

NORTH AMERICAN MARTYRS CATHOLIC SCHOOL



STUDENT HANDBOOK

Revised: 6/24/2016

Although careful consideration has been given to the content of this handbook, revisions may be necessary throughout the year. The NAM community shall be advised at least five school days in advance of a policy change when practicable. Revised handbooks shall be available through the school's website. Handbook revisions are deemed accepted as notified and automatically become policy five school days after notification of the change.



North American Martyrs Catholic School

2526 Haymaker Road, Monroeville, PA 15146

www.namyschool.org



Dear Parents, Guardians, and Friends of North American Martyrs Catholic School,

North American Martyrs Catholic School faculty and administration are committed to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment.

Our goal is to make your child's educational experience both meaningful and productive. To accomplish this goal, every family should be informed of school policies, regulations, and procedures. This handbook serves as a primary reference source for questions about the operation of North American Martyrs Catholic School.

You are asked to read the handbook thoroughly and to keep it accessible. Of course, should you still have questions after referring to this handbook, the staff and I are available to assist you. Also, you and your child/children are requested to sign the last page and to return it to the school office as soon as possible.

Thank you for your cooperation.

In Christ's love,

Mrs. Jessica Munscher

Principal

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I. INTRODUCTION

DEPARTMENT OF CATHOLIC SCHOOLS VISION STATEMENT

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

PHILOSOPHY OF A CATHOLIC SCHOOL IN THE DIOCESE OF PITTSBURGH

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

Each child will develop an understanding of Catholic doctrine, liturgy, the sacraments, sacred scripture, and an individual prayer to build a personal relationship with Christ and His church.

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

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

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

NORTH AMERICAN MARTYRS CATHOLIC SCHOOL MISSION STATEMENT

The mission of North American Martyrs Catholic School is to provide a faith-filled educational experience which nurtures the spiritual, intellectual, social, physical, and emotional development of each child.

THE PHILOSOPHY OF NORTH AMERICAN MARTYRS CATHOLIC SCHOOL

The philosophy of North American Martyrs is to educate, inspire, and engage our students to become responsible and productive participants in their communities. We believe that education takes place within the whole person: body, mind, and spirit. We strive to inspire the development of each individual's spirituality, uniqueness, dignity, and value. The North American Martyrs experience engages students to develop a fulfilling love of God and the ability to manifest this love to its greatest potential through a lifelong commitment to serve others.

PRESCHOOL PHILOSOPHY

The first years of life are of vital importance to a child's growth and development. Foundations are laid which influence the ability of a child to accept self, relate to others, and respond positively to the environment. Our preschool program strives to provide a creative learning environment for the child. Our quality early childhood program promotes a safe and stimulating environment that promotes the social, emotional, physical, intellectual, and spiritual growth of your child. The central focus of our program is play, including many developmentally appropriate activities to support each individual child.

MIDDLE STATES ACCREDITATION

The Middle States Association of Colleges and Schools accredits North American Martyrs Catholic School. Middle States Accreditation is an expression of confidence in North American Martyrs Catholic School's mission,

goals, objectives, performance, and resources. In turn, this accreditation publicly validates our excellence in education. The Middle States Evaluation is an ongoing process requiring the submission of updated plans every three years. After ten years the school is re-evaluated for continued accreditation.

CATECHETICS (RELIGIOUS EDUCATION)

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

Our belief in Jesus has drawn us to this school community. Our beliefs are expressed in and strengthened by daily communal prayer. Students develop skills and a love for the Church's daily worship. This includes a prayer service each morning led by two sixth grade students and the principal or other adult staff member. Simple prayers are recited before and after lunch. At the end of the day, the Act of Contrition and other prayers are said. The prayers at lunchtime and dismissal are led by homeroom teachers.

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

Faith experiences are an integral part of catechetics. Opportunities for Eucharistic liturgies, reconciliation,

Stations of the Cross, the rosary and other Catholic prayers, classroom prayer, para-liturgies, and service to others are to be included. Community is at the heart of Catholic education, not simply as a concept to be learned, but as a reality to be lived.

The principal, in conjunction with the pastor and the catechetical administrator, work with the teachers in the religious development and sacramental preparation of the students. Parent/guardian preparation programs for Reconciliation, Eucharist, and Confirmation are held during the year. These are parish programs and involve all eligible children and parents/guardians of the parish.

Children of all faiths are welcome to our school. Children who are not Catholic are expected to participate in religion classes and to attend all religious functions of the school/church.

II. DAILY PRACTICES AND POLICIES

REGISTRATION POLICIES

All students are required to supply an official certificate of birth at the time of registration. In addition, a baptismal certificate is required for children continuing their faith formation in the reception of future sacraments.

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

TUITION RATE

Parishioner

A registered member of North American Martyrs Parish is one who makes regular contributions using the envelopes provided by the parish. A registered member should also participate in the parish life by volunteering hours in the school or participating in other parish ministries such as CCD, pastoral council, choir, etc. Any registered member who fails to make regular contributions during the first school semester will be assessed the non-contributing member tuition rate during the second school semester. Any registered member who fails to make regular contributions during the second semester will be assessed the non-contributing member tuition rate for the following school year.

Members of Other Catholic Parishes

The Pastor Verification Form, shown in Appendix I should be completed before the start of school each year by every family that belongs to a Catholic Parish other than North American Martyrs, to qualify for the parishioner tuition rate. This form may also be used for Catholics from parishes WITH schools who are unable to attend that school due to a lack of space or an incomplete kindergarten through eighth grade program. The form simply verifies that the children have been baptized and the family is a registered practicing member of a parish without a school. This form cannot be used for Catholic families from school parishes who choose to attend another Catholic school for reasons other than the above.

ADMISSION POLICIES

PRESCHOOL

A student entering one of our Preschool Programs must reach the required age by September 1 and must be completely toilet trained. The focus of the 4 year old program is kindergarten preparation, while the 5 year program is kindergarten readiness. Admission is on a first come basis. A waiting list may be available depending on enrollment.

KINDERGARTEN

A student entering kindergarten must be five years of age by September 1 and may be required to take a readiness test at the request of school administration.

GRADES 1 - 8

Those registering for grades one through eight must fulfill the age requirement for the desired grade and present letters of recommendation from the previous school. A mini-battery test may be administered to all new students to verify placement. Grade level and academic group determinations may be made on any or all of the following: school records, placement test scores, teacher evaluations, and administrative input.

IMMUNIZATION REQUIREMENTS

Preschool

The state of Pennsylvania requires that vaccines for children be up to date before they enter preschool. Each child should have at least diphtheria, tetanus, measles, rubella, mumps, hepatitis B, polio and chicken pox.

Kindergarten – Grade 6

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

2 doses of chicken pox vaccine (or proof by physician's letter of having had chicken pox)

4 doses of diphtheria and tetanus (one dose must be after the fourth birthday)

3 doses of oral polio vaccine

2 doses of measles vaccine after the first birthday (or proof by blood test of having had measles)

2 doses of mumps vaccine after the first birthday (or proof by physician's letter of having had mumps)

1 dose of rubella vaccine after the first birthday (or proof by blood test of having had German measles)

3 properly spaced doses of hepatitis B vaccine (K-4)

Grade 7 - 8

In addition, before entrance to seventh grade, each child must submit immunization records showing the following requirements have been met:

1 dose of meningococcal conjugate vaccine (MVC)

1 dose tetanus, diphtheria, acellular pertussis (if 5 years has elapsed since last tetanus vaccination)

HOME LANGUAGE SURVEY

Pennsylvania requires all school districts and charter schools to identify limited English proficient (LEP) students, because they are required to provide English instructional special services to them. This is done through the completion of the Home Language Survey. Please be prompt in your return of this form, a copy of which can be found in Appendix II.

ATTENDANCE

Regular school attendance is a major factor in determining academic success. Every effort should be made to avoid absence, late arrival, and early dismissal to maximize student instructional time. Please use the Note to School Form in Appendix III to document your student's absence, late arrival or early dismissal from school. This form is also found on our website. Notes must be sent to school so your child can be released. No exceptions will be made.

ARRIVAL

Extended Care – Before School

Children who are a part of the Before School Program may arrive any time after 7:00 A.M., by entering through the DeLuca Hall entrance where they will be met by the caretaker on duty. These students will be escorted to the hallway outside the school office door at approximately 8:20 A.M. by the caretaker on duty.

Preschool Students

Preschool arrival takes place at the front entrance of DeLuca Hall between 8:45 A.M. and 8:55 A.M..

Those transporting the students are asked to park their car and accompany their child to the DeLuca Hall doors. School personnel will greet them and escort them to their classroom.

Children must be escorted by an adult to the office if they arrive after the teachers have left the

DeLuca Hall entrance. Parent/guardians of late arriving preschool students must enter through the main entrance of the school and check in at the office. The student will then be escorted to their assigned classroom by school personnel. This process is utilized to keep accurate attendance records and ensure the safety of all children.

Kindergarten – Grade 8 Students

All students who walk or are transported by bus or car, should arrive at school between 8:30 A.M. and 8:45 A.M., entering through the main school entrance. It is best to have your child arrive to school on time to give them adequate time to prepare for the day. This also avoids interruptions once classes have begun.

TARDINESS

Children who arrive by car after 8:45 A.M. will be marked tardy and must be accompanied to the school office by an authorized adult who must sign the student's name in the tardy log. Children who arrive by bus after 8:45 A.M. are not marked tardy on a regular school day when the start of school has not been delayed due to inclement weather.

Children in kindergarten through eighth grade, who arrive later than 11:00 A.M., are marked absent for a half day.

ABSENCE FROM SCHOOL

Parents are asked to use good judgement when deciding if a sick child should attend school. As a rule, a child with a contagious condition should be kept home until the condition improves. Children must be free from fever for twenty-four hours before they will be admitted back in to school.

If your child is not attending school for the day, it is necessary to inform the school. Please call the office at (412) 373 -0889 to report your student as absent. You should identify yourself and provide the student name, date, reason for absence, and information if the student is planning to for half day attendance.

A written excuse is required within 3 days of the absence for the absence to be considered lawful. A maximum of ten days of cumulative lawful absences verified by parental notification are permitted during the school year. Absences beyond ten cumulative days require an excuse from a physician.

A student is considered truant when absent for three or more days without a valid excuse. The school will follow the diocesan procedure for truancy, which includes legal penalties established by law for violation of compulsory attendance requirements.

Excused

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

Parents/guardians should call the school office on the first day that a child is absent from school, giving the child's name, homeroom teacher, and reason for absence. Unless the absence will be for an extended period of time, please make arrangements with another child to have assignments brought home. If a child will be absent for an extended time period, please use the Note to School Form to arrange for homework to be brought home by another student or picked up by an adult at the end of the school day, to avoid a repeated daily call. Upon returning to school from an absence, a student must submit a **written excuse** to his/her homeroom teacher as required by state law. If this excuse is not submitted within three days following the absence, the absence will be classified as **unexcused**. Please use the Note to School Form for this purpose, whenever possible.

The Note to School Form should be given to the teacher or principal to document excuses for the following reasons:

- ξ *Admittance to school following an absence*
- ξ *Permission for out of school appointments. The child is expected to return when possible. The parent/guardian should sign the student in/out at the office.*
- ξ *Funeral attendance*
- ξ *Educational trips*
- ξ *Change of plans in leaving school (bus, ride, or walk)*
- ξ *Early dismissal*
- ξ *Excused from gym class*

Unexcused

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

equivalent, during the term of compulsory attendance, without lawful excuse...shall be given written notice. If, after such notice is given..., attendance is again violated by the person, such person shall be liable... for referral to the magistrate.”

DISMISSAL

It is extremely important for the safety of our students that school personnel clearly understand where your child should go at the end of the day.

Permanent Dismissal Plan

Every student must have on file a completed Permanent Student Dismissal Plan as shown in Appendix IV. In addition to informing the school of the student's regular dismissal plan, this form also names the adults to whom your child may be released. It is recommended that adults who may be unfamiliar to school personnel bring photograph identification, such as a driver's license when picking up your child the first few times until they are familiar to school personnel.

Changes to Dismissal

If your student's dismissal plan changes at any time, whether it be a permanent change or a temporary change, proper notification must be made in writing by updating the Permanent Student Dismissal Plan or detailing the temporary change on the Change to Dismissal - Note to School Form. One of these documents must be sent to the school office ahead of time or by 9 AM on the morning of the change. We will only honor dismissal changes when they are formally requested using these forms. If an emergency arises and you need to change the dismissal after 9 AM, you must call the school office and speak directly to the secretary. This includes all changes with the after school program.

Absolutely no dismissal changes will be made after 2:15 PM. This will be strictly enforced to ensure the safe dismissal of all students!

Additional Preschool Information

Departure from school takes place at the entrance near DeLuca Hall. School personnel will only dismiss children to parents/guardians or other adults designated to pick up your student.

Additional Kindergarten – Grade 8 Information

Families should make every effort to schedule appointments at a time when school is not in session.

However, if a child must have an early dismissal, the request must be made in writing to the principal by using the Change in Dismissal - Note to School Form (Appendix III). All early releases require the principal's approval. Parents / Guardians will be notified promptly if there is a reason the principal would not approve an early release from school. For these dismissals, an authorized adult must meet the child at the office and sign him/her out at the authorized time. Children in kindergarten through eighth grade, who leave school before 12:00 P.M. and do not return, will be marked absent for one half day.

BIRTHDAY POLICIES

BIRTHDAY TREATS

A student may bring a treat to share with classmates on their birthday by making a request to the teacher a

few days in advance. Instructors can alert you to any known food allergies of students in the classroom.

Enough treats should be sent in for your child's classmates and the teacher. A birthday treat should not require refrigeration and should be easily served. It is not necessary to send in additional treats for the other classes or staff members. Classroom door to door solicitations/deliveries are not permitted.

PARTY INVITATIONS

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

COMPUTER AND INTERNET USE GUIDELINES

North American Martyrs Catholic School is pleased to offer students access to a computer network and the internet.

Parents/guardians are required to review these guidelines for computer and internet use with their child (ren) annually and complete and return the contract shown in Appendix V to gain student access to the computers and the internet. Once this form is returned to school, it remains in effect during a student's entire career at school, unless a new contract is completed and returned. Should a parent/guardian prefer that a student not have internet access, use of the computers is still possible for more traditional purposes, such as word processing.

Access to the internet enables students to explore our library along with thousands of other libraries, databases, and repositories of information around the world and use software hosted on-line. Our school has taken precautions to avoid exposing our students to illegal, defamatory, inaccurate, age-inappropriate, or potentially offensive material that may reside on the internet. However, it is impossible for us to guarantee restricted access of all material of this nature. Internet resources at our school are designed for constructive educational goals and we believe the benefits to students far exceed the disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media information sources. Therefore, we support and respect each family's right to decide whether or not to allow internet access to their student.

Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on school property. Communications on the network are sometimes public in nature. General school rules for behavior and communications apply. The use of the network is a privilege, not a right, and may be revoked if abused. The student is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised to never access anything that they would not want their parents/guardians, pastor, principal, or teachers to view.

PRIVACY

Computer and internet usage is monitored with a teacher or other school official in the classroom at all times. File storage may be reviewed by any school official at any time, for any reason. Students are not permitted to reveal personal identifying information when using the internet.

SOCIAL MEDIA

North American Martyrs Catholic School encourages the use of social networking as a way for students and families to connect with each other and share ideas and information in a positive and constructive way. We expect users of social media to be responsible digital citizens, which can be defined as appropriate, responsible behavior in regard to technology use:

- ξ Responsible for their actions
- ξ Respectful towards other students, staff, families and the school
- ξ Refraining from any wording that could be considered harassing, demeaning or derogatory

North American Martyrs Catholic School, their families and their students are together share a responsibility to maintain a positive educational atmosphere. The following activities can significantly disrupt the academic setting, possibly creating a hostile environment for staff and students. The school will investigate, intervene, discipline and educate all involved in inappropriate messages and postings including:

- ξ Posting pictures or video of another student or staff without their permission
- ξ Posting inappropriate comments regarding another student, staff or the school
- ξ Creating websites using the North American Martyrs name or logo, without consent
- ξ Sending texts, instagrams, snapchat email or any other form of electronic communication that is of a threatening, harassing, or derogatory nature
- ξ Any other digital activity that North American Martyrs Catholic School deems inappropriate.

Parents and guardians are expected to model the appropriate use of technology and social media for their children. Those who are found to damage the reputation and integrity of the school or parish will be held accountable.

INAPPROPRIATE MATERIALS, LANGUAGE, AND CONDUCT

In addition, students, while at school, will limit their technology use to education purposes only. They will keep all cyber activity to productive academic work and refrain from engaging in illegal or inappropriate conduct. Students may not disrupt others' use of computers or internet access. Only materials that are in line with the rules of school behavior should be accessed. If a student should encounter material that is inappropriate, they should report it to their teacher or a school official immediately.

The following actions, which are not inclusive, are considered unacceptable by the administration of North American Martyrs Catholic School:

- ξ Placing unlawful information on the internet
- ξ Using the internet for non-school related activities
- ξ Sending messages that are likely to result in loss of the recipients work or systems
- ξ Using the internet for commercial purposes
- ξ Downloading or installing any commercial software, shareware, or freeware onto a school computer or its network, unless they have explicit permission from a school official.
- ξ Using the internet for a purpose that does not support the expressed philosophy and tenets of the Catholic Church or in a way that compromises the integrity or reputation of the parish or school.
- ξ Sending or receiving copyrighted material without permission
- ξ Plagiarism or copying other people's work by accessing files that do not belong to them.
- ξ Intruding into files that do not belong to them.
- ξ Using the internet to send or retrieve pornographic material, inappropriate file text, files dangerous to the integrity of the system, violent or threatening material or messages.
- ξ Circumventing security measures on school or remote computers or networks

- ξ Vandalism
- ξ Falsifying one's identity
- ξ Cyber bullying or an inappropriate use of social media

DRESS CODE / APPEARANCE GUIDELINES

North American Martyrs Catholic School maintains the right to establish a uniform dress code for students. It is recognized that proper school attire and good grooming are conducive to a student's educational and social development.

PRESCHOOL STUDENTS

While preschool children do not wear a school uniform, the students should dress in clean clothing appropriate to the season and weather. The outdoors is explored frequently so clothing that can get dirty and not be ruined is the best choice. In addition, young children need clothing that is easy for them to remove for bathroom breaks (i.e. clothing with elastic waist, sweatpants, etc.) Belts are not recommended. Shoes which cover the entire foot should be tied or fastened at all times. Socks are required. No flip flop or sandal style shoes are permitted due to playground safety concerns.

Families are asked to provide a complete extra set of clothing for their child including underwear, socks, shirt, pants and or shorts. Please place these items in a labeled plastic bag so they can be organized in the classroom.

KINDERGARTEN – GRADE 8 STUDENTS

This dress code was developed to promote a Christian atmosphere, free children for academic concentration, de-emphasize competition among children regarding clothing, allow more economical dress for school and provide some choice to accommodate individual differences.

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

- ξ Clothing must be clean, neat, and in good condition.
- ξ Hair must be neat and clean as a matter of personal hygiene. The hair on the side of a boy's head should not be below the ears and the back hair should not touch the shirt collar.
- ξ Make-up and excessive over-sized jewelry are not permitted.
- ξ Both boys and girls must wear their shirts or blouses fully tucked in.
- ξ Slacks, skirts, skorts, and/or shorts must be worn at the waistline.
- ξ Shoestrings must be tied at all times.
- ξ No oversized clothing of any kind is acceptable.
- ξ No sleeveless tops.
- ξ Hats, caps, coats, jackets are not to be worn in school. An exception to this would be only for a specific dress down day such as *Hat Day*.
- ξ Tattoos of any kind, including temporary ones, are not permitted.

Used clothing in good condition, which meets dress code requirements may be donated to the school for others to use at no cost by placing it on the rack outside DeLuca Hall. Please make sure the item is cleaned properly first. Families should feel free to take any clothing item on that rack at their discretion.

The final decision of the propriety of clothing rests with the principal. If students are not in compliance with the dress code, families will be contacted to bring a change of clothes. Continued non-compliance will result in a more significant response from the school. Please do not put your child in a difficult position. The school must be consistent in enforcing the dress code on a daily basis. The following guidelines apply to kindergarten through grade 8 students:

1. Dress slacks or shorts, pleated or plain, of a style consistent with that available through the designated school clothing vendor, in navy or khaki color may be worn. Dress pants and shorts should not have any metal rivets, snaps, etc. or look like cargo pants or jeans.
2. Shirts/blouses of the following styles and solid colors are acceptable:

STYLES	COLORS	
Collared long or short sleeve oxford blouse or dress shirt.	White	Red Navy
Collared long or short sleeve polo	Light Blue	
Long or short sleeve turtleneck	Light Yellow	
AN INCONSPICUOUS MANUFACTURER'S LOGO IS PERMITTED.		

3. Sweaters are optional and, if selected, must be worn over a shirt in such a way as to have the collar of the shirt visible. Sweaters may be worn in the following styles and solid colors.

STYLES		COLORS	
Cardigan		White Navy Red	
V-Neck			
Crew Neck			
Vests			
AN INCONSPICUOUS MANUFACTURER'S LOGO IS PERMITTED.			

4. Shoes should be dress shoes with hard soles and leather uppers covering the entire foot, tied, or fastened at all times, with a heel no higher than one inch. Athletic shoes may only be worn on gym days or dress down days. If boots are worn during rainy or inclement winter weather, a change into the school dress shoe is necessary. Students are not permitted to wear flip flops at any time, even during dress down days, due to safety issues with this type of footwear.
5. Socks, stockings, or tights of a plain, solid color, must be worn at all times.

Girls - Additional Guidelines

Additional choices consistent with that available through the school clothing vendor are acceptable:

STYLES	COLORS
Skirts	Hunter Navy Classic Plaid Khaki
Jumpers	
Skorts	

Physical Education Dress Code

1. North American Martyrs gym t-shirt or gym sweatshirt.
2. North American Martyrs gym shorts or sweatpants.
3. Socks of a plain solid color.
4. Athletic shoes are required.

CLOTHING IDENTIFICATION

Parents/guardians are strongly urged to mark their children's personal belongings with their names. Since children do not readily claim lost items, proper identification helps us to find the owner and save parents/guardians the cost of replacement.

EMERGENCY SITUATIONS

EMERGENCY CARE CARDS

At the beginning of each school year, families are required to complete a Student Emergency Card for each one of their children. It is imperative that the school be able to reach you to inform you of illness or an emergency situation. It is also important to list the names of others who can be contacted should you be unavailable. Please keep the card updated by notifying the office of any changes.

EMERGENCY CLOSINGS AND DELAYS

If inclement weather or some other emergency requires that the school be delayed or closed, this information should be announced on KDKA, WTAE, and/or WPXI. You will also receive notification from our school's broadcast system on a telephone whose number you have provided. Because of the number of public districts represented in our school, it is important that you listen for an announcement that identifies North American Martyrs Catholic School. PLEASE DO NOT CALL THE SCHOOL OR RECTORY FOR THIS INFORMATION. Traditionally, we follow what Gateway Public School System elects to do in inclement weather conditions; however this is not always the case.

When North American Martyrs Catholic School specifically announces a two-hour delay to the start of the day, all preschool through eighth grade children should report to school between 10:30 A.M. and 10:45 A.M. Half day preschool students will dismiss at 1:00 P.M. All other regular dismissal times will be observed for our other students.

If the announced delay does not specifically mention North American Martyrs Catholic School, but does name one of the public districts that service our school, only those children from that school district should follow that particular announcement. Children, who ride the buses of other districts who are not delayed, or who walk, or are driven to school, should arrive at NAM's delayed time. PLEASE NOTE: Because our attendance registers are legal indicators of a child's presence at the times we are in session, children who arrive late or are absent because only their school district has called a delay or cancelation, will be marked as excused tardy or excused absence.

EMERGENCY DISMISSALS

Announcements will be made on the same media stations, as noted above, in the event that we would be required to dismiss school early. In addition, you may also receive notification from our schools

Broadcast system on a telephone whose number you have provided. However, because phone service may be interrupted in the school, some emergency situations may not allow for this option. Children may be dismissed as families are notified and transportation is arranged. Your child should know where to go in the case of an emergency dismissal.

EXTENDED CARE PROGRAM

The morning and afternoon extended care program is designed to provide students with a safe, well-supervised environment. The activities will include special activities from time to time, such as cooking. There is a quiet homework and student time for students from 3:15 PM – 3:45 PM Monday through Friday. Our program is play-based and encourages a relaxed environment for children that have been in school all day.

A registration form to enroll in the Extended Care Program is required at the beginning of the school year. Each month, a form is distributed to families for scheduling purposes. It must be submitted to ensure attendance. Payment is made on a monthly basis before the child has been in attendance.

Any changes to the extended care schedule are due in writing by 9 AM on the morning of the change by submitting a Change in Dismissal - Note to School Form. If an emergency arises and you need to change a dismissal plan after 9 AM, you must call the school office. We will relay all changes to the Extended Care Coordinator at 2:15 PM. Absolutely no dismissal changes will be made after 2:15 PM. This will be strictly enforced to ensure the safe dismissal of all students.

The Extended Care Coordinator will structure a payment plan for each family utilizing the program on a consistent basis, to ensure a feasible financial arrangement for the family. Discounted payment plans are available for families paying in advance. Please see Appendix VI for further details.

BEFORE SCHOOL CARE

Commencing at 7:00 A.M., before-school-care is offered to ALL students that are enrolled in North American Martyrs Catholic School. Children are accompanied by an authorized adult to the DeLuca Hall entrance of the school where they are met by the Extended Care Coordinator.

AFTER SCHOOL

The After School Program is offered to ALL full day students from the normal dismissal time of the school day until 6:00 P.M. On most early dismissal days, this service is available to our full day pupils as well.

FIELD TRIPS

Every class is encouraged to attend at least one field trip during the year. Each student must have a diocesan signed permission slip before he/she is permitted to participate in a field trip. If a field trip fee is ever a financial burden for a school family, they should contact the school principal. All such matters will be held in the strictest confidence.

PRESCHOOL STUDENTS

Parents are responsible for the transportation of their preschool child to out of school locations for field trips. In October, the preschool classes normally visit Shramm's Farm and there is usually an out of school end of year celebration in a nearby location.

Preschool also celebrates all Christian holidays, in addition to federal holidays (Veteran's Day, President's Day, Dr. Martin Luther King Jr. Day, etc.) during the school day. These celebrations will be noted on your monthly calendar. In addition, several in school special events and holiday celebrations are planned for preschoolers throughout the year:

November:	Friendship Feast
December:	Preschool Christmas Program
January:	Teddy Bear Picnic
February:	Dental Health Presentation
March / April:	Easter Egg Hunt
May:	Mother's Day Celebration

Families have an opportunity to volunteer to assist during parties and special events throughout the year. All activities are announced ahead of time to allow for families to arrange their schedules accordingly.

KINDERGARTEN – GRADE 8 STUDENTS

Every class is encouraged to attend at least one field trip during the year. Transportation, in accordance with diocesan directives, is usually provided by bus, and a fee is charged to cover the cost of the trip.

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

No eighth grade students may participate in the end-of-year field trip unless all fees such as tuition, cafeteria, library fines, etc. are paid in full.

FUNDRAISING

PRESCHOOL STUDENTS

North American Martyrs Catholic School has an active fund raising program for the school. You will receive detailed information about events throughout the school year. These events are optional for preschool families. However, they do benefit the entire school and our future. Please participate in these activities as you feel that you can. Thank you.

KINDERGARTEN – GRADE 8 STUDENTS

The diocesan policy for funding elementary Catholic schools calls for each school to have fund raising activities to generate a minimum of 10% of their total operating budget. This enables us to keep tuition rates at about 60% of the total cost. School families are expected to participate in these fund raising activities to the best of their ability through monetary donations, purchases, and/or volunteer work.

Currently, each family with a child in kindergarten through eighth grade is assessed a \$400.00 fund raising fee that is achieved by participating in many fund raising events and activities throughout the school year. A family may opt to pay the fund raising fee in part or in total by issuing a check to cover the total amount owed on the account.

At the end of the fund raising term, all monies will be calculated and totaled. If the total fundraising amount exceeds the required \$400.00 and there are additional funds in the scrip/gift card category, individual accounts will be assessed a tuition credit for the following school year up to the amount listed in the scrip/gift card category. If an excess of \$400.00 remains after the scrip/gift card tuition credit for the following school year, families may designate another school family to allocate their excess fundraising amount to (the total tuition credit). If a family is not designated by the date specified, NAM will allocate the funds to other families in need, at the principal and pastor's discretion. All financial obligations must be satisfied before the distribution of final report cards.

HOMEWORK

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

- ξ enrich school experiences
- ξ provide practice and review
- ξ develop good study habits
- ξ teach responsibility, and
- ξ foster originality.

Families may assist students with home assignments in the following ways:

- ξ Provide a quiet spot away from the television, telephone, or other distracting elements. Homework should be done at home and not at dance or soccer practice or other extra-curricular activities.
- ξ Check to see what was accomplished during the designated study time regarding completeness, neatness, and correctness.
- ξ Be willing to listen to reading, spelling, and math facts and to explain procedures, but never do the assignment for your child.
- ξ Check your child's school issued homework notebook. Students in second through eighth grade are issued a homework planner courtesy of our PTG.
- ξ Consult the teacher if the child uses the excuse of no homework too often.

Students are responsible for entering homework in their plan book, gathering necessary materials, completing work, and turning in their assignments on time. All work should be completed in a neat fashion. If for some reason the child cannot complete an assignment, the parent/guardian should inform the teacher via a written note stating the reason. Arrangements should be made as soon as possible to make up incomplete assignments.

Incomplete, missing or late homework makes it difficult for teachers to assess lesson mastery and will have a detrimental effect on a student's grade. Students will be required to refrain from involvement in school-related extracurricular clubs and sports if there are more than three missing, late or incomplete homework assignments in any one subject during a grading period.

The diocese recommends the following time schedule for home study:

Primary - levels K-3	30 minutes
Intermediate - levels 4-5	45 minutes
Upper Elementary - levels 6-8	1 – 1-1/2 hours

At the discretion of the teacher, homework may be assigned on weekends. In case of a student's absence, requests for homework should be made before noon to the school office. It is recommended that fourth through eighth grade students, have access to a computer at home. This also applies to students in third grade beginning in the last semester of third grade. Arrangements may be made to complete work requiring a computer using the school computers in the case of a temporary loss of access. Additionally, computer work can be completed through the use of a computer at a local public library.

Missed Homework Consequences

1. First missed assignment - Verbal warning (Student is required to complete the work without receiving credit.)
 2. Second missed assignment - Written warning (This notification will be a standard form completed and issued by the subject teacher. Student is required to do the work without receiving credit. Please sign the form. This written warning will be kept in your child's academic folder.)
 3. Third missed assignment - After school detention will be assigned and served with Mrs. Munscher or the subject teacher. A phone call will be made informing you of this action. Arrangements will be made by the subject teacher and Mrs. Munscher to determine the timely date for this action. Student is required to complete the work without receiving credit.)
- Students will start with a clean slate every nine weeks.

LIBRARY

During library visits, students are strongly encouraged, but not required, to select a book to check out for recreational reading. Only one recreational reading book may be checked out to a student at a time. Students who are assigned a research project or book reading assignment from a classroom teacher, may check out additional material to aid them in completing their assignment.

LOCKERS

School lockers are the property of North American Martyrs Catholic School. The use of lockers is a privilege, for our students in grades 4-8, not a right. Students shall have no expectation of privacy as the school retains the right to conduct both announced and unannounced locker searches. Discovery of illegal materials in a school locker may result in discipline up to and including expulsion and / or referral to appropriate authorities.

LOST AND FOUND

If your child is missing an article of clothing, it may be found in the lost and found area, located near DeLuca Hall.

Other lost items, such as glasses, watches, purses, etc., if found, are to be turned in to the office. Items that are not claimed by the end of each school year are donated to a charity.

LUNCH TIME

On most days, a forty minute lunch and recess period begins at 11:33 A.M. for full-day students in kindergarten through second grade, 12:00 P.M. for full-time preschoolers, and at 12:13 P.M. for students in third through eighth grade. Changes to this lunch period may be made to accommodate special church activities or school functions that may conflict with the normal lunch schedule.

3 YEAR OLD PRESCHOOL STUDENTS

Children attending all day preschool must bring a lunch and a drink every day. These students eat in their classroom, supervised and directed by an aide or volunteer lunch parent / guardian.

4 YEAR OLD PRESCHOOL – GRADE 8 STUDENTS

All students must bring or buy a lunch on full days of school. Those bringing lunch may purchase milk separately. A teacher or aide will accompany students to the cafeteria. In preschool, this aide stays with the student during the entire lunch period.

CAFETERIA LUNCH MENU

Because of the importance of good nutrition for learning, as well as health, North American Martyrs

Catholic School offers a hot lunch program each day. The cafeteria is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin and they are subject to inspection by the Allegheny County Health Department for compliance with local ordinances.

Lunch menus are designed to be nutritious, balanced, and child-friendly. A peanut butter and jelly sandwich is offered everyday as an alternative to the main course. Families are asked to designate the days their child(ren) plan to purchase lunch in advance, to help the kitchen manager anticipate meal counts and plan purchases. Lunch menus and order forms are distributed to families ahead of time for this purpose.

CAFETERIA BEHAVIOR

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

- ξ Remain seated unless disposing of garbage, etc.
- ξ Respect your food and property and that of others at all times.
- ξ Always walk while in the cafeteria.
- ξ Enjoy the company of those nearby.
- ξ Speak softly to each other using an inside voice.
- ξ Be courteous and respectful to all those helping during the lunch period.
- ξ Keep all food and drink in the cafeteria.

KINDERGARTEN – GRADE 8 ADDITIONAL INFORMATION

Lunch Duty Volunteers

Families are asked to volunteer a minimum of nine times per year for lunch duty. This involves supervising the children during lunch and recess or assisting in the cafeteria. Volunteers should plan to arrive at 11:00 A.M. and work until the last recess is over at 1:00 P.M. Four volunteers are needed daily to adequately supervise the lunch room and recess areas.

Lunch / Recess Detention

Students who have been issued a lunch/recess detention by any member of the staff will be seated separately from their classmates and friends. After eating, the student may have an assignment to complete as part of this detention.

RECESS / REST TIME

Preschool

Every child is provided a mat for rest time, which takes place after lunch and recess. Children are not expected to sleep during that time, however, they are given the opportunity to rest or participate in quiet reading activities while on their mat. Please provide a small blanket or beach towel that you child can use during rest time. This blanket or towel will be sent home periodically to be laundered. Please label your child's materials.

Kindergarten – Grade 8

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

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

Lunch monitors have the responsibility of enforcing rules. They are to be obeyed and treated respectfully. When the bell rings to end the playground session, the students will be met by their homeroom teacher and brought to their classrooms in a quiet fashion.

PARENT ORGANIZATIONS

All school associations and advisory boards are under the supervision of the pastor and principal.

ATHLETIC ASSOCIATION

All sport programs are the responsibility of the pastor and principal and as such, the Athletic Director is accountable to both. Coaches, who serve on a volunteer basis, are selected by the Athletic Director and approved by the pastor and principal. North American Martyrs Catholic School follows the Diocesan Guidelines for Elementary Catholic Schools Sports Programs. A link to a copy of this policy may be found on our school website. Parent / guardian interest and willingness to serve on the Athletic Association are vital to the continued success of the program.

FUND RAISING COMMITTEE

The purpose of this committee is to identify and run a variety of fund raisers that provide families opportunities to earn their individual fund raising assessment, but also raise funds to contribute to the general pool fund raisers. Consideration is made in distributing fund raising opportunities throughout the year while trying to avoid overlap when possible. This committee is led by the Fund Raising Chairperson of the PTG. Interested families are always invited to join this committee at any time. Meetings are generally held monthly during the school year.

Members of the Fund Raising Committee have no authority in deciding who will benefit from the funds raised through their efforts. This responsibility rests with the pastor who has the final say in who is to benefit from these funds for tuition aid. Tuition credit cannot be specifically given to or promised to any person for participating in the fund raising effort.

PARENT-TEACHER GROUP

Parents/Guardians are invited to join our Parent Teacher Group. Members meet about four times a year and pay a small \$5.00 fee to become a voting member. Our PTG exists to provide input, programs, and activities to benefit our school family. Some events raise funds for the PTG, such as our Walk-a-Thon or our bake sales. Participation in this fund raising is completely optional. The money raised for PTG purposes is NOT part of a family's fund raising assessment fee. However, money raised for the PTG is instrumental in acquiring educational and technological equipment such as student planners, Smartboards and software subscriptions.

Our PTG members elect volunteer officers for two year terms. These officers dedicate their time to develop, coordinate, and enhance the experiences of our students and their families. One of the goals is to continue to make North American Martyrs a family centered institution.

RECRUITMENT AND RETENTION ADVISORY COMMITTEE

The purpose of this committee is to identify an effective means to recruit new families to enroll students at the school and to conduct events to attract these new families. In addition, this committee may conduct events to promote fellowship among existing student families with the goal of retaining current enrollment.

This committee also may work to identify issues that they believe are important to resolve to accomplish their objective and present this information to the principal for consideration and action. This committee is led by the Advancement Director and is open to all school families, teachers and any others who may have an interest in working towards these goals. The committee meets monthly during the school year.

SCHOOL ADVISORY BOARD

This committee consists of members of the parish who meet to advise the pastor on policy concerning school operations and growth. This committee consists of the pastor, principal, business manager, advancement director, and key parishioners or school families who desire to work for the good of the school, while keeping in concert with parish priorities. This committee meets monthly during the school year.

Technology Advisory Committee

This committee operates as a subcommittee of the School Advisory Board to advise them on matters concerning the implementation of technology in the school. Members may be called upon to be involved in fund raising for technology applications, or to be hands-on help for special projects handled by the school technology specialist. This committee is led by the School Advisory Board's

Technology Representative. Those interested in volunteering for this committee should have a technical background. Meetings are generally held periodically during the school year.

REPORT CARDS AND ASSESSMENTS

PRESCHOOL STUDENTS

Parents / Guardians have the opportunity to discuss their child's progress with the classroom teacher during the January/February timeframe. A progress report is completed and discussed with each family during teacher conferences. An additional opportunity is also available in May to discuss and plan for your child's future education experience.

Families should guide your child's behavior to help them adapt to their environment more easily.

Consistency in the classroom will be utilized for best results.

- ξ Positive behavior is reinforced by descriptive statements: "I saw you put the book away. Thank you."
- ξ Limits are set by focusing on the action, not the child: "The beads are for stringing."
- ξ Use of toys/equipment is to be defined by stating the "do" rather than the "do not." "You go up the ladder and down the slide."
- ξ Teachers will address behavior on an individual basis thus they will be able to recognize behavior norms and changes in behavior.

- ξ Teachers will assure the child that he/she is cared about, even if his/her behavior is inappropriate.
- ξ Teachers will speak to your child at his/her level and will be sincere, calm, and in command of any situation.
- ξ If conflict rises between two children, they will be guided to use words to tell their friends what they want. Positive guidance and empathy will be utilized.

KINDERGARTEN

Parent / Guardian teacher conferences are scheduled at the completion of the first semester and during the third semester to communicate assessment information to the family. Kindergarten students receive their first formal report card after the end of the second semester which contains information on whether progress is satisfactory or needs improvement in specific subject areas.

GRADE 1 – GRADE 8 STUDENTS

Parent / Guardian teacher conferences are scheduled at the completion of the first semester and during the third semester to communicate assessment information to the family. Students receive report cards shortly after the end of each semester. Beginning in third grade, students receive letter grades in the core subject areas.

RIGHTS OF NON-CUSTODIAL PARENTS / GUARDIANS

The Family Educational Rights and Privacy Act gives full rights to each parent/guardian, unless the school has been provided with evidence that there is a court order, state's statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. Such an order is to be on file in the school office and those persons responsible for the child are to be informed of the circumstances.

Every effort is made to keep the non-custodial parent/guardian apprised of the progress of the child through reports, report cards, and parent/guardian/teacher conferences.

SCHOLARSHIP MONIES

The Private School Aid Service (PSAS) application is used for all families eligible for financial aid. These applications are assessed by an independent evaluator. This one application is used for Scholastic Opportunities Scholarships, Bishop's Education Fund, and the Angel Fund and must be filed annually by March 15. Application forms are available in the school's office or online. We also may have scholarship money available from other sources.

SCHOOL SUPPLIES

For the convenience of families, supply lists are available each June for the following school year. Students provide their own school supplies and are expected to comply with individual teacher requirements. As the school year progresses, school supplies should be replaced as necessary.

Families are asked to help provide supplies for the classroom. Disinfectant wipes, tissues, paper towels, etc. are requested. Your teacher will inform you periodically during the year which supplies are needed.

Students should bring a backpack to school each day. Please provide a regular sized backpack that is large enough to bring home art projects or other items for all students in preschool through eighth grade. Your child's backpack is used to exchange information between teacher and family. Parents of young students should check it every day for important notes and or schedule changes.

SNACKS

PRESCHOOL STUDENTS

Parents / Guardians are asked to bring a snack for their child's classroom. Teachers will provide a snack schedule to indicate the day they are responsible for contributing a snack. Please avoid snacks containing excessive sugar, but rather provide healthy snacks such as cheese and crackers, pretzels, goldfish, yogurt, fruit, etc.. You will be informed by your teacher if you should avoid a snack containing specific ingredients due to an allergy condition in the class. Your child is the classroom leader on your child's snack day. They may also bring one item for Show and Tell that fits into their backpack.

KINDERGARTEN STUDENTS

Students may bring a healthy snack to eat during morning snack time. Please avoid snacks containing excessive sugar. You may also be asked to avoid bringing snacks with certain ingredients to school if there is another student in the class with a severe allergy condition. All students are given water to drink during this time, however students may purchase milk for a nominal charge.

GRADE 1 – GRADE 8 STUDENTS

In general, no snacks are permitted to be eaten during the day. If your student has a medical condition that requires a snack schedule, please communicate that to the office and accommodations can be made. Students who stay for after school activities may be permitted to bring a snack to eat before the activity begins, at the discretion of the advisor.

SOCIAL ACTIVITIES

The PTG occasionally sponsors social activities for students for special occasions during the school year, such as Christmas, Catholic Schools Week, Valentine's Day, etc.. No other instructional time should be used for these events without the principal's permission.

STUDENT ACTIVITIES

IN SCHOOL ASSEMBLIES

Assemblies are held for children throughout the school year. The assemblies are planned in conjunction with the principal, faculty, and when applicable, the PTG with a focus on educational, cultural, spiritual enhancement, and/or physical enrichment.

ALTAR SERVERS

Students in grades four through eight have the privilege of serving at the altar after attending an appropriate training session conducted by a parish representative. Students who choose this privilege are expected to fulfill assigned responsibilities and be on time. Servers are expected to be in the sacristy ten minutes before the liturgical service.

ATHLETICS

North American Martyrs Catholic School recognizes the importance of participating in an extracurricular athletic program to learn teamwork, leadership and the importance of physical fitness and conditioning.

However, these types of activities are secondary to a student's primary responsibilities in the classroom and as such participation in a sport is a privilege, not a right. If a student earns a grade that "needs improvement" or is below a C average in any subject, their privilege to participate in a school-sponsored sport will be revoked until the grade is brought up to the minimum passing level as measured by the next semester grade. In addition, because we believe the timely completion of homework is indicative of subject mastery, a student who misses three homework assignments in one grading period in any one subject area will also be required to refrain from participation in school extracurricular sports until the start of the next grading period. There will be no full or partial refund of fees that are associated with the sports program.

Basketball

Basketball is offered to students at the third through eighth grade levels beginning with instructional teams in the third and fourth grades and continuing with separate boys' and girls' developmental junior varsity team at the fifth and sixth grade levels. Varsity teams include seventh and eighth grade. Fund raising for all teams is provided almost entirely through refreshments, and 50/50 raffles sold at games, during the summer programs and tournaments. A general organizational meeting is held in the fall to acquaint parents/guardians and students with the basketball program. In order to participate in basketball, all required paperwork, registration forms, and medical releases must be turned in and approved by the principal.

There is a nominal fee to participate in this sport.

Soccer

The soccer program is open to students at the first through eighth grade level. Students in first through fourth grade are introduced to the fundamentals of the sport through participation in the co-ed developmental league. All team members play an equal number of minutes and no score is kept during league games.

Students in fifth through eighth grades compete in a co-ed diocesan coordinated league that is more competitive. Scores are kept during the games and teams are ranked based on results. These teams are eligible for playoffs held in the fall and spring.

Games are held mostly on Saturdays and Sundays. Students are encouraged to participate in both the fall and spring leagues, to fully develop their skills, but may opt to participate in only one season, if desired.

Other Sports

Students who wish to participate in the sports of football, track, volleyball, or other Diocesan sponsored leagues may do so even though North American Martyrs Catholic School does not currently offer a team in those leagues, by contacting local schools who do have teams that participate in that sport. Parents are welcome to bring a new sport to our school as long as qualified coaches with the proper school clearances can be found and there is sufficient interest among our students. If your student is interested in participating in a sport not offered at our school, please discuss the matter with our principal for further advice.

BAND

Band instruction is available for a fee for interested students in fourth through eighth grade. The

diocesan program dictates the amount of the monthly fee annually. Instruments may be rented with the option to buy. Small group lessons are provided one period a week and practice is held once a week. The instructional periods are rotated so the same classes are not missed too often. However, it remains the responsibility of the student to make up missed work. A meeting is held at the beginning of each school year to provide more information for interested parents/guardians.

CLUBS

North American Martyrs Catholic School believes there are important learning opportunities to be had for children participating in extracurricular activities. However, these types of activities are secondary to a student's primary responsibilities in the classroom. We are delighted to offer clubs to our students; however participation in these activities is a privilege, not a right and comes with the student's obligation to maintain a satisfactory grade or at least a C average in every subject. If a student earns a grade that "needs improvement" or is below a C average in any subject, their privilege to participate in clubs will be revoked until the grade is brought up to the minimum passing level as measured by the next semester grade. In addition, because we believe the timely completion of homework is indicative of subject mastery, a student who misses three homework assignments in one grading period in any one subject area will also be required to refrain from participation in school extracurricular clubs until the start of the next grading period. There will be no full or partial refund of fees that are associated with club membership.

Chess Club

Chess club is offered to students at the first through eighth grade levels, regardless of ability, including those who do not play chess but are interested in learning. Kindergarteners may be accepted into the club on a case by case basis, depending on space availability. Instruction ranges from simple tutorials on the rudiments of chess to more advanced topics of the game. Regular attendance at meetings is encouraged, but not mandatory. Students may join at any time during the year.

The club may participate in regional tournaments if a student wishes to test their skills against other players of similar ability. In addition, an intra-club tournament encourages friendly competition among members. Students are divided in to separate groups according to the age/ability level of each member to ensure that matches are challenging. Students are not obligated to participate in tournaments.

There is a nominal fee for participation in this club.

Craft Club

Craft club is offered to students in kindergarten through third grade. This club is run primarily by the Student Council, with adult and teacher supervision, but students in the upper grades may participate in the role of student advisor. This club meets once per week. Regular attendance at meetings is encouraged, but not mandatory. Students may join at any time during the year.

There is a nominal fee for participation in this club.

Drama Club

Drama club is offered to students at the fourth through eighth grade level. Students learn about acting, choreography, play production and stage work culminating in at least one performance.

Participation in drama club is a great way to build self-confidence, spark creativity, work as a team, and develop self-discipline while gaining an appreciation of the arts. Weekly meetings may include dramatic exercises designed to develop performance skills, field trips, play rehearsals, choreography, chorus, set design and construction, publicity and program design.

Performance members gain experience in auditioning for parts which are awarded primarily based upon preparation and delivery of material. Those who are assigned roles in a production are expected to reliably attend all rehearsals. Any conflicts should be communicated to the advisors as soon as possible, but no later than two weeks in advance of the scheduled rehearsal.

Musical theatre may be produced depending on the ability / interest of the students, at the discretion of the moderators.

There is a nominal fee for participation in this club.

Robotics Club

The Robotics Club is open to students in fifth through eighth grade. The purpose of the club is to promote the integration of science, technology, engineering and mathematics in our students. Robotics engages students in complex strategic problem solving and higher order thinking, a set of skills that is a top priority for 21st century education. What is more, this kind of problem solving is introduced in a gradual, self-motivating way, so beginner students can experience satisfying achievement right away and can quickly move on to new challenges in a continuous progression toward greater levels of sophistication. Working independently and collaboratively through participation in the club, students have opportunities to develop leadership skills and strengthen confidence in themselves and their work.

Using VEX IQ robotics equipment, students construct robots to meet functional requirements, operate the robots by remote control, and use the RobotC programming language for autonomous operation. Computer hosted games and virtual challenges encourage students to develop their programming skills. Members may attend competitions by completing prerequisite skills. Students are encouraged to attend meetings regularly, due to the collaborative nature of the work.

There is a nominal fee for participation in this club.

Student Council

Student Council is open to students in fourth through eighth grade. The purpose of this club is to develop leadership skills by giving students a voice, knowing that their actions and decisions can make a difference. As a leader, students get ample opportunities to speak out in public and communicate with large audiences. Students gain experience in prioritizing tasks, working within budgetary constraints, interfacing with school adult leadership, and applying assertive techniques to enlist volunteers, build teams and delegate responsibility.

The positions of Historian, Treasurer, Secretary, Vice-President and President are elected by all students in fourth through eighth grade in the fall of each school year from candidates in seventh and eighth grade. In addition, two grade level representatives are elected by their classmates to participate in this club. Students are encouraged to attend meetings regularly and participate in all Student Council sponsored events.

TV / Media Club

The TV / Media club is open to students in fourth through eighth grade for those interested in developing their communication skills using different formats. Members have the opportunity to learn about objective reporting, interview techniques, editing, and layout design through the production of the school newspaper. These skills, in addition to film production and editing, and onscreen news production are developed through a school newscast. Students are encouraged to attend meetings regularly.

OUT OF SCHOOL FAMILY ENRICHMENT

The PTG sometimes plans activities for evenings and weekends to provide enriching learning, social, and cultural experiences for the enjoyment of the whole family, such as speakers, group outings, and barbeques, etc. Information about these events will be distributed in advance of their occurrence.

TELEPHONE USAGE

No child is permitted to use the office telephone without permission. Cell phones are also banned, except for emergencies. Forgotten homework, books, lunch, gym clothes or changes in afternoon plans are not sufficient cause to call home. In all cases, the office will make the phone call home.

TESTING

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

READINESS TESTS: Students entering kindergarten and/or first grade may be administered a readiness test to determine how ready they are to enter these grades. This assessment is one part of determining a child's ability to become a successful student.

ACRE TESTS: Students in fifth and eighth grade are administered a standardized test to measure catechism instruction. Students in these grades should not schedule trips or appointments during this testing schedule, as make-up testing is often difficult to accomplish.

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

TEACHER-MADE: Tests which are constructed by teachers to measure, evaluate, and/or determine what students have learned are also given to the pupils.

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

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

TEXTBOOKS

North American Martyrs Catholic School participates in Pennsylvania's Act 195/90 whereby the state purchases textbooks and instructional materials of non-religious items. State law requires the parent/guardian originate the usage request by signing and dating the Certificate of Individual Request for Loan of Textbooks and Instructional Material included in Appendix VII and return it to the school office as soon as possible.

In addition, North American Martyrs Catholic School participates in several Federal programs that provide your children with a variety of materials and services. It is one of the few ways in which your children receive benefits from your tax dollars. In order for our school to continue to receive these benefits, it is a requirement that the Family Survey be completed and submitted to the school for every family. This form is revised annually and comes to us from the Diocese shortly after the school year begins. We ask your cooperation in completing the survey in a timely manner once you receive it. An example of the survey is included in Appendix VIII for your reference. All information will be held in the strictest confidence.

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

TOYS FROM HOME

Please refrain from sending toys from home to school unless your child has specific permission from the teacher to do so. Toys from home become a distraction for children and often create unnecessary conflicts between students. Preschool students scheduled to present during Show and Tell may bring a special, inexpensive toy if they desire.

TRANSFERS

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

TRANSPORTATION

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

Bus

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

Students are expected to maintain appropriate behavior while in route on the bus. Every bus follows the guidelines that are within our own discipline code. If improper conduct occurs, the driver prepares a

report which is sent home to alert the family to the problem. If the behavior persists, the bus company has the right to ask the school district to suspend the student's privilege of riding the bus, temporarily or permanently. If the bus driver or company recommends that a student be removed from the bus, the principal will support it. This will result in the student losing bus privileges. The parent/guardian will then be responsible to make other arrangements for transportation.

The following bus rules are to be obeyed at all times:

- ξ Remain seated at all times until the correct stop has been reached. If the driver has assigned seats, these seat assignments are to be honored.
- ξ Keep head, hands, feet, and all objects inside the bus.
- ξ Use seat belts properly, when they are available.
- ξ Do not ask to ride a bus other than the one to which you have been assigned or ask the driver to let you off at another stop. Only the Department of Transportation can authorize such changes.
- ξ Observe the same conduct as expected in the classroom. Quiet talking is permitted. Loud talking or other disruptive behavior may distract the driver, prevent students from hearing instructions, or prevent the driver from hearing signals from emergency vehicles.
- ξ Be courteous; use no profane language.
- ξ Do not eat, drink, or chew gum on the bus.
- ξ Keep the bus clean.
- ξ Cooperate with the driver.
- ξ Do not put anything out of the window of the bus.
- ξ Do not be destructive.
- ξ The driver is in charge. Any directives, in addition to the above are to be respectfully followed.
- ξ Students are expected to board and exit the bus in a safe and orderly fashion.

CAR RIDERS

Those picking children up by car should have permission to do so from parents/guardians on file with the office. At dismissal, students riding in cars are usually dismissed before the bus riders. Those picking up students by car should park in the DeLuca Hall area parking lot. The children are dismissed by teachers and aides at the DeLuca Hall entrance area. Parents/guardians are asked to form a line as the teachers and aides match you up with your loved one. Everyone should be mindful of safety rules during dismissal time. All cars should exit past DeLuca Hall and out to Haymaker Road, no one should exit behind the school entrance.

TUITION

Parents/guardians who register a student in the school enter into a contractual obligation with the school. The first tuition payment is due on July 1 or 15 of the upcoming academic year; subsequent payments are due on the first or fifteenth of each month, with the full payment due by June 1 or 15. Parents/guardians are reminded that the operational budget of the school is dependent on timely fulfillment of this obligation. Parents/guardians whose tuition is in arrears will receive a notice indicating the past due amount. Registration for the next school year, final grades, and transfers of academic records will not be processed if there is an outstanding balance. It is diocesan policy that no student be readmitted to a new school year if there is an outstanding tuition bill from the previous

year. Parents/guardians have an option of paying their child's tuition in full by August 1 of the upcoming school term and receiving a 3% discount.

VOLUNTEERS

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

In order to volunteer at school, the following requirements must be met:

- Proof of attendance at a Protecting God's Children session
- Pennsylvania State Police Criminal Background Check
- Child Abuse Clearance
- FBI Clearance/Fingerprinting

III. CURRICULUM

THE CONTINUE GROWTH APPROACH TO EDUCATION

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

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

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

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

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

The goals of the Continuous Growth Program in language arts and math are:

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

CURRICULUM GUIDELINES

In the Catholic schools, quality academic education is dependent on an organized plan of basic content with special attention given to the integration of gospel values.

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

Flexible pacing is an important component of the continuous growth concept. This provision places students at an appropriate instructional level and then allows them to move forward in the curriculum as they achieve mastery of content and skills. Students are not to be locked into an instructional group. Teachers will assess the abilities of students and allow for flexibility in instructional groups.

Teachers, recognizing different learning styles, vary their presentation and assignments so as to provide for the individual needs of each child. Critical thinking skills, problem solving, and research techniques are a part of instruction. Enrichment activities are provided for all students to broaden lessons presented.

CATECHETIC / RELIGIOUS FORMATION

The Catholic Church recognizes parents/guardians as the primary educators of their children. The role of the parish school is to supplement and complement the role of the parent/guardian. In the school, a formal catechetical program is taught daily. The Diocesan Catechetical Curriculum Guidelines, "Growing in God's Covenant" contain a balance of doctrinal content, scriptural understanding, faith formation, prayer, and worship experiences.

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

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

Catholic teachers and parents/guardians can help young people to understand how their moral choices and their actions affect their own welfare as well as the welfare of others. Within this perspective, the challenge of HIV/AIDS education for children and young adults prepare them for a mature and responsible Christian life by developing attitudes of respect, trust, self-discipline and self-esteem. The program AIDS: *A Catholic Educational Approach to HIV* is the program used for instruction in the elementary schools. This is in conjunction with the *Diocesan Catholic Vision of Love Program*.

COMPUTER

Computer instruction is essential in today's educational process. This instruction includes computer awareness and computer literacy. When this instruction and awareness are mastered, the computer becomes a basic tool for teaching logical thinking and problem-solving, creative writing, communication, the handling of information, and many other aspects of the curriculum. Since the Continuous Growth Philosophy guides instruction in schools of the diocese, students are led into phases of computer instruction according to needs and abilities.

Teachers of computer literacy look beyond hardware to develop an awareness of values such as relationships, collaboration, ethical conduct, responsibility, and creative expression. As in all other areas of the curriculum, the integration of the gospel values is a part of the teaching/learning process in the computer lab and classroom.

FINE ARTS

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

promotes a deeper understanding of heritage and culture. The Fine Arts curriculum provides a holistic approach to education that incorporates many aspects of the core curriculum and can be integrated into the total educational experience.

The Church, in her educational mission, embraces and fosters growth in all individual and social human dimensions: spiritual, moral, intellectual, emotional and physical, through a ministry embracing a message of faith, taught and lived in community and reaching out in service to others.

HEALTH

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

LANGUAGE ARTS

The philosophy inherent in the language arts curriculum is one of continuous growth which recognizes and nurtures the God-given potential and learning style of the individual. Language as communication enables one to become more perceptive through listening, observing, and feeling. Language, as a skill, provides one with the important tools to speak fluently, to read and comprehend, to compose, to write legibly, and to spell correctly. An awareness of the history of language and the continuous development of vocabulary also are important phases of skill development. An appreciation of literature enriches the student through the experience of skillful authors who vicariously open new worlds to the student. In grades five through eight, the pupils also partake in a writing program entitled Criterion Writing.

LIBRARY / MEDIA / TECHNOLOGY CENTER

The school library and media/technology center exists primarily to support and enrich the curriculum. It is a service and teaching agency as well as a place of purposeful learning where the use of all resources, print and non-print, correlates with the school curriculum to intensify and individualize a child's educational experiences. The library/media/technology center is an integrated part of the total curriculum and is an essential element in the development of lifelong learning skills for students.

The integrated approach permits students to develop library/media/technology skills as the need for these skills naturally emerge from the curriculum. The librarian and classroom teacher are partners in the instructional process. They plan and implement these activities so that the goals of both the content area and the library/media/technology program are achieved.

Our children live in the age of information. A primary objective of education is to learn how to identify, locate, organize, and present needed information in a clear, concise, and persuasive manner. As technologies change, students need to develop skills to manage complex information. The school library/media/technology program is the vehicle that provides opportunities for students to achieve these skills and to foster a life-long interest in knowledge.

MATHEMATICS

The mathematics curriculum presents numerous opportunities for the integration of faith, culture, and life by developing an awareness of the gospel values which should permeate real life problem solving situations.

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

PHYSICAL EDUCATION

Physical education is a vital component of the curriculum. Recognizing the value of teaching students to establish healthy active lives and develop skills needed for present and future leisure, the Fit for Life curriculum guidelines have been adopted.

The Fit for Life Curriculum assists students in identifying their physical strengths and weaknesses and encourages students to build on their strengths to achieve personal goals. Students learn to follow rules and to respect the rights of others through games and physical activity. Learning to channel energies constructively helps students perform successfully in life.

SCIENCE

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

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

SOCIAL STUDIES

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

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

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

WORLD LANGUAGES

Because the Church is universal and embraces all peoples regardless of race, nationality, and financial status, the Catholic school encourages the study of world languages and other cultures. Language students learn the

sounds and syntax of the language and work toward proficiency in listening, speaking, reading, and writing. A variety of materials and methods are used for instruction. Enhancement of communication, expanding career opportunities, and community building are some of the outcomes of the world language program. North American Martyrs Catholic School offers Spanish in grades preschool through six.

SCHOOL COUNSELING SERVICES: INDIVIDUAL AND/OR GROUP COUNSELING

A highly qualified and certified school counselor from the Allegheny Intermediate Unit provides individual and small group counseling to children in grades kindergarten through eight. Children may be referred by parents, guardians, administration, teachers, and through self-referral. Individual and group counseling requires parent/guardian permission. However, a student may be seen one time without parent/guardian consent if deemed necessary by the building administrator.

DEVELOPMENTAL GUIDANCE

We value the social and emotional development of your child as much as their academic growth and success. Throughout the school year, our counselor from the Allegheny Intermediate Unit will be visiting classrooms to present lessons on topics including character education, conflict resolution, anger management, feelings, social skills, etc. The topics and grade levels chosen will be based on the needs of the building by the administrator and the counselor. This service does not require parent/guardian permission. If you have any questions, please feel free to contact your building administrator.

GROWTH PLANS

For some students with learning or behavioral challenges, a teacher recommended written growth plan will be created. This plan will list the goals and a time frame for implementation. The growth plan will be reviewed with the parent/guardian and principal before enacting the objectives set forth. Periodically throughout the school year, the plan will be revisited by the above mentioned people and re-endorsed.

GUIDANCE

The Guidance Curriculum is integrated throughout all subject areas. Its goal is that all children will develop self-understanding and a feeling of self-worth. Teachers play an important role in helping the student come to an understanding of his/her personal strengths and weaknesses and developing self-confidence. The service of a guidance counselor is available on a limited basis. Psychological testing may also be requested. School personnel are aware of mental health agencies located in the neighborhood.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (E-SAP) was mandated in the Commonwealth of Pennsylvania by Act 211 of 1990. It is a comprehensive program of prevention, intervention, and support for students in grades kindergarten through twelfth grade. The members of the team are the principal, school counselor, and faculty members of the school who have received special training through approved agencies.

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

Referrals for the program are made by faculty, administrators, parents, or guardians. Once a referral has been received by the team, classroom teachers are asked to complete a form which helps identify the

behaviors. The team then makes informed assumptions as to what is needed to help the student, conveys this information to classroom teachers, parents/guardians and then evaluates the results. If necessary, after consultation with parents and/or guardians, appropriate referrals are made to outside agencies.

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

AUXILIARY SERVICES

The following services may be offered through the Allegheny Intermediate Unit.

ACT 89 SERVICES

Intermediate Unit personnel work with and provide support to students in remedial math and reading.

These teachers, in collaboration with the classroom teacher, identify educational needs and design educational interventions and strategies to help a child succeed.

GIFTED PROGRAM

Admission to the Gifted Program for students in the local public school districts is based on results of standardized academic testing, tests of cognitive skills, and academic performance. Students may be recommended by the teacher or a parent/guardian who submits a letter to our principal. North American Martyrs Catholic School personnel complete the necessary forms and forward them to the local public school district. Students who are accepted will attend classes in the local public school and will also be responsible for making up missed classroom work at North American Martyrs Catholic School. These classes are contingent upon the offerings of the local public school systems and transportation to and from are the responsibility of the parent/guardian.

PSYCHOLOGICAL TESTING

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

REMEDIAL READING AND MATH (TITLE I)

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

SPEECH / LANGUAGE

Speech and language services are also provided through Act 89 funding. This is a special service offered to students to enhance communication skills which directly impact social and academic interactions. Referrals may be made by a teacher or the principal. Parents/guardians sign the approval forms for participation in the program.

SUBJECT TIME ALLOTMENTS

Local circumstances may require a variation of time for scheduling purposes. In all instances the required time allotment for planned courses of 120 clock hours or fractional planned courses of 30 clock hours are in compliance with the revised Chapter Five Curriculum Requirements of the State Board of Education of the Commonwealth of Pennsylvania. Integration of subject areas into all planned courses is encouraged.

Note: 1,650 hours are allotted per week, so account for a slight variance in the allotments detailed below.

PRIMARY DEPARTMENT

<u>SUBJECT</u>	KINDERGARTEN (Min. per week)	FIRST YEAR (Min. per week)	SECOND YEAR (Min. per week)
CATECHETICS	150	150	150
LANGUAGE ARTS		880	880
- Reading	600	600	600
- English	200	200	200
(listening, speaking, creative writing)			
- Spelling			
- Handwriting			
- Library Skills			
- World Language	80	80	80
MATHEMATICS	300	300	300
SCIENCE/HEALTH	80	80	80
SOCIAL STUDIES	80	80	80
MUSIC	40	40	40
ART	40	40	40
PHYSICAL EDUCATION	40	40	40
COMPUTER	40	40	40
	<hr/> 1650	<hr/> 1650	<hr/> 1650

INTERMEDIATE DEPARTMENT

<u>SUBJECT</u>	THIRD YEAR (Min. per week)	FOURTH YEAR (Min. per week)	FIFTH YEAR (Min. per week)
CATECHETICS	150	200	200
LANGUAGE ARTS	880	650	600
Reading	480	250	200
English, including Library Skills	200	200	200
Spelling / Handwriting	120	120	120
World Language	80	80	80
MATHEMATICS	300	250	250
SCIENCE/HEALTH	80	175	200
SOCIAL STUDIES	80	175	200
MUSIC	40	80	80
ART	40	40	40
PHYSICAL EDUCATION	40	40	40
COMPUTER	40	40	40
	1650	1650	1650

MIDDLE SCHOOL DEPARTMENT

<u>SUBJECT</u>	SIXTH YEAR (Min. per week)	SEVENTH YEAR (Min. per week)	EIGHTH YEAR (Min. per week)
CATECHETICS	200	200	200
LANGUAGE ARTS	600	600	600
Reading / Library		200	200
English		200	200
Spelling / Handwriting		80	80
World Language	120	120	120
MATHEMATICS	250	250	250
SCIENCE	200	200	200
SOCIAL STUDIES	200	200	200
FINE ARTS (Music, Art)	120	120	120
PHYSICAL ED / Health	80	80	80
COMPUTER	40	40	40
	1690	1690	1690

IV. COMMUNICATIONS

Any questions concerning your child should be directed to the teacher. Please call the school office and the teacher will be notified to contact you. Positive communication between teacher and parent/guardian is vital to our total educational program. Parents/guardians are asked not to call teachers at their homes. Parents and guardians may also email teachers with any questions, concerns, or comments.

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

- ξ Interim reports
- ξ Quarterly report cards
- ξ Parent/guardian/student/teacher conferences
- ξ Conferences on request
- ξ Conduct referrals
- ξ School newsletters
- ξ Parent Teacher Guild meetings
- ξ Option C grading report system
- ξ The school website, www.namschool.org
- ξ Emails and text messages
- ξ Telephone broadcast system
- ξ Phone calls between concerned parties
- ξ Letters or other written correspondence sent home

THURSDAY E-MAIL PACKET

The school newsletter is published almost weekly during the school year and is emailed to every family. A monthly calendar and our monthly hot lunch menu are also periodically included in this information. These two items should be saved for quick daily reference.

Additional information may be included in this weekly packet. Parents/guardians are asked to read and respond where necessary to the enclosed information. Any information or flyers, etc. that a parent/guardian may want to distribute through this packet, must first be approved by the principal. Parents/guardians should also return any necessary forms to the school as soon as possible.

CHURCH BULLETIN

The School News section of the North American Martyrs Sunday bulletin also contains information for parents/guardians and includes special times for children's masses. Parents, guardians, and friends are always welcome to join in these liturgical celebrations.

PUBLICITY

North American Martyrs Catholic School students are recognized throughout the school year for various academic, athletic, and extracurricular accomplishments. This recognition may also be useful to include in published school recruitment materials. With permission, our school would like to share the achievements of our students with the community via press releases in local newspapers, radio/television stations, social media and

on the school website. Your permission is needed to use a likeness of your child, if that child is identifiable in the image. If the back of your child was pictured, permission would not be needed, as the child would not be identifiable in the image. Please complete the form found in Appendix ___ to permit us to use an image of your child.

The Thursday e-mail packet may contain the full names of our students. Since this email is only directed to our school families, we ask that you do not forward the packet in its entirety to families outside the school, to protect the privacy of others. Student last names and pictures are redacted from the file before it is posted on our website, since this document would be accessible to the public. We ask that when families prepare attachments to the e-mail packet, that they refrain from using student last names in their documents whenever possible.

TEXT MESSAGING

Text messages will be utilized to communicate quick reminders whenever possible. Please provide a text message capable phone number to our OneCallNow broadcast system and identify it as a “primary” number for best results.

Telephone number updates can be accomplished by visiting the home page of our school website, www.namschool.org or notifying the office of a change.

V. DISCIPLINE

INTRODUCTION

North American Martyrs Catholic School administration and faculty are committed to teach and model gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment based on the social teachings of the church. Discipline is considered an element of moral guidance not as a form of punishment.

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

A Christ-centered school environment professes the following behaviors:

- ξ Recognizing and fostering the uniqueness and dignity of each individual
- ξ Nurturing respect in all relationships involving school and parish communities
- ξ Developing a sense of rights, responsibilities, and commitment to the entire school and parish family.

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

GUIDING PRINCIPLES

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

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

EXPECTATIONS

Teachers are to encourage students to meet their responsibilities enumerated in the school handbook:

- ξ Be accountable for their actions at all times.
- ξ Respect the rights of others, including the right to learn in an environment that is orderly and disciplined.
- ξ Recognize that all administrators, teachers, and monitors assume the authority of parent/guardians to all students during school hours and at all school functions.
- ξ Attend school regularly and punctually.
- ξ Maintain habits of neatness and personal cleanliness; adhere to the dress code.

- ξ Be prompt, thorough, and neat in the completion of class work and homework.
- ξ Obey all school regulations.
- ξ Respect personal property, school property, and the property of others.

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

BEFORE SCHOOL:

- ξ Arrive after 8:20 A.M. except if arriving by school bus or attending the Before School Care Program
- ξ Gather in the designated area
- ξ Engage in quiet conversation
- ξ Line up quietly when the school bell rings at 8:35 A.M.

IN SCHOOL:

- ξ Walk quietly through the halls
- ξ Use proper language at all times
- ξ Follow the dress code for school days and dress up/down days
- ξ Respect school property and the property of other students/staff

IN THE CLASSROOM:

- ξ Follow the classroom rules of each teacher
- ξ Be responsible for submitting homework on time and making up assignments missed within a reasonable amount of time
- ξ Be responsible for appropriate supplies
- ξ Be honest in all communications
- ξ Use computers and school equipment appropriately
- ξ Do not to chew gum
- ξ Do not remain in or enter a classroom at any time without a teacher or designated adult present
- ξ Have a respectful attitude toward teachers, staff, and one another

DURING LUNCH:

- ξ Remain seated until finished eating
- ξ Clean up, pick up all papers, scraps of food, etc., and dispose of them properly
- ξ Obey cafeteria and playground supervisors at all times
- ξ Speak quietly to your close neighbors

DURING RECESS:

- ξ Do not re-enter the building unless for an emergency
- ξ Display good sportsmanship and exercise self-control
- ξ Play in assigned areas only

- ξ Stay on school grounds at all times including not retrieving a ball or other equipment that has gone off school property
- ξ Obey the directives of playground monitors, courteously and promptly
- ξ Stop playing at the first bell; walk quietly to their designated line when the second bell rings

If inclement weather makes it necessary to stay indoors at lunchtime, classroom rules are to be observed:

- ξ Stay in your seat unless otherwise directed.
- ξ Engage in quiet activities.

AFTER SCHOOL:

- ξ Follow dismissal procedures
- ξ Leave school with all necessary books, supplies, workbooks, etc., to complete that day's homework requirements
- ξ Walk to the assigned place to wait until your bus or car ride arrives
- ξ Do not run or play games on the school grounds unsupervised
- ξ Leave the school grounds immediately after dismissal
- ξ Sign in at the After School Program if not picked up by 3:30 P.M. Approval must first be given by the principal and After School Coordinator.
- ξ Do not return to the school for bathroom use unless it is a true emergency

AT ATHLETIC EVENTS AND ASSEMBLIES:

- ξ Practice good sportsmanship as spectators and participants
- ξ Show respect towards coaches, referees, visiting teams, and guest speakers
- ξ Maintain an appropriate silence during special performances

OUTSIDE SCHOOL:

- ξ Behave responsibly off of school property

If the principal is made aware of misconduct of a child recognized to be a student in North American Martyrs Catholic School, off of school property, parents/guardians may be contacted. However, it is important to note that the school is not responsible for students' actions that occur off of school property.

Principals will forward disciplinary notices given by public school bus drivers to parents/guardians to support the disciplinary report of the bus driver.

CONSEQUENCES

If an individual student does not meet his/her personal responsibility for good conduct, the school may discipline the student. Please be aware that there is a zero tolerance policy regarding any disrespect, destructive act, or inappropriate behavior and these actions will be dealt with accordingly.

The severity or repetitive nature of non-compliance to the above expectations will determine the appropriate

consequences. To remediate unacceptable behavior, the following actions may be taken:

- ξ Teacher/student conference to develop a plan for remediation
- ξ Notification to parents/guardians
- ξ Administrative referral
- ξ Referral to the E-SAP Team
- ξ School service required
- ξ Loss of recess
- ξ Detention – Seated away from classmates during lunch
- ξ Detention after school or on a weekend day.
- ξ Denial of participation in school activities, including sports
- ξ School probation
- ξ Suspension

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

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

BULLYING PREVENTION

Bullying is a type of violence that occurs when someone uses their power unfairly and repeatedly to hurt someone else. North American Martyrs Catholic School recognizes bullying as any word, look, sign or act that hurts a person's body, feelings, or personal affects. Bullying behaviors include not only physical aggression, but also emotional harassment and social alienation. This policy also includes cyberbullying between our students, whether it happens on school grounds or not. Cyberbullying is harassment made electronically, either directly to the child or through social media.

Bullying is distinguishable from peer conflict, which may be more of a power struggle and may involve inappropriate actions by all parties involved in the conflict. Peer conflict may occur once, but left unresolved, may result in repeated conflicts over time that may seem unrelated to the initial disagreement. It is important to recognize that sometimes peer conflict results in bullying behavior by one or more of the parties involved. Although the conflict may be the underlying cause of the bullying behavior, it is important to recognize that ANY inappropriate behavior will not be tolerated and is actionable under our bullying prevention policy. Conflict between students may not always be resolved, but adult intervention can help all parties replace hurtful behavior with appropriate, respectful responses to achieve our goal of a peaceful, inclusive, work environment in the classroom.

To make our school violence-free and safe from bullying, we pledge

- ξ Not to tolerate bullying
- ξ To intervene in incidents of bullying and strictly enforce rules against bullying
- ξ To empower students to report bullying behavior and to treat one another with respect

Students at North American Martyrs Catholic School are responsible to adhere to four anti-bully rules:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know somebody is being bullied, we will tell an adult at school and an adult at home.

Documentation is kept on students who engage in any form of bullying through the Bullying Behavior Report Form, found in Appendix X. Appropriate actions will be taken, dependent on the student's record of behavior:

First Incident: The offending student makes a verbal promise to refrain from bullying. A report is filed with the homeroom teacher who will send a copy home for parent/guardian signature. The offending student must also return a written reflection on their actions which also must be signed by a parent/guardian.

Second Incident: A report is filed with the homeroom teacher who will send a copy home for parent / guardian signature. The offending student's activities are restricted in the location in which the incident occurred for a reasonable period of time. (For example, for one week the student cannot use the restroom when other students are in it, or must sit out during recess or gym) The offending student must also return a *more* detailed written reflection on their actions by the following day, which must also be signed by a parent/guardian. If this is the second incident with the same victim, the parents/guardians must attend a meeting with the homeroom teacher and the adult who observed the bullying.

Third Incident: A report is filed with the homeroom teacher who will contact the family by phone and then send a copy of the report home for parent/guardian signature. An age-appropriate bullying lesson will be assigned in which the student will be expected to read a book or watch a video and then analyze the characters to report on the actions, emotions, and motivations of the victim, bully, and bystanders. If this is the third incident with the same victim, the parents/guardians must attend a meeting with the principal, homeroom teacher and the adult who made the observation of bullying and the offending student is issued an in-school detention. The time required to complete the bullying assignment may exceed the detention period.

Fourth Incident: A report is filed with the homeroom teacher who will send a copy home for parent / guardian signature. The parents/guardians and offending student must meet with the principal for an administrative response. If this is the fourth incident with the same victim, the offending student is issued an in-school suspension and will be referred for guidance counselor services which must be completed after returning to school.

Fifth Incident: A report is filed with the homeroom teacher who will send a copy home for parent / guardian signature. The parents/guardians and offending student must meet with the principal for an administrative response. If this is the fifth incident with the same victim, the offending student is issued an out-of-school suspension. The principal will notify the pastor and diocesan officials that procedures regarding expulsion may begin.

WHEN THE DISCIPLINE POLICY APPLIES

- ξ While attending school
- ξ While arriving at or departing from school
- ξ While on school property for any reason

- ξ While riding school buses or vans
- ξ While waiting at the bus stop
- ξ While attending any school related functions, e.g. sports events, field trips, assemblies, skating parties, church activities, community programs, Brownies/Girl Scouts, After School Program, etc.
- ξ While off campus, if the actions directly affect the school, it's employees or it's students

The safety of any student on school property after school hours is the responsibility of the adult leader. Order within any educational setting permits learning to progress, as it should. A disciplined person and a disciplined atmosphere promotes:

- ξ Individual and group learning
- ξ Development of self-control
- ξ Expected individual and group social behavior
- ξ Self-respect and respect of others
- ξ Making right choices and accepting consequences of choices
- ξ Good listening
- ξ Recognizes one's rights and the rights of others
- ξ Pride in self and in one's work
- ξ The implementation of Christian principles of community, charity, kindness, justice, good sportsmanship, etc.
- ξ An emphasis on doing one's best

North American Martyrs Catholic School realizes that the foundation for all of the above is taught and caught in the home. With this in mind the, student is expected to display proper behavior at all times.

LUNCH DETENTION / SUSPENSIONS (IN-SCHOOL / OUT-OF-SCHOOL)

Discipline is the key to good conduct and to respecting the rights of others and is essential to learning.

Classroom standards and expectations for student behavior vary according to age and are determined by the individual teacher. If behavior warrants action, a student may be issued detention by any member of the faculty or administration. Depending on the severity, this detention may be served either during lunch/recess or after school hours. If the detention is after school, parents/guardians are responsible for transportation.

If a lunch/recess detention is issued to a pupil, that pupil will be seated separately from their classmates and friends. After eating, the student may have an assignment to complete as part of this detention.

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

VI. HEALTH AND SAFETY

ACCIDENT, INJURY, AND PHYSICAL DISORDERS

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

Families of children who have any physical disorder should contact the principal, school nurse, and teachers to alert them of the situation. All cases of head lice should be reported immediately to the principal and school nurse.

BUILDING SECURITY / SURVEILLANCE

To create and maintain a safe learning environment, North American Martyrs Catholic School locks all perimeter doors during the school day. The school is equipped with electronically controlled doors, as well as an intercom and video surveillance system at the main entrance. All visitors requesting access to the school must enter through the main entrance and contact the office using the intercom system. School personnel will ask the visitor to identify themselves and the reason for requesting entrance to the school. Upon entering the school, all visitors must sign-in at the office and adorn a NAM visitor or volunteer sticker. Our school is equipped with surveillance cameras both inside and outside the perimeter of the building for additional security purposes.

DENTIST / DENTAL HYGIENIST

The dentist/dental hygienist makes routine visits to our school and is responsible for maintaining all dental records. The Pennsylvania School Health Law requires dental examinations for students entering kindergarten, third grade and seventh grade. These grades were selected because they represent critical periods of growth and development in a child's life. We recommend your family dentist performs these examinations. School dental health evaluations will be provided for students who do not furnish proof of a private dental examination within the last six months. These forms are usually given to students before the end of the school year so appointments may be scheduled over the summer.

EMERGENCY DRILLS

Emergency drills are practiced throughout the school year for weather, fire, or other emergencies. Teachers follow the policy governing emergencies for student safety. Students must maintain silence at all times during emergency drills.

FIRE DRILLS

Fire drills are held monthly. Exit directions, which are posted in prominent places in each room, are to be followed. No teacher, student, or other personnel, may remain in the building during fire drills. When the students hear the bell, they are to leave the room quickly and quietly in single file. Students remain outside until summoned back to class. Teachers are to take a copy of their class roster with them to account for the presence of each student.

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

WEATHER EMERGENCY DRILLS

Weather emergency drills are held periodically throughout the year. When practicing for a weather emergency, students exit the classroom and position themselves on the floor, facing an inside wall. Students are instructed to get onto their knees, with their forehead placed on the floor in front of them, covering their head with their hands. Each classroom has a designated area for the students in the case of a weather emergency. Students must remain quiet throughout the drill.

ILLNESS

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

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

MEDICATIONS

Whenever possible, medicine is to be given at home, and parents/guardians are to request the physician to adjust the schedule for administration of the medication(s) so that it can be given before and after school hours. However, when medication absolutely must be administered during school hours in an emergency situation, the following guidelines apply to prevent mistakes in its storage and administration to the student:

1. The medication must be delivered to the school by a responsible adult along with a physician's written request for distribution by school personnel.
2. Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.
3. The medication is stored in a secure (locked) area, to which the student does not have access.
4. Parents/guardians must sign an Indemnity Agreement which has been prepared by the Diocesan Legal Office concerning the distribution of medications. Please see Appendix XI.
5. When possible, school personnel should supervise the student's self-administration of medication, rather than dispensing the medication to the student.
6. No staff member can be required to accept responsibility for the supervision of medication or application of medication unless they elect to do so. Training may be required through the Red Cross for those staff members that elect to accept this responsibility.
7. A record book must be maintained indicating the student's name, name of the medication, the date and time of distribution, and the identity of the person dispensing medication every time the medication is dispensed.

Please note that not all medications are acceptable to be disbursed by school employees.

PERSONAL DELIVERIES

Any items to be given to a student after the start of the school day shall be left with the school secretary. This eliminates unnecessary interruptions to classes and instruction. Someone will deliver the child's belongings to them.

SCHOOL NURSE / NURSE PRACTITIONER

One school nurse is assigned to North American Martyrs Catholic School each year through Gateway Public Schools. The nurse is present in the building usually on a Wednesday. She is available in any emergency situations. The responsibilities of the school nurse include:

- ξ Keeping updated health records for all students.
- ξ Screening students for hearing—grades kindergarten, one, two, and three.
- ξ Assuring the completion of a physical examination before entrance to school and in sixth grade.
- ξ Screening students for vision on a yearly basis.
- ξ Recording height and weight for students once a year.
- ξ Recording required immunizations.

VISITORS

For security reasons, anyone entering North American Martyrs Catholic School is to report to the school office or receptionist immediately regardless of the purpose for the visit. At that time, visitors will sign in and receive a visitor's badge. *For the safety of all students, a visitor's badge must be worn.* Communication with teachers and students will be handled by the school office and will be done in a manner that does not disrupt the educational process in the school.

WEAPONS

Students are prohibited from possessing a weapon in the school building, church, and/or on the grounds. A weapon is defined as and shall include, but not be limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, pistol, revolver, BB or pellet gun, air rifle or air pistol, paintball gun, black jack, metal knuckles, clubs, chains, razors, daggers, look alike weapons, explosive devices, ammunition (loaded or expended), chemical agents, and any other tool, instrument, or implement capable of inflicting serious bodily injury. Any infraction to this policy will be considered a serious offense.

On behalf of Dr. Michael Latusek: urgent message regarding USDA Nondiscrimination Statement:

Dear Education Department Members,

I hope you are doing well. Good news. PCC had a conference call with PDE & USDA earlier this week, regarding their nondiscrimination statement they are requiring schools to sign if they are either in the free & reduced lunch or federally subsidized lunch programs. For the last 3 years USDA has been trying to revise their nondiscrimination statement they require schools to sign, so they had a temporary nondiscrimination statement in place.

This temporary statement was problematic, because it listed several new protected classes within the statement that contradicts Catholic teachings. USDA finalized its new statement in October of 2015 and sent that new statement to the states, including Pennsylvania. The new statement does not list the controversial protected classes that were contrary to Catholic teachings, so it's nice to see that USDA addressed our concerns in their new discrimination statement. I have attached USDA's new nondiscrimination statement for your review.

Unfortunately, PDE and several districts and IU's are still using the temporary nondiscrimination statement; so many Catholic schools are signing an outdated nondiscrimination statement that contradicts Catholic teachings. Please make sure all schools use the USDA's new nondiscrimination form in the future. This might require educating your districts and IU's regarding the new statement.

Please contact me with any questions.

Sincerely,

Sean P. McAleer, MGA
Director of Education
PA Catholic Conference
PO Box 2835
Harrisburg, PA 17105
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USDA Nondiscrimination Statement 2015

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

USDA Nondiscrimination Statement 2015 (Spanish Translation)

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el [Formulario de Denuncia de Discriminación del Programa del USDA](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) que está disponible en línea en: http://www.ascr.usda.gov/complaint_filing_cust.html y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

- (1) correo: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; o

(3) correo electrónico: program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

APPENDICES

APPENDIX I – PASTOR VERIFICATION FORM

2015-2016



PASTOR VERIFICATION FORM



For Attendance at a Catholic Elementary School in the Diocese of Pittsburgh

Family Name: _____

	<u>Student Name</u>	<u>2015-16 School</u>	<u>2015-16 Grade</u>	<u>Principal Verification</u> (Please Initial)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Y N

— — The child(ren) listed above is/are baptized.

— — The family is a registered participating member of the parish.

Pastor or Administrator Signature

Date

Comments

Parish Name

Location #

Note to Parents: *If you are a member of a parish without a school or your school has no room or an incomplete K-8 program, you must have your pastor sign this form and present it to the school principal before the first day of school.*

Note to Principal: *Please initial the last column for each child who attends your school in the current year and remit a copy of all forms (only families from Catholic parishes without schools or families from parishes with schools who have no room or an incomplete K-8 program) to the Department for Catholic Schools by September 25, 2015.*

Note to Pastor: *Signing this form in no way affects your parish assessment for the Diocesan Elementary School Grant Program. If you are a pastor with a school and are signing for parents to attend another school, please indicate the circumstances under “comments” (i.e. no room, no 7th or 8th grade, etc.).*

APPENDIX II – Home Language Survey

NORTH AMERICAN MARTYRS CATHOLIC SCHOOL

The Civil Rights Law of 1964, Title VI, requires that school districts/charter schools identify Limited English Proficient (LEP) students. Pennsylvania has selected the Home Language Survey as the method for identification.

Public School District: _____

Date: _____

School: North American Martyrs Catholic School

Loc No: _____

Student's Name: _____

Grade: _____

1. What is the student's first language? _____

2. Does the student speak a language other than English? _____

If yes, specify language: _____

Do not include languages learned in school.)

3. What language(s) is/are spoken in your home?

Person completing this form (if other than parent/guardian): _____

Parent/Guardian Signature: _____

The school district/charter school has the responsibility under the federal law to serve students who are limited English proficient and need English instructional services. Given this responsibility, the school district/charter school has the right to ask for the information it needs to identify English Language Learners (ELLs.) As part of the responsibility to locate and identify ELLs, the school district/charter school may conduct screenings or ask for related information about students who are already enrolled in the district as well as from student who enroll in the school district/charter school in the future.

APPENDIX III – CHANGE TO DISMISSAL - Note to School Form

Change to Dismissal – Note to School		DATE: _____
STUDENT NAME: _____		GRADE: _____
<input type="checkbox"/>	is late due to _____	
<input type="checkbox"/>	is returning to school after an absence of _____ days due to _____	
<input type="checkbox"/>	requests homework for an absent child be ready for pickup at 3 PM	
<input type="checkbox"/>	requests a temporary change to dismissal plan: Please specify the dates for this change: _____ - _____ BEGIN END	
My child will be:		
<input type="checkbox"/>	Picked up by _____ at _____ NAME TIME	
If this is an early dismissal, please provide a reason: _____		
<input type="checkbox"/>	Attending the After School Program	
<input type="checkbox"/>	Riding the Bus	
<input type="checkbox"/>	Other Matters (PLEASE DESCRIBE) _____ _____	
_____ PARENT / GUARDIAN SIGNATURE		_____ TELEPHONE NUMBER
<small>NOTE: Please resubmit a new Student Permanent Dismissal Plan, if you need to make a permanent change to your student's dismissal plans for any reason, including club participation. This form should only be used for short-term changes in dismissal and must be turned in to the office no later than 9 AM on the day the change takes place.</small>		
<small>Revised: 8/2015</small>		

Change to Dismissal – Note to School		DATE: _____
STUDENT NAME: _____		GRADE: _____
<input type="checkbox"/>	is late due to _____	
<input type="checkbox"/>	is returning to school after an absence of _____ days due to _____	
<input type="checkbox"/>	requests homework for an absent child be ready for pickup at 3 PM	
<input type="checkbox"/>	requests a temporary change to dismissal plan: Please specify the dates for this change: _____ - _____ BEGIN END	
My child will be:		
<input type="checkbox"/>	Picked up by _____ at _____ NAME TIME	
If this is an early dismissal, please provide a reason: _____		
<input type="checkbox"/>	Attending the After School Program	
<input type="checkbox"/>	Riding the Bus	
<input type="checkbox"/>	Other Matters (PLEASE DESCRIBE) _____ _____	
_____ PARENT / GUARDIAN SIGNATURE		_____ TELEPHONE NUMBER
<small>NOTE: Please resubmit a new Student Permanent Dismissal Plan, if you need to make a permanent change to your student's dismissal plans for any reason, including club participation. This form should only be used for short-term changes in dismissal and must be turned in to the office no later than 9 AM on the day the change takes place.</small>		
<small>Revised 8/2015</small>		

APPENDIX IV – Permanent Student Dismissal Plan Form

STUDENT'S LAST NAME, _____

STUDENT'S FIRST NAME _____

NORTH AMERICAN MARTYRS SCHOOL

Permanent Student Dismissal Plan Form
for the 20__ - 20__ School Year

Parent/Guardian Name(s): _____

TELEPHONE NUMBERS

HOME _____

WORK _____

CELL _____

Please indicate a permanent dismissal plan for each day of the week by using a check mark in the appropriate square. Please specify the specific club your child will be attending as some clubs meet on the same day. Also, if your child has a unique dismissal (piano lesson, walker, etc.) please specify that on the "other" line.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BUS					
PARENT PICKUP					
AFTER SCHOOL*					
CLUB** (PLEASE SPECIFY)	LEAVE BLANK UNTIL CLUB MEETING SCHEDULES ARE ANNOUNCED				
OTHER (PLEASE SPECIFY)					

* I understand I still must complete and submit the monthly After-School Program schedule and return it to the office.

** I understand my child will stay after school to attend every scheduled club meeting. If the student is unable to attend a club meeting for any reason, the Change to Dismissal - Note to School Form must be submitted to document a temporary change in dismissal.

My child may only be released to the following adults:

NAME

RELATIONSHIP

TELEPHONE NUMBER

I understand that if there is a temporary change to any of the above information at any time, the Change to Dismissal – Note to School Form must be completed and sent to the school office ahead of time or by 9 AM on the morning of the change. We will only honor dismissal changes when they are formally requested, using this form. If an emergency arises and you need to change the dismissal time after 9 AM, you must call the school office and speak to the secretary directly. This includes changes with the after school program. Absolutely no dismissal changes will be made after 2:15 PM. This will be strictly enforced to ensure the safe dismissal of all students. I also understand that if there is a permanent change to my student's dismissal, I must update this form and submit it to the office in a timely manner.

Parent/Guardian Signature _____ Date: _____

APPENDIX V – INTERNET USE CONTRACT

NORTH AMERICAN MARTYRS CATHOLIC SCHOOL

North American Martyrs Catholic School is pleased to offer students access to a computer network and the internet. To gain access to the Internet, all students must obtain parental/guardian permission, as verified by the signatures on the form below. Should a parent/guardian prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes, such as word processing.

WHAT IS POSSIBLE?

Access to the Internet enables students to explore thousands of libraries, databases, and other repositories of information around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, age-inappropriate, or potentially offensive. While our school has taken precautions to avoid exposing our students to this material, it is impossible for us to guarantee restricted access of all material of this nature. Internet resources at our school are designed for constructive educational goals and we believe the benefits to students far exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access.

WHAT IS EXPECTED?

Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on school property. Communications on the network are sometimes public in nature. General school rules for behavior and communications apply. The use of the network is a privilege, not a right, and may be revoked if abused. The student is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised to never access anything that they would not want their parents/guardians, pastor, principal, or teachers to view.

WHAT ARE THE RULES?

PRIVACY – Computer and internet usage is monitored with a teacher or other school official in the classroom at all times. File storage may be reviewed by any school official at any time, for any reason.

ILLEGAL COPYING – Students should never download or install any commercial software, shareware or freeware onto school computers or its network unless they have explicit permission from a school official. Students are not permitted to copy other people's work or intrude into files that do not belong to them.

INAPPROPRIATE MATERIALS OR LANGUAGE – Respectful and appropriate language should be used for any communications. Only materials that are in line with the rules of school behavior should be accessed. If a student should encounter material that is inappropriate, they should report it to their teacher immediately.

NORTH AMERICAN MARTYRS CATHOLIC SCHOOL

COMPUTER AND INTERNET USAGE PERMISSION FORM

As parents/guardians of a student at North American Martyrs Catholic School, we have read the above information about the appropriate use of computers and the internet. We understand this agreement will be kept on file at the school for the duration of attendance at the school, but this permission may be revoked at any time, by completing a new form and returning it to school.

_____ My child(ren) may use the Internet while at school according to the rules outlined above.

_____ I would prefer my child(ren) not use the Internet while at school.

NAME (PRINT)

SIGNATURE

RELATIONSHIP TO CHILD
SPECIFY PARENT OR GUARDIAN

DATE

As a user of the school's computers, I agree to comply with the above stated rules.

STUDENT: _____

NAME (PRINT)

SIGNATURE

DATE

STUDENT: _____

NAME (PRINT)

SIGNATURE

DATE

STUDENT: _____

NAME (PRINT)

SIGNATURE

DATE

APPENDIX VI –Extended Care Program

NAM Before/After School Program Overview 2015-2016

The morning and afternoon program is designed to provide children with a safe, well-supervised environment. . There will be a quiet homework/quiet study time for students from 3:15 P.M. – 3:45 P.M. Monday thru Friday. Our program is play based and encourages a relaxed environment for children that have been in school all day.

Program Times:	
<i>Morning Session:</i>	K-6 th 7:00 A.M. – 8:35 A.M. Preschool 7:00 A.M. – 8:50 A.M.
<i>Afternoon Session:</i>	Preschool-6 th 3:10 P.M. – 6:00 P.M.

Rate & Payment

Morning Session - \$10.00 per day which includes care from 7:00 A.M. – 8:50 A.M.

Afternoon Session - \$15.00 per day which includes care from 3:10 P.M. – 6:00 P.M.

Please note, instead of an hourly rate, the program is a flat rate fee for the morning and afternoon sessions.

A 50% discount will be applied per session for siblings attending the program.

Parents/guardians will be invoiced at the end of each month and payment is promptly due by the date indicated on the invoice.

Any changes to the dismissal plan are due in writing by 9:00 A.M. on the morning of the change. We will only honor dismissal changes when they are formally requested using the 'Change to Dismissal Plan/Note to School' form (this includes car/bus changes, pick-up time changes, and pick-up person changes). We cannot honor the word of the students; parent/guardian permission is needed. If an emergency arises and you need to change the dismissal time after 9:00 A.M., you must call the school office and speak directly to the secretary (please do not leave voicemail regarding dismissals), this includes all changes with the after school program. Absolutely no dismissal changes will be made after 2:15 P.M. This will be strictly enforced to ensure the safe dismissal of all students.

Guidelines

- The program is available on 2 hour delays to families who are enrolled.
- For safety reasons, please ring the buzzer which is located outside of Deluca Hall to gain access when picking up or dropping off your child/ren.
- Children must be enrolled in NAM School in order to participate in the program.
- There will be a charge for children not picked up by 6:00 P.M. A fee of \$1.00 per minute will be assessed after 6:00 P.M. Continued lateness could result in dismissal from the program.
- The participants will come directly to the Multipurpose Room. They will bring their belongings, jackets, lunch boxes, books, etc.
- Unless otherwise noted, you should provide a nutritious snack for your child(ren) each day.
- No medication will be administered.
- Child(ren) may not attend Before/After School Program if the child was not permitted to attend school.
- Before/After School Program fees should be made payable to N.A.M. School with "Childcare" marked on the outside of the envelope. These envelopes may be sent via backpack in the morning or given directly to the office.
- Your child(ren) may be removed from the program due to unresolved conflicts or discipline problems.
- All terms and conditions listed above are subject to change at the principal's discretion.

APPENDIX VII –Request for Loan of Textbooks and Instructional Material



North American Martyrs Catholic School

2526 Haymaker Road, Monroeville, PA 15146

www.namschool.org



APPENDIX III – MEMORANDUM OF UNDERSTANDING

Dear Parents/Guardians:

State Law (Act 195) authorizes the loan of textbooks by the Secretary of Education to children enrolled in non-public schools. Act 90 authorizes the loan of instructional materials. Our school is now in the process of requesting the specific textbooks and materials to be loaned to your children. The law requires, however, that a parent of each child attending the non-public school individually request a loan of the textbooks. We are, therefore, asking you to sign the following statement form, date it, and return it to the school immediately.

Thank you for your continued assistance and cooperation.

**CERTIFICATE OF INDIVIDUAL REQUEST FOR
LOAN OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

I hereby request the loan of textbooks and instructional materials in accordance with Pennsylvania Act 195 and Act 90 for my child(ren) attending North American Martyrs Catholic School.

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

This law is applicable to Pennsylvania residents only.

APPENDIX VIII – FAMILY SURVEY

FAMILY SURVEY 2015-2016

July 2015

Find and circle your family size and the annual gross income level listed beside it on the chart printed below. The amounts are the gross income levels.

INCOME CHART			
Family Size	Annual	Monthly	Weekly
1 *	21,775	1,815	419
2	29,471	2,456	567
3	37,167	3,098	715
4	44,863	3,739	863
5	52,559	4,380	1,011
6	60,255	5,022	1,159
7	67,951	5,663	1,307
8	75,647	6,304	1,455
For each additional family member add	+7,696	+642	+148

* This may be a foster child, an emancipated youth, or a special education child over age 18.

Please Note: if you are paid on a weekly or monthly basis, please multiply this amount into an annual figure for comparison based on the weeks or months you actually work each year.

- A) Is your annual income less than this amount? Yes _____ No _____
 Is your family eligible for food stamps? Yes _____ No _____
- B) Are you receiving TANF Cash Assistance? Yes _____ No _____
 (Temporary Assistance for Needy Families, formerly AFDC or Public Assistance)
- C) Are any of your children eligible to receive medical assistance under the Medicaid program? Yes _____ No _____
- D) We have not checked any of the above boxes because we do not wish to share this information in writing. Yes _____

Family Name (please print) _____

Address _____

Public school district in which you reside: _____

Name of School Building(s) your children would attend in public school _____

List name(s) and grade level(s) of your child/children attending our school:

APPENDIX IX – PUBLICITY RELEASE FORM

NORTH AMERICAN MARTYRS CATHOLIC SCHOOL

North American Martyrs Catholic School students are recognized throughout the school year for various academic, athletic, and extracurricular accomplishments. This recognition may also be useful to include in published school recruitment materials. With permission, our school would like to share the achievements of our students with the community via press releases in local newspapers, radio/television stations, and on the school website. To view the school website, go to www.NAMSchool.org.

1. External Publicity Release Agreement (check one)

- ☐ **I GRANT permission** for my child to be interviewed, photographed, or video-taped by school approved external media representatives and to allow my child's name, photograph, description of award/activity to be published in external media productions or aired on network/cable television or radio stations. (Note: A NAM staff official is always present during such interviews.)
- ☐ **I DO NOT GRANT permission** for my child to appear in external media productions.

2. School Website Release Agreement (check one)

- ☐ **I GRANT permission** for my child's name, photograph, and/or description of award/activity to be published on the school website.
- ☐ **I DO NOT GRANT permission** for my child's name, photograph, and/or description of award/activity to be published on the school website.

3. Internal Publications Agreement – including, but not limited to the school directory and yearbook. (check one)

- ☐ **I GRANT permission** to include my child's name, grade, address, telephone number, family name, family email address, and photograph in the school directory or other internal school publications.
- ☐ **I GRANT permission** to include my child's name, grade, and photograph in internal school publications, but I prefer to keep other information confidential.
- ☐ **I DO NOT GRANT permission** to include my child's name, grade, address, telephone number, family name, family email address nor photograph in any internal school publications.

4. Facebook Release Agreement (check one)

- ☐ **I GRANT permission** for my child's name and photograph to be published to the North American Martyrs Catholic School's Facebook page (including any photographs which are digitally sent).
- ☐ **I DO NOT GRANT permission** for my child's name and photograph to be published to the North American Martyrs Catholic School's Facebook page.

This Publicity Release Form is valid for the duration of your child's stay at North American Martyrs Catholic School. You may review or change your responses at any time by contacting the school office. Please print:

Family Name: _____ Email Address: _____

Address: _____ Phone: _____

Child(ren) Name(s): _____

Signature of Parent/Guardian: _____ Date: _____

APPENDIX X – BULLYING BEHAVIOR REPORT FORM

North American Martyr Catholic School

NAME OF STUDENT: _____

GRADE: _____

DATE OF INCIDENT: _____

TIME OF INCIDENT: _____

LOCATION : _____

BEHAVIOR WAS WITNESSED/REPORTED BY: _____

PERSON COMPLETING THIS REPORT: _____

PLEASE CHECK THE CATEGORY(IES) THAT BEST DESCRIBES THE STUDENT'S INFRACTION:

- | | |
|---------------------------------|-------------------------------------|
| ... Eye rolling | ... Hitting / Punching |
| ... Staring / Leering | ... Shoving / Pushing |
| ... Demeaning comments | ... Kicking / Tripping |
| ... Gossiping / Starting rumors | ... Stealing |
| ... Excluding / Ostracizing | ... Damaging property |
| ... Written notes / Graffiti | ... Sexual harassment |
| ... Name calling | ... Stalking |
| ... Taunting / Ridiculing | ... Intimidation / Extortion |
| ... Threatening | ... Cyberbullying (email, IM, text) |
| ... Gesturing | ... Display of weapon |
| ... Touching/Scratching/Biting | ... Other |

WHAT INTERVENTION DID TEACHER / STAFF TAKE?

- ... Teacher conference with student
- ... Student identifies inappropriate behavior
- ... Conflict resolved with students involved
- ... Student apology, if appropriate
- ... Explore alternative choices
- ... Student promises to correct behavior
- ... Loss of privilege
- ... Parent / Guardian contact
- ... Conference with Guidance Counselor
- ... Conference with Principal
- ... Other _____

WHAT WAS STUDENT'S REACTION?

- ... Admitted behavior
- ... Denied involvement
- ... Blamed another student
- ... Blamed the victim
- ... Student regretted incident
- ... Belligerent attitude
- ... Showed no emotion
- ... Refused to talk
- ... Emotionally upset
- ... Contrite attitude
- ... Other _____

PARENT / GUARDIAN CONTACTED: DATE: _____ **TIME:** _____

STAFF SIGNATURE: _____

DATE FORM COMPLETED: _____

APPENDIX XI – INDEMNITY AGREEMENT

North American Martyrs School (NAMS) AUTHORIZATION, RELEASE AND HOLD HARMLESS for Use/Administration of Prescription Medication During School Hours

I, _____, the parent/legal guardian of the minor child, _____, do hereby request and authorize NAMS personnel to administer prescription medication to my child during school hours as prescribed by the physician:

Name of Medication:	
Diagnosis:	
Purpose of Medication:	
Prescribed Dosage:	
When to Give Medication: - Time or Signs/Symptoms - Frequency	
Date Prescription Begins:	
Date Prescription Ends:	
Route of Administration:	
Special Instructions:	
Possible Side Effects:	
Physician's Name	
Physician's Signature	
Physician's Phone	() - <i>The school nurse will call the prescriber, as allowed by HIPPA, if a question arises about the child and/or the child's medication.</i>

I understand and agree that North American Martyrs School does not have a school nurse on staff. I further understand and agree that no teacher, staff member, or student can administer any form of medication except in the case of emergency, in which case medication shall be administered as an ordinary, reasonable, prudent person would do under the circumstances. All medication must be submitted to the school office in the original container or package upon entering the school. Medication shall be distributed in the school office unless special instructions are provided by a treating physician. It is the duty of the parent/guardian to coordinate with the school any requisite training/education in advance of any potential administration of medicine.

INTENDING TO BE LEGALLY BOUND HEREBY, and in consideration for North American Martyrs School's willingness to allow my child to attend school while taking prescription medications, the undersigned agrees to indemnify and hold harmless North American Martyrs School, the Bishop of the Roman Catholic Diocese of Pittsburgh, their officers, agents and employees, from any and all liability for personal injuries (including death) and property damage occasioned by, or in any way connected to my child's receipt/use of prescription medication during school hours.

Date: _____

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

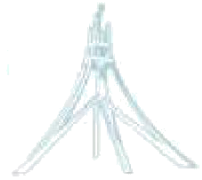
Date



North American Martyrs Catholic School

2526 Haymaker Road, Monroeville, PA 15146

www.namschool.org



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

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

I understand that as long as my child(ren) attend North American Martyrs Catholic School, the policies herein apply. I/we agree to support and uphold these handbook policies and procedures.

FAMILY NAME:

CHILD(REN) NAME(S):

GRADE(S):

**I HAVE REVIEWED AND UNDERSTAND THE CONTENTS OF THE
PARENT/GUARDIAN/STUDENT HANDBOOK OF NORTH AMERICAN MARTYRS
CATHOLIC SCHOOL.**

Date:

Parent/Guardian Signature:

Student(s) Signature:
