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# **Parent-Student Handbook 2013-2014**

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Dear Parents and Friends of Brookline Regional Catholic School,

Brookline Regional 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.

Our goal is to make your child's educational experience both meaningful and productive. To accomplish that goal, every family must be informed of school policies and procedures. This handbook serves as the primary reference source for questions about the operation of Brookline Regional Catholic School.

We ask that you read the handbook thoroughly and keep it accessible. When you have reviewed the contents, please sign and return the form at the end of the handbook. Of course, should you still have questions after referring to this handbook, the staff and I are available to assist you.

Blessings!

Janet Salley Rakoczy  
Principal

## **I INTRODUCTION**

### **VISION STATEMENT / DEPARTMENT FOR CATHOLIC SCHOOLS**

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

### **PHILOSOPHY OF SCHOOL**

The faculty and staff of Brookline Regional Catholic School accepts the mission of Jesus Christ to love one another and to form a community of believers. We, as a Catholic community, believe that a Catholic education is the highest form of education available to children today.

Committed to the Gospel Values, we invite everyone into a life-giving relationship that draws each person to become a unique member of our Catholic family.

We believe that CHRIST is the reason for our school. He is the unseen but ever present teacher in all our classes, the model for our faculty and the inspiration for all of us; teachers, parents, and students.

The faculty and staff is pledged to provide outstanding leadership, quality instruction, and individualized attention to our students. We seek to develop our students by challenging them to extend themselves in all their capabilities, spiritual, moral, mental, social, and physical.

In our school, the students are taught foremost to 1) love God and to participate in worship service, 2) to be charitable to others, 3) to develop and share God-given talents, and 4) to be dedicated to their studies.

We believe that the quality Catholic education taught here at Brookline Regional Catholic School builds the self-esteem of our students and prepares them to be Catholic leaders in both our Church and community.

### **MIDDLE STATES ACCREDITATION**

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

The Middle States Evaluation is an ongoing process requiring the submission of updated plans every three years. After ten years, the school is re-evaluated for continued accreditation. We were re-accredited in May 2000.

## **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. Prayer includes a prayer service each morning with simple prayers for before and after lunch and at the end of the day.

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 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 Preparation Programs for Reconciliation, Eucharist, and Confirmation are held during the year. These are parish programs and involve all eligible children and parents of the parish.

## **II. DAILY PRACTICES AND POLICIES**

### **ADMISSIONS / REGISTRATION POLICIES**

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

A student entering kindergarten must be five years of age by September 1. Official certificates of birth and baptism are required at the time of registration. Students entering Kindergarten are required to take a readiness test and must be five years of age by September 1. Those registering for grades 1-8 must fulfill the age requirement for the desired grade and present letters of recommendation from the

previous school. A mini-battery will be administered to all new students to verify placement. Grade level and academic group determinations are made on the basis of school records.

Immunization records must be complete before any child may enter school.

The requirements are as follows:

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

## **ABSENCES/TARDINESS**

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

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

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

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

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

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

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

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

## **CAFETERIA**

Hot lunches are prepared and served daily at Brookline Regional Catholic. Menus are published monthly. All students eat lunch in school.

Sack lunches may be carried and milk can be purchased.

Parents and siblings are always welcome to eat with the students. We ask that you phone the cafeteria by 10:00 A.M. if you wish to eat with your child. It is important for the cook to know how many people will be eating lunch on a given day so that he/she can adequately prepare for all.

It is EXPECTED that children will behave themselves during the lunch period. Parents should explain that eating at school is a privilege and that it can be withdrawn if more than normal supervision is required.

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

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

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

## **Cafeteria Fee**

This fee is charged for labor fees involved in our lunch program.

## **CLASSROOM VISITATION**

Parents are always welcome to visit their child's classrooms. In order to make your visit as worthwhile an experience as possible, we would appreciate having you call the teacher in advance. This way you will be able to find out the time of the class that you would like to observe and you won't walk into the room just as it is time to go out to recess or as the class starts to take a test.

We hope you will cooperate with us by using the following procedures when you visit.

Do not bring other children along to visit with you.

We do not allow pupils from other schools or preschoolers to visit school unless this has been cleared with the office.

We do welcome alumni to come back and visit with us after the 2:30 P.M. dismissal.

We ask that all visitors to our school check in at the office first. We need to know who is in our school and why. Thank you for your cooperation.

## **CLOTHING IDENTIFICATION**

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

## **COLD AND INCLEMENT WEATHER**

We believe that fresh air and outdoor activity are necessary throughout the day to keep learning conditions at their best. We try to use our best judgment considering precipitation, wind chill, temperature, and playground conditions in making our decisions. Parents are asked to see that their children are dressed appropriately for the weather. Please send them with hats, boots, scarves, heavy coats, mittens, and rain gear when conditions warrant them.

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

Discipline is the key to good conduct and to respecting the rights of others and is essential to learning. Classroom standards and expectations for student behavior vary according to age and are determined by the individual teacher. If behavior warrants action, a student may be issued detention by any member of the faculty. Depending on the severity, this detention may be served either during recess or after school hours. If the detention is after school, parents are responsible for transportation. (See V DISCIPLINE)

In the event of a serious act of misbehavior or repeated acts of misbehavior, a student may serve either

an in-school or out-of-school suspension. If misconduct continues, a student may be asked to leave the school. These decisions rest with the administration and may be necessary for the benefit of the total program.

## **EARLY DISMISSALS**

Parents should make every effort to schedule appointments at a time that school is not in session. However, if a child must have an early dismissal, he/she must have a written note from the principal's approval. For these dismissals, parents or an authorized adult must meet the child at the office and sign him/her out at the authorized time. Children who arrive later than 10:45 a.m. will be marked as absent in the morning. Children who leave school before 12:00 p.m. will be marked absent in the afternoon.

## **ELECTRONIC GRADEBOOK**

Brookline Regional Catholic School uses an electronic gradebook. Each student received an encrypted user ID and password. Parents access the gradebook through the internet at [WWW.rvsgradebook.com](http://WWW.rvsgradebook.com). Teachers will inform parents how often assignments/grades will be posted.

## **EMERGENCIES**

### **Emergency Cards**

At the beginning of each school year, parents are required to complete a Student Emergency Card. 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.

### **Emergency Closings and Delays**

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

In the event of a two-hour delay, specifically named Brookline Regional Catholic School, all children should report to school at 9:55 a.m.; there is no morning preschool when there is a delay. Because some public districts do not provide busing outside the normal times, children from these districts will be picked up at the normal times and will be admitted into the building to wait for the scheduled start. Teachers will be present at the usual time.

If the announced delay does not specifically mention Brookline Regional Catholic School, but does name one of the public districts that serve our school, only those children should follow the announcement. Children who ride the buses of other districts who are not delayed or who walk or are driven should arrive at the normal time. PLEASE NOTE: Because our attendance registers are legal

indicators of a child's presence at the times we are in session, children who arrive late or are absent because of busing when school is in session will be marked as Excused Tardy or Excused Absence.

### **Emergency Dismissals**

In the event that we would be required to dismiss school early, that information will be announced on the same stations noted above. However, because phone service may be interrupted in the school, children will be dismissed as parents have indicated on the emergency card.

### **EXTENDED CARE**

Brookline Regional Catholic School offers after school programs for parents who need child care. Afternoon extended days are available from 2:30 p.m. to 5:30 p.m. for a fee. This service is available on a daily, weekly or yearly basis. Parents should contact the school office for the fee schedule and contact person if they plan to use the service.

### **FIELD TRIPS**

There are occasions throughout the year when classes take educational trips related to curriculum areas. Policy requires that you sign a permission slip before your child can attend. Permission slip will be sent home prior to each occasion.

**IF A CHILD DOES NOT RETURN A SIGNED PERMISSION SLIP TO THE SCHOOL, THEY WILL NOT BE ALLOWED TO PARTICIPATE IN THIS SCHOOL ACTIVITY. VERBAL PERMISSION IS NOT ACCEPTABLE.**

Parents who attend may not bring preschool children. Additionally, parents, only, may chaperone – no teenage siblings.

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 parents may help reinforce the guidelines presented.

### **FUNDRAISING**

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

### **HOMEWORK**

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

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

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

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

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

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

**In case of a student's absence, requests for homework should be made before 10:00 a.m.**

## **LOST AND FOUND**

If your child is missing an article, the lost and found will be located at the office.

## **PARTIES**

The PTG sponsors socials for special occasions during the school year. No other instructional time should be used for these events without the principal's permission. Birthday treats should be distributed during recess. A note should be sent to the homeroom teacher the day before the treat will be sent to school.

## **PARTY INVITATIONS**

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

## **RIGHTS OF NON-CUSTODIAL PARENTS**

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

## **TEXTBOOKS**

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

## **SCHOOL SUPPLIES**

Students provide their own school supplies but are expected to comply with individual teacher requirements. Items not easily available elsewhere, such as primary tablets, will be sold at school.

## **TESTING**

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

**Readiness Test:** Students entering kindergarten are administered a Readiness Test to determine how ready they are to enter kindergarten.

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

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

higher order thinking skills.

**Teacher-made:** Tests which are constructed by teachers to measure, evaluate and determine what students have learned.

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

## **TRANSPORTATION**

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

### **Bus**

Students who live more than a 1.5 mile radius from Brookline Regional 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 Board of Education Transportation Division determines "hazardous route" claims. The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to all students in the Commonwealth of Pennsylvania.

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

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

The following bus rules are to be obeyed:

1. Remain seated at all times until the correct stop has been reached. If the driver has assigned seats, these seat assignments are to be honored
2. Keep head, hands and feet inside the bus.
3. In vehicles where seat belts are available, use them properly.
4. Do not ask to ride a bus other than the one to which you have been assigned or ask the driver to let you off at another stop. Only the Department of Transportation can authorize such changes.
5. Observe the same conduct as in the classroom. Quiet talking is permitted. Loud talking, etc. may distract the driver, prevent students from hearing instructions, or prevent the driver from hearing signals from emergency vehicles.

6. Be courteous; use no profane language.
7. Do not eat, drink, or chew gum on the bus.
8. Keep the bus clean
9. Cooperate with the driver.
10. Do not put anything out the window of the bus.
11. Do not be destructive
12. The driver is in charge. Any directives of the bus driver in addition to the above are to be followed.

### **Car/Walkers**

At dismissal students walking and riding cars are dismissed shortly after the bus riders. Walkers are to go to the corner before crossing. Those picking children up by car should not leave the car unattended as this creates an unsafe condition.

## **STUDENT ACTIVITIES**

### **Assemblies**

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

### **Athletics**

Basketball is offered at all levels, beginning with instructional teams in the primary grades and continuing with separate boys' and girls' developmental, junior varsity and varsity teams at upper levels. Fund raising for all teams is provided almost entirely through refreshments sold at games and during the summer programs and tournaments. A general organizational meeting is held in the fall to acquaint parents and students with the basketball program.

The Diocesan Soccer League offers two coed levels. The varsity team is composed of students in grades 7 & 8, and junior varsity students from grades 5 & 6. The season lasts eight weeks. If possible, the teams participate in both the fall and the spring.

Cheerleading is offered for girls in grades 5-8.

### **Band**

Band instruction is available for a fee for interested students from grades 4-8. The Diocesan Program dictates the monthly fee annually. The instruments are rented with the option to buy. Small group lessons are provided one period a week and practice is held once a week. The 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.

### III CURRICULUM

#### **Catechetical/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. 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 prayer 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 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 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*.

#### **The Continuous Growth Approach to Instruction**

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

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

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

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

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

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

## **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.

## **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.

## **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.

## **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, sociology with emphasis on global awareness and values. An integrated interdisciplinary approach helps students develop a sense of relationship among the various social studies disciplines. A clear understanding of current events helps students to integrate the past with the present and prepares them for the future.

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

## **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. Brookline Regional Catholic School offers Spanish in grades K-8. Most students qualify for year two of the language Spanish in high school.

## **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.

## **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.

## **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.

## **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.

### **Library/Media /Technology Center**

The school library, 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.

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.

### **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 and develop an awareness of values such as relationships, collaboration, ethical conduct, responsibility and creative expression. As in all other areas of the curriculum, the integration of the Gospel values is a part of the teaching/learning process in the computer lab and classroom.

### **Guidance**

The Guidance Curriculum is integrated throughout the curriculum. 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 in developing self-confidence. Psychological testing can also be requested. School personnel are aware of mental health agencies located in the neighborhood.

## **AUXILIARY SERVICES**

The following services are offered through the Intermediate Unit:

### **Remedial Reading (Title I)**

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

### **ACT 89 SERVICES**

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

### **Speech/Language**

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

### **Psychological Testing**

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

### **Gifted Program**

Admission to the Gifted Program for students in the local school district is based on results of standardized academic testing, tests of cognitive skills, and academic performance. Parents must request testing for gifted placement. Brookline Regional Catholic School completes the necessary forms and forwards them to the school district. The school district psychologist administers the testing.

Students who are accepted will attend classes in the local public school and will also be responsible for making up missed classroom work.

### **Student Assistance Program**

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

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

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

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

## **IV COMMUNICATIONS**

A packet of school information will be sent home each week with the oldest child in every family. Parents are asked to initial this folder and return it to school the next day. Any information or fliers, etc. that a parent may want to distribute must be approved by the principal. Parents may return any necessary forms in the folder.

The school Newsletter is published weekly during the school year and is sent home in the family folder. The deadline for submitting articles and information to our Bulldog is the middle of the week prior to publication. A weekly calendar and our monthly hot lunch menu are also included in the folder.

These items should be saved for quick daily reference.

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

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

- ✓ Interim Reports
- ✓ Electronic Gradebook
- ✓ Quarterly report cards
- ✓ Parent/student/teacher conferences
- ✓ Conferences on request
- ✓ Conduct referrals
- ✓ School Newsletter
- ✓ Parent Teacher Guild meetings

## **V DISCIPLINE**

### **Introduction**

Brookline Regional 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 fosters the following behaviors:

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

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

### **Guiding Principles**

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

- We believe in the life and dignity of the human person. Each person is sacred.
- We believe we are called to family, community, and participation. It is our duty to support each other by our actions.

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

### **Student Responsibility**

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

- Be accountable for their actions at all times
- Respect the rights of others, including the right to learn in an environment that is orderly and disciplined, free from intimidation
- Recognize that all administrators, teachers and monitors assume the authority of parent/guardians to all student during school hours and at all school functions
- Attend school regularly and punctually
- Maintain habits of neatness and personal cleanliness; adhere to the dress code
- Be prompt, thorough and neat in the completion of class work and homework
- Obey all school regulations
- Respect personal property, school property and the property of others

### **Discipline Policy Applies**

- While attending school
- While arriving at or departing from school
- While on school property for any reason
- While riding school buses or vans
- While waiting at the bus stop
- While attending any school related functions, e.g. sports events, field trips, assemblies, skating parties, church activities, community programs, Brownies/Girl Scouts, after school practices, etc.

The safety of any student on school property after school hours is the responsibility of the adult leader.

Order within any educational setting permit its learning to progress, as it should. A disciplined person and a disciplined atmosphere promotes:

- Individual and group learning
- Development of self control
- Expected individual and group social behavior
- Self respect and respect of others
- Making right choices and accepting consequences of choices
- Good listening
- Recognizes one's rights and the rights of others
- Pride in self and in one's work

- The implementation of Christian principles of community, charity, kindness, justice, good sportsmanship, etc.
- An emphasis on doing one's best

Brookline Regional 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.

## **NO BULLYING PROGRAM**

### **No Bullying Rules**

At All Times

1. We will not bully others. We will not hit, tease, or gossip about others.
2. We will try to help students who are bullied.
3. We will make it a point to include students who are left out.
4. If we know that somebody is being bullied, we will tell a teacher and an adult at home.

### **Expectations**

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

Before school

1. to arrive after 7:50 a.m.
2. to enter school quietly

In school

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

In the classroom

1. to follow the classroom rules of each teacher
2. to be responsible for submitting homework on time and making up assignments missed within a reasonable amount of time

3. to have a respectful attitude toward teachers and one another
4. to be responsible for appropriate supplies
5. to be honest in all communications
6. to use computers and school equipment appropriately
7. not to chew gum

#### During recess

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

#### During lunch

1. to remain seated until finished eating and “dismissal” is indicated
2. to clean up, pick up all papers, scraps of food, etc., and dispose of them properly
3. to obey playground supervisors at all times

#### After school

1. to follow dismissal procedures
2. to walk to assigned place to wait until bus or car ride arrives
3. not to run or play games on the school grounds
4. to leave the school grounds immediately
5. to attend the extended care program if not picked up by 2:40 p.m.

#### At athletic events and assemblies

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

#### Outside school

1. to behave responsibly off school property  
(If the principal is made aware of misconduct off school property of a child recognized to be a student in Brookline Regional Catholic School, parents may be contacted; however, it is important to note that the school is not responsible for students’ actions that occur off school property.)
2. Principals will forward disciplinary notices given by public school bus drivers to parents to support the disciplinary report of the bus driver. (See page 10 for Bus Expectations.)

## **CONSEQUENCES**

### **Bullying Consequences**

First Incident: Intervene. Identify the behavior as bullying. State your expectation that the student will not engage in bullying behavior. Get a verbal promise that the student agrees to refrain from bullying. File a report with the program director.

Second Incident: Intervene. Identify the behavior as bullying. State your expectation that the student will not engage in bullying behavior. Restrict the student's activities in the location in which the incident occurred for a reasonable period of time. Parent contacted; office notified.

Third Incident: Intervene. Identify the behavior as bullying. State your expectation that the student will not engage in bullying behavior. Contact the student's family. Assign the student the Think About It Worksheet. File a report with the program director.

Fourth Incident: Intervene. Identify the behavior as bullying. State your expectation that the student will not engage in bullying behavior. File a report with the program director and send the student to the office. Saturday school will be assigned.

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

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

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

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

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

#### **DIOCESAN POLICY**

The Diocese of Pittsburgh has a Policy Handbook regulating all school matters from entrance requirements to graduation exercise. As to student conduct and how it is enforced at the building

level, Policy 603-1, Policy 603.2, Policy 630, Policy 631, and Policy 633 are specific in nature. They are printed here in the hope that we have no need to enforce said policies.

### **Policy 603.1 Suspension of Students**

A student may be temporarily suspended by the principal for a serious infraction of school regulations, or for repeated detentions. The length of suspensions should be from one to ten days. All suspensions become effective only after the principal contacts the parents. However, no prior notice is needed if health, safety or the welfare of the school community is threatened. Notice of Suspension is kept on file in the principal's office.

A student may be placed on a home study program while a serious infraction is investigated. The program becomes effective after the principal contacts the parents.

### **603.2 Student Misconduct on Public School Buses**

Catholic school administrators must keep the health, safety and welfare of their students as their primary and ultimate concern.

When a principal is notified of student misconduct on a public school bus, the following steps should be taken:

- Respond in writing to the public school district, which is the lawful authority in this case, and is responsible for issuing the appropriate discipline to the students involved.
- Provide complete and total support for the disciplinary action given.
- Notify the parents of the children involved regarding the disciplinary action imposed by the public school district and that we fully support that decision.
- Take steps to remind students and their parents of the serious obligation of all children riding the bus to always behave in an appropriate manner reflective of our Catholic values.
- Support the primary responsibility of the public school district bus driver in his attempts to address the situation as he is obligated to do by his superiors.

### **Policy 630 Weapons Policy**

Any person carrying a weapon onto school property, including, but not limited to, a school building, outdoor areas, outdoor facilities, vehicles used to transport students, or school related activities poses a clear and present danger to other students and staff. For the purpose of this policy, a weapon is defined to be a gun, knife or any other article, which could be used to cause injury.

If a student is found to be in possession of a weapon, his/her parents will be immediately notified.

The matter will be referred to local police authorities if, in the sole discretion of the school administration, such a referral is appropriate. After a review of the facts concerning the particular incident, the administration of the school will decide upon the appropriate disciplinary measures to be taken. The disciplinary action taken may result in expulsion.

### **Expulsion of Students**

Expulsion is a severe punishment and should only be applied as a last resort and after serious deliberation. The process of expulsion should be as follows:

- b. EVERY ATTEMPT should be made during earlier offenses to provide guidance and counseling to student and parents under the direction of the principal and pastor(s).
- c. Although the authority for expulsion rests with the principal and pastor(s), consultation should be made with the Superintendent of Catholic Schools prior to any final decision.
- d. A written report of expulsion is to be completed as soon as possible and forwarded to the Catholic Schools Office.
- e. Parents may appeal the decision to the Catholic Schools Office.

Reasons for which a student might be expelled are:

- a. Extremely grave infractions of school regulations, such as selling or use of drugs or alcohol, the bringing of knives, guns, laser pointers, or other weapons in to the school; physical abuse of students or staff, theft, indecent behavior, and arson.
- b. Chronic undesirable conduct detrimental to the physical and/or moral well being of self or other students.
- c. Continued MALICIOUS disobedience or disrespect for school authority.
- d. Continued refusal by parents and/or students to comply with school policy.

### **Policy 631 Substance Abuse Policy**

#### **Preface**

The education system within the Intermediate Unit Consortium and the Diocese of Pittsburgh recognizes that chemical abuse and dependency seriously impair the ability of individuals to develop their full potential. We also recognize that problems created by chemical abuse and dependency has adverse effects on the ability of all members of each school community to achieve personal educational goals.

Our policy is based on the belief that chemical dependency is a life threatening illness that affects individuals in all areas of their lives, emotionally, intellectually, and socially. Because it is our conviction that chemical dependency is a treatable illness, the following substance abuse policy has been adopted.

#### **Policy Statement**

The schools of the Intermediate Unit Consortium and the Diocese of Pittsburgh, recognizing that chemical abuse is a serious problem, adopt the position that students must be chemically free to develop in the most productive manner.

It is, therefore, the intent of this policy to prevent and prohibit the possession, use, sale, distribution and/or intent of distribution of any illegal or controlled mood-altering medication or chemical. These are prohibited on school property and at any school sponsored event.

Violations of this policy may result in the following consequences:

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

### **Smoking Policy**

Act 1988-168 (Senate Bill 26-P.N. 2492), in part, regulates smoking in public places. The Act prohibits the use of tobacco by students on school property, including school buses.

Violation of smoking prohibitions could result in a civil penalty of up to \$1,000 per violation.

### **Conduct Referrals**

Conduct referrals will be sent to parents for chronic behavior problems. Students earning Conduct Referrals are expected to serve a Saturday School Session with the principal.

The principal reserves the right to enforce the level of discipline at her discretion.

### **BROOKLINE REGIONAL CATHOLIC DISCIPLINE POLICY**

Beyond Diocesan Policies, Brookline Regional Catholic School has these expectations in its' Discipline Code:

1. There shall be no harassment in our school. This policy applies to the entire school community.
2. Respect all others' persons

Verbal abuse, including harassment of a sexual nature, may be cause for removal from a class and immediate suspension from school.

Said student is suspended until a conference is held to resolve the situation.

Rational for the policy:

- a. The dignity and sacredness of the human person requires that we respect and value all persons.
  - b. An educational philosophy that is child-centered cannot be reconciled with verbal abuse, disparaging remarks or threats directed towards any person.
3. Respect all others' space

Physical aggression toward a fellow student or teacher means immediate suspension from school. Said student is suspended until a conference is held to resolve the situation. Any action that can be interpreted as threatening the safety or educational freedom of another may fall in this category.

4. Respect all others' property

Horseplay that results in the destruction of another person's property, stealing and/or vandalism all show disregard for others' property. Students may be removed from class, suspended from school, and will be required to make restitution.

## **DRESS CODE**

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

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

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

## **BROOKLINE REGIONAL CATHOLIC UNIFORM OPTIONS**

Boys

Girls

Navy, Black or Khaki Dress Shorts

Navy, Black or Khaki Dress Shorts

Navy, Black or Khaki Dress Slacks  
Navy  
(only

Navy, Black or Khaki Dress Slacks  
Skirts (Grades 1-5)  
from Schoolbelles)

Powder Blue or White Oxford Cloth Shirts  
(short or long sleeved)

Powder Blue or White Oxford Cloth Shirts  
(short or long sleeved)

Powder Blue or White  
Collared Polo Shirts Collared

Powder Blue or White  
Polo Shirts

Blue or Black Cardigan, Vest, or  
Pullover Sweater in Winter

Blue or Black Cardigan Vest, or  
Pullover Sweater in Winter

- Turtle Necks are not permitted
- Dress Shoes must be worn
- Green shorts and Gold shirt are gym uniform
- Any uniform pieces not purchased at Schoolbelles must be free of labels
- Socks are to be plain white or solid color to match shorts, slacks, or skirts
- Students may wear Spirit Shop items at any time
- Limited Jewelry (necklaces, rings, bracelets, small earrings – No big, dangling earrings)
- Make-up is not part of the uniform
- Hair is to be CLEAN and becoming at all times. Eyes must always be visible. Boys must have hair cut to collar top

The final decision on the propriety of appearance rests with the faculty and administration. If the student is a distraction to other's education, parents will be asked to remove student from school.

## **PARENT ORGANIZATIONS**

### **Athletic Association:**

All sport programs are the responsibility of the Pastor/Principal. The Athletic Director is accountable to the Pastor/Principal. Coaches are selected by the Athletic Director and approved by Pastor/Principal and serve on a volunteer basis. The Diocesan Guidelines for Elementary Catholic Schools Sports programs guides the policies. Parent interest and willingness to serve on the Athletic Association are vital to the continued success of the program, **but all school associations and advisory boards are under the supervision of the principal.**

### **Supplies/Textbooks**

The supplies needed by the students vary at each grade level and are determined by the needs of the

subject. Teachers will inform students of specifics during the first week of school.

### **Telephone and Cell Phones**

No child is permitted to use the telephone, including cell phones, except for emergencies. Forgotten homework, books, lunch, gym clothes or changes in afternoon plans are not sufficient cause to call home. In all cases, the office will make the phone call home. Cell phones should not be used during school hours, except for emergencies. Any violation will result in confiscation of the cell phone. It will be returned to a parent by the office.

### **Transfers**

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

### **Tuition**

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

### **Scholarship Monies**

Scholarship monies are available for eligible families. The Private School Aid Service (PSAS) application is used. These applications are assessed by an independent evaluator. This one application is used for Scholastic Opportunities Scholarships, Bishop's Education Fund and the Tuition Reduction Fund and must be filed by March 15<sup>th</sup>. Application forms are available in the school's office. Diocesan policy limits tuition assistance to those families who apply through PSAS.

## **Volunteers**

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

The Diocese is committed to providing a safe environment for all children. As such, all employees and volunteers must register on the Diocese of Pittsburgh Centralized Database at [www.diopitt.org](http://www.diopitt.org) and should attend a training session for Protecting God's Children for Adults.

## **VI HEALTH AND SAFETY**

### **Illness**

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

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

### **Accident and Injury**

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

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

### **Medication**

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

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

1. The medication must be delivered to the school by a responsible adult along with a physician's written request for distribution by school personnel.
2. Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.
3. Parents must sign an Indemnity Agreement that has been prepared by the Legal Office and distributed through the school office.

### **Fire Drills**

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

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

### **Weather Emergency Drills**

Weather emergency drills are practiced twice a year. Teachers follow the policy governing weather emergencies for student safety. Students must maintain silence at all times during a weather emergency drill. Staff assists handicapped students.

### **Visitors**

For security reasons, anyone entering Brookline Regional Catholic School is to report to the office immediately regardless of the purpose of the visit. *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.

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

### **Security**

All doors, except the main school door, will be closed and locked during school hours. Parents and visitors should use the main school door to gain entrance to the building.

## **Playground**

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

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

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 silence.

The following rules are to be observed on the playground:

- Not to re-enter the building unless for an emergency
- Display good sportsmanship and exercise self-control
- Play in assigned areas.
- Stay on school grounds (This includes not retrieving a ball that has gone off school grounds.)
- Obey the directives of the playground monitors, courteously and promptly.
- Stop playing at once, walk quietly to line when called.

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

- Stay in seat.
- Engage in quiet activities.

## **School Nurse/Nurse Practitioner**

One school nurse is assigned to Brookline Regional Catholic School each year and is present in the building every other week. She is available in any emergency situations. The responsibilities of the school nurse include:

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

### **Dentist/Dental Hygienist**

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

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

## **Guideline for "Internet Use Policy" Implementation and Practice Brookline Regional Catholic School**

This guideline is established to ensure understanding and application of Brookline Regional Catholic School Internet Use Policy. Brookline Regional Catholic School reserves the right to amend these guidelines at any time. It is understood that the administration of Brookline Regional Catholic School will inform parents/guardians of any changes made in these Guidelines via the school's weekly newsletter. **Students' parents and/or guardians are required to review these guidelines with their child(ren) and complete and return the attached parent/guardian consent form.**

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

1. Information and news from a wide variety of sources and research institutions
2. Public domain and shareware software of all types

3. Discussion groups
4. Access to any educational institutions and libraries.

### **Etiquette**

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

The following actions, which are not inclusive, are considered unacceptable actions by the administration of Brookline Regional Catholic School:

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

BROOKLINE REGIONAL CATHOLIC SCHOOL  
2690 Waddington Avenue  
Pittsburgh, Pennsylvania 15226

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

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

**Family Name** \_\_\_\_\_

**Children's Name(s):** \_\_\_\_\_

**I have reviewed and understand the contents of the Parent/Student Handbook of  
Brookline Regional Catholic School.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Thank you.