHILOSOPHY OF CATHOLIC EDUCATION

The mission of Catholic schools within the Diocese of Greensburg is to create a Catholic Christian learning environment to prepare students for their life's journey. While parents are the first teachers, the task of our schools is to assist parents in fulfilling their responsibility as primary educators of their children. Schools challenge students to develop the Gospel values, academic mastery, spirit of community service and global perspective that will give their lives passion and purpose.

Beliefs --

- Catholic Schools have an impact on the moral consciousness of our society.
- All children can learn.
- Gospel values provide opportunities for students to live and proclaim the teachings of Jesus and the church.
- Each individual has worth and deserves respect and dignity.
- Successful learning builds self-esteem.
- Education is to be shared by the school, the home, the student, the parish, and the community.
- Learning is most effective in a safe, caring environment.
- Teacher/administrator is a professional decision maker who facilitates children's learning while continually learning herself/himself.
- Change creates the need for life-long learning.
- High expectations directly affect performance.
- Excellence in education is worth the commitment of time, effort and money through a shared responsibility of parent and parish.
- An educated citizenry ensures a strong foundation for a democratic society.

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- The Catholic school system is an important key to the development of a parish community.

MISSION STATEMENT

Divine Redeemer Catholic School is dedicated to the enrichment of children both spiritually and academically. We have weekly masses for our children with seven parishes contributing to the Christian formation and spiritual atmosphere that must go hand-in-hand with quality education. Starting at the age of three, our preschool through grade six students are provided with a safe and secure environment. As we enter our second century of teaching at Divine Redeemer Catholic School, we will continue to provide a solid foundation where academic excellence, discipline, and gospel values can be achieved. We will strive to give our children the confidence and wisdom to face the challenges of tomorrow.

PHILOSOPHY OF DIVINE REDEEMER CATHOLIC SCHOOL

The primary purpose of the CATHOLIC SCHOOL is to teach the FAITH fully and faithfully. Instruction in RELIGIOUS TRUTHS and CHRISTIAN VALUES must be an integral part of the school's program. CHRISTIAN FORMATION MUST BE OUR CHIEF GOAL. Divine Redeemer Catholic School is seeking to build a solid, Christian climate in which Jesus is encountered in teaching, in community, and in service.

To promote a school community of FAITH, Divine Redeemer Catholic School strives to provide a SPIRITUAL ATMOSPHERE which . . . promotes mutual respect for one another . . . offers meaningful encounters with Jesus Christ in the EUCHARISTIC LITURGY . . . stresses the importance of RECONCILIATION . . . includes the availability of priests who come to teach the WORD OF GOD. . . presents a RELIGION CURRICULUM according to the official teachings of the Catholic Church, and provides a program of extra-curricular activities which develop the personal use of talents and personal character.

WE strongly believe students must develop the skills of reading, speaking, listening, writing, mathematical abilities, the social sciences, and the arts. The whole curriculum is to be permeated with the GOSPEL VALUES expounded in the VISION AND VALUES program.

Our FINAL OBJECTIVE is to prepare each individual for daily life as a practicing CATHOLIC. We hope that through our teachings and rapport with each student we can foster a true feeling of pride in their life, enabling each student to be an advocate of social justice as he/she continues to KNOW, LOVE, AND SERVE GOD at all times.

SPIRITUAL GROWTH

The parents are the prime factors in fostering good moral behavior. To aid the parents in this tremendous responsibility, the school aims to provide those experiences which, with the assistance of divine grace, are best calculated to develop in our students the ideas, the attitudes, and the habits that are demanded for Christian living in our American Democratic Society.

For the convenience of our students and teachers, time will be set aside for special religious functions such as Eucharistic Liturgy, para-liturgical services, and the Sacrament of Reconciliation. We urge parents to encourage their youngsters to take part in this very essential

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part of their spiritual growth. The crucifix and the statue of the Blessed Virgin Mary shall be displayed in every classroom.

I. GENERAL INFORMATION

SCHOOL CALENDAR

At the beginning of each school year, each family will receive a copy of the school calendar for the year which will designate free days, teacher in-service days, and days of early dismissal. 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.

At the end of each month each family will receive an envelope that contains an up to dated calendar of events for the next month along with any other pertinent information that needs dispersed. Family participation in school activities is strongly encouraged.

ADMISSION

The school adheres to the age requirements of the local public school. Any child who reaches the age of five (5) by the local public school district cut-off date of September 1 of the current school year, whichever is later may be admitted to Kindergarten unless there is evidence that the child is not ready to begin. Any child who reaches the age of six (6) by the local public school district cut-off date of September 1 of the current school year, whichever is later, may be admitted to the first grade unless there is evidence that the child is not ready to begin. Parents and/or guardians must accompany the child to school for purposes of registration and verification of residency. Registration will be held in the Spring of the year for the following school term. On the date of registration, the following documents must be presented: a) birth certificate or copy of certificate; b) baptismal certificate (if applicable); c) immunization record; d) if living with a person other than a parent, verification of residence; e) A non-refundable \$100 deposit (applicable toward tuition); f) social security number. In the event the child resides with a person other than the parent or legal guardian, a conference with the school principal may be necessary for verification of residence. Children of any race, color, handicap or national origin are eligible for admission to the Divine Redeemer Catholic School. Children of any religion are likewise eligible for admission subject to the rights of the Catholic children as stated above.

TUITION

Parents and parish share responsibility for the cost of Catholic education. Parents shall pay a reasonable amount of the per-pupil cost of education as established by the Board of Pastors and principal.

Payment of tuition must be submitted in accordance with the payment schedule established at the time of admission. In the event of a failure to make timely payment of tuition, the student may become ineligible to attend school unless special arrangements with the school authorities are made for the payment of tuition other than as provided above. Release of school records may be delayed until tuition is paid in full.

If a student transfers to another school, tuition may be refunded on a pro-rata basis. Arrangements for any such refund should be made through school administration.

ATTENDANCE

Children of compulsory school age, up to age seventeen (17), are required by law to attend an approved educational institution, unless legally excused pursuant to Diocesan Policy

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No. 4110. The school recognizes a number of specific reasons for which a child may be excused from school for all or part of a school day including, but not limited to:

- a) Observance of religious holidays;
- b) Receipt of religious instruction;
- c) Educational trips not sponsored by the school;
- d) Attending medical or dental appointments which cannot be arranged after school hours;
- e) Illness or other urgent reasons of an emergency nature

Unexcused or unlawful absences include, but are not limited to:

- a) Truancy;
- b) Parental neglect;
- c) Illegal employment;
- d) Pupils who run away from home;
- e) Shopping;
- f) Trips not approved in advance.

Students are expected to report to school on time. Students arriving at school before the tardy bell shall assemble in the cafeteria but not before 7:30 a.m. In the event of an absence, students must bring an excuse from their parent or guardian upon returning to school the first day after an absence. The excuse must contain the following information:

- a) Date of the note;
- b) Name and grade of the student;
- c) Date of the absence or tardiness;
- d) Cause of absence or tardiness;
- e) Signature of parent or guardian

Doctor/medical excuse should be attached to the official school excuse. Failure to produce an excuse by the fourth day after an absence will result in an unexcused or unlawful absence. A student whose attendance is irregular, and has accumulated a total of 15 days of absence or tardies without a doctor's excuse will be required to submit a doctor's excuse for each successive absence or tardy. If a doctor's excuse is not submitted each day after 15 days of absences without doctor's excuses, the days will be coded as unlawful or unexcused. THE DOCTOR'S EXCUSE IS TO BE GIVEN TO THE HOMEROOM TEACHER THE DAY THE STUDENT RETURNS TO SCHOOL ALONG WITH AN OFFICIAL EXCUSE BLANK. When a student accumulates four days of unexcused or unlawful absences the parents will be asked to meet with the principal to discuss the problem.

If you are going to be absent because of travel, take a son/daughter to work day, or any absence that could be considered as excused educational absence, your parent or guardian must make arrangements with the building principal prior to the absence. If arrangements are not made with the building principal prior to the absence, the day(s) will be unexcused or unlawful. This can only be done by a parent or guardian. Written notification must be completed at least one (1) week prior to the requested excused absence.

Students will be limited to one week of excused absences during the school year unless unusual or extraordinary circumstances are involved by the judgment of the Principal. Students who have a record of high absenteeism will be denied permission. School attendance is a very vital part of the learning process, for which schools have been established.

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Pennsylvania has passed a Student Truancy Law (Act 29) effective March, 1996. One important consequence to be aware of is that fines for a truancy offense can range from \$5 to \$300 and can also require parent(s) to go to parenting classes or do community service.

The student is responsible for making up all assignments and tests missed during an absence from school. The student will normally be permitted to five (5) school days to make up work missed. It is the student's responsibility to obtain the assignments and return them to the teacher at the time designated. Normally, work should be requested after the second day of absence.

EARLY DISMISSAL

Early dismissal will be granted for the same reason allowable for legal absences. You are encouraged to schedule appointments with your doctor or dentist some time other than during school hours. However, when emergency demands, the appointment should be made as early or as late in the school day as possible.

To obtain an early dismissal slip, bring a written note signed by your parent or legal guardian requesting permission to leave and stating the reason for the early dismissal. This note is to be submitted to the office for approval. An excused absence for a medical/dental appointment is generally limited to ½ day. Students granted an absence for a medical or dental appointment must have a signed excuse from the doctor or dentist and be returned to the school upon their return.

Students must have their parent or guardian sign them out in the office prior to leaving the building. Students will not be permitted to leave with anyone other than parents, guardians or persons listed on the student's emergency form unless the parent makes prior arrangement with the school office. All excuses for tardies or early dismissals must be signed by parents.

TARDINESS

A student is tardy if he/she is not in the classroom for the opening exercises. Repeated cases of tardiness will be brought to the attention of the principal so that parents will be notified. A student will not be sent home for tardiness. Any student who is tardy may be required to submit a note of explanation signed by a parent or guardian. The teacher is responsible for recording tardiness in the attendance register daily, on the student's report to parents, and on the permanent record card.

EMERGENCY OF CLOSING OF SCHOOL OR DELAY

When classes are canceled or delayed due to snow or inclement weather, the Divine Redeemer Catholic School will follow the designated program of cancellation or delay as specified by the principal.

Parents and guardians are directed to tune into the radio stations and KDKA Radio 1020 regarding school delays, closing and early dismissals. Parents, guardians and students are directed not to call the school for such information. Parents should use their best judgment in situations of extreme weather conditions. Safety should prevail.

PARENTS AND VISITORS

Anyone entering or leaving the building must first report to the office. For the reasons of safety, the school principal must know who is in the building. Any person not following this procedure may be asked to leave the building and may be subject to future exclusion from the building.

Parents are not to take lunches, shoes, books, etc. to the classroom. Any such transaction to child or teacher must be made through the principal's office. This practice helps to eliminate interruptions to the teacher and the students during class hours.

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Students who need to be dismissed early for medical or health reasons will be met by the parent or guardian in the school office.

TRANSFERS

Transfers to or from the Divine Redeemer Catholic School are normally to take place at the beginning of the school term. In the event of a transfer from the Divine Redeemer Catholic School to another private or public school, parents must submit written verification from the receiving school confirming enrollment at the new school and to request the release of school records. No student records will be released to receipt of such written verification or in the event that any tuition remains due and owing to the Divine Redeemer Catholic Elementary School.

TIME SCHEDULES

Because of transportation restrictions, the time schedule will be adjusted to coincide with any revisions by the public school districts in which the Divine Redeemer Catholic School is located. The school will adhere to the following schedule, regardless of starting and dismissal time, to the extent practicable:

- 1) Students arrive at least five (5) minutes before the opening bell.
- 2) Morning prayers and salute to the flag are required.
- 3) Class periods - time allotments for specific subjects shall
 - a) follow the recommendations of the Office of Catholic Schools.
- 4) Pre-lunch prayers as prescribed.
- 5) Lunch and playground with supervision
- 6) Post-lunch prayers as prescribed.
- 7) Class periods.
- 8) Closing prayers.
- 9) Dismissal under supervision

HEALTH SERVICES

The Armstrong School District provides limited health services to the Divine Redeemer Catholic School through the school nurse. Health testing and screening shall be administered to the student in accordance with the policies and procedures set by the Armstrong School District.

Children must be immunized before entering school, as required by state law. No child shall be permitted in school without the following immunizations:

- 1) Four DPT (diphtheria, pertussis, tetanus) the 4th after age 4
- 2) Three OPV (oral polio vaccine) or four Salk polio now recommended as IPV
- 3) Two MMR (measles, mumps, rubella) given on or after
 - a) the first birthday.
- 4) Hepatitis B vaccine (3 doses)

In case of an emergency concerning the health of a student, the school nurse and/or school principal shall be immediately notified. The school nurse shall be primarily responsible for rendering medical assistance. If the parent, guardian or person designated on the student's emergency card can not be timely reached, the school nurse or school principal shall decide whether hospitalization or further treatment at a medical facility is necessary.

The school office will maintain an emergency care card for each enrolled student.

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In the case of illness during school hours, the principal may send a child home after parents have been notified and transportation arrangements have been made. Children are not permitted to call the parents or dismiss themselves.

MEDICATION POLICY

The Divine Redeemer School recognizes that many children attend school because of the effective use of medication in the treatment of illness and disabilities. Some medication regimens necessitate the administration of medication during school hours. Safe and effective administration of medication requires adherence to a school policy/regulation.

Administration of medication shall be in accordance with the following policy:

- 1) Written orders from a licensed health care provider must be obtained and should include the name of the drug, dosage, route of administration, and the time interval the medication is to be taken.
- 2) The parent/guardian of the student must request in writing that the school district comply with the medication order.
- 3) Medication must be brought to school in a container appropriately labeled by the pharmacy or licensed health care provider.
- 4) All medications should be stored in a locked cabinet
- 5) The school nurse is responsible for ensuring that:
 - a) The administration of medication is properly documented.
 - b) Therapeutic benefits and side-effects are monitored.
 - c) Appropriate information is communicated to parents, licensed health care providers and school staff.
- 6) Self-managed administration of medications must be evaluated individually by the school nurse (for example: asthma inhalers, epinephrine, insulin). Written direction for such exceptions must be obtained from the licensed health care provider, as well as written permission from the parent.
- 7) In cases where the medication or procedure is for an emergency condition (i.e. Seizure, asthma attack, allergic condition) and the school nurse is not immediately available, the designee of the school nurse is permitted by this policy, when trained by the school nurse, to administer the medication following the written instructions from the physician.

TRANSPORTATION

Transportation to and from school is the responsibility of the parents. If children live more than 1-1/2 miles from school, transportation will be provided by the Armstrong School District. Questions concerning bus transportation should be addressed to the Armstrong School District Office of Transportation (763-7151).

Students are expected to behave properly on the bus. The safety of all is the prime consideration. A lack of cooperation of safety rules established by the local public school district

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or the transportation provider may result in suspension from riding the bus, and may result in disciplinary action against the student by the Divine Redeemer Catholic School up to and including possible suspension and/or expulsion from school.

LUNCH PROGRAM

The Divine Redeemer Catholic School participates in the national school lunch program. Students may take advantage of the school lunch program by filing an application for free or reduced lunches. Applications will be reviewed accordingly. Rules for acceptance and participation in the program are the same for each student without regard to race, color, national origin, sex, age, handicap or religion.

Hot lunches may be purchased at the school cafeteria. Students will receive a menu each month.

CAFETERIA RULES

The school cafeteria is operated as a service to pupils and teachers. Students may purchase a lunch or may bring a lunch from home. All students will eat in the cafeteria. No food is to be taken out of the cafeteria area.

- 1) After eating, students should leave the table clean, take their tray to the counter provided for used dishes, and put milk cartons and all lunch paper in the paper container.
- 2) Students must remain in the cafeteria until dismissal time.
- 3) The following manners should be observed in the cafeteria:
 - a) Eat as if in a home of a friend.
 - b) Be sociable but not boisterous.
 - c) No food should be taken from the cafeteria and eaten elsewhere in the school.
 - d) Before being dismissed by the teacher, all students are expected to cooperate and see to it that their general area is clean and attractive.

TELEPHONE

It is important that the school telephone be available for office calls. Children may use the school telephone only with permission of the principal, the Administrative Assistant, or a teacher, and only for school related business.

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 Administrative Assistant. Arrangements concerning transportation and after-school activities are to be made before the child leaves home in the morning.

COMMUNICATION

Open communication among parents, teachers and administrators is important for student progress and for maintaining a healthy school climate.

Attempts should be made to solve problems on the lowest level possible. Only when this is proven unsuccessful should higher authority be contacted.

If a problem occurs in the classroom, the parent is to contact the teacher through the principal's office in order to discuss the problem. If a satisfactory solution cannot be reached, the parent will inform the teacher that the principal will be contacted. Hopefully, the parent and principal will then arrive at a satisfactory solution. If the problem remains unsolved, then the parent has recourse to one of the pastors.

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A parent may make an appointment to speak with a teacher by sending a note or calling the principal's office. Because of the interruption in the teaching-learning process, spontaneous visits to the classroom are not permitted.

II. CURRICULUM

The Divine Redeemer Catholic School endeavors to provide a well-balanced curriculum through which the 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 state law. Courses include religion, reading, language arts, mathematics, science, social studies, music, art, library, health, physical education, Spanish and computer education.

The religion course is the most important course in the curriculum. Opportunities for prayer, preparation to receive the sacraments, 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.

All students, Catholic and non-Catholic alike, are required to study religion and to participate in the religious activities.

REPORT CARDS

Report cards showing the student's progress shall be issued in accordance with the dates established on the official school calendar. Progress is determined by the degree to which the child learns subject matter according to ability, accomplishes daily work, participates in class discussion, uses class time effectively, participates in group/class research and projects and does homework assignments. The official diocesan report card shall be utilized unless otherwise approved by the Superintendent of Catholic Schools.

Parent/teacher conferences shall 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. At least two (2) such conferences shall be held for each student during the school year.

Progress Reports will be sent to students in grades 4, 5, and 6 if they are receiving a "C" or lower by the half-way point of the term.

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 shall be in accordance with state and federal law. The permanent report card, approved by the diocese, will be maintained in the office of the principal. Guidance records will be kept either in the principal's office or the guidance 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 to staff who have need for access to the information, or with consent of the parent, or as otherwise provided by law. A parent or guardian wishing to review the records of his or her child should make such request for review in writing at least twenty-four (24) hours in advance. Student record information will not be disseminated by telephone.

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

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parent shall 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.

HOMEWORK

Homework is essential for the full scholastic development of the child. Children are expected to do a reasonable amount of home study, and it is the responsibility of the parent to supervise this work, being careful, however, not to promote dishonesty or forestall learning, which result from actually doing the homework for a child. Homework may consist of written work, reading, study for review, memorization or work on special projects. It is the responsibility of parents to provide time and a quiet place for homework to be done.

TESTING

The Divine Redeemer Catholic School follows the testing program established by the Diocesan Office of Catholic Schools.

In October, the IOWA Test of Basic Skills is administered to all students in Grades 3-6 and the Test of Cognitive Skills to students in grades 3 and 5.

Teacher-made tests are important instruments in determining whether or not the student is learning the material taught. These tests may be on material selected from the test book, and information or lectures given by the teacher.

GOVERNMENT PROGRAMS

Divine Redeemer Catholic students receive some state and federal aid in the form of textbooks, instructional materials, and pupil services.

Act 89 - Speech Therapy, Testing Programs (Psychological and Standardized)

Remedial Mathematics, Support and Guidance Counseling. These include all grades.

Title II - Eisenhower Professional Development Programs

Title VI - Innovative Education

Act 195/Act 90 - Textbooks and Instructional Materials

Title I - Federal Programs (Remedial Reading). These include all grades.

District Health Program - Armstrong School District provides a registered nurse for maintenance of dental and health records on each student.

GIFTED

Students who demonstrate gifted potential may be referred to the local public school district for psychological evaluation to determine eligibility for gifted programming in accordance with Pennsylvania Special Education Standards and Regulations. Parents should discuss with the classroom teacher or guidance counselor opportunities for determining gifted characteristics.

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 established by the diocese, signed by the parent (See Appendix B). No student may participate unless a signed field trip participation form for the specific event is on file with the principal.

The permission form is to be submitted to the teacher at least one (1) school day before the scheduled trip. Parents may be asked to provide part or 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 driver information sheet to the principal for each vehicle used (See Appendix C).

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Participation in field trips is a privilege. Students may be denied participation if they fail to meet academic or behavioral requirements of the school. Students who do not participate in field trips will be provided alternative assignments during the period of the field trip.

Each driver and/or chaperon will be given a copy of the approved itinerary, including the routes to be followed and a summary of their responsibilities.

LIBRARY

The purpose of the library program is to instruct students in the use of reference materials and to assist students in their search for knowledge and skills outside of the classroom. In order to provide the greatest opportunity for such instruction and to keep the library in proper order, the following rules must be observed.

- 1) Quiet will be observed at all times.
- 2) Books may be checked out for 2 weeks renewed.
- 3) A fine is imposed on overdue books. We feel that the student should pay these fines out of his/her own money, since this will help to build responsibility for his/her own actions. Fines collected are used to buy new books.
- 4) Reference materials (encyclopedias, dictionaries, etc.) will not be checked out from the library.
- 5) Any book lost or damaged must be paid for by the student who checked out the book
- 6) Any person given charge of the library has the authority to enforce the library and school rules.
- 7) Anyone failing to observe library rules will be sent back to the classroom teacher who will handle the situation at his/her discretion.

III. STUDENTS

DRESS CODE

Grades K – 3:

Girls: *option 1;* Plaid (navy/red/tan) jumper, navy skirt, or skirt with a red or tan collared top or turtleneck. Dress shoes (navy, brown, black) or white or black athletic shoes without offensive insignias such as skulls, pitchforks, etc. with navy or white socks(knee, ankle, or tights).

option 2; Navy dress slacks (no cargo pants) with a belt and a red or tan collared top or turtleneck. Dress shoes (navy, brown, black) or white or black athletic shoes without offensive insignias such as skulls, pitchforks, etc. with navy or white socks.

Boys: *option 1;* Navy dress slacks (no cargo pants) with a belt and a red or tan collared top or turtleneck. Dress shoes (navy, brown, black) or white or black athletic shoes without offensive insignias such as skulls, pitchforks, etc. and navy or white crew socks.

Simple jewelry is permissible as long as it is not distracting to other students. Lavish and expensive jewelry is not to be worn, including large or dangling earrings. Buttons are not part of the uniform and therefore, not to be worn. Small holy pins are a manifestation of the presence of God and can be worn.

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Grades 4 – 6:

Girls: *option 1;* Plaid (navy/red/tan) jumper, tan khaki skirt, or skort with a red or navy collared top or turtleneck. Dress shoes (navy, brown, black) or white or black athletic shoes without offensive insignias such as skulls, pitchforks, etc. with navy or white socks(knee, ankle, or tights).

option 2; Tan khaki dress slacks (no cargo pants) with a belt and a red or navy collared top or turtleneck. Dress shoes (navy, brown, black) or white or black athletic shoes without offensive insignias such as skulls, pitchforks, etc. with navy or white socks.

Boys: *option 1;* Tan khaki dress slacks (no cargo pants) with a belt and a red or navy collared top or turtleneck. Dress shoes (navy, brown, black) or white or black athletic shoes without offensive insignias such as skulls, pitchforks, etc. and navy or white crew socks.

General all school:

Shirts: All collared and turtleneck shirts must be worn “tucked in.” Belts are required when pants or skirts have belt loops.

Sweaters: Plain navy buttoned sweaters are permitted over the regular uniform. In addition, student may wear a plain navy, red, tan khaki or gray *zippered* sweatshirt with the *only insignia allowed being our school’s name or symbol.*

Shoes: There is flexibility in many different styles of dress shoes. However, clogs, sandals, flip-flops, high-heels, or any other shoe that has a dangerous potential are prohibited. Athletic shoes must be predominately white or black, again with no offensive insignias as stated previously.

Shorts: Walking shorts (not cargo shorts) are permitted during the months of August, September, October, April, May, and June. Navy for grades K – 3 and tan khaki for grades 4 – 6. Length for boys and girls should be no more than 1 – 2 inches above the knee.

STUDENTS MAY DRESS UP ON THEIR BIRTHDAY. THEY DO NOT HAVE TO WEAR A UNIFORM ON THAT DAY.

School Dress Code will be enforced and parents will be notified as to the violation.

Dress Down Days: All guidelines for shoes must be followed. “Belly” shirts, halter tops, sleeveless athletic shirts, and T-shirts with offensive logos are not permitted. Jeans should have no holes. Skirts, skorts, shorts or dresses should be no shorter than 1 – 2 inches above the knee.

PHYSICAL EDUCATION UNIFORM

SHIRT: *White (no tank tops)
Gray or White Divine Redeemer Marathon Shirts or
Divine Redeemer Phys. Ed. Shirt

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PANTS: *Gray (no denim or jean material)
Walking shorts may be worn August, September, October, April, May & June

SOCKS: White *

SHOES: Soft soled sport shoes predominant color either Black or White

*Shirts, pants and socks should be plain

NO: Logos, words, pictures, numbers, letters, designs, stripes, patterns

STUDENT DISCIPLINE AND CODE OF CONDUCT

Discipline is an integral part of a learning process. In order to develop self-control, the student must be helped to understand his/her emotions and impulses, to live in harmony with others, to respect the rules of family, to keep the laws of the country and to obey the laws of God.

Every teacher, administrative assistant and principal shall have the right to exercise the same authority as to student conduct and behavior as do the parents or guardians of the student. Student responsibilities include regular school attendance, conscientious effort and classroom work, and conformance to school rules and regulations. Students share with the administration and faculty the responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others 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.

1. Detention: Students may be detained after class hours for repeated tardiness, unexcused absences and infractions of the Code of Conduct. Parental notification will be given and acknowledged prior to the detention. Lunch and bus schedules will be considered in planning such detention. Students will be assigned work so as to make up work missed during any period of absence or tardiness.

2. Suspension: For a serious infraction of school regulations or the Code of Conduct, a student may be temporarily suspended by the principal. The time of the suspension will become effective after the principal has notified the parents/guardians by certified mail, and will not exceed three (3) days. Suspension may be in school or out of school. In all cases, the student will be required to complete any class work missed.

3. 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 include, but are not limited to:

- a) Infractions of school regulations, or the disciplinary codes applicable to each School.
- b) Continued misconduct or conduct detrimental to the physical, educational or moral well-being of other students.
- c) Continued malicious disobedience or disrespect for authority.
- d) Possession, use, or transporting of any weapon or look-a-like weapon.

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- e) Possession, use, sale and/or conveyance of any controlled substance, drug, look-a-like drug, alcohol or anabolic steroid.
- f) Assault or battery of a fellow student, teacher, administrator or an employee of the school.
- g) Bomb threats.
- h) False alarms.
- i) Use of vulgar or obscene language.
- j) Excessive absence or tardiness.
- k) Fighting.
- l) Disrespect toward the school in word or action.

In the event of an expulsion, the following procedure shall be used:

- a) A time of suspension will first be imposed during which there will be private consultations of parents with principal and teachers.
- b) The final decision concerning expulsion will rest with the principal. Before any such administrative decision, the principal must consult with the pastor.

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, 18 Pa. C.S. '912. Weapon is defined as including, but not limited to, any knife, cutting instrument, cutting tool, nun-chuck stick, 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, does sell, use, possess or aid in the procurement of alcohol, narcotics or restricted drugs, including but not limited to, marijuana or anabolic steroids or other material purported to be such restricted drugs, or look-a-like drugs, shall be subject to disciplinary action up to and including expulsion.

The parent or guardian 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 be 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.

BEEPERS – CELL PHONES

Unauthorized use of radios, CD players, telephones, cell phones, beepers, laser pointers, video toys or walkmans are NOT permitted by students in school or on a bus at any time. If necessary for a student to bring a radio, tape recorder, tape player or cell phone to

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school for activities, such as choir practice, bell choir, etc. and prior approval has been given by the principal; it must be taken to the office as soon as the student arrives at school. It may be obtained at the time it is needed for the activity. Use of these items during school will be cause for their confiscation. Return will be made ONLY to your parents or legal guardian.

POLICY ON SEXUAL HARASSMENT

It is the policy of the Diocese of Greensburg and the Divine Redeemer Catholic 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 the Divine Redeemer Catholic Elementary 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, principal, counselor, any parish priest, or to the Superintendent of Catholic Schools. All reports of alleged sexual harassment will be investigated in as confidential a manner as possible. Upon the completion of such investigation, the parents or guardians of the student will be advised of the findings, recommendations and conclusions 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/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.

SAFETY DRILLS

Fire drills will be held on a regular basis without prior announcement. To ensure safety, students are to move quickly, quietly, and in order according to the fire exit directions posted in each classroom.

Drills for other emergencies will be held periodically throughout the year and procedures reviewed by the teachers. Students are to remain quiet and attentive to the teacher during all safety drills.

BOOKS AND SUPPLIES

Textbooks and workbooks are loaned to the students for their use. Hardback books are to be covered and used with care. Parents will pay for books that are lost or damaged so that books will be available for students the following year. Students are required to use book bags or backpacks in order to protect textbooks. Trappers are discouraged because they are bulky and do not fit in the desks.

Students are responsible for providing their own school supplies.

GUM

Experience has proven that disposal of chewing gum causes problems in maintaining school property. Therefore, students are not permitted to chew gum during class or on school premises.

LOST AND FOUND

A box labeled Lost and Found is located on the first floor of the school. Please have your child check for lost articles as soon as possible. Clothing not claimed by the last day of the school year will be donated to those in need.

IV. PARENTS

PARENT - TEACHER GUILD / ADVISORY BOARD

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The P.T.G. is an organization that brings into closer relation the Church, the home, and the school and thereby enables the parents and the teachers to cooperate conscientiously and intelligently in the responsibility of providing children with Catholic education.

The success of the P.T.G. is a tribute to the spirit of parents who value Catholic education and contribute in so many ways to the success of Divine Redeemer Catholic School.

VOLUNTEERS

Assistance from parents during the school year is needed in many areas. Each family is responsible for a minimum number of days to cover recess and lunch. At the beginning of the school year, a form is sent requesting the type of volunteer help that may be expected from each family, above and beyond the required recess/lunch coverage. Each parent, guardian is asked to indicate the kind of help he/she is willing to give to the school. Examples of volunteer help are homeroom mothers, cafeteria aides, playground aides, field trip chaperons.

HANDBOOK

It is hoped that this handbook will help parents by providing useful information concerning Divine Redeemer Catholic School and the role of parents in its daily operation. Parents are encouraged to review this handbook with their children and keep it for future reference. The school or principal retain the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism He learns to condemn.

If a child lives with hostility He learns to fight.

If a child lives with ridicule He learns to be shy.

If a child lives with shame He learns to feel guilty.

If a child lives with tolerance He learns to be patient.

If a child lives with encouragement He learns confidence.

If a child lives with praise He learns to appreciate.

If a child lives with fairness He learns justice.

If a child lives with security He learns to have faith.

If a child lives with approval He learns to like himself.

If a child lives with acceptance and friendship He learns to find love in the world.

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PARENT/GUARDIAN ADMINISTRATION OF MEDICATION PERMISSION FORM

(This permission form must be accompanied by written orders from the attending physician)

Please complete the following information and enclose with each medication you send to school to be taken during school hours.

Student Name _____ Grade _____

Homeroom _____

Name of Medicine _____

Prescribed by Physician? Yes _____ Name of Physician _____

Include the doctor's written orders with your permission form.

Prescription number _____ Name of Pharmacy _____

Dosage _____ at _____ times for _____ days.

List all current medication taken by student (home or school):

I will take full responsibility for the prescribed medication which is to be given during school hours.

Signature of Parent or Guardian

Date _____ Phone number _____ (Home)

(Business) _____

The medicine container must be properly labeled with the student's name, home room, name of the medication and the time and dosage to be given. Medications that do not comply with these guidelines will not be given by school personnel and will be returned to the parent or guardian.

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APPENDIX "B"

FIELD TRIP PARTICIPATION FORM PARENT PERMISSION AND RELEASE

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from _____ School. A brief description of the activity follows:

Name of Event:

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student Cost:

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

I hereby consent to participation by my child, _____, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

In consideration of the agreement of _____ (Name of School/Parish/Group) to allow my child to participate in the above described outing, and intending to be legally bound hereby, I agree to indemnify and hold harmless _____ (Name of School/Parish/Group), the Roman Catholic Diocese of Greensburg, Most Reverend Lawrence E. Brandt, their employees, agents, successors, assigns and legal representatives, against any loss from any and all claims, demands and actions at law or in equity that may hereafter at any time be brought by my child, or anyone acting on her or his behalf, for the purpose of enforcing a claim for damages because of any injury to my child or any cause of action of any kind or nature as a result of, or in any way related to his/her participation in the above mentioned outing, or his or her transit thereto.

I/We agree that in case of injury to my/our child, I will apply our hospitalization and/or accident insurance toward the payment of the expenses incurred and will not look to _____ (Name of School/Parish/Group), or the Roman Catholic Diocese of Greensburg or any of their officers, employees, agents, successors or assigns for the payment of any medical costs or injury related costs.

IN WITNESS WHEREOF, I/we execute this Hold Harmless and Indemnification Agreement this _____ day of _____, 19 _____.

Signature of Parent/Guardian

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APPENDIX "C"

VOLUNTEER DRIVER INFORMATION SHEET

I. DRIVER:

Name: _____ Date of Birth: _____
Address: _____ Social Security No.: _____
_____ Phone: _____
Driver's License No.: _____

II. VEHICLE THAT WILL BE USED:

Name of Owner: _____ Year and Make: _____
Address of Owner: _____ Model: _____
_____ License Plate: _____
Registration Expires: _____ Inspection Expires: _____

If more than one vehicle is to be used, requested information must be provided for each vehicle.

III. INSURANCE INFORMATION: When using a privately owned vehicle, the insurance coverage is the limits of the insurance policy covering that specific vehicle.

Insurance Company: _____

Policy Number: _____ Expiration Date: _____

Liability Limits of Policy*: _____

***NOTE: The minimal acceptable liability limit for privately owned vehicles is \$100,000/ \$300,000.**

IV. CERTIFICATION:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, hold a valid driver's license, and have the required insurance coverage in effect on any vehicle used to transport students. I also certify that I have no physical disability that may impair my ability to drive safely.

(Signature)

(Date)