

# *Saint Titus Catholic School*

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## *2009-2010*

# *Parent/Student Handbook*

## ST. TITUS CATHOLIC ELEMENTARY SCHOOL

### MISSION STATEMENT

#### PHILOSOPHY

*St. Titus Elementary School is Catholic and, as such, strives “for the integral formation of.... Children and young people (who) are to be so reared that they can develop harmoniously their physical, moral and intellectual talents... a more perfect sense of freedom, and that they be educated for active participation in social life.”*

**(Code of Canon Law #795)**

*As part of the diocesan Catholic school system, St. Titus Catholic Elementary School identifies completely with the philosophy of education in the School Policy Manual which states, “In the Name of Jesus, we reach out in compassionate love, recognizing the dignity and giftedness of each person. We welcome all as brother and sister. Faithful to the Church and to our chrism, we seek justice, peace and reconciliation. Trusting in Divine Providence, we journey to faith and joy...”*

*Because the purpose of the school is related to the child as a total and unique personality in a process of development which is influenced by every factor with which the person comes into contact, the Mission of the school requires the active participation of parents, teachers, staff and the larger community which offers reinforcement to the credibility of school efforts.*

*Through the collaborative effort of community, parents, clergy, religious and laity, the life and message of Jesus Christ becomes a reality in the development of the child and allows the student that which Jesus continues to promise to all: “Life to the fullest!” (John 10:10)*

## **OUR LADY OF THE MILLENNIUM**

The Marian Prayer of Pope John Paul II

*Mother of the Redeemer, with great joy we call you blessed.*

*In order to carry out His plan of salvation,  
God the Father chose you before the creation of the world.  
You believed in His love and obeyed His word.*

*The Son of God desired you for His Mother  
when He became man to Save the human race.  
You received Him with ready obedience and undivided heart.*

*The Holy Spirit loved you as His mystical spouse  
and filled you with singular gifts.  
You allowed yourself to be led  
by His hidden and powerful actions.*

*On the eve of the third Christian Millennium,  
we entrust to you the Church which acknowledges  
you and invokes you as Mother.*

*To you, Mother of the human family and of the nations,  
We confidently entrust the whole of humanity  
with its hopes and fears.  
Do not let it lack the light of true wisdom.  
Guide its steps in the ways of peace.  
Enable all to meet Christ, the Way, the Truth, and the Life.*

*Sustain us, O Virgin Mary, on our journey of faith  
and obtain for us the grace of eternal salvation.  
O clement, O loving, O sweet Mother of God  
and our Mother, Mary!*

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## **1. ACADEMIC PROBATION**

Our school encourages all students to reach their fullest potential through the academic program.

### **Academic Responsibilities**

Each student is responsible for the timely and satisfactory completion of projects, class work and homework. Grades on tests and projects should be commensurate with the student's ability. A student who does not fulfill his/her academic responsibilities will be placed on academic probation during which evaluation of the student's progress is monitored.

### **Conditions and Consequences of Academic Probation**

- The parent(s)/guardian(s) and student will confer with the administration and the classroom teacher. The teacher will outline the student's program for improvement.
- The teacher will inform the parent(s)/guardian(s) of the student's progress. The process will follow the stated format
  - parent contact
  - progress reports
  - periodic meetings with the student
  - report cards
- If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.
- If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school.

## **2. ACCIDENT/ILLNESS AT SCHOOL**

Accidents or unusual illness occurring at school are reported immediately to the main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. Medication may only be dispensed to a student in accordance with the Norristown Area School District Policy. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury. Each child is required to have a Tuberculin Tine test within a three-month period prior to entering school for the first time.

## **3. ACCOMODATION PROGRAM**

The Office of Catholic Education established guidelines for modifying and adapting curriculum to meet the learning needs of all students. St. Titus Parish School is committed to providing for the needs of individual students. The Accommodation Program is designed to provide adaptations to the curriculum so that high expectations are maintained for all students. The administration, faculty, and Intermediate Unit personnel work in consultation with the student's parent to determine the need for classroom accommodations. Parents are required to sign a permission slip before a student will receive classroom accommodations. Any student who participates in the Accommodation Program will receive an Accommodation Sheet in the trimester report card. A copy of the Accommodation Sheet will be placed in the student's confidential file.

#### **4. ADDRESS CHANGES**

Please notify the office of address or phone number changes.

#### **5. ADMISSION**

Our school admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program. The school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

The necessary forms and certificates for admission are:

- Birth Certificate.
- Baptismal certificate (regardless of home parish)
- A certificate of immunization that must be updated and available for confirmation.

#### **6. ADMISSION OF NON-CATHOLICS**

Our school serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of faith. Our school offers a complete Catholic religious education program and makes every effort to develop the faith in all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to our school under the following conditions:

- The permission of the Pastor is obtained.
- Adequate facilities and space are available, without denying the admission of eligible Catholic students.
- The parents/guardians agree in writing to permit their child(ren) to attend Religion classes and Religious functions that are offered as part of the school program.
- The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- The parents/guardians agree in writing to assume responsibility for all financial obligations.

#### **7. ARRIVAL TIMES**

School begins promptly at 8:10 AM. Students may come to the yard at 8 AM.

## **8. ASSEMBLIES**

**The primary purpose of school assemblies is educational.** Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

## **9. ATTENDANCE**

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

### **A. Absences** - The policies regarding this area are as follows:

- A student who has been absent from school, even for one day, is required to present a written note to his homeroom teacher.
- A doctor's certificate may be required for absence of an extended nature (3+ days).
- If your child is going to be absent or arrive late at school, you are required to call the school. Please leave a message on voice mail. The number to call to report an absence or lateness is listed at the front of the handbook. Please call by 8 A.M.
- If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.
- In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
- Any child who stays home without his/her parent's knowledge is liable for suspension. Any child who leaves school without permission will be suspended.
- Absences due to a funeral will be recorded except in the case of a parent, sibling or grandparent.

### **B. Appointments**

- Student appointments should not be made during school hours.

### **C. Lateness**

- Tardy students must report directly to the office.

## **10. BIRTHDAYS / PARTIES / INVITATIONS**

- Birthday / party treats are welcome. Treats must not need refrigeration, heating or assembly.
- No ice cream or frozen items, no cake or oversized cookies that need cutting and distribution, no items requiring the microwave or a hot plate, no pizza, fast food or birthday party bags.
- Selections include donuts, donut holes, cupcakes, fruit and juice boxes. Please supply napkins.

- Do not bring balloons or flowers for a child's birthday or have them delivered to school.
- The birthday acknowledgement in school is a treat not a party.
- Parties at other times of the year like Christmas or Valentine's Day should follow the same rules as birthdays.
- Invitations to home parties may be distributed in school only if all of the children in a class are invited to the party.
- If it is a girl's party then all of the girls must be invited. If it is a boy's party then all of the boys must be invited.
- If it is a general party then the entire class must be invited. If all are not included, the invitations can be mailed from the home but may not come to school.

## 11. CARES

- **What do the letters C.A.R.E.S. stand for?**  
Children Are Receiving Extended Services
- **What hours will C.A.R.E.S. be available?**  
The hours are 2:45pm to 5:45pm on all full days of school. Children may be picked up at any time prior to 5:45pm.
- **Are part-time hours available?**  
Yes. We recognize that many parents are part time workers. We require a calendar with payments at the beginning of each month stating the days the child will be attending.
- **Will C.A.R.E.S. be provided on half days?**  
Not at this time
- **What is the schedule?**  
Our schedule is as follows:
  - 2:45pm – 3:20pm      snack/change cloths
  - 3:20pm – 4:00pm      playground
  - 4:00pm – 4:40pm      Homework
  - 4:40pm – 5:45pm      games, coloring, movies, free play
- **What happens if there is a schedule change or the child will not be attending on a certain day?**  
If you know in advance, please send 2 notes to school with your child – one to the teacher and one to C.A.R.E.S. If it is a last minute change, call the school office and leave a message for the C.A.R.E.S. director.
- **Are occasional situations permitted?**  
Yes, if a regular sitter is on vacation or a parent has an unexpected situation, occasional care is allowed. Contact the director as early as possible to make necessary arrangements. There is a \$12 fee. It is payable at the time of service.

- **When will C.A.R.E.S begin operating?**  
C.A.R.E.S. will continue to operate from the first full week of school to the last full week of school. Parents are responsible for checking homework and completing all “study” assignments. Also, if a child does not complete their written homework during the allowed time it must be finished at home. Please be certain your child has the necessary supplies to complete homework.

- **Fee Schedule**

Monthly Full-Time (per child)

- Pick up before 4:30pm - \$140
- Pick up after 4:30pm - \$160

Daily Part-Time

- Pick up before 4:30pm - \$14/day
- Pick up after 4:30pm - \$16/day

\*\*\*contact the director for the third child discount\*\*\*

Part-time students are required to submit a calendar at the beginning of each month accompanied by payment. Be sure to keep C.A.R.E.S. receipt for tax time

- **What grade may participate?**  
Grades pre kindergarten through 8<sup>th</sup> may use the program.
- **What is provided at C.A.R.E.S?**  
We provide an afternoon snack, outdoor play, homework time, activity time and free play.
- **Is a change of clothing necessary?**  
Yes. Please send a change of cloths for your child. Please send appropriate clothing for outdoor play.
- **Is there a discipline policy?**  
Yes. Please go over the following with your child:
  - Respect the rights/feelings of others
  - No hitting,/physical contact of any kind
  - No spitting
  - Quiet must be maintained during homework time
  - Use of profanity is prohibited

Parents and children must understand that continued behavior will result in immediate dismissal from the program.

- **Is homework mandatory?**  
Yes. A scheduled homework time is provided daily for grades 1-8. Kindergarten homework will not be done at C.A.R.E.S. Children are responsible to have their assignments and books. The are NOT permitted to return back to classrooms to get any forgotten items.

## **12. CLASS PARTICIPATION**

Students are expected to:

- be attentive and respectful to school staff
- show respect and concern for other students
- actively participate in class by responding orally or in writing as circumstances dictate

## **13. CLOSING EXERCISES**

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student participation in closing exercises if, in the view of the school, the student's conduct or academic or disciplinary record indicates that the privilege should not be extended.

## **14. COMMUNICABLE DISEASES**

No student, absent from school because of conditions listed below, may return to school before the specified time period.

- MEASLES: 4 days from onset of rash
- WHOOPING COUGH: 7 days after medication is started
- SCARLET FEVER: 24 hours after medication is started
- MUMPS: 9 days from onset of swelling
- RUBELLA/GERMAN MEASLES: 4 days from onset
- CHICKEN POX: when all pox have scabs that are dried up
- PINK EYE: 24 hours after medication is started
- LICE: until judged non-contagious by physician or school nurse, and after treatment is given and no nits are present
- STREP THROAT: Return 24 hours after being clear of fever.
- FEVER: Return 24 hours after being clear of fever.

## **15. COMPUTER ACCEPTABLE USE POLICY**

### **A. Purpose and Goals**

Computers are a valuable tool for education. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the school policy.

### **B. Responsibilities of User**

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. The school will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

### **C. General Requirements for Use of the Internet**

- All users are required to take simple Internet training from the computer coordinator
- All users and their parent(s)/guardian(s) must sign a student access contract governing use of computer resources, which is provided by the school and set forth below.
- Use of stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited, if necessary.
- Transferring copyrighted material to or from the school without express permission of the owner may be a violation of federal law. The user must insure that this does not occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden.
- E-mail accounts through the school may be restricted and will be monitored.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed.
- Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the express, prior written consent of the school.
- The system operator has the right to monitor all computer activity without prior notice to the user.
- The school may impose additional rules and restrictions at any time.

### **D. Discipline**

Violators will be subject to suspension of computer privileges.

### **E. Student Rules**

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, school address, social security number, etc.
- Students must not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment or discrimination toward other people.
- Students must not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of another and presenting them as if they were one's own.
- Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal.
- The illegal downloading of copyrighted software or other written works for use on home or school computers is prohibited.

Violations of any of these rules may result in either or both of the following:

- Loss of Internet access privileges
- Disciplinary and/or legal action by the school, law enforcement or other involved parties.

## 16. CONFERENCES

Parent/Teacher conferences are scheduled for every student in the first trimester. Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be prepared. The better the communication, the easier to direct your child in his/her educational endeavors.

**Teachers may not be interrupted during the school day:** Lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number.

## 17. CURRICULUM

The curricula followed by the students in the parish elementary schools of the Archdiocese are developed by and/or approved by the Superintendent of Schools through the Department of Elementary Curriculum, Instruction and Assessment. Guidelines for specific curriculum areas are prepared and disseminated through the Office of Catholic Education. In teaching the content of any curriculum area, teachers adhere to the content of the most recent curriculum guidelines, rather than any specific textbook series. Elementary curriculum guidelines are copyrighted material. Parents have the right to request to review the guidelines with the administrator/teacher.

### Integrated Language Arts – Grades 1 – 8

The Archdiocesan Integrated Language Arts Curriculum (ILA) reflects the Standards of the National Council of Teachers of English and the Pennsylvania Framework. Instruction in Integrated Language Arts has strong foundations in literacy: *reading, writing, thinking, speaking, listening and visualizing*. Skills are further developed in *critical thinking, literacy evaluation, methods of research, competency in self-expression and metacognitive awareness*.

#### Reading

Anthologies have a range and variety of literature including classics and contemporary works that include options for study by theme or genre.

**Writing:** See Writing Process online [www.sainttitusschool.org](http://www.sainttitusschool.org)

The writing process with the sub-processes of *prewriting, drafting, editing, and publishing*, with both linear and recursive movements of *revision*, is the model plan for the teaching of writing. In addition, some *free writing* should be integrated into the *before/during/after* segments of the literacy lessons. *Writing to learn* experiences in the content areas as well as in ILA classes serve to increase comprehension and recall of material.

## **Vocabulary, Phonics, Spelling, Grammar**

Components in any literature-based program include direct instructional and developmental lessons in vocabulary, phonics, spelling and grammar. These skills, however, are not taught in isolation but in relation to the literacy instruction/assessment classes.

### **Spelling**

The Spelling strand of the ILA Guidelines suggests consistent instruction in phonetic analysis (Grades 1-3), structural analysis (Grades 4-6), and etymology (Grades 7-8).

### **Library / Reference Skills**

Strong emphasis is placed upon the library / reference skills strand included at each level of the ILA Program.

### **Portfolio Assessment**

Assessment and instruction are closely linked. With Integrated Language Arts, many sources of assessment data can be used to document and evaluate a student's progress in literacy. The Office of Catholic Education supports a portfolio approach to evaluation since it reflects a "work in progress" philosophy rather than a traditional "mastery of skills" perspective. Portfolio assessment provides a wide variety of student data sources and activities as indicators of each student's growth. The **Permanent Portfolio** should contain the minimum archdiocesan required documents. At least two years of the latest progress documentation must be maintained in the Permanent Portfolio. The **Working Portfolio** should contain a variety of formal and informal assessment tools that reflect the student's growth within a one-year period. The contents of the Working Portfolio are reviewed periodically throughout the year by the teacher, student, and the parent(s)/guardian(s). By the end of the year, items from the Working Portfolio should be selected for inclusion in the Permanent Portfolio.

## **Mathematics – Grades 1 – 8**

The Elementary Mathematics Curriculum is a carefully planned program which focuses on understanding of basic concepts and mastery of skills, and applying these skills through extensive instruction and practice. Consistent with the state and national standards for mathematics instruction, the curriculum focuses on problem solving which is considered vital to every skill developed. The curriculum also places strong emphasis on communicating mathematically, making real-life and content-area connections and developing reasoning skills. The mathematics teacher is expected to begin each lesson with exercises in drill and maintenance to strengthen and reinforce skills previously taught. Instruction in study skills and the use of manipulatives and technology are deemed essential to an effective mathematics program. Diagnostic testing is encouraged as an effective teaching tool. Mastery of each level is determined by archdiocesan level tests which are intended to be used at the completion of each level. The Elementary Mathematics Curriculum is divided into nine levels of instruction beginning with Level One and extending beyond the eighth year requirements with a Pre-Algebra Curriculum.

## **Honors Mathematics Program**

Students capable of completing the prescribed curriculum in seven years are enrolled in the Elementary Honors Mathematics Program. The students in this program are identified in their third and fourth year and begin an acceleration of levels 4 through 8 in their fourth and fifth year. Having completed level eight in their seventh year, these students complete a course of Algebra I in their eighth year. The program is carefully monitored by the school administrator and the mathematics coordinator with the use of management guidelines prepared by the Joint Elementary /Secondary Mathematics Committee. Students who complete this program and satisfactorily master the Algebra I curriculum according to criteria established by the Joint Committee are able to begin their second-year of secondary mathematics in the freshman year.

## **Mathematics Priority Topics**

Skills included at all levels: Place value, problem solving and estimation

## **Science**

### **Primary Grades**

Weather	Five Senses	Body Systems
Experimenting with Water	Sound	Personal Health
Living Things	Solids and Liquids	Sun Protection
Water Cycle	Weight & Balance	Safety
Electricity	Rocks and Soil	Solar System

### **Intermediate Grades**

Properties of Heat	Friction & Gravity	Machines & Force
Light	Environment	Density
Power of Magnification	Tobacco & Alcohol	Nutrition
Genetics	Compounds	Physical Fitness
Energy	Chemistry	Microscope

## **Grades 7 – 8**

### **Grade 7 - Life Science**

Biology

Microbiology

Botany

Ecology

Anatomy

### **Grade 8 – Earth Science**

Geology

Oceanography

Astronomy

Energy

Meteorology

## **Social Studies - Grades 1 – 8**

The Elementary Social Studies Curriculum is based upon the National Council for the Social Studies Scope and Sequence. The goals of the Social Studies Curriculum include the development of knowledge, skills values and social participation appropriate to the children's age grade level.

**Grade 1:** The Individual in Primary and Social Groups; Understanding School and Family Life

**Grade 2:** Meeting Basic Needs in Nearby Social Groups; The Neighborhood

**Grade 3:** Sharing Earth and Space with Others; The Community

**Grade 4:** Interdisciplinary Study of the Local Region; Pennsylvania

**Grade 5:** The Western Hemisphere; the United States and Its Close Neighbors

**Grade 6:** The Eastern Hemisphere; Representative World Regions

**Grade 7:** Building a Strong and Free Nation: BC – 1853; The United States: Early American Civilizations through Manifest Destiny

**Grade 8:** Building a Strong and Free Nation: 1850 – 1960; The United States: Road to the Civil War to the New Frontier

## **Specialty Subjects**

Specialty Subjects are required as part of the elementary school curriculum by the Archdiocese of Philadelphia and the Pennsylvania Department of Education. Specialty subjects include: technology, the Arts, (*Music and Visual Arts*), Physical Education and World Languages.

## **Technology**

There are two major areas in the use of technology in our schools: basic technology skills and specific curricular applications of technology. Elementary Technology Guidelines include the following topics: general computer literacy, word processing, spread sheets, database, LOGO programming and telecommunications.

## **Fine Arts: Art / Music**

This area of the curriculum is designed in keeping with the National Standards for Arts Education.

## **Physical Education**

Physical education is vital to the development of the student and is required as part of the elementary curriculum of the Archdiocese of Philadelphia and the Pennsylvania Department of Education.

## **World Languages**

Schools may include modern world languages in the elementary curriculum where feasible. The school administrator must ensure that the program is taught by teachers who are competent in this area.

## **18. CUSTODY ISSUES**

**It is important for the school to have a current copy of any custody decree.** This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises. Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

## **19. DISCIPLINE – GENERAL**

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others. The discipline code applies to students and parents/guardians both in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

## Consequences of Daily Activity - Examples

The following list constitutes activities which require a response. Initially a 15 minute loss of recess would be observed. Continued problems could result in a 30 minute loss of recess. Individuals who persist in problematic behavior will be individually disciplined. A lack of homework requires the individual to complete the work before recess is reinstated.

- **Not prepared for class** – not having proper supplies or books for class
- **Improper behavior** – including, but not limited to disturbances in class/playground/lunchroom; *i.e.* note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- **Cheating** – the taking or giving of schoolwork that is not one's own – or if the teacher has probable cause to suspect such an action.
- **Disrespect** – any improper attitude displayed towards any teacher, staff member, volunteer parent, and administrator or fellow student.
- **Abusive language** – any inappropriate language used on school premises.
- **Forgery** – any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else.
- **Invading the privacy of another's desk** – teacher or student.
- **Gum chewing/eating in class** – gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at the designated time.
- **Dress code violation** – any infraction of the uniform dress code.
- **Damaging any school, church or personal property.**
- **Unsigned test papers/mark sheets** – tests and mark sheets are to be returned within two (2) school days.
- **Out of bounds** – any student who is in the wrong place at the wrong time.
- **Other** – any other behavior that warrants attention not specified on the above list.

Serious infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at a school-sponsored functions. Examples of Serious Infractions include the following:

- **Truancy** – unexcused absences.
- **Violent behavior** – any fighting or behavior that causes physical injury.
- **Blatant disrespect for authority** – to any adult in the building.
- **Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus.**
- **Irreverence.**
- **Vandalism** – destruction or defacing of parish or school property.
- **Profane/obscene language or gestures or engaging in immoral conduct.**
- **Possession of any item which may present a danger to others in school or out**
- **Cutting class.**
- **Leaving campus without permission from a school authority.**
- **Expulsion**
  - After two (2) formal suspensions, a student may be dismissed.

- Students who are dismissed may apply for readmission after one full year. The school will determine whether re-admittance is appropriate. In certain instances the infraction may warrant immediate dismissal.

The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings. Parents/Guardians of the student will be informed in writing of the dismissal as soon as practicable.

## **20. DRESS CODE**

### **Daily Uniform – Grades K - 8**

**School Shoes** (choose one of the following)

- Sketcher Raider
- Hush Puppy
- Tuft
- Stride Rite Black Tie
- Stride Rite Jillian
- Mary Jane with velcro, non-mark sole and ½” heel (girls only)

### **Ladies’ Choices**

#### **Grades K – 5**

- Plaid jumper no more than 2” above the knee
- White long or short sleeved blouse with Peter Pan collar
- Maroon knee socks / maroon or black tights
- Optional maroon St. Titus sweater
- School shoes

#### **Grades 6 – 8**

- Plaid skort no more than 2” above the knee
- White long or short sleeved Oxford shirt (tucked)
- Maroon knee socks / maroon or black tights
- Optional maroon St. Titus sweater
- School shoes

### **Additional Options Grades K – 8**

- Navy dress pants or dress shorts
- White long or short sleeved polo with logo
- Belt - Black, brown, navy
- Maroon or white socks

- School shoes

## **Gentlemen's Choices**

### **Grades K – 8**

- Navy dress pants or dress shorts
- White long or short sleeved dress shirt and navy tie (tucked) OR White long or short sleeved polo shirt with logo (tucked)
- Belt - black, brown, navy
- Optional maroon school sweater with logo
- Socks- blue, black or white
- School shoes

### **Gym Uniform**

- Ash grey tee shirt with logo
- Ash grey sweatpants or sweatshorts
- Maroon sweatshirt with logo
- Sneakers
- White socks

### **Pre School**

- White polo shirt with logo
- Maroon sweatshirt with logo
- Ash grey sweatpants or sweatshort
- Sneakers
- White socks

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about himself/herself, he/she acts and works accordingly. Personal appearance that constitutes a distraction is not permitted.

- No nail polish or makeup is permitted.
- Non religious necklaces, bracelets or rings cannot be displayed.
- Watches are permitted.
- Girls may wear one pair of small earrings.
- Boys may not wear earrings.
- Hair should be of a moderate length on boys – not in their face or to their collar.
- Hair can be any length on girls but not in their face.
- Hair dye is not permitted.

## **21. EARLY DISMISSAL**

A note should be sent into school with the request for early dismissal.

## **22. EMERGENCY CONTACT FORMS**

Information necessary to address student emergencies will be required at the beginning of each school year.

## **23. FAMILY COMMUNICATIONS**

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Information will be posted on the web site. Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students should not be instructed to deliver items directly to the office.

## **24. FIELD TRIPS**

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities. Each student's parent(s)/guardian(s) must provide written permission for each trip in order for the student to participate. A class trip is a privilege which can be taken away. If a parent/guardian does not wish a child to attend the trip for any reason, he/she should notify the school. The child must attend school on the day of the trip or be marked absent.

## **25. FIRE DRILLS**

Fire drills are conducted on a monthly basis. The students are instructed to leave the building quickly and quietly when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter. All staff and volunteers must evacuate the building for any drill.

## **26. HARASSMENT / VIOLENCE**

The school follows the Philadelphia Archdiocesan Policy prohibiting harassment including Sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

**Sexual harassment is unacceptable conduct and will not be tolerated.**

Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained by the principal and is available upon request.

### **Violent/Threatening/Harassing and Inappropriate Conduct**

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and

religious mission of the school. Unacceptable conduct – either by a student or a parent/guardian - includes, but is not limited to, the following:

- disrespectful behavior of any kind toward or about any staff, student, volunteer or parent
- insubordination
- fighting
- bomb scares or triggering other false alarms
- cheating or plagiarism
- use or possession of drugs or alcohol
- smoking
- stealing
- intimidation, harassment or threats of any kind
- possession of any weapon

These categories do not cover every possible situation. The school will determine which behavior is inappropriate. This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School. Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate. In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

## **27. HOME AND SCHOOL ASSOCIATION**

Please check the website for ongoing information about this important organization.

## **28. HOMEWORK**

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects. The following time per night is suggested for homework; this includes both written and study assignments:

Grades 1 and 2 - 30 minutes

Grades 3 and 4 - 60 minutes

Grades 5 and 6 - 90 minutes

Grades 7 and 8 - 120 minutes

The school realizes that students and subjects vary. The objective is not adherence to the time suggestions, but the extension of learning beyond class time. In the event of absence or suspension, all homework and missed assignments are to be made up. Efforts will be made to have the assignments on line for the convenience of families. Please check on line for daily as well as ongoing work.

## **29. HONORS MATH**

The Elementary Honors Mathematics Program is intended to meet the needs of those students who are capable of completing the prescribed curriculum in seven (7), instead of eight (8), years. The students in this program are identified in grade three (3), and begin formal instruction in grade four (4) through eight (8). The Algebra I course used by the secondary schools in the Archdiocese of Philadelphia is the eighth (8<sup>th</sup>) grade honors curriculum. The principle criteria for admission to this program, as stated in the Archdiocesan guidelines for the Elementary Honors Program, include:

- Cognitive Skills Quotient of 125 or above and Standardized test scores in mathematics and Reading, above the 90<sup>th</sup> percentile, and Consistent scores of 95 or better on Archdiocesan Level Evaluations.
- Periodic evaluation will be used to determine continued participation in this program.
- Students may not enter this program after grade four.

Participation in the Honors Math Program is contingent upon the approval of the Archdiocesan Mathematics Committee.

## **30. MEDICAL RECORDS**

The Commonwealth of Pennsylvania has mandated that all children entering the Kindergarten or First Grade present documented proof that the following immunizations have been received:

- Diphtheria, 4 doses Toxoid - one after the fourth birthday
- Tetanus, 4 doses Toxoid - one after fourth birthday
- Polio, 3 doses Trivalent Oral Vaccine
- Measles, 2 doses of vaccine
- Rubella, 2 doses of vaccine
- Mumps, 2 doses of vaccine
- Hepatitis B, 3 doses of vaccine
- Varivox (or documentation of live disease)

After the basic series of three Oral Polio Vaccine, Diphtheria and Tetanus, boosters are due between four and six years of age. This should be followed by a Diphtheria-Tetanus booster between 14 and 16 years of age with a subsequent booster every ten years. Please inform the school nurse, in writing, when boosters are given. Other immunizations may be required.

The state does not require Pertussis, Haemophilus influenza B (HIB) or Smallpox vaccination but parents should check with physician for current practices.

## **31. MEDICATIONS**

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it will be administered in the main office or nurse's office. Parents/guardians are required to sign a medication authorization form, which is available from the school. If the student must take medication at the school, prescription and non-

prescription over the counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily.

### **32. NURSE**

A registered nurse is provided by the public school district one half day a week. The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital. All students are screened yearly under the state-mandated program. Student physical examinations are required within one year of entrance into school and the sixth grade. Student dental examinations are required within one year of entrance into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis. If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

### **33. PARENTAL INVOLVEMENT**

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society. Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school physically fit, clean, and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the school in matters of activities, recreation, academics and discipline. Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings or the law.
- Taking an active role in the parent association.
- Having all forms of clearances on file with the parish – Criminal Check, Child Abuse Check and Safe Environment Training.

### **34. PEANUT AND NUT ALLERGY**

Please read the label of any food you intend to send into school for the class. The following treats are generally safe for children with peanut allergies. The following list applies to name brand items only. The generic equivalents frequently contain different ingredients, which sometimes includes peanuts or nut traces:

Plain Rice Crispy Treats  
Plain or Chocolate Oreo's  
Regular Ritz Crackers  
Most pretzels  
Plain Nilla Wafers  
Plain Hershey's Kisses  
Plain Peppermint Patties  
Junior Mints  
Twizzlers  
Marshmallows  
Fritos  
Triskits  
Smarties

Skittles  
Plain Hershey's Chocolate Bars  
Tootsie Rolls  
Most popcorn  
Fruit Rollups  
Fruit Gushers  
Goldfish – Pepperidge Farm  
Cheezits  
Nabisco Graham Crackers  
Doritos  
Soft pretzels  
Utz's Potato Chips (plain)  
Starburst

Two things should be noted here. First, of course, this is not a comprehensive list. Second, and most importantly, many of these manufacturers produce specialty lines for holidays, such as Christmas Kisses or Halloween Oreo's. Those specialty items are often *not safe* as they are contaminated with peanut traces.

### **35. PREPARATION FOR CLASS**

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will ultimately affect the student's effort grade on the report card. The daily performance of students is assessed by the teacher. Copybooks, worksheets and class participation are important indicators of overall effort. All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use copybooks as a drawing or scribbling pad.

### **36. PROGRESS REPORTS**

Learning not only cultivates intellectual skills, but also responsibility for one's actions; we will issue a progress report for any of the following reasons:

- Neglect of written homework
- Student not working to ability
- Failure to listen to and follow directions after repeated warnings
- Lack of responsibility in handing work in on time or failure to return a test paper signed by parent/guardian
- Absence work not made up after a reasonable amount of time
- Carelessly completed class work after explicit directions have been given by the teacher
- Carelessly written or incomplete homework assignments
- Doing homework in class
- Neglect of study homework

### **37. REGISTRATION**

Registration for students entering school for the first time is held in February. Participating Parish members are given preference.

## **Re-Registration**

Families wishing to return to school will be asked to re-register in January. A fee will be requested.

## **38. RETENTION**

Student progress is monitored throughout the school year. During the second trimester the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, the parent(s)/guardian(s) will receive an official notification which is to be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teacher.

## **39. REMEDIAL SERVICES**

### **MONTGOMERY COUNTY INTERMEDIATE UNIT**

#### **ACT 89 / TITLE I**

These programs provide remedial, corrective, or developmental reading skill reinforcement for the students. Students are considered for these programs based on their performance in the Terra Nova Test, Temple Informal Reading Inventory, and classroom teacher recommendation or parental request. These services are coordinated with the classroom teacher to maximize student reading, thinking, and learning potential.

#### **Speech and Language Services**

Speech and language services are provided by Act 89 through the Montgomery County Intermediate Unit. Children are selected to receive services when standards of sound production, fluency, language use, form, or content fall below normal standards for the child's age and ability. Referrals for evaluations are initiated by staff, parents / guardians or the children themselves. Evaluation and treatment are only provided following the consent of the parent / guardian.

#### **Math Services**

Remedial math services are provided by Act 89 through the Montgomery County Intermediate Unit. Students are considered for this program based upon classroom teacher recommendation, performance in the Terra Nova test, and informal diagnostic tests administered by the I.U. teacher. These services are coordinated with the classroom teacher to provide the maximum benefit for the student. Service is only provided following the consent of the parent / guardian.

#### **Counseling and Psychological Services**

The Commonwealth of Pennsylvania provides counseling and psychological services through the Montgomery County Intermediate Unit. The school counselor provides quality service to the St. Titus Parish School community by consulting with the school administration, faculty, and parents

/ guardians regarding individual students. Individual and group counseling is available to the students. The counselor recommends suitable referrals when needed. After appropriate consultation, individual students are eligible for educational and psychological testing. The school psychologist consults with the school administration, faculty and parents / guardians in order to prepare for the testing procedure. Following the testing, the school psychologist meets with the student's parents / guardians to review the complete report. After parental permission is secured, the school psychologist shares recommendations with the school administration and the faculty in order to provide the student with the assistance needed.

#### **40. REPORT CARDS**

Report cards are issued three times a year to students in Grades 2 through 8. Students in Grade 1 receive a Progress Report for the first report and report cards for the remaining two times. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- major testing (at least three tests in the major subjects)
- quizzes
- oral and written reports
- independent classroom work
- active participation in classroom lessons and activities
- class/individual projects

#### **41. SAFETY REGULATIONS**

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal unless a member of the school staff accompanies the student.
- No student may leave the school premises at any time without permission. Every student must stay within the established boundaries when outdoors for activities or recess.
- All visitors and volunteers must report to the school office.

#### **42. SMOKING**

The school premises are a smoke-free environment. No smoking is allowed in the school building or on the adjoining property.

#### **43. STUDENT RECORDS**

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/ guardian with legal custody.

#### **44. SUSPENSION**

Just, appropriate disciplinary policies are essential educational processes, which protect the common good of the school community. Suspension may lead to dismissal. The principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

Procedures for student suspensions:

- Infractions of a serious nature, as determined by the school.
- Parents / Guardians of the student will be informed in writing of the suspension as soon as practicable.
- Suspensions will be implemented [in-school or out of school] at the discretion of the principal.
- Following suspension, parents or guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- Where possible, a student will be referred to a counselor.
- Signed agreement of parents and a written report of the suspension will be filed in the student's record.
- Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records only will be made available to authorized school personnel and parents.

#### **45. STANDARDIZED TESTING**

The Terra Nova Test is administered each year to students. The results are communicated to parents and are utilized by the school for curriculum planning.

#### **46. STUDENT BOOKS AND MATERIALS**

Every student must carry his/her books to and from school in a suitable book bag. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number. The student and parents/guardians must pay for all lost or damaged schoolbooks in full. A charge will be made at the rate at which the books were purchased. Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation.

## **47. STUDENT RECOGNITION**

Grades 6-8 are eligible for honor awards if report card grades warrant recognition.

### **Level A Honors**

Average – 92 or higher

Individual grades – 89 or higher

Other report card assessments -  
satisfactory or higher

### **Level B Honors**

Average 86 or higher

Individual grades – 83 or higher

Other report card assessments –  
satisfactory of higher

Students “earn” grades and assessments. They are not “given” by school personnel. Grades cannot be arbitrarily adjusted.

## **48. TELEPHONE USE**

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with permission of the office staff. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason. If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school office when necessary, and they will be given to the appropriate teacher. Students are not permitted to use cell phones while school is in session.

### **Cellular Telephones/Pagers/Handheld Electronic Games**

Cellular telephones may be carried in a bookbag for emergency use. They may not be left in an “on” position and may not be used in the school building without the permission of an adult. The school is not responsible for replacement of lost phones.

Beepers and pagers are not permitted in the school.

Handheld electronic games may be used only at lunch recess and are the sole responsibility of the student. The school will not replace lost or stolen items.

Personal CD players, watchband electronic games and other items that may be distracting or disruptive to the learning environment are not permitted in the school. Any items of this nature will be confiscated.

## **49. TEST GRADES**

All tests are to be signed by parents/guardians and returned promptly.

## **50. TRANSFER**

If a student is transferring to another school, parents should contact the school office to obtain the official transfer form and also to sign a permission form for release of records. Records are not forwarded to another school until this form has been signed by a parent and all financial obligations have been met. School records will be forwarded to the child's new school upon request from that school.

Every change of address, phone number, or family name must be reported to the office as soon as possible. Up-to-date records are needed in case of an emergency.

## **51. VISITORS**

Visitors are welcome by appointment. To arrange for a visit contact the school office.

Parents coming to school to bring forgotten articles or to relay messages should come to the school office.

Classes may not be disturbed for these reasons.

All visitors must report to the school office and sign in the Visitor's Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building

## **52. VOLUNTEERS**

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student's families, which helps in building a strong learning community.

Safe Environment Certificates, Criminal Record checks and Child Abuse Clearances must be on record with the school office in order to volunteer in the school building or go on field trips.

## **53. WEBSITE**

Website inquires should be directed to Mrs. Rich, our website administrator.