

2023-2024

# Parent-Student Handbook



[www.sistertheabowman.org](http://www.sistertheabowman.org)



## **FAITH - ACADEMICS - SERVICE**

### **Mission**

Sister Thea Bowman Catholic Academy, being an authentically Catholic, Christ-centered institution, is rooted in African-American Catholic spirituality. Serving the diversity of God's children, their families and in relationship with the community, we aim for students to reach their full potential spiritually, culturally, and academically. The mission is to provide a stimulating climate of academic excellence with high expectations for student achievement in order to prepare them to be leaders in a diverse and global community.

### **Vision**

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

### **Philosophy**

Sister Thea Bowman Catholic Academy is a community of faith-based professionals, parents, students, and support personnel dedicated to reinforcing Catholic values and educating children. We strive to develop the whole person and treat each child with dignity and respect. Our aim is to instill Catholic values so that the children will love and respect themselves and others. Sister Thea Bowman Catholic exists as a welcoming environment providing a value-based education and serving the community. Our goal is to provide a quality education for all students and build a community of caring individuals who will become lifelong learners and leaders.



## FAITH - ACADEMICS - SERVICE

### **Belief Statements**

We believe that:

- Awareness of one's cultural heritage is critical to social development and identity formation.
- Acts of service develop a sense of responsibility for others and an appreciation of the diversity of the world.
- A quality education is the shared responsibility of a community; beginning with students and continuing with families, educators, school counselors, parishes, the Diocese, and community – with which we partner.
- Effective education develops the whole person – spiritually, intellectually, emotionally, socially, and physically.
- A child's self-esteem is directly related to his or her success.
- Recognition, appreciation, and affirmation of cultural diversity are essential for educating children and for developing educational policies and programs.
- Education, knowledge, and leadership development occur inside and outside the classroom.
- We believe that the Mission and Belief Statements must be communicated in all school resources.



## FAITH - ACADEMICS - SERVICE

### Profile of Graduates

STBCA Graduates:

- Are lifelong learners.
- Provide to those in need.
- Respect others.
  
- Live a life that reflects what God represents to a Christian.
- Value Catholic education.
- Have an appreciation for all cultures, especially African-American heritage and its contributions to society.
- Implement learned decision-making skills.
- Are effective and innovative users of technology.
- Make choices that promote health and safety for self and others.
- Are proud members of the Sister Thea Bowman Catholic Academy community.



## **FAITH - ACADEMICS - SERVICE**

### **Non-Discrimination Policy**

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

### **Middle States Accreditation**

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

The Middle States Evaluation is an ongoing process requiring the submission of updated plans every three years. After seven years the school is re-evaluated for continued accreditation. We were re-accredited in October 2013.



FAITH - ACADEMICS - SERVICE

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# DAILY PRACTICES AND POLICIES

## ADMISSION/ENROLLMENT

Sister Thea Bowman Catholic Academy is dedicated to educating students of all faiths in a Catholic, Christ-centered environment.

We are united by our Christian values of respect, concern, care, compassion and forgiveness. All families who identify with these values are invited to enroll in our school.

Sr. Thea Bowman Catholic Academy has the following additional admissions policies and procedures:

- A. Students are accepted without regard to race, color, or national or ethnic origins. Children of all faiths are welcomed and expected to share in religious education.
- B. Priority enrollment for current STBCA students and their siblings.
- C. Pennsylvania state guidelines for age and grade level will be followed in the admissions process.
- D. An age-appropriate development and/or educational assessment by the principal and/or faculty may be given to students entering the school. This assessment assists in the placement of a child. Admission requirements may include but are not limited to: review of previous school records, standardized tests, a meeting with the STBCA Administrative Team, a school tour, and classroom visitation (shadowing).
- E. As a private school, the teaching-learning environment may not be designed to accommodate the needs of all children. The admission process facilitates determining if STBCA can provide a suitable educational program for the child seeking admission.
- F. Class size is guided by enrollment and determined by the Principal. When a class is at capacity, all waiting list requests will continue to be considered by application date for future admission.
- G. All students transferring to Sister Thea Bowman Catholic Academy are accepted conditionally, even

## ADMISSION/ ENROLLMENT



though all requirements have been met. If a student demonstrates the inability to adjust, either academically or behaviorally, to STBCA, or if the parent/guardian demonstrates an unwillingness to support the philosophy and policies of STBCA, administration reserves the right to dismiss the child.

H. Once a child leaves Sister Thea Bowman Catholic Academy before completion of the 8<sup>th</sup> grade, he or she will not be re-admitted. Exceptions may be made if a student has moved out of Allegheny County or had financial difficulties that have been resolved.

I. Families who consistently do not adhere to or who ignore policies of absenteeism and tardiness will be dismissed.

## REGISTRATION

- \$50 Non-refundable registration fee
- Completed Registration Form
- Copy of child's birth certificate
- Copy of child's current immunizations
- Copy of child's proof of lead testing

## SCHOOL HOURS

**Office Hours**      Monday-Thursday 7:30 a.m. – 3:30 p.m.  
Friday                      7:30 a.m. – 3:00 p.m.

## ARRIVAL/DISMISSAL

### Kindergarten thru 8<sup>th</sup> Grade

Student Arrival      7:30 a.m. – for breakfast at school  
8:00 a.m. – without breakfast at school  
8:10 a.m. – TARDY

Dismissal              2:45 p.m. – 3:00 p.m.  
Extended Day        3:00 p.m. – 6:00 p.m.

## ADMISSION/ ENROLLMENT

## REGISTRATION

## SCHOOL HOURS

## ARRIVAL/ DISMISSAL

**School supervision is not provided before 7:30 a.m. or after 3:00 p.m.,** except for students who attend the Extended Day Program or who are involved in after-school activities under the supervision of a staff member.

**Students who are not picked up by 3:00 p.m., or within 15 minutes of the end of an after-school activity, will be sent to the Extended Day Program at the parent's expense.**

Please understand that the safety and security of our students is our first priority, therefore we request that parents and family members please observe the following:

- No cars are to enter the parking lot during arrival or at dismissal.
- Parents are not permitted to escort their child to class at any time during the day.
- Parents/Visitors may visit the classroom floors only by appointment and after stopping at the main office to sign in and obtain a Visitor's Pass.
- Parents and family members should not attempt unscheduled conferences with staff at arrival or dismissal. Parents or Family members wishing to speak with a staff member should schedule a conference with the staff member at a mutually convenient time.

## TRANSPORTATION

It is important that the school know the ordinary means by which each child arrives and departs daily.

Students who have a **temporary** change in transportation should provide a note to their homeroom teacher as early as possible prior to the date of the change in transportation or the morning of the change in transportation. **The request should specify the date, name of whomever will be picking up the student, and must be signed by a parent or guardian.** If the person picking up is not on the student's transportation agreement form, they will need to show a photo ID to staff before the student will be permitted to leave. If the person picking up does not have a photo ID, the student will be held until a parent or guardian can be contacted.

Parents also have the option of calling the main office by 2:00 PM on the afternoon of a temporary change in transportation

## ARRIVAL/ DISMISSAL

## TRANSPORTATION

to notify the school of a change. Please provide the name and phone number of the person who will be picking up your child.

Students who need a permanent change in transportation will need to have a new transportation agreement form completed and turned in to the administrative office prior to the date of the change in transportation.

### **CAR RIDERS**

Students who are dropped off at school by car must enter the building through the main entrance. The church courtyard entrance is closed from 7:30 – 8:30 AM for safety reasons, as there are no adults monitoring the courtyard area between the church and STBCA.

Students who either walk or are car riders home are picked up at the black doors across from the playground.

### **BUS RIDERS**

Students who are bus/van riders, including daycares, are dropped off and picked up at Wood Street Extension. Students are escorted from the building by school staff.

### **BUS TRANSPORTATION/CONDUCT**

Students who live more than a 1.5-mile radius from Sister Thea Bowman Catholic Academy *may* be eligible to be bused by their local public school district. Those who live along a route that has been declared “hazardous” may also be eligible for busing. The Board of Education Transportation Division determines “hazardous route” claims. The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to all students in the Commonwealth of Pennsylvania.

Sister Thea Bowman Catholic Academy is a participant in the **Safe Rider Program**. The Safe Rider Program is a student management program used on school busses by transportation staff. The program is designed to promote instant accountability for students, parents, and school staff and is adaptable to any demographic and school climate. The program promotes safe/unsafe vs. behave/misbehave and reminds students that riding a school bus is a privilege. Strategies include behavior contracts, classroom training, and conferences to assist the student to be successful.

## TRANSPORTATION

While riding the bus, students are expected to:

- Follow the driver's instructions
- Stay in assigned seats, except when entering or exiting the bus
- If available, use the seatbelt
- Refrain from throwing objects in or out of the bus
- Refrain from eating or drinking on the bus
- Keep hands to yourself at all times
- Use appropriate language at all times
- Follow all other rules established by the school for riding the bus

**Please note, for reasons of safety and insurance, students are permitted to ride only their assigned bus and must board and exit the bus at their assigned stop. Parents/guardians and other adults are not permitted to ride the bus with their child nor to enter the bus.**

The privilege of riding the bus may be temporarily or permanently revoked due to unacceptable behavior on the bus. In the event that a student loses bus privileges, the parent/guardian will be responsible for making other arrangements for transportation.

### EARLY DISMISSAL

#### WRITTEN REQUEST

Students who have an early dismissal must provide a note to their homeroom teacher as early as possible prior to the date of the early dismissal or the morning of the early dismissal. **The request should specify the date, time and reason for the early dismissal, and must be signed by a parent or guardian.** Any dismissal that is noted as a "personal reason" may be treated as an illegal absence.

In addition, a written excuse from the parent/guardian, doctor's office, etc. for the early dismissal must be submitted on the day the student returns to school.

#### CALL IN

If it is not possible to send a note prior to the date of the early dismissal or in the morning on the day of the early dismissal, then you **must call the school office at 412-242-3515, ext. 100, no later than 11:00 a.m. to request your child's early dismissal.** Parents must still provide a written request to the administrative office for the early dismissal when picking up their child.

### EARLY DISMISSAL

**Early Dismissals are allowed for the following reasons:**

- Documentable visit to a dentist, doctor, or other medical professional's office
- Legal issue
- Funeral
- Family emergency or other rare and unavoidable circumstance

Students who have not brought in a note or whose parent/guardian has not contacted the school office in a timely manner will be held for regular dismissal time at 2:45 PM

**ABSENCES**

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

Absences from school are defined as either Excused or Unexcused according to the guidelines set forth in the Pennsylvania School Code.

**Excused Absences:**

- Illness
- Quarantine
- Impassable roads
- Recognized religious holidays
- Death in the family or family emergency
- Court appearance
- Educational trips - **IF** a request is sent to the school prior to the dates of the trip and approved by the principal

Any absences which do not comply with the guidelines above or for which a written excuse is not received within three days is classified as an **unexcused absence**.

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

**EARLY  
DISMISSAL**

**ABSENCES**

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

Students who are absent are not eligible to participate in any athletics, clubs, events, or extracurricular activities for that day.

A maximum of **ten days** of cumulative lawful absences verified by parental notification are permitted during a school year. Absences beyond ten cumulative days require an excuse from a physician.

If a student accumulates three unexcused absences, they are considered truant by the state. At that point in time, the principal will request a meeting with the child's guardian(s) to create a School Attendance Improvement Plan (SAIP). If the student continues to accumulate unexcused absences after the SAIP has been created, the family will be reported to CYF and may be reported to the magistrate by their local school district.

**Please note:** A child must be in the school building for a minimum of 4 hours to be marked present for the day.

## TARDINESS

A student that arrives to school at **8:10 AM or later is officially tardy** and will need a note identifying the reason for the tardiness. The student will receive a tardy slip to provide to their homeroom teacher from the main office before he or she may report to class.

Students arriving late due to a medical or legal appointment must have a note from the medical or legal office in order to be excused – a parent written note will not be accepted. **If a written excuse is not received on the day the student arrives late to school, the tardy will automatically be unexcused.**

Students who arrive after 11:00 AM will not be eligible to participate in any athletics, clubs, events, or extracurricular activities for that day.

## ABSENCES

## TARDINESS

For students who have four (4) or more tardies in a single month, a meeting between parent(s)/guardian(s) and administration will be required.

## **SCHOOL-WIDE COMMUNICATION STUDENT PLANNERS**

All students are required to use the “Home & School Communication Folder”, which will be used as a primary point of contact between the school and students’ parents/guardians. Parents/guardians should check the folder each day for communications from the teacher and/or school, and potential assigned homework.

In addition to the “Home & School Communication Folder”, students in grades Kindergarten thru 8 are provided a student planner, which the students should use to keep track of assignments and activities related to school.

### **OPTIONC ([www.optionc.com](http://www.optionc.com)) SCHOOL ID: 9000**

OptionC is the database that Sister Thea Bowman Catholic Academy uses to track student attendance, grades, and discipline. School-wide messages can also be sent through use of OptionC Parent Alerts. Students and parents/guardians are each given a unique username and password to access this information on their own page.

If a student or parent/guardian forgets their username and/or password, please call the main office and a temporary username and/or password will be issued.

## **REPORTS**

Report cards are distributed four (4) times per year (every 9 weeks), with the exception of Kindergarten, which is issued three (3) times per year.

Progress reports are distributed four (4) times per year. Progress reports are distributed at the halfway point of the grading period to allow students to work on improving their grades prior to report cards being issued.

## **TELEPHONE CONTACT**

Main Office	412-242-3515, extension 100
Principal	412-242-3515, extension 109

Teachers have their own individual voice mailboxes; which parents/guardians may use to leave messages for their child’s teacher. The number is sent home with the students the first

## **SCHOOL-WIDE COMMUNICATION**

week of school. Parents/ guardians may also contact the administrative office for a teacher's voice mailbox number.

### **TELEPHONE USE - STUDENTS**

Students are not permitted to use a telephone during school hours, including personal cell phones. Students who have forgotten their homework, books, lunch, gym clothes, etc. will not be permitted to call home.

In the case of an emergency, the main office will contact the parent/guardian.

### **EMAIL CONTACT**

All Sister Thea Bowman Catholic Academy faculty and staff members have an individual STBCA email address.

Parents/guardians may use email as an alternative means to communicate with their child's teacher(s) regarding any issues or concerns they may have.

### **WEBSITE - [www.stbcanow.org](http://www.stbcanow.org)**

All school information can be found on the school's website including the school calendar, breakfast and lunch menus, and school news.

### **FACEBOOK PAGE - STBCA**

Please search for and like/follow STBCA on Facebook.

Updates are posted frequently about what is happening in various classrooms!

### **PARENT-TEACHER CONFERENCES**

Conferences between parents/guardians and teachers are valuable to the overall educational process. Parent-teacher conferences are scheduled at the conclusion of each quarter. Additional parent-teacher conferences may be requested by students, parents/guardians, teachers, school counselors, or administrators. Concern about a student's performance, behavior, or well-being is sufficient cause for a conference.

Conferences may be scheduled with an individual or group of teachers who work with the student. **Conferences must be scheduled in advance for before or after regular school hours.** Please directly contact the staff member with whom you would like to schedule a conference.

## **SCHOOL-WIDE COMMUNICATION**



## UNIFORM DRESS CODE

Students are required to follow the complete uniform dress code for the entire year. Students are expected to present a clean and neat appearance at all times. This includes good personal hygiene and the regular laundering of uniforms.

**Failure to comply with the Uniform Dress Code will result in a uniform infraction. Three (3) consecutive uniform infractions in a single grading period will result in a detention. Continued offenses will mandate a parent conference.**

## PURCHASING UNIFORMS

Schoolbelles

4721 McKnight Road

Pittsburgh, PA 15237

1-888-637-3037

412-630-8480

[www.schoolbelles.com](http://www.schoolbelles.com)

Code: S2219

Flynn O'Hara Uniforms

10905 Dutton Road

Philadelphia, PA 19154

1-800-441-4122

[www.flynnohara.com](http://www.flynnohara.com)

## SEASONAL

From the first day of school until October 31<sup>st</sup> and again on April 1<sup>st</sup> until the last day of school, uniform shorts may be worn to school.

## PRE-KINDERGARTEN

Pre-kindergarten students are not mandated to follow the K-8 school dress code. Children attending pre-kindergarten should be dressed in casual, comfortable clothing suitable for play. Be prepared for your child to be sitting and playing on the floor. Your child may wear shorts during warmer weather and tennis shoes are always encouraged for our daily large muscle activities. Open toed shoes are not permitted.

## PHYSICAL EDUCATION (P.E.) PROGRAM UNIFORM - K-8 BOYS AND GIRLS

All students in grades K-8 must wear the official STBCA physical education program uniform (purchased from Schoolbelles or Flynn O'Hara) in order to participate in

## UNIFORM DRESS CODE

classes. Students **CANNOT WEAR THEIR DAILY SCHOOL UNIFORM** and participate in the Physical Education Program.

**GRADES K-5:** The P.E. uniform **MUST** be worn to school **ONLY** on the day students are scheduled for P.E.

**GRADES 6-8 ONLY:** **ONLY** on the day the students have P.E., they may bring their P.E. uniform to school and change into it before class begins or the P.E. uniform may be worn to school.

The physical education uniform for Grades K-8 consists of the following:

- T-Shirt – white or gray with logo
- Sweatshirt – grey with logo
- Sweat pant – maroon with logo (traditional/ open leg)
- Micromesh Short – maroon with logo
- Any other athletic apparel with the STBCA logo

## **GENERAL K-8 BOYS and GIRLS**

### **PANTS**

- Dress pants/trousers only (no Dickies brand, cargo pants, or “skinny” styled)
- Solid color black or grey only

### **BELTS**

- Solid color and smooth textured
- Black or grey only

### **SHOES**

- Business casual shoes – solid black, brown, or tan only
- Athletic Shoes – solid black or solid white only
- Boots may be worn to school, but must be changed prior to the start of school

### **SOCKS/TIGHTS**

- Socks or tights must be worn at all times
- “No-show” socks are not permitted
- Solid color maroon, grey, white, or black only

### **SWEATERS/VESTS**

- Solid color maroon or grey only
- Crew neck style (pullover)
- Round neck style (button down)
- V-neck style (pullover or button front)

## **UNIFORM DRESS CODE**

## UNIFORM DRESS CODE

### GIRLS K-8

#### PANTS

- Straight or flare leg style
- Solid grey or black only

#### SHORTS

- Bermuda style only
- Solid grey or black only

#### POLO SHIRT

- STBCA embroidered logo
- Long or short sleeve
- Solid maroon, black, or gray only

#### BLOUSE

- Oxford style with peter pan collar only
- Long or short sleeve
- White only

#### HAIR ACCESSORIES

- School plaid, solid color maroon, grey, white or black only - no sequins, gems, other decorative elements, etc.
- Hair bows may be no bigger than four (4) inches wide and two (2) inches high
- Hair bands may be cloth or plastic without decorative elements

#### GIRLS GRADES K-4 ONLY - JUMPER

- Tunic style only
- With or without belt
- School plaid only

#### GIRLS GRADES 5-8 ONLY - SKIRT

- Wrap around kilt style only
- School plaid or grey only

\*Please take into consideration length of nails, especially for middle school students who complete science labs regularly and work often on Chromebooks.\*

### BOYS K-8

#### PANTS

- Plain or pleated front
- Solid grey or black only

#### SHORTS

- Plain or pleated front
- Solid grey or black only

## POLO SHIRT

- STBCA embroidered logo
- Long or short sleeve
- Solid maroon, black, or gray only

## SHIRT

- Oxford style
- Long or short sleeve
- White only

## DRESS UP/DRESS DOWN DAYS

**Dress Up Days** are special occasions when your child is permitted to wear nice clothes to school instead of the daily uniform. **Please observe the following guidelines:**

- No jeans, yoga pants, sweat pants, etc.
- No t-shirts, tanks tops, “cold shoulder” tops, “peekaboo” tops, or spaghetti straps; sleeves must cover the shoulders and tops must cover the stomach.
- Dresses and skirts must be fingertip or longer in length
- No athletic shoes, sandals, slides, or flip-flops.

**Dress Down Days** are typically listed on the monthly calendar (posted on the school website), but may be added randomly throughout the year. **Please observe the following guidelines:**

- No yoga pants or sweat pants. (unless specified)
- No tank tops, “cold shoulder” tops, “peekaboo” tops, or spaghetti straps; sleeves must cover the shoulders and tops must cover the stomach.
- No clothing with inappropriate language or pictures.
- Dresses, skirts, and shorts must be fingertip or longer in length.
- If wearing leggings, top must be at least fingertip length.
- No sandals, slides, or flip-flops.

## EXTENDED DAY PROGRAM

Sister Thea Bowman Catholic Academy offers an Extended Day Program for families who do not have childcare after school. **The program is open to all STBCA students in the kindergarten thru eighth grades ONLY.**

## UNIFORM DRESS CODE

## EXTENDED DAY PROGRAM

## **EXTENDED DAY PROGRAM**

The Extended Day Program meets in the Extended Day Classrooms located in the Pre-Kindergarten wing of Sister Thea Bowman Catholic Academy. The program is administered by certified personnel.

Activities include:

- Homework help / study time
- Reading
- Board games
- Puzzles
- Individual and group play
- Indoor/outdoor sports (gym/playground)
- Arts & crafts
- Organized games and contests

Please note that no medication will be administered during the Extended Day Program.

### **Hours of Operation**

- Monday-Friday 2:45 PM – 6:00 PM
- Open only on days when school is in session
- Unscheduled closures may occur due to building emergencies, inclement weather, or other emergency situations.

### **DISMISSAL**

Students are dismissed from the pre-kindergarten wing courtyard entrance located on the Mulberry Street side of the school building. This is a secure entrance with an electronic intercom/doorbell.

### **BEHAVIOR EXPECTATIONS**

Students are expected to follow the STBCA Code of Conduct. Habitually disruptive and/or inappropriate behaviors will merit a parent conference and possibly a discipline report. A student will be removed from the program after three (3) discipline reports.

### **REGISTRATION**

- Completed registration form.
- \$50 non-refundable registration fee
- Placement is “first come – first serve”

## PROGRAM FEES

In addition to the \$50 registration fee, there is an hourly rate charged per day your child attends. The hourly rates are as follows:

	<u>1 Child</u>	<u>2 Children</u>	<u>3+ Children</u>
2:45 – 3:30 p.m.	\$4.00	\$6.00	\$8.00
2:45 – 4:30 p.m.	\$8.00	\$10.00	\$12.00
2:45 – 6:00 p.m.	\$12.00	\$14.00	\$16.00

**Payments are due weekly at time of pick up on the last day of the school week on which your child attends.** Payment must be in the exact amount based on your child’s attendance for that week; cash or money orders only. Please make money orders payable to “Sister Thea Bowman Catholic Academy”.

If your child attends the program irregularly or on an “as needed” basis, then payment is expected on the same day you pick up your child.

**LATE FEE:** A late fee of **\$10.00** will be assessed if payment is not received when due according to the above posted schedule.

### LATE PICK UP

- A late fee of **\$25.00** will be assessed for pick up after 6:10 p.m.
- An additional charge of **\$5.00 per every five (5) minutes** after 6:10 p.m. will also apply.

### REMOVAL FROM PROGRAM

- Failure to pay any and all program fees when due.
- Student is a habitual discipline problem.
- Student is habitually picked up late.

### EXTENDED DAY OFFICE CONTACT NUMBER:

**412 - 242 - 3515, extension 114**

## FIELD TRIPS

Every class is allowed and encouraged to participate in field trips during the school year. Each student attending must have a signed permission slip and transportation will be provided by bus.

Guidelines for both students and chaperones are in effect for each field trip. A copy of the student guidelines will be sent

## EXTENDED DAY PROGRAM

## FIELD TRIPS

home by the teacher, so that parent/guardian may help reinforce the guidelines presented.

Individual student participation in any field trip will be determined by behavior, school attendance, and tuition.

- Students must be able to follow the Code of Conduct in school before being permitted to leave the building for a field trip.
- Tuition must be current for students to participate in field trips.
- Student must not have exceeded the amount of unexcused absences or tardies.

## **PERSONAL PROPERTY**

To prevent loss, all items (coats, shoes, backpacks, etc.) should be marked with the student's name. A lost-and-found box is maintained by the administrative office for lost property. At the end of each month, any unclaimed items will be donated or disposed of appropriately. Sister Thea Bowman Catholic Academy does not assume responsibility for lost or stolen items.

## **MONEY/VALUABLES**

Students should bring only as much money to school as is necessary for school related functions. Valuable items such as jewelry, collectibles, heirlooms, electronic devices, etc. should not be brought to school since the school cannot be responsible for lost, damaged, or stolen items.

## **LOST AND FOUND**

If your child has misplaced an item, all items that are found will be placed in a bin in the main office.

## **FUNDRAISING**

There will be many opportunities throughout the school year to participate in fundraising efforts for our school. Some of these efforts include Box Tops for Education, sending in printer cartridges to be recycled, providing donations for specific teacher's items on Adopt-A-Classroom, etc. Fundraising opportunities will be posted on the school's webpage and Facebook page.

## **FIELD TRIPS**

## **PERSONAL PROPERTY**

## **MONEY/ VALUABLES**

## **LOST AND FOUND**

## **FUNDRAISING**

## **STUDENT ACTIVITIES**

### **ASSEMBLIES**

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

### **SPORTS**

STBCA is excited to be again offering our own sports teams. We plan to have organized teams in basketball, and cheerleading. We will be adding more as our program grows. Please reach out to the main office if your child is interested in playing a sport and specific information will be shared with you.

### **FAMILY ENRICHMENT**

Several events will be planned throughout the school year in the evenings to provide enriching learning experiences for the enjoyment of the whole family.

## **RIGHTS OF NONCUSTODIAL PARENTS**

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

## **STUDENT ACTIVITIES**

## **RIGHTS OF NONCUSTODIAL PARENTS**



# CURRICULUM

## THE CONTINUOUS GROWTH APPROACH TO INSTRUCTION

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

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

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

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

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

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

## THE CONTINUOUS GROWTH APPROACH TO INSTRUCTION

## **CURRICULUM GUIDELINES**

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

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

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

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

## **LANGUAGE ARTS**

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

## **CURRICUMLUM GUIDELINES**

## **LANGUAGE ARTS**

## **MATHEMATICS**

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

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

## **SCIENCE**

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

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

## **SOCIAL STUDIES**

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

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

The social studies curriculum begins in kindergarten with an introduction to community helpers. It progresses in the primary grades to the study of family and friends, and later encompasses a more in-depth study of the community.

## **MATHEMATICS**

## **SCIENCE**

## **SOCIAL STUDIES**

Beginning in fourth grade, the curriculum focuses on the study of the United States land regions and Pennsylvania history. At the fifth grade level, both United States history through the Civil War and the United States geographical regions are studies. Sixth grade students study world cultures and world geography with an emphasis on the countries of the Eastern Hemisphere. Seventh grade studies geography and eighth grade studies United States history beginning from the Civil War to the modern day. Map and geography skills are taught at all levels. Social studies prepares students for the future by instilling the importance of a value-oriented life perspective.

## **CATECHETICS (RELIGIOUS EDUCATION)**

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

Faith experiences are an integral part of catechetics. Opportunities for Mass and other liturgical experiences, classroom prayer and service to others are to be included. Community is at the heart of Catholic education, not simply as a concept to be learned, but as a reality to be lived.

## **WORLD LANGUAGE**

Because the Church is universal and embraces all people regardless of race, nationality or financial status, the Catholic school encourages the study of world languages and other cultures. Language students learn the sounds and syntax of the language and work towards proficiency in listening, speaking, reading and writing. A variety of materials and methods are used for instruction.

## **PHYSICAL EDUCATION**

A quality physical education program recognizes the value of teaching students to stay physically active and develop skills needed for present and future leisure.

The health and physical education curriculums strive to establish healthy, active students so that each child can develop to his or her full potential. Students learn to respect the rights of others and to follow rules through games and to be physically active. Learning to constructively channel

# **SOCIAL STUDIES**

## **CATECHETICS**

## **WORLD LANGUAGE**

## **PHYSICAL EDUCATION**

energies help the student to develop a good self-image. The skills, habits and attitudes developed within the program provide opportunities for greater success in the students' lives.

## **HEALTH**

The health curriculum places holistic emphasis on wellness, fitness, behaviors, and skills for healthy, active living. Education and health for children are inextricably intertwined. Students then have the benefit of sustained learning for reducing health-risk behaviors and enhancing health-promoting behaviors.

## **FINE ARTS**

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

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

## **LIBRARY**

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

## **COMPUTER/TECHNOLOGY**

Computer and Technology instruction are essential in today's educational process. This instruction includes computer awareness and computer literacy, as well as an introduction to

## **PHYSICAL EDUCATION**

## **HEALTH**

## **FINE ARTS**

## **LIBRARY**

## **COMPUTER/ TECHNOLOGY**

robotics and coding. When this instruction and awareness are mastered, the computer and other technology becomes a basic tool for teaching logical thinking and problem-solving, creative writing, communication, the handling of information, and many other aspects of the curriculum.

## TIME ALLOTMENTS

Time allotments are broken down by grade bands: primary, intermediate, and middle school. Please ask the office for a copy of the time allotments for your child's specific grade.

## HOMEWORK

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

- Enrich school experiences
- Provide practice and review
- Develop good study habits
- Teach responsibility, and
- Foster originality.

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

- Provide a quiet spot away from the television, telephone, or other distracting elements;
- Check to see what was accomplished during the designated study time regarding completeness, neatness, and correctness;
- Be willing to listen to reading, spelling, and math facts and to explain procedures, but never do the assignment;
- Consult with the teacher if there is confusion or the child consistently states they do not have homework.

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

Primary (grades 1-3)	30 minutes
Intermediate (grades 4-5)	45 minutes
Middle School (grades 6-8)	60 - 90 minutes

## COMPUTER/ TECHNOLOGY

## TIME ALLOTMENTS

## HOMEWORK

At the discretion of the teacher, homework is not generally assigned on weekends. In case of a student's absence, requests for homework should be made before 11:00 AM. Students that will be gone for an extended trip will receive their missing work upon returning.

## **AUXILIARY SERVICES**

The following services are offered through the Allegheny Intermediate Unit:

### **REMEDIAL READING AND MATH (TITLE I)**

The federally funded Title I program is designed to provide additional assistance to students who are not demonstrating grade level proficiency in reading and/or math. Referrals for the program are based on teacher referrals, standardized test results, and parental approval. Alternate strategies are planned for students in accordance with individual instructional goals, and in support of the classroom, to help students develop mastery of basic skills.

### **ACT 89 SERVICES**

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

### **SPEECH/LANGUAGE**

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

### **PSYCHOLOGICAL TESTING**

A certified psychologist is assigned to our school.

Psychological testing is available by parent request or at the recommendation of the teacher in consultation with the principal. Parents make the final decision. Results are formally reported to parents, principal and teachers along with a list of recommendations made by the psychologist. **This information is kept confidential** and is not shared with anyone without parent permission.

## **HOMEWORK**

## **AUXILIARY SERVICES**



## COUNSELING AND DEVELOPMENT GUIDANCE

A certified and licensed counselor provides individual and small group counseling sessions to children in Kindergarten thru eighth grade. Children are referred by parents, principal, teacher, or through self-referral. Children may see the counselor once without parent permission or knowledge. Subsequent visits to the counselor require parent permission.

## TESTING

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

## READINESS AND PLACEMENT TESTS

Students entering Pre-Kindergarten 4 and Kindergarten are administered a Readiness Test to determine how ready they are to enter school.

Students in grades 1<sup>st</sup> thru 8<sup>th</sup> are administered Placement Tests to determine their readiness for STBCA's curriculum.

## ACHIEVEMENT TESTS

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

## PERFORMANCE ASSESSMENT

Each child in grade K-8 participates in Performance Assessments. This task allows students to respond to open-ended questions and to determine their ability to use higher order thinking skills.

## TEACHER-MADE

Tests which are constructed by teachers to measure, evaluate and determine what students have learned.

## AUXILIARY SERVICES

## TESTING



## **TEXTBOOK TESTS**

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

## **TEXTBOOKS**

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

## **SCHOOL SUPPLIES**

For the convenience of families, supply lists are available each June for the following year. Students provide their own school supplies but are expected to comply with individual teacher requirements. Supply lists can be found on the school's website.

## **TESTING**

## **TEXTBOOKS**

## **SCHOOL SUPPLIES**

## **POSITIVE BEHAVIOR & DISCIPLINE**

Sister Thea Bowman Catholic Academy's discipline program is based upon the concepts of respect and responsibility as an integral part of every student's learning experience.

Discipline is considered an element of moral guidance, not as a form of punishment. It is designed to foster responsibility, decision-making, and citizenship skills. The program includes recognition of the need for clear expectations and the importance of developing self-evaluation skills. We believe that every student is capable of self-control. Such a program creates a safe environment in which all students can learn and succeed.

Students demonstrate respect for themselves, other, and their environment in their words and actions. Respect is showing concern, care, and acceptance of self and the feelings, needs, and well-being of others. Respect also requires care and concern for personal and school property, as well as the environment.

Students accept responsibility for their behavior choices and the consequences of their behavior. With an understanding of the purposes of discipline in STBCA, the student will form a correct attitude toward it, and not only do his/her part in making STBCA an effective place of learning, but develop the habit of self-restraint which will help the child in his/her development.

## **POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS**

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. Attention is focused on creating school-wide, classroom and individual systems of support that improve lifestyle results for all students by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional. PBIS provides a continuum of positive behavior support that is implemented in both classroom and non-classroom settings (such as hallways, buses, and restrooms). PBIS emphasizes the use of data for informing decisions about the selection,

## **POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)**

implementation, and progress monitoring of evidence-based behavioral practices and organizes resources and systems to improve durable implementation fidelity.

Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student’s educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

More information will be shared throughout this year in regards to our PBIS approach at STBCA.

## CODE OF CONDUCT

Sister Thea Bowman Catholic Academy promotes and encourages acceptable behavior and sets up consequences for inappropriate behavior.

**Students who demonstrate habitually unacceptable behavior may lose the ability to participate in any school-sponsored or school-related activities, including field trips and athletics. Additionally, the student may be asked to not return to Sister Thea Bowman Catholic Academy the following year.**

## INFRACTIONS

Each time a student earns one (1) infraction a notice will be sent to the student and parent. When a student accumulates three (3) infractions of any kind in a single grading period, the student will be required to serve a one (1) hour after school detention.

## LEVELED OCCURANCES

*These lists are not all-inclusive and may be amended at any time during the school year by the faculty and administration.*

### GUIDELINES FOR DISCIPLINARY ACTION: ELEMENTARY, MI

Improper conduct that disrupts the normal educational process is classified into Level I Violations, Level II Violations, Level III Violations, and Level IV Violations.

## CODE OF CONDUCT

## INFRACTIONS

## LEVELED OCCURANCES

To provide consistency in the application of penalties, a guide to the classifications of misbehavior follows. It should be understood that the information in Levels I through IV is intended to serve as a guide and is subject to modification on a case-by-case basis. Administration will determine the appropriate corresponding disciplinary action.

**Misconduct may fit into Level I, II, III, or IV violations depending on the seriousness of the offense.**

**Level I violations** are those that are considered to be minor discipline infractions and are routinely handled by the classroom teacher.

**Level II violations** are of a less serious nature than those outlined in Level III. Level II includes persistent violations within the Level I category as well as violations that are defined as Violations of the Attendance Policies of the Commonwealth of Pennsylvania and the McGuffey School District. Level II violations are handled by an administrator.

**Level III violations** are those that are serious in nature and may result in discipline that includes an alternative education assignment, suspension and/or expulsion from school. Level III violations are handled by an administrator. Police may be notified depending upon the seriousness of the violation.

**Level IV violations** are defined as follows:

1. Any acts whose consequences seriously endanger the health or safety of the individual or others in the school.
2. Acts which result in violence to another person or his/her property or the property of the school district. Such acts are usually malicious in their motivation or intention and pose a direct threat to the safety of others in the school.
3. Possession or use of substances banned by school policy.
4. Persistent disregard of school rules.

**Level IV violations** are handled by an administrator. Police may be involved depending upon the seriousness of the violation.

**GRADES K-8  
LEVEL I VIOLATIONS**

**Seriousness of the violation may require initiation of discipline at a higher level.**

Examples of Violations Procedure Disciplinary Options	Procedure	Disciplinary Options
<ul style="list-style-type: none"> <li>• Running, throwing items, littering</li> <li>• Excessive talking/disruption</li> <li>• Minor Horseplay</li> <li>• Dress Code violation</li> <li>• Possession of an unauthorized electronic device</li> <li>• Cafeteria misbehavior</li> <li>• Hall misbehavior</li> <li>• Inappropriate language</li> <li>• Minor infractions of disrespect</li> <li>• Consumption of food or beverage outside authorized areas</li> <li>• Bullying</li> </ul>	<p>The classroom teacher or appropriate school personnel will evaluate the violation and determine the appropriate disciplinary option(s).</p>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Parent contact</li> <li>• Loss of privileges</li> <li>• Change in seating assignment</li> <li>• Intervention Plan</li> <li>• After school detention</li> <li>• Cafeteria detention</li> <li>• Recess detention</li> </ul>

**GRADES K-5  
LEVEL II VIOLATIONS**

**Seriousness of the violation may require initiation of discipline at a higher level.**

Examples of Violations Procedure Disciplinary Options	Procedure	Disciplinary Options
Persistent violations of Level I	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Verbal warning</li> <li>• Intervention Plan</li> <li>• Cafeteria detention</li> <li>• Recess detention</li> <li>• Loss of privileges</li> <li>• After school detention</li> <li>• In-School Suspension</li> </ul>
<ul style="list-style-type: none"> <li>• Chronic classroom disruption</li> <li>• Improper hall behavior</li> <li>• Loitering in lavatories</li> <li>• Minor insubordination/defiance</li> <li>• Dress Code violation</li> <li>• Possession of an unauthorized electronic device</li> <li>• Inappropriate language</li> <li>• Cafeteria misbehavior</li> <li>• Minor theft</li> <li>• Verbal Harassment: first offense</li> <li>• Unauthorized solicitation</li> <li>• Rough horseplay</li> <li>• Misuse of privileges</li> <li>• Misrepresentation of the truth</li> <li>• Misbehavior for a substitute</li> <li>• Incomplete academic work</li> <li>• Bullying</li> </ul>	The administrator will evaluate the violation and determine the appropriate disciplinary option(s).	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Verbal warning</li> <li>• Intervention Plan</li> <li>• Cafeteria detention</li> <li>• Recess detention</li> <li>• Loss of privileges</li> <li>• After school detention</li> <li>• Change or alter clothing to comply with Dress Code</li> <li>• Restitution for all damage or loss if appropriate</li> <li>• In-School Suspension</li> </ul>
<ul style="list-style-type: none"> <li>• Minor misbehavior on the bus</li> </ul>	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parental contact</li> <li>• Bus Conduct Report</li> <li>• Warning</li> <li>• Assigned seat</li> <li>• Intervention Plan</li> <li>• Cafeteria detention</li> <li>• Recess detention</li> <li>• Loss of privileges</li> <li>• After school detention</li> </ul>

**GRADES K-5  
LEVEL III VIOLATIONS**

**Seriousness of the violation may require initiation of discipline at a higher level.**

<b>Examples of Violations Procedure Disciplinary Options</b>	<b>Procedure</b>	<b>Disciplinary Options</b>
Persistent violations of Level II	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Intervention Plan</li> <li>• Cafeteria detention</li> <li>• Recess detention</li> <li>• Loss of privileges</li> <li>• After school detention</li> <li>• Suspension (OSS/ISS)</li> </ul>
<ul style="list-style-type: none"> <li>• Using profane or obscene language/gestures</li> <li>• Repeated or more serious misbehavior in hall</li> <li>• Repeated or more serious misbehavior in the cafeteria</li> <li>• Loitering in lavatories</li> <li>• Being in an unauthorized are of the building</li> <li>• Chronic disruption to the learning environment</li> <li>• Insubordination, defiance, verbal disrespect (including obscene language and/or gestures) toward any school employee</li> </ul>	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Intervention Plan</li> <li>• Cafeteria detention</li> <li>• Recess detention</li> <li>• Loss of privileges</li> <li>• After school detention</li> <li>• Suspension (OSS/ISS)</li> </ul>
<ul style="list-style-type: none"> <li>• Theft</li> <li>• Harassment: including physical, verbal, racial, ethnic, or sexual harassment</li> <li>• Threatening another student</li> <li>• Possession of lighters or other incendiary devices</li> <li>• Leaving school (building and/or grounds) without permission</li> <li>• Disorderly, vicious, or immoral conduct</li> <li>• Bullying</li> </ul>	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Police notification</li> <li>• Restitution for all damages or loss if appropriate</li> <li>• Suspension (OSS/ISS)</li> </ul>
Hitting, fighting, assaulting, biting	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Intervention Plan</li> <li>• Cafeteria detention</li> <li>• Recess detention</li> <li>• Loss of privileges</li> <li>• After school detention</li> </ul>

		<ul style="list-style-type: none"> <li>• Suspension (OSS/ISS)</li> <li>• Police notification</li> </ul>
Behavior on the bus that poses a threat to the health and safety of others by causing a distraction or undermining the authority of the driver	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• After school detention</li> <li>• Suspension (OSS/ISS)</li> <li>• One or more days of bus suspension</li> <li>• Police notification</li> </ul>
Violation of computer, internet access, filtering policy	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Denied computer/internet privileges</li> <li>• After school detention</li> <li>• Suspension (OSS/ISS)</li> <li>• Police notification</li> </ul>
Possession or use of tobacco	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Citation to the District Magistrate for a civil offense</li> <li>• Suspension (OSS/ISS)</li> </ul>
Violation of the District Medication Policy	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Suspension (OSS/ISS)</li> </ul>

**GRADES 6-8  
LEVEL II VIOLATIONS**

**Seriousness of the violation may require initiation of discipline at a higher level**

<ul style="list-style-type: none"> <li>• Classroom disruption</li> <li>• Improper hall behavior</li> <li>• Loitering in lavatories</li> <li>• Misuse of pass/Late to class</li> <li>• Public display of affection</li> <li>• Failure to report to or remain in an assigned area</li> <li>• Misrepresentation of the truth</li> <li>• Insubordination</li> <li>• Dress Code violation</li> <li>• Possession and/or misuse of an electronic device</li> <li>• Inappropriate language or profanity</li> <li>• Cafeteria misbehavior</li> <li>• Possession of lighters or other incendiary devices</li> <li>• Unauthorized solicitation</li> <li>• Misbehavior for a substitute</li> <li>• Violation of district medication policy</li> <li>• Bullying</li> </ul>	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Verbal warning</li> <li>• Guidance Counselor referral</li> <li>• Behavior contract</li> <li>• Withdrawal of privileges</li> <li>• Detention/ISS</li> <li>• Change or alter clothing to comply with Dress Code</li> <li>• Suspension</li> </ul>
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Minor misbehavior on the bus	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Assigned seat</li> <li>• Detention/ISS</li> <li>• Bus Warning</li> <li>• Bus Suspension</li> <li>• Bad Standing</li> </ul>
Repeated Level I Violations	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Assigned seat</li> <li>• Detention/ISS</li> <li>• Bus Warning</li> <li>• Bus Suspension</li> <li>• Bad Standing</li> <li>• Suspension</li> </ul>

**GRADES 6-8  
LEVEL III VIOLATIONS**

**Seriousness of the violation may require initiation of discipline at a higher level.**

<b>Examples of Violations Procedure Disciplinary Options</b>	<b>Procedure</b>	<b>Disciplinary Options</b>
<ul style="list-style-type: none"> <li>• Persistent Level II violations</li> <li>• Using profane or obscene language/gestures</li> <li>• Been in an unauthorized area of the building</li> <li>• Leaving school grounds without permission</li> <li>• Chronic disruption to the learning environment</li> <li>• Gambling</li> </ul>	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Social skills instruction</li> <li>• Guidance Counselor referral</li> <li>• Behavior contract</li> <li>• Withdraw privileges</li> <li>• Detention/ISS</li> <li>• Alternative Education Assignment</li> <li>• Bad Standing</li> <li>• Suspension</li> </ul>
<ul style="list-style-type: none"> <li>• Possession and misuse of an electronic device</li> <li>• Insubordination, defiance, verbal disrespect (including obscene language and/or gestures) toward any school employee</li> <li>• Theft</li> <li>• Harassment: including verbal, physical, racial, ethnic, or sexual harassment</li> <li>• Hazing</li> <li>• Threats, verbal or written</li> <li>• Extortion</li> <li>• Persistent violations of school rules</li> </ul>	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Guidance Counselor referral</li> <li>• Suspension</li> <li>• Restitution for all damage or loss if appropriate</li> <li>• Police notification and/or citation</li> <li>• Detention/ISS</li> <li>• Denial of computer and/or Internet privileges</li> </ul>



<ul style="list-style-type: none"> <li>• Leaving school (building and/or grounds) without permission</li> <li>• Violation of suspension stipulation</li> <li>• Disorderly, vicious, or immoral conduct</li> <li>• Aiding or abetting in the delinquency of a student</li> <li>• Unlawful trespass</li> <li>• Failure to serve assigned detention/ISS</li> <li>• Violation of computer, internet access, filtering policy</li> <li>• Fighting and physical aggression</li> <li>• Bullying</li> </ul>		
Behavior on the bus that poses a threat to the health and safety of others by causing a distraction or undermining the authority of the driver	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Detention/ISS</li> <li>• Guidance Counselor referral</li> <li>• Suspension</li> <li>• Bus Suspension</li> <li>• Police Notification</li> <li>• Assigned Seat</li> <li>• Bad Standing</li> </ul>
Violation of the school Medication Policy	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Guidance Counselor referral</li> <li>• Alternative Education Assignment</li> <li>• Suspension</li> </ul>
Possession or use of tobacco	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Guidance Counselor referral</li> <li>• Citation to the District Magistrate for a civil offense</li> <li>• Suspension</li> <li>• ISS</li> </ul>

**GRADES K-12  
LEVEL IV VIOLATIONS**

**Seriousness of the violation may require initiation of discipline at a higher level.**

<b>Examples of Violations Procedure Disciplinary Options</b>	<b>Procedure</b>	<b>Disciplinary Options</b>
Persistent violations of Level III	The administrator will evaluate the violation and determine the appropriate	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>

	disciplinary option(s)	
Use, possession, or being under the influence of a no prescribed controlled substance, alcohol, or "look-alike drugs". Use or possession of drug paraphernalia	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> <li>• Guidance Counselor</li> </ul>
Sale or distribution of a controlled substance, "look-alike drugs", alcohol, or dangerous drugs or drug related paraphernalia as defined in the "Dangerous Drugs, Device and Cosmetic Act"	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> <li>• Alternative Education Assignment</li> </ul>
Possession, use or distribution of a weapon/fireworks/incendiary devices/pepper spray/mace or other chemical agents	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Police notification</li> <li>• Restitution for all damage or loss if appropriate</li> </ul>
Violation of any federal, state, or local law while on school property or at any school event	The administrator will evaluate the violation and determine the appropriate disciplinary option(s)	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Restitution for all damage or loss if appropriate</li> <li>• Police notification</li> </ul>

**At the end of the school year, a review of all student discipline records is made. As a result of this review, a student may not be invited to return to Sister Thea Bowman Catholic Academy for the following school year or the student may be granted a conditional readmission.**

## **OFF CAMPUS CONDUCT**

The administration of Sister Thea Bowman Catholic Academy reserves the right to discipline its students for off campus behavior that is not in line with the behavior expectations of its students during the school day. This off campus behavior includes, but is not limited to, cyber-bullying.

## **DETENTIONS**

- Staff member who gives the detention will call home and notify the parent/guardian of the occurrence and that a Detention Slip will be sent home.
- Parents/guardians are asked to read, sign, and return the Detention Slip to school.
- Transportation from school after a detention is the responsibility of the parent/guardian. If a parent/guardian is late picking up, the student will be sent to the Extended Day Program at the parent/guardian's expense.
- **Siblings of the student serving a detention are not permitted to stay in the detention room and, if still at STBCA during detention, will be sent to the Extended Day Program at the parent/guardian's expense.**
- Failure to attend the assigned detention will result in an in school suspension.

## **CONSEQUENCES FOR MULTIPLE DETENTIONS**

For any student receiving three (3) detentions during a single grading period, a Parent-Teacher Conference may be requested. A student that earns a fourth (4<sup>th</sup>) detention will be assigned an In-School Suspension (ISS) by administration.

## **DISCIPLINARY PROBATION**

A student who has accumulated four (4) detentions or has received an in-school/out-of-school suspension in a single grading period may be placed on disciplinary probation.

- A parent conference is required to determine intervention and next course of action.

## **OFF CAMPUS CONDUCT**

## **DETENTIONS**

## **CONSEQUENCES FOR MULTIPLE DETENTIONS**

## **DISCIPLINARY PROBATION**

- Student may become ineligible or lose membership in Student Government, clubs, social gatherings, athletics, and other positions of leadership in the school.

## SUSPENSION

Depending on the severity of the infraction(s), students may be suspended by the administration. Depending on the type of infraction committed, a suspended student may or may not be given the opportunity to make up tests, quizzes, and homework. If a student receives an ISS, a student must report to the office before 8:10 a.m. on the day of assigned suspension. Assignments will be given to the student to be completed during the work day.

If a student receives an out-of-school suspension (OSS), a meeting will take place between the administration and the family. The student will be responsible for all academic material that was covered during the time of the OSS. Any exams, tests, or quizzes given during the time of the suspension will be permitted to be made up within three (3) days following the return to school. While under suspension, the student is not permitted to participate in any school related activities.

## EXPULSION FROM SCHOOL

Expulsion is permanent separation from attendance from Sister Thea Bowman Catholic Academy due to persistent and willful disregard of school rules or a single serious incident, event, or situation. Diocesan guidelines for school expulsion will be followed.

**The administration and the school faculty will be the sole judge regarding the specific disciplinary action to assign a student, based upon the unique circumstances surrounding each incident.**

## SUSPENSION

## EXPULSION FROM SCHOOL

# HEALTH AND SAFETY

## BREAKFAST AND LUNCH PROGRAM

The Sister Thea Bowman Catholic Academy cafeteria offers students well-balanced, healthy meals that meet science-based, federal nutrition standards. Students are offered fresh, canned, and/or frozen fruits and vegetables, whole grains and low-fat dairy items, and staff utilize healthy cooking and preparation techniques.

STBCA's Wellness Policy and Practices applies to all foods and beverages available on campus during the school day, which includes classroom celebrations, fundraisers, rewards, snacks, and school events.

Breakfast and lunch are offered free of charge to all enrolled students attending Sister Thea Bowman Catholic Academy every day school is in session. Breakfast will not be served on days there is a 2-hour delay.

Students who pack their lunch are requested to adhere to the following guidelines:

- Please put your child's name on his/her lunch container
- **No foods that contain peanut or tree nut products**
- No cans or glass bottles
- Only individual size snack bags
- No fast food delivery to students is permitted.

## FOOD ALLERGIES

If your child has a food allergy of any type, this information must be communicated to the school in writing. In the case of dairy allergies, a written note from your child's physician is required and will need to clearly state that your child has a milk allergy and cannot have regular milk. Alternative milk will be provided for the student or they may purchase juice for 50¢ each.

## SAFE SNACK LIST

To protect our students, Sister Thea Bowman Catholic Academy is peanut and tree nut free.

As members of the school community, we try to be cautious when giving a list of "safe packaged foods" because

## BREAKFAST AND LUNCH PROGRAM

## FOOD ALLERGIES

## SAFE SNACK LIST

ingredient lists change, sometimes often, and manufacturers are not always compliant with the laws and regulations applicable to food allergy ingredients.

**As a rule of thumb, there are almost no brands that are safe across the whole brand and we cannot stress enough the importance of label reading every time you purchase and pack for school. All foods that contain peanuts and/or tree nuts and their derivatives are unsafe. In addition to those snacks that contain peanuts and tree nuts, any products with labels stating “may contain traces of peanuts or tree nuts” or “manufactured in a facility that processes peanuts or tree nuts” are considered unsafe.**

#### PEANUT AND TREE NUT-FREE SAFE SNACKS

##### **CHIPS/ PRETZELS/POPCORN/COOKIES**

- Frito-Lay Fritos® (Original, Scoops)
- Frito-Lay Ruffles Potato Chips® (Original, Reduced Fat)
- Frito-Lay ‘Lay’s’ Potato chips® (Classic\*, Wavy, Wavy Lightly Salted 50% less Sodium, Lightly Salted, Simply, Baked)
- Frito-Lay Tostitos Tortilla Chips® (Original Restaurant Style, Bite Size, Scoops, Crispy Rounds), Cantina Traditional, Cantina Thin & Crispy, Simply Organic Yellow Corn Tortilla Chips, Simply Organic Blue Corn Tortilla Chips
- Frito-Lay Doritos® (Baked, Original)
- Frito-Lay Rold Gold Pretzels® (Rods, Sticks, Tiny Twists, Braided)
- Wise Natural Potato Chips®
- Wise Popcorn®
- Wise Cheez Doodles®
- Herr’s Potato Chips®
- Herr’s Pretzels® (**except** Peanut Butter Filled Pretzels)
- Herr’s Tortillas®
- Herr’s Popcorn® (**except** Sweet & Salty Turtle Mix)
- Keebler Wheatables®,
- Keebler Grahams®
- Keebler Club Crackers®
- Keebler Town House Crackers®
- Kellogg’s Pop Tarts®
- Kellogg’s Go Tarts®
- Kellogg’s Nutri-Grain® Cereal Bars
- Kellogg’s Rice Krispie Treats® (original only)
- Kellogg’s® Yogurt Bars

## SAFE SNACK LIST

## SAFE SNACK LIST

- Nabisco Teddy Grahams® (all varieties)
- Nabisco Wheat Thins®
- Nabisco Triskets®
- Nabisco Honey Maid® Graham Crackers and Sticks
- Nabisco Barnum's® Animal Crackers
- Nabisco Cheese Nips®
- Nabisco Fig Newton's® (all flavors)
- Nabisco Sociables®
- Nabisco Nilla Wafers®
- Nabisco Premium Saltines®
- Nabisco Oreos® (original, double-stuff, golden, double stuff heads or tails)
- Pepperidge Farms Goldfish® (cheddar, original, parmesan, pretzel, pizza)
- Pringles® Potato Chips
- Quaker® Rice Cakes (Salt Free, Lightly Salted)
- Sensible Portions Garden Veggie Straws® (Sea Salt)
- SkinnyPop Popcorn® (Original, Sea Salt & Black Pepper, Naturally Sweet, Dusted Dark Chocolate), Popcorn Mini Cakes (Sea Salt, Cinnamon Sugar), Popcorn Cakes (Sea Salt, Maple Brown Sugar)
- Smartfood® White Cheddar Popcorn
- Stacey's® Pita Chips
- Sun Chips®
- Sunshine Cheez-It Crackers® (original flavor)

### CEREAL

- General Mills Cheerios® (original only)
- General Mills Chex® (rice, wheat)
- Kellogg's Frosted Flakes®
- Kellogg's Frosted Mini Wheats®
- Kellogg's Raisin Bran®
- Kellogg's Rice Krispies®
- Quaker Life Cereal®

### DAIRY

- Kraft String-ums Cheese
- Sorrento Shapesters and Stringsters
- Yogurt Cups (avoid granola & candy pieces)
- Jello-O® Pudding Cups
- Jello-O® Gelatin Snack Cups
- Jello-O® Smoothie Snacks
- Kozy Shack® Puddings

### CANDY/OTHER

- Delmonte® (mixed fruit, fruit bowls)
- Dole® (mixed fruit, fruit bowls, raisins)
- Hunt's Snack Pack® Pudding Snack

## SAFE SNACK LIST

- Hunt's Snack Pack® Gels
- Kool Aid® Gels
- Kraft Handi-Snack® Pudding
- Kraft® Marshmallows
- Mott's® Applesauce
- Musselmann® Applesauce
- Skittles® (all flavors)
- Sour Patch Kids®
- Starburst® (fruit chews, jellybeans, chew pops)
- Sunkist® Fruit Snacks
- Sunsweet® Apricots
- Swedish Red Fish® (original)
- Tootsie Roll Industries®
  - Tootsie Roll®
  - Tootsie Pop®
  - Dots®
  - Charleston Chew®
  - Junior® Caramels
  - Junior® Mints
  - Blow Pops®
- Twizzlers® (Twists, Bites, Pull 'n Peel)

### PLEASE NOTE:

- Trail mixes and granola are NOT safe.
- All products from bakeries, doughnut shops, etc. are NOT safe.
- Home baked items are NOT safe.

## EMERGENCY CLOSINGS AND DELAYS

If severe weather conditions or other emergency situations necessitate a closing, delayed opening, or early dismissal of school, an announcement will be sent via Parent Alerts on OptionC, posted on the website, and posted on the Facebook page.

Closings and delays are also listed on the local television stations (KDKA, WTAE, WPXI), local television websites (kdka.com, wtae.com, and wpxi.com), and the local radio stations.

In general, Sister Thea Bowman Catholic Academy follows Pittsburgh Public Schools for closures and delays due to severe weather conditions, but parents/guardians should always check the above resources for certainty.

## EMERGENCY CLOSINGS AND DELAYS



In the event of a two-hour delay, all children should report to school at 10:00 AM. No breakfast is served when we have a delayed schedule.

If the announced delay does not specifically mention Sister Thea Bowman Catholic Academy, but does name one of the public districts that service our school, only those children should follow the announcement. Children who ride buses of other districts who are not delayed or who walk or are driven should arrive at normal time. Students who are late or absent due to their own district delaying or closing will be marked as Excused Tardy or Excused Absence.

## **EMERGENCY CARDS**

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

## **ILLNESS**

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

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

COVID-19 vaccination proof may be required for purposes of quarantine and contact tracing. A copy of the vaccine card, front and back, may be requested.

## **ACCIDENT AND INJURY**

In the case of accident or injury at school, parents are contacted to take the child home, to the doctor, or hospital. It

## **EMERGENCY CLOSINGS AND DELAYS**

## **EMERGENCY CARDS**

## **ILLNESS**

## **ACCIDENT AND INJURY**

is important for your child's safety and comfort, as well as the effective operation of the office, that emergency information needed to locate parents is available for each child and that this information is kept up-to-date by parents.

Parents of children who have any type of physical disorder should contact the principal, school nurse, or teachers to make them aware of the problem.

## MEDICATION

Parent/guardians are strongly encouraged to give medication to children at home and parents are to request the physician to adjust the schedule for administration so that it can be given before and after school hours.

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

- **ONLY prescription medication may be brought to school and must be kept in the administrative office.** If your child is carrying medication on their person or in their backpack, it will be turned into the office and parents/guardians will be responsible for picking up the medication.
- All medication must be delivered to and from school by a parent/guardian or person designated responsible by the parent/guardian (not the student).
- The law requires that all children requesting to receive self-administered doctor-prescribed medication during school hours must complete a **Request for Self-Administration of Medication Form** available from the administrative office. The Request for Self-Administration of Medication Form must be on file with the administrative office PRIOR to any medication being brought to school. Parents need to complete Section I and the physician needs to complete Section II.
- Medication brought to school must be in the original container labeled by a pharmacist or doctor. The label must include:
  - Student's name

## MEDICATION

- Date prescribed/bottle must be current prescription
  - Name of medication and purpose if used “as needed”
  - Dosage
  - Time, frequency and manner administered.
- Sister Thea Bowman Catholic Academy is not liable due to adverse effects of medication administered as authorized by the parent/ guardian and/or physician.

**PLEASE NOTE:** Non-prescription medications are not permitted to be dispensed at STBCA. These types of medications should be administered to students prior to arriving at school. If a student comes to school with this type of medication, it will not be given to the student and will be properly disposed of. Examples: Cough drops, stomach medications, allergy medications, etc.

## SCHOOL NURSE

Sister Thea Bowman Catholic Academy has an itinerant nurse provided by Wilkinsburg School District. She is available in emergency situations and while on site for screenings. The responsibilities of the school nurse include:

- Keeping updated health records for all students
- Screening students for hearing – grades K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 7<sup>th</sup>
- Assuring the completion of a physical examination before entrance to school and in the 6<sup>th</sup> grade
- Screening students for vision – yearly
- Scoliosis screening – grade 7
- Recording height and weight for students – yearly
- Recording required immunizations

## FIRE DRILLS

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

Students are to remain in absolute silence during fire drills. Misconduct of any nature is to be reported to the principal.

## MEDICATION

## SCHOOL NURSE

## FIRE DRILLS

## WEATHER EMERGENCY DRILLS

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

## LOCKDOWN & EVACUATION DRILLS

Lockdown drills are practiced periodically and our evacuation drill is practiced biannually. Teachers follow the policy governing lockdown and evacuation drills. Students are to remain quiet during emergency drills for the safety of themselves and others.

## VISITOR POLICY

For security reasons, anyone entering Sister Thea Bowman Catholic Academy is to report to the office immediately regardless of the purpose of the visit. **For the safety of all students, a visitor's badge must be worn.** Communication with teachers and students will be handled by the school office and will be done in a manner that does not disrupt the educational process in the school.

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

## SECURITY

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

## PLAYGROUND

Every school day, weather permitting, the students enjoy an outside recess supervised by school personnel. Organized play is encouraged. Students are never to leave the playground area without the permission and knowledge of a playground monitor. In case of illness or accident, the student is to report to the school office.

The following rules are to be observed on the playground:

- Not to re-enter the building unless for an emergency
- Display good sportsmanship and exercise self-control
- Play in assigned areas

## WEATHER EMERGENCY DRILLS

## LOCKDOWN & EVACUATION DRILLS

## VISITOR POLICY

## SECURITY

## PLAYGROUND

- Stay on school ground
- Obey the directives of the playground monitors, courteously and promptly
- Stop playing at once when the bell/whistle rings and walk quietly to line

If inclement weather makes it necessary to stay indoors for recess, students may have indoor recess in the gym.

## ASBESTOS INSPECTION

Pursuant to the Asbestos Hazard Emergency Act (AHERA), our school was inspected by a certified AHERA Inspector. A management plan was developed and submitted to the PA Department of Education. A copy of our Asbestos Inspection Report and Management Plan is on file in the school office.

The school is re-inspected by a certified AHERA Inspector every three (3) years. The maintenance and custodial staff have received two (2) hours of Awareness Training and conduct a period surveillance twice a year, in December and June.

## INTERNET USE POLICY

This guideline is established to ensure understanding and application of Sister Thea Bowman Catholic Academy's Internet Use Policy. STBCA reserves the right to amend these guidelines at any time. It is understood that the administration of Sister Thea Bowman Catholic Academy will inform parents/guardians of any changes made in these guidelines. **Student's parents and/or guardians are required to review these guidelines with their child(ren) and return the parent/guardian consent form.**

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

1. Information and news from a wide variety of sources and research institutions
2. Public domain and shareware of all types
3. Discussion groups
4. Access to any educational institutions and libraries

### Internet Etiquette

1. Be polite when sending written messages to others
2. Appropriate language is expected in all messages

## PLAYGROUND

## ASBESTOS INSPECTION

## INTERNET USE POLICY

3. Anything pertaining to illegal activity is expressly forbidden
4. Do not reveal access information, personal or otherwise
5. Do not disrupt others' use of the internet access
6. All users should remember that deleted materials can be retrieved

The following actions, which are not inclusive, are considered unacceptable actions by the administration of Sister Thea Bowman Catholic Academy:

1. Placing unlawful information on the internet
2. Using the internet for non-school related activities
3. Sending messages that are likely to result in loss of the recipients work or systems
4. Using the internet for commercial purposes
5. Sending or receiving copyrighted material without permission
6. Plagiarism
7. Using internet access to send or retrieve pornographic material, inappropriate file text, files dangerous to the integrity of the system, violent or threatening material or messages
8. Circumventing security measures on school or remote computers or networks
9. Vandalism
10. Falsifying one's identity

## CELL PHONE POLICY

### SPECIAL NOTICE FOR CELL PHONES, SMART WATCHES, and OTHER ELECTRONIC ITEMS

- Cell phones/smart watches/other electronic items **must be turned in to the homeroom teacher upon entering the homeroom classroom.**
- Students are not permitted to use their cell phones until they have exited the building and it is after 2:45 p.m. unless given permission to do so by a teacher or administrator.
- Cell phones/smart watches/other electronic items will be returned to the student at the end of the school day.

## INTERNET USE POLICY

## CELL PHONE POLICY

Any cell phone or other electronic item that is not turned in will be confiscated, locked up in the administrative office, and only returned to the student's parent/guardian.

Sister Thea Bowman Catholic Academy is not responsible for lost, stolen or confiscated cell phones, smart watches, MP3 players, or other technological devices brought to school, regardless of the reason why the device was at school.

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## **CELL PHONE POLICY**