

**2010-2011
PARENT-STUDENT
HANDBOOK**

**ST. GABRIEL OF THE SORROWFUL
VIRGIN SCHOOL**



**5200 GREENRIDGE DRIVE
PITTSBURGH, PA 15236
(412)-882-3353
MS. BARBARA SAWYER, PRINCIPAL**

Staff 2010 - 2011

Pastor: Reverend John R. Haney

Parochial Vicar: Father Ken Sparks

Principal: Ms. Barbara C. Sawyer

Teachers:

Kindergarten A – Miss Patricia Nelson

Kindergarten B – Mrs. Susan Zietak

Grade 1A – Mrs. Theresa Giltinan

Grade 1B – Mrs. Ruth O'Toole

Grade 2A – Mrs. Bridget Carozza

Grade 2B – Mrs. Cynthia Phillifent

Grade 3A – Mrs. Renee Skoff

Grade 3B – Mrs. Zuzanna O'Brien

Grade 4A – Mrs. Cheryl Kundrat

Grade 4B – Miss Laura Galiardi

Grade 5A – Mrs. Mary Ellen Tipping

Grade 5B – Miss Julie Joyce

Grade 6A – Mrs. Andrea Lattimer

Grade 6B – Mr. Douglas Nowicki

Grade 7A – Mrs. Marietta D'Alessandro

Grade 7B – Ms. Gina Baer

Grade 8A – Mrs. Christie Gray

Grade 8B – Ms. Lois Doerfler

Music – Mrs. Dane Ross

Computer Science – Miss Lyndsey Castner

Physical Education/Health – Mrs. Theresa Bekavac

Library – Mrs. Bernadette Reinmund

Spanish – Ms. Bonny Sutton

School Secretary – Mrs. Joan Byrne

School Nurse – Mrs. Maureen Dalton

Reading/Math Intermediate Unit Support – Mrs. Regina Sewall

Speech Intermediate Support – Mrs. Erin Lynch

School Counselor Intermediate Support – Mrs. Pam Harff

Instrumental Music Instructor – Mr. Thomas Booth

Psychological testing administered through the school district in
which the family resides

PHILOSOPHY OF ST. GABRIEL SCHOOL

The philosophy of education of St. Gabriel of the Sorrowful Virgin School is to develop the whole child without regard to race, color, creed, or national origin, Through love and understanding, we strive to develop a positive self-image and to provide opportunities for growth: spiritually, intellectually, morally, socially, culturally, and physically. Through successful positive experience, each child has the opportunity of becoming an informed, responsible citizen of State, Church, and God's Kingdom.

In cooperation with the parents, it is the school's privilege and responsibility to guide the child in the development of values. The Christian values of tolerance and respect are particular goals to be developed, not only individually, but as a school community. Opportunities are provided for the child to grow in understanding the need for friends, for acceptance, and for security and to accept the obligation of being all that one can become.

The school endeavors to impart a quality academic program with emphasis on basic skills, a variety of learning experiences, and problem-solving techniques. Academic excellence will enable the student to become an informed, responsible Catholic citizen.

At St. Gabriel of the Sorrowful Virgin School, clergy, administration, faculty, and parents work together on the four-fold purpose of Catholic education:

-to deliver the GOSPEL MESSAGE
-to give SERVICE
-to build COMMUNITY
-to WORSHIP

ADMISSION

Children who reach the age of five by September 1, will be admitted to Kindergarten unless there is definite evidence of inability to adjust to the school situation. All children coming into first grade must be six by September 1.

Registration: All registration takes place at the office. For all new students the following information is necessary at registration: Birth certificate, baptismal record, and immunization record. Registration occurs in February and the date is communicated in the church bulletin.

ATTENDANCE /TARDINESS

State Law requires that all children between the ages of eight and seventeen attend school regularly. Regular and punctual attendance is an important requisite for success in school and is directly related to the pupil's efficiency and achievement. The only excused absences according to the Pennsylvania School Code are as follows:

1. Illness of student
2. Death in the immediate family
3. Quarantine
4. All exceptional or urgent reasons that affect the child

The school office must be notified upon the absenteeism of a student. This should be done before 9:00 a.m. **A written excuse must be presented to the teacher upon the student's return from absence as well as when they are tardy.** Unexcused absences and chronic tardiness are considered truancy which carry serious consequences. **Public school truant officers will be notified to investigate chronic absence and tardiness. State law requires a Doctor's excuse whenever absence or tardiness exceeds 10 days.**

The school day begins at 8:25 a.m. with Morning Prayer. Students may be marked tardy if they arrive after 8:25 a.m. unless the delay in arrival is due to a busing situation. In that case, the office will be advised by the bus garage of the late arrival of any bus due to breakdowns or emergency traffic patterns. Students arriving late due to these circumstances will not be marked tardy or absent by the homeroom teacher.

Students may arrive **NO EARLIER** than 7:45 a.m. and must go directly to the gym. They will be supervised by a faculty member until 8:00 a.m. At that time, they are free to go to their classroom. **ST. GABRIEL'S SCHOOL DOES NOT HAVE A "BEFORE SCHOOL PROGRAM". THEREFORE, STUDENTS ARRIVING BEFORE 7:45 WILL HAVE NO ADULT SUPERVISION, AND THEIR SAFETY CANNOT BE ENSURED.**

BEHAVIOR CODE OF RESPONSIBILITY FOR STUDENTS

The St. Gabriel Code of Behavior is based on the belief that young people must learn to deal with one another and with adults in a manner consistent with Christian teaching. This means that everyone is entitled to respect and that one's behavior in

school should reflect our love of God, our neighbor, and ourselves.

IN CHURCH

Students are expected to actively participate in liturgical services by singing responses and hymns and by reciting prayers. Respect for the presence of God in the Tabernacle requires that students remain quiet before, during, and after services, and leave the church in silence.

BEHAVIOR CODE (continued)

IN GENERAL

1. Students will walk, not run, through corridors
2. Students will be quiet in the halls - limiting disruptions to other classes
3. Students will use proper language at all times.
4. Students will respect school property as well as the property of teachers and other students.
5. Students will not chew gum.
6. Students will not engage in hitting other students or other rough behavior.
7. Students will not bully, tease or taunt other students.

IN THE CLASSROOM

1. Students will maintain a respectful attitude toward teachers and classmates.
2. Students will follow the individual classroom rules of each teacher.
3. Students will be responsible for submitting all assignments neatly and on time.

IN THE CAFETERIA

Students will practice the following good manners:

1. Speak in a normal tone.
2. Use utensils properly. Use napkins.
3. Practice good manners and acceptable social behavior in keeping with a pleasant atmosphere in the cafeteria.
4. Avoid wastefulness.
5. For safety, all students are to remain seated in assigned area until dismissal.
6. Clean up personal space on the tables and on the floor.

AT ASSEMBLIES

1. Students will maintain a respectful silence when others are speaking or performing .

ON THE BUS

1. Students will walk when boarding or leaving the bus.
2. Students must remain seated at all times on the bus.
3. Profanity is unacceptable.
4. Due respect is to be given to the driver, and other bus riders.
5. Undue noise and rowdiness are unacceptable.

Please note, that public school districts have a policy that states: STUDENTS MUST RIDE ONLY THEIR ASSIGNED BUS. CHILDREN MAY NEVER USE AN ALTERNATE BUS TO GET HOME EARLIER OR TO VISIT FRIENDS.

BEHAVIOR CODE (continued)

ON THE PLAYGROUND

1. Students will respect the authority of the playground supervisors.
2. **Students are to remain in designated areas during recess time.**
3. Students must line-up in silence once the bell rings to end recess.
4. Students must remain silent when re-entering the building from the playground. Other students in school are having classes at this time.
5. Return equipment to designated areas.

COMMUNICATIONS

OFFICE NEWSLETTER/CALENDAR: A monthly newsletter and calendar are published and sent home with the children in order to facilitate communication and keep parents abreast of the happenings at school.

NOTICES: Often notices and forms are sent home with students. It is suggested that parents check with their child about such notices, which may be forgotten in school bags, lockers or desks.

OFFICE CALLS: Parents are free to call the school office for clarification of information as the need arises. The school phone number is (412)882-3353. **WE ASK THAT YOU REFRAIN FROM CALLING THE OFFICE BETWEEN 8:20a.m. AND 8:35a.m. SO THAT MORNING PRAYERS AND ANNOUNCEMENTS CAN BE MADE OVER THE P.A. SYSTEM WITHOUT INTERRUPTION.**

TEACHER CONTACT:

1. All parents and visitors to the school must report to the office. No one is permitted to interrupt a class. **VISITORS/PARENTS ARE NOT TO DISTURB THE TEACHERS BEFORE, DURING, OR AFTER CLASS WITHOUT AN APPOINTMENT.** Teachers do have responsibilities at those times and cannot be distracted from their attention to the children. Appointments with teachers should be scheduled through the office.
2. **ANY MESSAGES OR PACKAGES ARE TO BE DELIVERED TO THE OFFICE.** This includes forgotten homework assignments and lunches.
3. **FOR THE SAFETY OF YOUR CHILDREN, YOU ARE REQUIRED TO STOP AT THE OFFICE FOR A VISITOR'S PASS IF YOU COME TO THE**

BUILDING FOR ANY PURPOSE.

- 4. TEACHERS ARE NEVER TO BE CONTACTED AT THEIR PRIVATE RESIDENCES.**

DISMISSAL PROCEDURES: All students are to remain in the classroom until dismissal procedures are announced on the P.A. system. **PARENTS ARE NOT PERMITTED TO GO TO CLASSROOMS AT DISMISSAL TIMES.** We ask that parents remain in the foyer until dismissal is completed at 3:00 p.m. before attempting to use stairways to visit the office, teachers, or classrooms. **ALL AFTER-SCHOOL ACTIVITIES MUST COMMENCE ONLY AFTER DISMISSAL HAS BEEN COMPLETED BY 3:00.**

ALL CARS LEAVING THE DRIVEWAY MUST TURN LEFT TO AVOID BUS INTERFERENCE ON GREENRIDGE DRIVE. PASSING BUSES THAT ARE UNLOADING/LOADING CHILDREN AND HAVE THEIR RED LIGHTS AND STOP SIGN OUT WILL RESULT IN TRAFFIC CITATIONS BY THE WHITEHALL POLICE.

TO ALLEVIATE THIS PROBLEM, PLEASE TURN LEFT AT THE BOTTOM OF THE DRIVEWAY BOTH IN THE MORNING AFTER DROPPING OFF YOUR CHILDREN AND IN THE AFTERNOON WHEN PICKING UP CAR RIDERS. YOU THEN WILL ELIMINATE MEETING THE BUSES ON GREENRIDGE DRIVE.

DISCIPLINE

Discipline can be defined as control over one's behavior in order to promote learning for all. Self-discipline is important so that the rights of other students to participate in educational programs are not impaired. Good discipline should protect and nurture the physical, social, mental and emotional growth of all students.

Discipline implies self-control. Self-control is learned and chosen. Each person must eventually learn to assume responsibility for his own growth and development. Teachers strive to develop in students an intrinsic discipline which allows the individual to move toward goals which he/she honestly view as important. Hopefully, students will gain the skills to act responsibly in all situations.

NO STUDENT'S LEARNING SHOULD BE INFRINGED UPON BY ANOTHER STUDENT'S ACTIONS.

SERIOUS INFRACTIONS

- Fighting- inflicting bodily harm to another student.
- Vandalism - disfiguring or damaging school property
- Stealing - taking any school equipment or any student's personal property without permission
- Possession and/or use of cigarettes, drugs, including alcohol
- Possession and/or use of any harmful instrument or other contraband

Suspension of Students (Article 550.02 in Diocesan Policy Handbook)

A student may be temporarily suspended by the principal for a serious infraction of school regulations or for repeated detentions. The length of suspensions should be from one to ten days. All suspensions become effective only after the principal meets with the parents and the parents receive a Notice of Suspension. However, no prior notice is needed if health, safety or welfare of the school community is threatened. The original Notice of Suspension is kept on file in the Principal's office and a copy is given to the parents. This document will not only explain why the student was suspended but will also contain an agreement between the student, parents, and the principal describing the student's future cooperation in a program designed to resolve the student's problems. Student may be given in-school suspension as a warning. If infractions continue, out-of-school suspension will be enforced.

Expulsion of Students (Article 550.03 in Diocesan Policy Handbook)

An expulsion may be necessary for persistent and willful disregard of school rules and regulations. The following examples are illustrative but not exhaustive: chronic undesirable conduct detrimental to the physical and/or moral well-being of self or other students, continued malicious disobedience or disrespect for school authority, continued refusal by parents and/or student to comply with school policies.

An expulsion may also be necessary for a single serious incident, event or situation involving disregard for or a clear violation of school rule or regulation. The following examples are illustrative but not exhaustive:

1. Selling or using drugs or alcohol
2. Violation of the weapons policy
3. Physical abuse of other students or staff
4. Indecent behavior
5. Arson
6. Theft

Non-Violence Policy

Verbal abuse leads to physical reactions such as hitting, pushing, punching_etc. This behavior, whether it is physical abuse or verbal abuse, is contrary to the Catholic Philosophy of St. Gabriel School. Horseplay or pretend fighting is a potential for someone to be hurt. There are no degrees for this type of behavior due to the potential for harm. It is the responsibility of the administration to provide as safe an environment as possible for all students. Therefore the following directives will be enforced in the school.

If a child experiences continual harassment and is attacked, verbally or physically by another student, it is the responsibility of the attacked student to seek adult help and not engage in the fight. It is the student's duty to remove himself/herself from the situation and seek adult help. The moment he/she reacts, it becomes a fight, and it is against school policy. At this point, all parties will be penalized. All threats will be taken seriously and may result in detention, suspension, and/or expulsion.

No Bullying Policy

The Diocese of Pittsburgh has adopted a zero tolerance policy regarding students who bully other students. Teachers and administrators have attended diocesan directed in-service sessions to gain information in identifying and dealing with students who persist in participating in bullying tactics against their fellow students.

Bullying most often occurs when teachers/administrators are not present, such as in the cafeteria, on the playground, or on school buses. Also, cyber-bullying takes place on computers at home or by means of cell phones. Students witnessing bullying incidents, as well as students who are victims of bullying, are expected to report such incidents to a responsible adult or school personnel.

Our behavior policy promoting student responsibility encompasses student training on avoidance of bullying behavior. Each bullying episode will be dealt with on an individual basis by teachers and administration. Parents will be notified and actions will follow. In extreme cases, the Pastor, principal, teachers, and parents of students engaged in bullying will be asked to attend meetings to deal with the consequences of bullying episodes.

Weapons Policy (Diocesan Policy Handbook)

Any person carrying a weapon onto school property, including, but not limited to, the school building, outdoor facilities, vehicle used to transport students, or to any school related activities, poses a clear and present danger to other students and staff.. For the purpose of this policy, a weapon is defined to be a gun, knife or any other article, which could be used to cause injury. Such a person in possession of a weapon violates 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 will be called.
3. The student will be expelled.

DISMISSALS

Those students changing their means of getting home, including buses, walkers or car riders, must have a written note from a parent or guardian. This note should be addressed to the child's homeroom teacher, who in turn, sends the request to the office.

CAR RIDERS

In the morning, car riders must be in the classroom by 8:20 a.m. At dismissal all car riders will be picked up at the Gym Door using the Curb Lane. Parents must remain in their car for the safety of the children and the convenience of other parents.

PARENTS OF CAR RIDERS MUST TURN LEFT AT THE BOTTOM OF THE DRIVEWAY TO AVOID PASSING SCHOOL BUSES ON GREENRIDGE DR. THAT

CAN RESULT IN A TRAFFIC VIOLATION/CITATION FROM AREA POLICE.

BUS RIDERS

Students who move within the parish territory must request a bus transportation change by contacting our office. The secretary in turn will contact the school district serving your child. Only after all necessary forms have been approved can the change take place. **Students must ride only the bus to which they have been assigned. The bus driver can refuse to honor parent requests without official bus transportation change forms filed with transportation offices in the various school districts serving our school.**

EARLY DISMISSAL

Unless the reason is urgent, parents should refrain from requesting an early dismissal. Requests for early dismissal must be in writing, signed by a parent and delivered to the office in the morning before the first period. A TELEPHONE CALL IS NOT SUFFICIENT TO SECURE THE EARLY DISMISSAL OF A CHILD. If at all possible, medical and dental appointments should be scheduled at times other than during school hours. Early dismissal students must be picked-up at the school office by the parent or other appointed adult. A pupil will be allowed to leave the school grounds with a person other than the parent ONLY if written permission and identification have been supplied by the parent or guardian.

EMERGENCY CONTACT

It is essential that we have both a home and a work telephone number and an emergency phone number to reach a responsible adult for each child. An answering machine cannot help us help your child in an emergency. **Emergency cards need to be updated whenever a change in phone number or address occurs. New emergency cards may be obtained from the school office.**

EMERGENCY CLOSINGS

In the event of snow or other inclement weather, St. Gabriel School shall follow the action of the Baldwin-Whitehall District in determining dismissal, delayed openings or school cancellations. TUNE IN TO KDKA RADIO AND TV, WTAE, AND WPXI TV FOR ANNOUNCEMENTS OF SCHOOL DELAYS, CLOSINGS, AND EARLY DISMISSALS. YOU CAN ALSO OBTAIN THIS INFORMATION ON THE VARIOUS STATION WEBSITES, AS WELL AS OUR SCHOOL WEBSITE: (www.ourschool.stgabespgh.org) PLEASE DO NOT CALL THE SCHOOL.

DRESS CODE

**ALL UNIFORMS MUST BE PURCHASED AT SCHOOLBELLES,
OUR UNIFORM SUPPLIER.**

All uniforms should be clean, neat and properly fitted. It is expected that students come to school in full uniform each day. Parents will be called to bring the proper uniform to their child if they are in violation.

BOYS: Uniform (Schoolbelles)

White, short or long-sleeve shirt

Green tie with emblem (Grades 1 - 8)

Navy or khaki pants. Belts must be worn.

Sweater vests, V-neck, and crew neck in navy, green, or khaki may be worn.

Sweatshirts can be worn only over uniforms on cold days, and must be the uniform St. Gabriel crested sweatshirt. **NO HOODIES ARE PERMITTED TO BE WORN IN CLASS.**

Tennis shoes, white socks; dress shoes may be worn. **No flip/flops are permitted with uniforms or on Dress Down Days.**

Hair must be neatly trimmed so that it does not touch the shirt collar.

Boys are not to wear earrings, necklaces/chains, or hats in the school or cafeteria.

GIRLS: Uniform (Schoolbelles)

Grades K – 4: Jumper, Skort, Split-skirt, Slacks

Grade 5 – 8: Skort, Split-skirt, Pleated Skirt, Slacks

White, short or long -sleeve tailored uniform blouses

Skirts or skorts must conform to a modest length of no more than three inches above the knee.

Sweater options - Sleeveless vest, V -neck, and crew necks in navy, green or khaki; sweatshirts must be St. Gabriel crested and worn only over blouses and shirts. **NO HOODIES ARE PERMITTED TO BE WORN IN CLASS.**

Tennis shoes, socks, tights; dress shoes may be worn. **No flip/flops or backless shoes are permitted with uniforms or on Dress Down Days.**

Girls are permitted to wear simple, small (one inch) hoop earrings, but not elaborate dangle earrings.

Hair adornments cannot be a distraction to the student or others. Girls may not wear elaborate necklaces or hair bands around their necks.

Make-up should be avoided.

SUMMER UNIFORM (Schoolbelles):

Optional, and will be acceptable from the first day of school through October 31st and from April 1st through the last day of school. **UNIFORMS MUST BE PURCHASED FROM THE SCHOOLBELLES STORE.**

DRESS CODE (continued)

BOYS AND GIRLS:

Navy or khaki shorts, short sleeve white logo polo shirt. **Uniform shorts are not to be hemmed.** They are walking shorts and intended to be a longer length. Dress shoes, socks, and tennis shoes are optional every day. **Flip flops are never an option, nor are backless shoes.**

The summer uniform is optional during designated months, from the first day of school until October 31st, and from April 1st until the last day of school. The standard uniform is accepted year round. With regard to all uniforms, blouses, shirts, and polo shirts need to be neatly tucked into slacks, skirts, culottes, or shorts. **Boys' undergarments are never to be displayed above shorts or slacks. BELTS MUST BE WORN WITH SHORTS OR SLACKS.**

DRESS DOWN DAYS:

Occasionally, students will be permitted to wear jeans or dress down from their usual uniform. **ON EARLY DISMISSAL DAYS, OTHER THAN THE FIRST 2 DAYS OF THE SCHOOL YEAR, STUDENTS WILL GENERALLY BE PERMITTED TO DRESS IN CASUAL BUT REASONABLE AND MODEST ATTIRE.** Short shorts are never worn by either boys or girls on dress down days.

On some designated days, students will be asked to contribute \$1.00 for a missionary or charitable effort. Students will be given ample notice prior to these "Dollar Dress Down Days". **On one designated day each month, students will participate in a Computer Lab Dress Down Day for a \$2.00 donation to help defray the computer lease cost.**

OUTDOOR RECESS

Please be advised that when weather is appropriate students will go outside for recess. Make sure they are warmly dressed for the day's forecast.

PHYSICAL EDUCATION CLASSES

All students participate in weekly gym classes, which follow the Diocesan Physical Education Curriculum Guidelines. **Attendance is mandatory unless a written excuse from the parents or a doctor is presented.**

GYM ATTIRE

Grades 1 - 8

Only regulation uniform gym shorts and T-shirt

Athletic shoes and white socks

Gym uniform is mandatory at every gym period; otherwise, the student's grade could be affected.

HOMEWORK

Students are expected to do a reasonable amount of home study, and it is the responsibility of the parents to supervise this work. Students are responsible for making up work and tests missed during an absence.

LIBRARY

Each student in grades K - 5 will spend one period per week in the school library. During this time books may be taken out or returned. If a student needs to use the library time for other schoolwork, permission may be obtained from the teacher assigning the work and the librarian.

Books must always be checked out before being removed from the library, and must be returned in the same condition in which they were checked out. A fine of \$0.05 is charged for every day that a book is overdue. Students must pay for lost or damaged books. If books are not returned by the end of the school year, or restitution is not made for lost or damaged books, his/her report card will be withheld until settlement is made. Students are expected to behave in a courteous and respectful manner and use their library time wisely.

LITURGY

All students participate in the celebration of the Mass throughout the school year. On Holy Days of Obligation, students will attend Mass as a group. In addition, students have the opportunity to receive the Sacrament of Reconciliation, to participate in the Stations of the Cross during Lent, and to experience other para-liturgical services during the school year.

LOST AND FOUND

All personal items should be marked with student's name; this includes all articles of clothing. Students must be responsible for their own property. Lost textbooks and workbooks will be replaced and the cost charged to the parents.

MEDICATION POLICY

In accordance with Diocesan School Policy, No. 560.07, of the Diocesan School Handbook, medication should be given at home, and physicians should be asked to change the schedule for the administration of medication so that it can be given before or after school hours.

In keeping with the volume of activity in the school office, servicing many students and staff members, it has become necessary to change our former policy regarding the administering of medication to students. We have decided to prohibit the distribution of medication to students by school personnel.

In order to avoid potential liability for the school and school personnel, this policy is effective immediately.

If an emergency situation should arise, and the medication of your child must take place during school hours, you are welcome to come to school and administer your child's medication in the privacy of our school office health room. You may elect to designate another family member, such as a close relative, to medicate your child. However, at no time may you request that a member of our staff do so. This is a practice that will prevent mistakes that could prove potentially dangerous for students as well as for the school and our personnel.

You may send epi-pens and asthma inhalers with your child provided they are in a prescription box with your child's name displayed prominently on the prescription label. We will then store them in the office making them available to your child when needed. Cough drops are permitted to be taken in the classroom provided the student has written permission from a parent. In the case of very young kindergarten children who cannot administer their own epi-pen, arrangements must be made with the principal to have a faculty member act in place of the parents. Parents need to call the office for an appointment with the principal to make these arrangements.

These guidelines are based on the following Pennsylvania Department of Health, "Guide for School Nursing Services in Pennsylvania" which states "medication should be given by school nurses only as prescribed by a physician." A legal opinion of the Pennsylvania Department of Justice states, "Except in truly emergency situations, teachers may not administer individually prescribed medications."

PARENT TEACHER GUILD (PTG)

The St. Gabriel School PTG is an organization which provides opportunities for parents and teachers to work together to enhance their children's learning. It also gives parents a chance to be more personally involved in the activities of the school. The PTG holds one general meeting during the year. Parents are encouraged to join this supportive organization.

PERSONAL POSSESSIONS

Students may not bring any articles to school which are distracting to the learning process and/or expensive to replace, (i.e., radios, tape players, Walkman players,

tapes, C.D. players, CDs, game boys, any electronic devices, dolls, expensive toys, sports caps.) These items will be confiscated and returned to the student at the conclusion of the school day to be taken home.

CELL PHONES ARE NOT PERMITTED TO BE IN USE BETWEEN 8:00 A.M. - 3:00 P.M. CELL PHONES ARE MAJOR DISTRACTIONS TO THE LEARNING PROCESS. If students require a cell phone for after-school activities, it should be kept with the homeroom teacher or in the child's bookbag for safety purposes, but never with the students during class or at lunch/recess. Students found using cell phones during class time must relinquish them to the teacher and then to the principal's office until after school hours. Cell phones that are taken from students will be kept in the office safe to be claimed by the child's parent during the next school day. Repeated abuse will result in further punitive consequences, including detention or suspension.

PETS

Pets are not permitted in the school or on school grounds. Some children as well as teachers have allergic reactions to pets.

PROGRESS REPORTS

Report cards are issued four times a year: November, January, April and June. Parent-Teacher conferences are held with the first, second, and third report cards (the third conference is optional). Teachers are also available for individual conferences when the need arises. Interim reports are sent home for students in grades 5 - 8 who are not achieving successfully.

RECESS

All students will go outdoors for recess, except during inclement weather. Therefore, students should dress appropriately for outdoor recreation. When recess is being held outdoors, NO ONE is permitted in the classrooms unless they are accompanied by a teacher. The following rules are to be observed:

- 1. STUDENTS ARE TO SHOW RESPECT FOR ALL PLAYGROUND AND LUNCHROOM MONITORS.**
2. Students are to show respect for each other and the property of others at all times.
3. Students will follow directions the first time they are given.
4. Students will play only on the blacktop or parking lot. **(The window wells, ramp, grass area, flag area, dumpster and fences are off limits.)**
5. Students are only permitted in the building with permission of the playground supervisor.
6. Students are to remain in their designated play area.
7. There is to be no rough behavior - one whistle is the signal to stop all inappropriate behavior.
8. At first bell, students are to freeze.
9. At second bell, students are to walk to designated line-up area and follow their teachers into the school in a quiet and orderly fashion.

Consequences:

First Offense - Warning given; Second Offense - Student will be benched for the remainder of recess and reported to the Principal's office. Repeated offenses will result in the student remaining under supervision in the cafeteria for an extended period of days, losing recess privileges.

SCHOOL LUNCH PROGRAM

St. Gabriel School participates in the National School Lunch Program which requires that lunches meeting specific nutrient requirements be served every day. Students buying lunches can pay for a full week of lunches on the last day of the week. Parents should place lunch money in a sealed envelope marked with the student's name, room number and the dollar amount. The cost is \$10.00 for five lunches. Parents will be notified of any change in the cost from one year to the next. Tickets will not be issued. We have established a roster system to eliminate lost tickets and to move students more quickly through the lunch line. Milk is sold separately for those who carry their lunches. Ice cream and cookies are sold alternately. On Monday, Wednesday, and Friday students can purchase 2 cookies. On Tuesday and Thursday, students can purchase 1 ice cream treat. We have limited consumption of sugar in accordance with the state wellness policies governing our National School Lunch Program.. Nutritional Guidelines require that cookies and ice cream treats are in compliance with low fat, low sugar content.

SPORTING EVENTS

St. Gabriel School provides boys the opportunity to participate in basketball, volleyball, and cross-country running. Girls can choose to participate in basketball, volleyball, cross-country, and cheerleading. A temporary suspension from the athletic program will be given to any student who cannot follow school policy and regulations. Any student who demonstrates an inability to follow school regulations even after a suspension, will be dismissed from the athletic program. ANY STUDENT ABSENT FROM SCHOOL CANNOT PARTICIPATE IN SPORTS THAT DAY. Students will lose temporary eligibility for academic lapses as well as serious disciplinary infractions.

STUDENT RESPONSIBILITY

Each student is responsible for being on time and thoroughly prepared with materials and assignments for each class. The student is responsible for bringing books, homework, lunches, and gym clothing to school. Permission to make telephone calls for such items will not be granted. If lunches are brought to school, they should be left at the office where students may pick them up during their regular lunch period. Books must be kept clean and neat. All students must have book bags, however, backpacks will not be used to carry books from one class to another in school. We are sensitive to the weight of textbooks and recommend that students take only necessary

supplies along with books for homework. Book bags that can be hand carried instead of backpacks are preferable.

SUPPORT SERVICES

St. Gabriel School provides the following services:

- Remedial reading and math specialists from the Allegheny Intermediate Unit
- Speech and Language support from the Allegheny Intermediate Unit
- Guidance Counselor from the Allegheny Intermediate Unit - one day per week
- Nurse - one day per week from Baldwin/Whitehall School District
- Dentist - yearly check-up
- School Physician
- Student Assistance Program
- Educational Support Groups

TARDINESS

A child who is not present in the classroom by 8:25 a.m. is considered to be tardy. To gain admission to a class, a tardy student must report to the office with a note of explanation from the parents. Chronic tardiness will result in the public school truant officer investigating.

TELEPHONE

The office telephone is a school phone. Permission for students to use the phone must be given by the principal. The telephones in the cafeteria and the Teachers' room are not to be used by students. Please be reasonable with phone requests. Avoid mundane reasons for telephone messages to be given to your child. Remember, there are many students in our school. Unless it is urgent, parents are asked to refrain from calling school for trivial reasons.

Cell Phones:

- **Cell phones are for emergency purposes only.**
- **Cell phones must remain in book bags and turned "off".**
- **If a student is found to have a cell phone in class, or on his/her person, the phone will be confiscated and a parent must come to school to retrieve it.**
- **Repeated cell phone infractions will result in the banning of the cell phone from school property.**

TESTING

Kindergarten: Scholastic School Readiness Test is administered in spring for admission to Grade 1

Grades 2 - 8: Standardized Testing - Terra Nova CTB McGraw - Hill administered in the spring

Grades 2 - 8: Cognitive Abilities Tests administered in the spring

All Grades: Formal and informal testing administered throughout the year

TREATS, BIRTHDAYS

St. Gabriel School has adopted a “no treat” policy regarding birthdays and holidays. With the growing incidence of food allergies among children, and the increase in childhood diabetes and obesity, we feel it is our obligation to help safeguard the health of all children in our school. The traditional “Dress Down for Birthdays” will continue, but please do not send in any food treats to your child’s class. Treats will not be distributed. Also, do not purchase ice cream or cookies from our cafeteria for your child’s class as a birthday treat. We cannot risk giving other children treats that could cause any physical reaction to food additives.

This policy will include holiday parties, which also must remain treat-free. Those parents in charge of classroom holiday parties will work with the teachers to plan games, crafts, movies, or activities that celebrate the various holidays without food treats.

VACATIONS

We encourage parents to plan vacations during school breaks, at Christmas, Easter and during the summer months. When a child is not attending school during the school year due to a vacation trip, the parents/students are responsible for the educational or instructional work that has been missed.

Please keep in mind that standardized testing is an important measure of your child’s progress and ability. Results are used to determine remediation and enrichment for your child. Also, these results are forwarded if your child transfers or when he/she goes on to high school. **THEREFORE, IT IS VERY IMPORTANT FOR YOUR CHILD TO BE IN ATTENDANCE WHEN THESE TESTS ARE ADMINISTERED IN THE SPRING OF THE YEAR.**

Catholic School Parent's Memorandum of Understanding

Dear Parents/Guardians,

Thank you for enrolling your children at St. Gabriel School for the 2010-2011 school year. We are pleased that you will be an important part of the life of our parish and school community throughout the school year.

As we prepare for the new school year, I am writing to remind you of the primary reason for our existence as a Catholic school in the Diocese of Pittsburgh. As a Catholic school, our primary purpose is to form students in the values of Jesus Christ and the teaching of the Catholic Church. While we maintain an outstanding academic program and a number of extra-curricular and athletic activities, we have the responsibility to make certain that Catholic values and moral integrity permeate every facet of our school's programs. In full partnership with you and your family, we are committed to upholding these principles which underlie our presence in the community as a Catholic school.

As has been the practice for several years, you will receive for every child in your family attending our school the Catholic School Parent's Memorandum of Understanding. You are required to complete and sign one form for each of your enrolled children and return it to your child's/children's homeroom teacher as soon as possible. The forms will then be forwarded to the school office to be kept on file as a pledge of your support for the Catholic identity and mission of our school.

Thank you for giving us the opportunity to help you educate your child(ren) spiritually, academically, emotionally, and physically.

Sincerely,

Barbara Sawyer, Principal

Thank you for taking the time to review the Parent/Student Handbook of policies and procedures for St. Gabriel of the Sorrowful Virgin School. These policies have been written and reviewed by the faculty and administration.

Handbooks are issued, one to a family, and can be found online at our website. After reading the handbook and going over the contents with your child(ren), kindly sign the sheet below and detach. Please return the signed portion to your child's/children's homeroom teacher. If you have more than one child in our school, the signed sheet should be returned to the homeroom teacher of your oldest child.

If you have any questions concerning any of the policies or procedures contained in the handbook, please call the school office for clarification.

Detach, fill out, and return to your oldest/only child's teacher within the week. Thank you.

I have read and understand the policies and procedures contained in the Parent/Student Handbook.

I have listed the name(s) of my child(ren) below, along with their homeroom.

<u>Student</u>	<u>Homeroom</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Parent/Guardian Signature)

(Date)