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I. STATEMENT OF PHILOSOPHY

VISION STATEMENT / DEPARTMENT FOR CATHOLIC SCHOOLS

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

PHILOSOPHY OF SCHOOL

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

The main purpose of the school is to develop and foster gospel principles and values in order to deepen the love of God and neighbor within each child. Exposed to a Christian way of life, based on the democratic principles of freedom, equality and respect for the rights of the individual, it is our hope that the child will develop a sense of responsibility toward God, neighbor, self, and nature.

Our philosophy is to provide the students with the knowledge, skills, and attitudes that are necessary to achieve a high degree of success in life, maximizing their potential.

We affirm our conviction that *Saint Louise de Marillac School* realizes the purpose of Christian education is to teach doctrine, to build community, to serve, and to worship.

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

OBJECTIVES:

Doctrine

- To provide sound moral and religious training in Christian principles
- To develop and foster gospel principles and values with the realization that religion is a way of life, not simply a subject to be taught
- To encourage each child, by means of religious instruction, to realize that the individual's life is without meaning if separated from God

Community

- To develop a strong sense of self worth as a child of God
- To foster respect for others by expressing a personal interest in each child
- To involve the students in experiences that will enable them to build community in their families, schools, neighborhoods, nations, and world
- To promote activities by which the community may recognize accomplishments of the school program

Service

- To promote growth in emotional, social, academic, physical, and cultural areas through recognition of individual strengths and weaknesses.
- To encourage, through a varied curriculum, the opportunity for students to develop their creative talents and abilities in order to be of service to others.
- To form citizens with the ability to assume civic responsibilities.

Worship

- To provide each child with the opportunities to encounter Christ regularly by planning and participating in liturgies and para-liturgies.
- To provide meaningful religious experiences so that students become informed and participating Catholics.

These objectives are achieved by a staff of dedicated, caring and skilled teachers capable of inspiring students to succeed. The school is an extension of the home and parental cooperation is most necessary in the fulfillment of the goals of *Saint Louise de Marillac School*. It is essential that the home and school work together to provide an atmosphere wherein the child can develop into a responsible Christian person prepared to take the role as a Catholic citizen of the future.

*Be it known
To all who enter here
That Christ is the reason
For this school,
The unseen but ever present
Teacher in its classes,
The model of its faculty,
The inspiration of its students.*

MIDDLE STATES ACCREDITATION

The Middle States Association of Colleges and Schools accredits *Saint Louise de Marillac School*. Middle States accreditation is an expression of confidence in *Saint Louise de Marillac School* 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 2010 and continue to fulfill all of the on-going requirements for Middle States accreditation.

II. DAILY PRACTICES AND POLICIES

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 **before** 10:00 a.m. 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, car-rider)
- 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."

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.

When students are absent due to illness, trips, etc., they have to make up the work they missed in a reasonable amount of time. Teachers are **not** obliged to provide assignments prior to a trip.

Absences in excess of twenty (20) days in a school year will be reviewed by the principal and the involved teacher(s) to determine whether the extent of the work made up is of quality and quantity to warrant a passing grade or whether an incomplete grade is indicated. Such determination shall be made solely on the basis of the adequacy of academic achievement.

Tardiness

When a student is tardy (after the 8:30a.m. bell); the parent/guardian **must** accompany the student into the office and sign the student in. Excessive tardiness will be reviewed by the principal.

ADMISSIONS / REGISTRATION POLICIES

Saint Louise de Marillac School admits students of any race or nationality 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 nationality 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.

Because there is sometimes a waiting list for some grades and for the initial enrollment to Kindergarten, this **Order of Admission** is followed:

- Parishioners with siblings attending *Saint Louise de Marillac School*
- Parishioners
- Catholics (non-parishioners) with siblings attending *Saint Louise de Marillac School*
- Catholics (non-parishioners)
- Non-Catholics with siblings attending *Saint Louise de Marillac School*
- Non-Catholics

A student entering kindergarten must be five years of age by September 1. Official certificates of birth and baptism (unless baptized at *Saint Louise de Marillac Church*) are required at the time of registration. Students entering Kindergarten 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 transfer all records from the previous school. Grade level and academic group determinations are made on the basis of school records.

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

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

CAFETERIA

Lunch

All students must bring or buy a lunch. Parents are asked to volunteer one day a month to serve in the cafeteria

A hot lunch is served daily. Milk is available to those students who bring their own lunches. Menus are sent home monthly. Lunch prices are announced at the beginning of each school year. Information is available to families eligible for free or reduced lunches; confidentiality is strictly observed.

Lunch payments are made weekly or monthly. Checks should be made payable to *Saint Louise de Marillac Cafeteria*. Please check the school website www.stlouiseschoolpa.org for the lunch menu, and www.myschoolaccount.com to make payments for the school lunch program.

Rules

The use of good table manners that are taught by the parents of our students in their homes is expected in the school cafeteria as well. The following cafeteria rules are to be observed:

- Remain seated unless disposing of garbage,
- 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.

CLOTHING IDENTIFICATION

Parents are strongly urged to mark their children's personal belongings with their names. Since children do not readily claim lost items, proper identification helps us to find the owner and save parents the cost of replacement. The lost-and-found area is located in a box outside the gym office by the stage. 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.

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

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

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

EARLY DISMISSALS

Parents should make every effort to schedule appointments at a time that school is not in session. However, if a child must have an early dismissal, he/she must have a written note. For these dismissals, parents or an authorized adult must meet the child at the office and sign him/her out at the authorized time. Upon returning, the parent/guardian must sign the student back in to school. Children who arrive later than 10:00 a.m. will be marked as absent in the morning. Children who leave school before 1:00 p.m. will be marked absent in the afternoon.

EMERGENCIES

Emergency Cards

At the beginning of each school year, parents are required to complete a Student Emergency 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, Channel 2; WTAE, Channel 4; and WPXI, Channel 11. Because of the number of public districts represented in our school, it is important that you listen for an announcement that identifies your public school district. **PLEASE DO NOT CALL THE SCHOOL OR RECTORY FOR THIS INFORMATION.**

The following procedures will be adhered to regarding poor weather conditions:

1. If Upper Saint Clair School District cancels school, *Saint Louise de Marillac School* is **automatically closed** for **all** students.
2. If the district that provides your transportation has canceled school, but Upper Saint Clair has not canceled school, parents are encouraged to provide transportation **to** and **from** school for that day for *Saint Louise de Marillac School* students.
3. Delays due to weather are dependent upon the school district in which the student lives – Bethel Park, Peters Township, CanonMac, etc. For example: if Bethel Park has a delay, then **only** those students who are bussed by Bethel Park have a delay.

In the event of a two hour delay, which will be announced **only when every district** bussing children to *Saint Louise de Marillac School* has called a delay, all children should report to school by 10:15 a.m. There is no morning Kindergarten for students in the Half Day program. Because some public districts, that have not delayed, do not provide bussing outside of 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 you are driving your children to school on a two hour delay day, **please** do not arrive before 10:00a.m.

Emergency Dismissals

In the event that we would be required to dismiss school early, that information will be announced on the same stations noted above. Homeroom coordinators will initiate a phone chain to notify parents as soon as possible. If phone service should be interrupted in the school, children will be dismissed as soon as parents are notified and transportation is arranged.

EXTENDED DAY PROGRAM

Saint Louise de Marillac School offers an after school program for parents who need child care. Afternoon extended days are available from 2:45 p.m. to 6:00 p.m. for a reasonable 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.

HOMESTUDY

Homework is assigned on a regular basis to:

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

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

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

Parental support is essential to successful homework assignments. Homestudy takes precedence over extra-curricular activities. Parents should be aware of homework expectations which vary for each grade level and teachers. These expectations are addressed at Mini-Curriculum Night which is held the first month of school.

LIBRARY

The library is available to all students. Classes meet once a week with the librarian and students receive instruction in Information Literacy from the NLA Standards, the Dewey Decimal System, as well as library usage and procedures.

LOST AND FOUND

If your child is missing an article, the lost and found will be located in a box outside the gym office near the stage. Some lost items such as jewelry, watches, glasses and purses are turned into the main office and may be identified there.

PARTY INVITATIONS

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

RIGHTS OF NON-CUSTODIAL PARENTS

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

SCHOOL SUPPLIES

For the convenience of families, supply lists are available each June for the following year. Students provide their own school supplies but are expected to comply with individual teacher requirements. Items not easily available elsewhere, such as primary tablets and STL student planners will be sold at school. The supply lists for grades K-6 are available at Office Depot in South Hills Village Square. You may also find the supply lists on the school website www.stlouiseschoolpa.org

All students in grades 1-8 are required to purchase and use the STL Student Planner. Information and cost will be sent home the first week of school.

SOCIAL ACTIVITIES

The PTG sponsors social activities for special occasions during the school year. No other instructional time should be used for these events. Birthday treats should be distributed according to the homeroom teacher's discretion. A note should be sent to the homeroom teacher the day before the treat will be sent to school.

STUDENT ACTIVITIES

Altar Servers

Students in grades 4 through 8 have the privilege of serving on the altar. Students who choose this privilege are expected to fulfill assigned responsibilities and be on time.

Assemblies

Assemblies are held for children throughout the school year. The assemblies are planned in conjunction with the administration and the PTG with a focus on providing enriching educational experiences.

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.

Extra-Curricular Activities

Students are offered a wide variety of extra-curricular activities to enrich their total *Saint Louise de Marillac School* experience. They may choose to participate in the following activities during their years at *Saint Louise*:

Children’s Choir	Baseball – Boys *	Basketball-Boys &Girls
Drama Club	Cheerleading-Girls	Forensics
Chess Club	Football-Boys	Band
Latin Club	Track/Field – Boys & Girls	Softball-Girls*
Newspaper	Volleyball-Boys &Girls	PJAS
Spelling Bee	Geography Bee	Student Council
Yearbook	Spanish Club	Technology Club
Cross Country – Boys & Girls		

*Parish Sponsored Activity

Relation of Absence on Extra-Curricular Activities

Absence from school on the day of an extra-curricular event, game, drill, practice, competition, etc., will preclude participation in the activity. Waiver shall be granted only by the principal, for cause.

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 ABC Inventory Test to determine readiness 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.**

TEXTBOOKS

Saint Louise de Marillac School participates in Pennsylvania's Act 195/90 whereby the state purchases textbooks and instructional materials of non-religious items. **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 or backpack.

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 transportation is provided by the respective school districts. Students are allowed to ride the busses **from their district only.**

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.

Car Riders/Walkers

Car riders are dismissed shortly after the first bus riders. Those picking children up by car should go to the back of the school entering **only** from the road by *Le Gras Parish Center*. You should park your car back from the rear sidewalk and wait until your child(ren) are dismissed to you. Do not move your vehicle until signaled that it is safe to do so.

For morning car arrivals, you may pull up to the back entrance and have your child(ren) exit the car directly into the building and then leave immediately. If you have a reason to come into the building or help your child(ren) carry something into the building, then **you must park your car** in the back lot away from the school so as not to interfere with other vehicles delivering children to school in the morning.

III CURRICULUM & SERVICES

ASSESSMENT

Academic Report Cards

Kindergarten

A progress report is issued the second, third and fourth nine week period of the school year.

Grades 1 – 8

A report card is issued every nine week period of the school year. After reviewing the report card, parents should sign it and return it to school within three (3) days.

Honor Roll

Each elementary school in the Diocese of Pittsburgh has been given the option of instituting an Honor Roll for grades 7 and 8 only. Beginning with the first nine weeks of school, *Saint Louise de Marillac* junior high students may attain HONORS, HIGH HONORS or HIGHEST HONORS.

- Any student earning a 4.0 average will attain HIGHEST HONORS.
- Any student earning a 3.99 to 3.60 average will attain HIGH HONORS.
- Any student earning a 3.59 to 3.2 average will attain HONORS.

In addition, students can not have any Level 2 (or above) Student Discipline Reports during the nine week grading period. Students with a D or E for the nine weeks in any subject will not be eligible for Honor Roll.

Students' names will be listed alphabetically on the HONOR ROLL.

Progress Reports

Progress Reports are sent home to the parents of 4th through 8th grade students at the mid-point of the grading period if the student has a failing grade. Academic Checks are issued two weeks after Progress Reports for any "E" grades to monitor improvement and progress. The dates of these reports are on the school calendar.

A student receiving an "E" in any subject on a progress report will be placed on a two week probation period. During this probation period, the student may participate in the extra-curricular activity. At the end of the two-week period, the student's progress will be reevaluated. If the student's grade(s) have not improved to at least a "D", the student will be suspended from the activity, including games, practices, rehearsals, competitions, etc., until the end of the quarter when the report card is issued.

AUXILIARY SERVICES

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 by the needs of the building and by the administrator and counselor. This service does not require parental permission. If you have any questions, please feel free to contact your principal.

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. The service of a guidance counselor is available on a limited basis. Psychological testing can also be requested through public school districts. The Student Assistance Program is available when students demonstrate the need for help in coping and achieving to their fullest potential.

The **Allegheny Intermediate Unit** provides services to non-public schools for remediation of students with reading and speech problems.

Remedial Reading

The Title I program is designed to provide additional assistance to students who are not demonstrating grade level proficiency in reading. Funding for this service 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.

Speech/Language

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

Counseling

At St. Louise de Marillac School, we value the social and emotional development of your child as much as their academic growth and success. Throughout the school year, counselors from the Allegheny Intermediate Unit will be visiting classrooms to present lessons on topics including character education, feelings, social skills, conflict resolution, career exploration, transition to high school, etc. The building administrator, counselor, and teachers will chose the topics and grade levels based on the needs of the students and school. If you have any questions, please feel free to contact the Principal.

A highly qualified and certified School Counselor from the Allegheny Intermediate Unit provides individual and small group counseling to children in grades K-8. Children may be referred by parents, administration, teachers, and through self-referral. Individual and group counseling requires parental permission. However, a student may be seen one time without parental consent if deemed necessary by the principal.

Student Assistance Program

The Student Assistance Program (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 SAP 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 SAP Team, only teachers who instruct the child, are asked to complete a form which helps identify the behaviors. The SAP Team then makes informed recommendations 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.

SAP 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.

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. Students can be recommended by the teacher or a parent who submits a letter to the child's school district. *Saint Louise de Marillac School* will complete any necessary forms and forward them to the school district. Students who are accepted will attend classes in the local public school and will also be responsible for making up missed classroom work

CATECHETICS

Religious Education

Religious Education 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 catechetical 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 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.

Faith experiences are an integral part of catechetical. 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.

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 and is incorporated into the religion curriculum at *Saint Louise de Marillac School*.

The religion program is built upon the conviction that it is with the family that the child's faith life must be nurtured to grow. Parents are encouraged to take an active part in their child's sacramental development. The sacramental preparation meetings throughout the year are planned to provide assistance in this area.

CURRICULUM

Philosophy

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.

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.

Subject Areas

Art and Music

A developmental program of fine arts is followed. Students are given the opportunity to creatively express themselves and to develop their own talents through weekly instruction in the classrooms by specialized teachers.

Computer

Computer/Technology 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. Students in grades K through 8 are instructed on 21st Century Learning, skills, and tools.

Fine Arts

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.

Language Arts

The language arts program provides the basic skills for reading, English, spelling, phonics and writing. Language, as a skill, provides 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 is designed to help students meet the mathematical needs of the present and the future, to provide practice in logical reasoning, and to develop the ability to find patterns and recognize structure in mathematics. Algebra is taught in the 8th grade. 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 P.E. for Life curriculum guidelines have been adopted.

The P.E. 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

The science curriculum is specifically designed to develop a student's understanding of science in the human experience and the individual's role in the community and in society. Examples of scientific phenomena are explained and demonstrated along with hands on activities. Students become scientists as they learn to understand and use the scientific method to organize ways to solve problems, and to seek the answers to the wonders of God's world. Seventh and eighth grade students study the basics of chemistry and biology with hands on participation in a science lab.

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 social studies curriculum gives the student the skills to interpret wisely the progress of human society. It teaches the cause-effect relationships of significant events and trends, enabling students to enter intelligently into efforts to enrich and give dignity to the lives of all humankind.

World Languages

Students in grades K through 6 receive weekly instruction in the Spanish language. Students in grades 7 and 8 work toward proficiency in listening, speaking, reading and writing of the Spanish language. Some students may achieve enough proficiency to be exempted from Spanish I in high school.

IV. COMMUNICATIONS

CONTACTING PARENTS

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

- Progress Reports
- Quarterly report cards
- Parent/teacher conferences
- Conferences scheduled on request
- Student Discipline Reports
- School Newsletter

CONTACTING TEACHERS

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. Teachers school email can be accessed through the school website at www.stlouiseschoolpa.org .

WEEKLY FAMILY FOLDERS

A weekly family folder of school information will be sent home with the youngest child in every family. Parents are asked to initial this folder and return it to school the next day. Any information or fliers, etc. to be included in this folder must be approved by the principal.

The school Newsletter is published regularly during the school year and is sent home in the weekly folder. The deadline for submitting articles and information to our Newsletter is published the first month of the school year by the Newsletter chairperson. The monthly hot lunch menu is also included in the folder.

V. DISCIPLINE, DRESS CODE & INTERNET USE

UNIFORM POLICY

Saint Louise de Marillac School is a Catholic elementary school which maintains the right to institute a uniform dress code for its students. The purpose of a Uniform Code is to establish and reflect a *Saint Louise School* identity that is based on neatness, cleanliness and modesty. The intent of this dress code is to keep student appearance simple, modest, free from distraction and competitiveness, and promote our school solidarity and image.

This Uniform Code is required of all students, kindergarten through eighth grade. The cooperation of every parent and student is necessary in order to avoid any embarrassment for the children who come to school out of uniform. The enforcement of this policy will be done in this manner:

- Parents will be called to bring the required uniform to school.
- Students will not be permitted in class until they are in proper uniform
- Further disciplinary action will result for repeated violations. This includes after-school detention.

Our Uniform Code is a reflection of our emphasis on excellence in every aspect of the educational program at *Saint Louise School*. It is our firm expectation that parents collaborate and cooperate in the policies that are developed. Adherence to the Uniform Code is always expected.

The *Saint Louise de Marillac School* uniform is the following:

School Uniforms **must** be purchased at *Educational Outfitters*
1910 Cochran Road, Pittsburgh, PA 15220 Phone – 412-892-8810

DRESS UNIFORM

The following items are required to be worn on all Mass days by every student.
[They may also be worn at any other time as well.]

BOYS DRESS UNIFORM

White Oxford Shirt
Navy Tie
Pants: Navy / Khaki
Belt
Dress shoes

GIRLS DRESS UNIFORM

White polo / Peter Pan blouse
Plaid Skort / Jumper
Dress shoes

Altar Servers must always wear Dress Shoes when serving Mass.

REQUIRED UNIFORM LIST for *Saint Louise de Marillac School*

BOYS UNIFORM

Pants: Navy/Khaki

Shorts: Navy/ Khaki

[appropriately fitted/not “baggy” look]

[must be worn with black/brown belt]

White Oxford Shirt LS/SS

Polo Shirt LS/SS

[white/green logo on both]

Sweaters: Navy with logo

[Crew/V-Neck/Cardigan/Vest w/logo]

Socks: Navy/White/Black

[solid, crew length, no logo/pattern]

Hair: clean/neat/traditional styles

natural color, trimmed above the shirt

collar

*****Shorts are permitted to be worn August 31 thru October 30th.**

April 1 thru end of school year.****

Shoes/Athletic

Permissible: Soft-soled, close-toed and closed heeled shoes must be worn. Leather, suede or canvas solid-colored tennis shoes are permissible. The only approved uniform shoe colors are primarily white, black, dark navy blue, brown, or grey. Shoes must be reasonably clean and /or polished.

Dress Shoes: Black, Brown, or Navy

Not Permitted: Plaid/patterned, brightly colored or neon, or highly decorated shoes are not permitted. Cowboy boots, sandals, knee high boots, clogs, moccasins, hiking boots, slipper-type or backless shoes are not permitted. Shoes may not have a heel higher than 1”.

Jewelry: small *religious* medal or cross
watch

Nothing Else

GIRLS UNIFORM

Plaid Jumper

Plaid Skort

Pants: Navy/Khaki

Shorts: Navy/ Khaki

[appropriately fitted]

[must be worn with a black/brown belt]

Polo Shirt LS/SS [white/green logo]

Peter Pan LS/SS[white/green logo]

Sweaters: Navy with logo

[Crew/V-Neck/Cardigan/Vest w/logo]

Socks: Navy/White

solid: no logo/pattern

crew/knee/tights

Hair: clean/neat/traditional styles/

natural color/small headband/bow

Make-up: Gr. K-6 NONE

Gr.7-8: light foundation/

Clear nail polish only

Jewelry: small *religious* medal
or cross

small watch

One pair earrings

[must fit on a dime]

Nothing Else

If you have any questions about whether or not your child is properly dressed for school – Call and ask.

INTERNET USAGE

Guideline for "Internet Use Policy" Implementation and Practice Saint Louise de Marillac School

Internet access is now available to students and teachers in *Saint Louise de Marillac School*. The access is offered as a collaborative project involving your students' school and a local Internet Service Provider. Our goal in providing this service is to promote educational excellence in the school by facilitating resource sharing, innovation, and communication.

Our connection provides direct access to the Internet, an "electronic highway" connecting millions of computers and individuals all over the world. Your student will use it to communicate and research information.

The smooth operation of the network relies upon the proper conduct of its users who must adhere to strict guidelines. These guidelines are provided here to make clear the responsibilities that come with the privilege of computer use. These responsibilities include:

- not violating the privacy of other users
- respecting the right of all users to free expression
- not plagiarizing other users' work

We have taken precautions to restrict access to controversial materials by teaching students about responsible use and by using Cyber Patrol software to block student access to inappropriate material.

The use of our school's Internet connection is a **privilege** not a right. Before receiving Internet privileges each student will receive instruction in proper Internet use and a review Acceptable Use Policy. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend a specific student who is found in violation of the Acceptable Use Policy.

Rules:

- *Privacy* – Network storage areas must be treated like school lockers. Network administrators may review communications to maintain the system integrity to insure that students are using the system responsibly.
- *Illegal copying* – Students should never download or install **any** commercial software, shareware, or freeware onto network drives, unless they have permission from the system administrator. This also pertains to changing/altering screen savers. Nor should students copy other people's work or intrude into other people's files.
- *Inappropriate materials or language* – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with school behavior. Should students encounter such materials by accident, they must report it to their teacher immediately.

Guidelines to Follow to Prevent Loss of Network Privileges:

- Do not use a computer to harm other people or their work.
- Do not damage the computer or network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware. This includes screensavers.
- Do not violate copyright laws.

- Do not view, send or display offensive messages or pictures.
- Do not waste limited resources such as disc space or printing capacity.
- Do not trespass in others' folders, work or files.
- **DO** notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
- **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

A PARENT PERMISSION FORM AND USER AGREEMENT will be sent home to be read, discussed and signed before student access to the Internet will be permitted.

PHILOSOPHY OF DISCIPLINE

The *Saint Louise de Marillac School* administration and faculty strive to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school recognizes and respects the dignity of each person and offers a positive, Christ-centered, safe learning environment. Discipline is considered an element of moral guidance not a form of punishment. The rules and regulations of the school and individual classrooms are meant to develop a strong sense of self-control that contributes to the common good of our school family. In the development of self-discipline and responsibility, students are to follow the expected behavior and standards of *Saint Louise de Marillac School*. The good choices our students make are evident in the consistent rhythm of caring and self-control within our daily routine.

STUDENT DISCIPLINE REPORT (SDR)

Consequences

Because our students are children, they do not always make the best choices; sometimes as part of their moral development, they must recognize the consequences of inappropriate choices. When this happens, a student may be issued a Student Discipline Report (SDR) for different levels of infractions of school policy and will receive the consequences of that infraction.

There are **four levels** of misconduct and corresponding consequences.

Level One

1. Chewing gum
2. Disruptive behavior
3. Loitering in hallways/restrooms
4. Disrespectful behavior
5. Peer ridicule
6. Failure to return student discipline form
7. Other _____

Level One Consequence

- Silent Lunch on the day following the infraction

Level Two

1. Improper language and/or gestures
2. Pushing / shoving
3. Forging a signature
4. Verbal / Physical / Psychological abuse
5. Cheating
6. Repeated violation of dress code
7. Other _____

Level Two Consequences

- One hour after school detention
- Exclusion from class parties, activities and field trips for five school days
- Seventh or eighth grade student is ineligible for Honor Roll for the quarter in which the infraction is committed

Level Three

1. Fighting / Physical Aggression
2. Insubordination
3. Vandalism
4. Stealing
5. Leaving school grounds without permission
6. Other _____

Level Three Consequences

Meeting with parent(s), student and administrative team

- One day in-school suspension
- Exclusion from class parties, activities and field trips for one month
- Seventh or eighth grade student is ineligible for Honor Roll for the quarter in which the infraction is committed

Level Four

1. Truancy – skipping school
2. Possession of drugs, alcohol, cigarettes, tobacco
3. Violation of weapons policy
4. Other _____

Level Four Consequences

- Immediate suspension of student pending meeting of administrative team, student and parent(s) to determine course of action
- Seventh or eighth grade student is ineligible for Honor Roll for the quarter in which the infraction is committed
- For substance abuse and weapons policy violations, action will be taken **in accordance with diocesan guidelines.**

Note: Repeated violations at any level will be referred to the administrative team for consideration.

Diocesan Weapons Policy

No weapon may be brought on to school property, including but not limited to, the school building, outdoor areas, outdoor facilities, or school busses, or to any school related activity. A weapon shall include but not be limited to any knife, cutting instrument, cutting tool, numchuck stick, fire arm, rifle or any other tool, instrument or implement capable of inflicting bodily injury, which is possessed under circumstances not manifestly appropriate for lawful uses for which it might have. This includes fire arms which are not loaded or lack a clip or other components to render it immediately operable. A person in possession of a weapon on school property violates the state criminal statutes and school regulations, and shall be subject to the following discipline and penalty:

1. Parents will be immediately notified.
2. The local police may be called.
3. The student may be expelled.

VI. HEALTH, SAFETY & MISC.

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.

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 silently 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.

HEALTH SERVICES

Each year parents/guardians are requested to **complete an emergency card**. This is kept on file in the office. Please notify the office of any changes during the school year.

According to state directives, all students will be checked for height, weight and vision.

Physical exams are required by the state before entering the 1st and 6th grades. Forms are to be filled out and returned to the school within the first month of school. If the parent fails to follow these guidelines, a physician, designated by the school, will examine the child on the premises.

Dental exams are required by the state before entering the 3rd and 7th grades. Forms are to be filled out and returned to the school within the first month of school. If a parent fails to follow these guidelines, a dentist, designated by the school, will examine the child on the premises.

A school nurse is available on a part time basis.

Parents are encouraged to **NOT** send medication for their child to the school. In case of dire necessity, this may be done. Forms, to be completed by both the physician and the parent/guardian, must be obtained from the school office.

Should a student become ill during the school day, the school secretary/nurse will phone the parent. **NO CHILD** is permitted to leave the school until a parent, or an adult designated by the parent, comes to the office to receive the child and signs for the student's release. Identification may be required.

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.

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:

- The medication must be delivered to the school by a responsible adult along with a physician's written request for distribution by school personnel.
- 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.
- Parents must sign an Indemnity Agreement which has been prepared by the Legal Office and distributed through the school office.

PERSONAL ITEMS

Personal items, not needed for classwork, are to be kept safely **at home**. These items include but are not limited to the following: CD players, MP3 players, IPODS, cell phones, video games, toys, etc.

Students should not carry excess cash. Please make sure your child only has what they need for the day.

PLAYGROUND

Every school day, weather permitting, the students enjoy an outside break supervised by playground monitors. Organized play is encouraged. Rough games, 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.

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

Children are to dress appropriately for outside recess. Warm coats, hats, gloves are recommended during cold days.

SCHOLARSHIP MONIES

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

SECURITY

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

TELEPHONE USE

No child is permitted to use the telephone, including cell phones, except for emergencies. **Cell phones are not permitted in school during school hours.** If some rare occasion occurs where a student may need a cell phone for after school arrangements, the cell phone must be kept in the school office during the day.

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

Saint Louise de Marillac School operates as a private elementary school subsidized by *Saint Louise de Marillac Church*. The tuition rate for the up-coming school year will be published in the spring. All parents enrolling their children in *Saint Louise de Marillac School* must participate in the third party SMART Tuition Management Program. **Only those parents who pay their tuition in full by May 15th are exempt.** A \$25.00 deposit for each child is required along with a signed agreement to secure registration. Financial assistance is available for those families who desire a Catholic education for their children but cannot meet the tuition payments.

VISITORS

For security reasons, anyone entering *Saint Louise de Marillac School* is to report to the office or secretary immediately regardless of the purpose of the visit. **For the safety of all students, every visitor must sign in at the office.** 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 secretary. This will eliminate any unnecessary interruptions to classes and instruction.