

Saint Teresa of Avila School Handbook



Faith Grows*Excellence Abounds

PARENT/STUDENT/TEACHER HANDBOOK 2010-2011

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I. INTRODUCTION

ACCREDITATIONS

National Catholic Educational Association, Verifying the Vision Certification,
September 1988

Middle States Association of Colleges and Schools Commission on
Elementary Schools Accreditation, April 1990, 1993, 1996
Reaccreditation April 2002 to May 2012

Middle States accreditation is a statement of confidence in the St. Teresa of Avila School's mission, goals and objectives, performance and resources, validating publicly its excellence in education.

The Middle States Evaluation is an ongoing process requiring the submission of updated plans every three years. After ten years, the school is reevaluated for continued accreditation.

CATHOLIC SCHOOLS VISION STATEMENT

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. These well-managed schools, in light of their great value, will be open to all and made as accessible as possible by seeking support from the total Catholic community, as well as from the community at large.

MISSION STATEMENT

The mission of St. Teresa of Avila School is to provide a foundation in the Catholic faith as we integrate Christian values with the spiritual, intellectual, emotional, social, and physical development of the child. Committed to the highest standards of academic excellence, we enrich our students with the knowledge and skills essential for life-long learning in the 21st Century.

Belief Statements
May 28, 2010

We believe that:

- We are called to proclaim the gospel message, according to the teachings of the Catholic Church.

- Each student has an inherent dignity as a child of God, and therefore, we strive to develop in the individual, an informed conscience, an awareness of responsibility, and an acceptance of the consequences of his/her actions.
- We foster and nourish a sense of family, parish, and community spirit as part of our ministry within the Church.
- Our Catholic school lays a foundation encouraging the development of the whole person—spiritually, intellectually, emotionally, socially, and physically.
- There are unique differences in the way children learn.
- Children attain feelings of self-esteem and self-confidence by accepting new challenges.
- Students understand and appreciate their place and responsibility toward the global family of God.
- As we continue to emphasize and encourage the practices of courtesy, politeness, and cooperation, children develop a respect for all life.

II. DAILY PRACTICES & POLICIES

ABSENCES/TARDINESS

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

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

Families should call the school office by 9:00 AM on the first day that a child is absent from school. Give the child's name, homeroom teacher, and reason for absence. Unless the absence is expected to be for an extended period, please make arrangements with another child in the family to have assignments brought home. This request must be made before 9:00 AM. each day of the absence. Work will be available to be picked up in the office from 3:00 to 4:00 p.m.

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 student's return, the absence will be classified as **Unexcused**.

A **written** excuse should be given to the teacher/principal in the following circumstances:

- Return from an absence
- Medical excuse from gym class (Doctor's excuse)
- Permission for out-of-school appointments (child is expected to return when possible)

- Attending funerals
- Vacation
- Change of plans in leaving school (bus, ride or walk)
- Early dismissal

A student is required to present his/her reason for **tardiness** at the office. He/she will then be given permission to enter his/her class. An adult should accompany the student into the school.

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

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

- Make Up Work
Students are granted the privilege of making up work missed during an excused absence. However, the responsibility for making up work lies entirely with the student. He/she should make a point to see the teachers to find out what he/she is to make up and assume the entire responsibility for getting the work completed. Time limits for completing make up work should not exceed the length of the student's absence from school.

ADMISSIONS/REGISTRATION POLICIES

St. Teresa of Avila School admits students of any race or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students formally accepted into the school. We do not discriminate on the basis of race or national or ethnic origin in the administration of our educational policies, admission policies, athletic or other school administered programs. Children who are not Catholic are required to participate in religion classes and to attend all religious functions of the school/church. A student entering PreKindergarten-3 program should be 3 years of age by October 1st; PreKindergarten-4 should be 4 years of age by October 1st. A student entering Kindergarten must be 5 years of age by October 1st. Official certificates of birth and baptism are required at the time of registration. Those registering for Grades 1-8 must fulfill the age requirement for the desired grade and present letters of recommendation from the previous school and/or other documentation. Grade level and academic group determinations are made on the basis of school records.

Students entering Grades 7-8 must accompany parents/guardians to the interview and be a part of a portion of the interview. Students entering these grades are in a probationary period of one full year following acceptance.

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

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

CAFETERIA

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

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

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

HOT LUNCH PROGRAM

A hot lunch program is available daily. A monthly menu is provided by Nutrition Food Group, Inc. Families who qualify may take advantage of the free lunch or reduced lunch prices. The menu is sent home with the students each month and made available in each classroom. Students carrying their lunch may buy white milk (whole or 2%), chocolate milk (2%) or flavored milks.

CARE OF TEXTBOOKS AND EQUIPMENT

Library books, textbooks, and equipment must be properly used. If the student loses or unreasonably damages any of the above, he/she will be required to pay the cost to replace it. Textbooks issued to a student are required to be covered.

CELL PHONES

Students bringing cell phones to school must present them to the homeroom teacher at the beginning of the day. The phones may only be used during the day under the supervision of a teacher. The student may pick up the phone at the end of the day. A student having a cell phone in his or her possession any time during the school day will be subject to the school's disciplinary policy.

If your child brings a cell phone to school, please be certain that it is properly identified. This policy will take effect Thursday, October 9, 2008.

CLOTHING IDENTIFICATION

Parents are strongly urged to have the child's name on all personal belongings. Since children do not readily claim lost items, proper identification helps us to find the owner and save parents the cost of replacement. The Lost and Found cabinet is located outside the office. Lost items, such as glasses, watches and purses, when found, are to be turned in to the office. Items that are not claimed by the end of each quarter are donated to charity.

DISCIPLINE CODE

Rationale:

Our educational philosophy is centered on spiritual growth and awareness, gospel values, academic excellence, personal responsibility and good citizenship. Good manners, integrity and self-discipline are essential to future success. Our philosophy regarding discipline stresses that students share in the responsibility of maintaining an atmosphere within the school that is conducive to wholesome Catholic Christian living and learning. All students have the right to an education free from the interference of others.

Infractions of the discipline code include and are not limited to the following:

- threatening and/or harassing behavior, including but not limited to, degrading comments, sexual comments, threatening comments;
- cheating
- stealing
- extortion,
- leaving school grounds without permission, and
- fighting. Aggressive physical contact including and not limited to hitting, punching, scratching, kicking and biting, will result in immediate notification of parents and pastor and immediate in school suspension for at least one day.

(The preceding actions are subject to the immediate notification and intervention of the principal and may result in the immediate notification of the parent/guardian.)

Other infractions include and are not limited to

- lack of respect for any person;
- use of inappropriate language, literature or gestures;
- use of school equipment and facilities without permission

- being late for class; loitering in halls, stairways, restrooms or other inappropriate areas;
- chewing gum or eating;
- littering;
- writing/passing notes during the school day;
- touching another student;
- inappropriate displays of affection;
- misuse of school property;
- failure to follow published dress code;
- bringing to school entertainment paraphernalia including, but not **limited to Ipods, CD players, DVD players, radios, tape players**, trading cards, and/or toys;
- use of cell phones during school hours;
- other inappropriate and disruptive behavior.

A lunch time detention will be given to students in Kindergarten-Grade Three who are in violation of any of the above and parents/guardians will be notified if recurring behavior occurs.

For students in Grades 4-8, all infractions will be subject to the following procedure:

1. The faculty member will complete a DETENTION FORM for the student. The detention form will be submitted to the principal for review and signature. The signed detention form will be mailed to the student's family. The detention form indicates that the student will serve lunch time detention on the designated day. A phone call is made to the home the day before the lunch detention is to be served. The student must bring a lunch since he/she will not have cafeteria privileges.
2. Once the detention is served, the detention sheet will be filed in the office.
3. Three detentions within any grading period will result in an after-school detention (3:15 to 4:15) and families will be responsible for transportation home.
4. Three after school detentions will result in an in-school suspension.
5. Three in-school suspensions will result in a review of the student's status as a student at St. Teresa of Avila School.

Serious infractions (as noted in the underlined section above) that are subject to immediate review and intervention by the principal, may be subject to immediate notification of parents/guardians and immediate in-school suspension.

The faculty/staff of Saint Teresa of Avila School are partners with parents/guardians in their children's education. We notify parents of concerns about student life or behavior, even when off-campus. The administration reserves the right to discipline students for off-campus conduct.

DRESS AND GENERAL APPEARANCE CODE :

Every effort has been made to allow the greatest flexibility for our school uniform dress code. Only plaid items of clothing must be purchased from our uniform company. All other clothing choices are available at various retail sources. **When purchasing uniform items from a place other than the uniform company, please keep in mind that the clothing items should be consistent in style and color with those offered by our uniform company.**

606 DRESS CODE POLICY **PRINCIPALS HANDBOOK-DIOCESE OF PITTSBURGH**

Every school has a right to set standards of dress code/uniform policy. The specific dress code/uniform policy will be developed locally; the opinions of parents must be respected. School attire shall always be within the limits of good taste, both for students and staff.

Each principal is asked, together with the school board or AD Hoc committee, to set up local guidelines for the dress code/the adoption and enforcement of a uniform policy.

This is strictly a local decision and should not involve the Schools' Office.

Acceptable Items

SHOES: Any hard-soled shoe with closed toe and closed heel. Black, navy blue, brown, white, or cordovan. Predominately all white or all black tennis shoes with solid colored black or white soles and laces. Shoes must be completely laced and tied or fastened (Velcro) at all times. Please note: Novelty styles, which include lights & bells, and "heeries" are not appropriate for school.

SHIRTS: Collared white or hunter (forest) green shirts. Knit collar jersey, white or hunter (forest) green. Girls/Boys long sleeve knit collar jersey, white or hunter green. Girls/Boys turtleneck, white or hunter green. Girls/Boys short-sleeved oxford shirt with button down collar, white or hunter green. Girls/Boys long sleeved oxford shirt with button down collar, white or hunter green. Shirrtails **must be tucked**. Under clothing worn should be plain white, free of printing and/or logos.

PANTS, SKIRTS, DRESSES: Girls/Boys 100 % cotton, non-wrinkle pants, navy or khaki. Girls/Boys double knee twill pants navy or khaki. (Cargo style pants are not acceptable). Girls drop waist jumper, plaid or navy. Girls box pleat skirt, plaid or navy. Girls plaid, navy or khaki split skirt. Girls plaid walking shorts with tights (beginning October 1). Pants requiring belts should be belted and both pants & shorts must be worn at the waist. Skirts, split skirts, jumpers, walking shorts and shorts (during warm weather dress code modifications) should maintain a modest length of not more than 3 inches above the knee.

SWEAT CLOTHING: St. Teresa Spirit Clothing may be worn on Spirit Dress Days (usually Mondays). (Exception: See sweaters)

SOCKS OR TIGHTS: Girls plain skin tone pantyhose. Girls opaque tights, navy or white. Girls cotton tights, navy or white. Girls triple roll socks, navy or white or knee socks. Girls/Boys cotton blend socks, navy, white, black, tan or green. (Socks/hosiery must be worn at all times even on dress up days).

SWEATERS: Girls/Boys sleeveless vest, navy or green. Girls/Boys crew neck, navy or green. Girls/boys V-neck, navy or green. Girls/Boys varsity cardigan, navy or green. Girls/Boys St. Teresa Spirit Wear sweatshirts may be worn in lieu of uniform sweaters, green, white or gray.

WARM WEATHER CLOTHING (UPON THE PERMISSION OF THE PRINCIPAL): Girls/Boys twill shorts, navy or khaki, or girls plaid walking shorts and navy or khaki skorts, no shorter than 3" above the knee. (Cargo style shorts are not acceptable). Shorts or skorts may be worn during the month of September and beginning again on May 1st. Unusual weather conditions may cause these dates to be altered. Scouting uniforms may be worn on meeting or activity days instead of the school uniform.

GYM CLASS PARTICIPATION:

All students are required to wear an athletic shoe. In addition, students in Grades 4-8 should bring gym clothes with them to class. (Shorts and T-shirt, green and/or white may be ordered through our PTG Spirit Clothing sale.)

GENERAL APPEARANCE STATEMENT:

If the overall appearance of a student is judged by the principal to be in nonconformance with the dress code, the parents will be notified and when deemed necessary, will be asked to bring appropriate clothing to school for their child. Other appearance issues include, but are not limited to, the wearing of makeup, the coloring and/or bleaching of hair, boys wearing earrings, the wearing of excessive jewelry and the wearing of colored nail polish. These issues constitute a potential unnecessary distraction to the overall learning atmosphere in the classroom. Simply said, **they should not be done.**

EARLY DISMISSAL

Parents should make every effort to schedule appointments at a time when school is not in session. However, if a child must have an early dismissal, he/she must have a written note for the principal's approval. For these dismissals, parents or an authorized adult must meet the child at the office and sign him/her out at the authorized time. Children who arrive later than 9:00 A.M. will be marked as absent in the morning. Children who leave school before 12:00 P.M. will be marked absent in the afternoon.

EMERGENCIES

Emergency Cards

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

Emergency Closings and Delays

Stations KDKA and WPXI, the KDKA website and www.saintteresas.org are the officially designated sites for announcements relating to the closing of school. In addition, ONE CALL notifies each household via a phone call. St. Teresa School usually follows the NORTH HILLS SCHOOL DISTRICT schedule, delayed start or early dismissal, but please listen for specific information regarding St. Teresa School. A two-hour delay means the students will be picked up two hours later than their usual time. Walkers and car riders please follow the early dismissal or two-hour delay for North Hills District as well. Extended Care fees will be charged to those arriving before 10:00 AM. If your district does not have a delay, the students must come on those buses at the time they are scheduled. IF THERE IS A TWO-HOUR DELAY, PREKINDERGARTEN CLASSES WILL FOLLOW A TWO-HOUR DELAY MODIFIED SCHEDULE. *

PRE-SCHOOL

A.M. Class: 8:30 A.M. - 11:00 A.M.
P.M. Class: 12:00 NOON - 2:30 P.M.

KINDERGARTEN

A.M. Class: 8:30 A.M. - 11:00 A.M.
P.M. Class: 12:00 NOON - 2:45 P.M.

If the announced delay does not specifically mention St. Teresa of Avila School, but does name one of the public districts that service our school, only those children should follow the announcement. Children who ride the buses of other districts who are not delayed or who walk or are driven should arrive at the normal time.

EMERGENCY DISMISSALS

In the event that we would be required to dismiss school early, that information will be announced on the same station noted above. Homeroom coordinators will initiate a phone chain to notify parents as soon as possible. However, because phone service may be interrupted in the school, some emergency situations may not allow for this option. Children will be dismissed as parents are notified and transportation is arranged. If the school is unable to contact an adult, the student will be kept at the Extended Day Program.

EXTENDED SCHOOL DAY PROGRAM

The school offers an additional school program for families who need extended care. This program is designed to be an extension to the school day and NOT A DAY CARE FACILITY. Extended Day begins the first day of school. Hours of operation will begin at 7:00 AM to 8:00 AM. and from dismissal to 6:00 P.M. The service is not available after dismissal on early dismissal days. An hourly rate is charged. Rates are graduated for multiple children. Partial Hourly Rates: 15 minutes plus into the hour will be charged for a half-hour. 45 minutes plus into the hour will be charged for a full hour. Billing is done at the end of each month.

A note must be sent to school each day requesting a child to be placed in the Extended Program. However, scheduling can be done on a weekly or monthly basis in advance. Monthly scheduling is preferred in advance when possible. Notification of change in schedule should be done in advance when possible by calling the office and leaving a message for Extended Program.

If a problem arises in picking up your child, or a change in the person who will pick up your child, please call the School at (412) 367-9001 ext. 536 and one of the Extended Day Program staff will assist you. Otherwise, please pick up your child promptly by 6:00 P.M.

Please: Make certain that we have an up-to-date Emergency Card on your family (your current address, phone number(s), pagers, nearest relative or neighbor, etc.). Make the program director aware of any special conditions your child has, i.e., allergies, asthma, health problems etc., i.e., phobias, fear, etc.

The Program Will Be Conducted In The Following Manner:

All school children in this program will gather in the library at the beginning and end of the school day.

After School Program:

- A. Attendance will be taken.
- B. Absence will be noted and verified.
- C. School clothes can be changed to play clothes. (Bring backpack or duffel bag for storing).
- D. Snacks will be provided along with a drink.
- E. Playtime, relaxation and homework time will be based on individual and group choices.
- F. Weather permitting, outdoor play will be available, i.e., kickball, soccer, basketball, football, jump rope, hopscotch, etc.
- G. Poor weather, gym time when accessible.
- H. Full day Kindergarten room will be our main activity room.
- I. Homework/study and quiet play, i.e., chess, checkers, puzzles, etc. will be available in the Library.
- J. Entering and exiting the building will be done **ONLY** through the Grotto door entrance.
- K. All other doors will be locked and secured.
- L. Pick-up of child has to be made by an authorized and identified adult or family member.
- M. No child should leave the premises without personally checking out with the staff.

St. Teresa of Avila has safety and enjoyment as the top priorities in our "Extended Day" program.

FIELD TRIPS

Every class is permitted field trips during the year. Each student must have a signed permission slip before he/she is permitted to participate. Transportation, in accordance with diocesan directives, is provided by bus. A fee may be charged to cover costs.

The school does not sponsor overnight trips for elementary school students.

Following the direction of the Diocesan Legal Office and recognizing the risk and liability of overnight trips are **prohibited** and **shall not** be sponsored by the school. Sponsorship shall be further defined as any use of school or parish personnel, equipment, facilities, property or grounds for the planning, fundraising, congregation, advertisement, organized discussion or gathering place for such an overnight trip. Additionally, no overnight trips shall be permitted as an extension of a school sponsored field trip. Every school sponsored field trip shall begin and end on school grounds under continuous supervision and within the conditions and guidelines outlined above.

Adults who act as chaperones must have an application with status approved in the diocesan database.

Since all field trips are school sponsored, the ultimate authority for their content and regulations shall lie with the pastor and school principal. As an extension of the school, the final decisions concerning content, use, and/or withdrawal of funds for sponsorship shall lie with these individuals. It is also understood that all rules and regulations of the school, and disciplinary actions put in place by the school and its administration shall carry through to these field trips as though they were held on school grounds.

FIRE DRILLS

Fire drills are held monthly. Exit directions, which are posted in prominent places in each room, are to be followed. No teacher, student, or other personnel may remain in the building during fire drills. When the students hear the bell, they are to leave the room quickly and quietly in single file. Students remain outside until summoned back to class. Students are to remain in absolute silence during all fire drills. Misconduct of any nature is a very serious offense and will be dealt with immediately by the principal.

FUNDRAISING

The diocesan policy for funding elementary Catholic schools requires each school to have fundraising activities to generate 10% of its total operating budget. School families are expected to participate in these fundraising activities to the best of their ability through monetary donations and purchases. In the 2004-05 school year a \$250.00 fundraising fee was added to the tuition cost.

In accordance with diocesan policy, only designated profit from Market Day and Bonus Bucks may be used toward fundraising and/or tuition.

HALL AND STAIRWAY REGULATIONS

Leave the classroom in single file and keep to the right.

Always walk in halls and on stairways.

Loud talking or any other inappropriate conduct is not acceptable.

HEALTH SERVICES

The State Department of Health approves a physician and a dentist who conduct physical and dental examinations. However, parents are permitted to have the child's examinations done by their family doctors. Each child's vision, height and weight are checked annually. Special examinations and/or rechecks of vision and hearing will be conducted at the request of parents and/or teachers. Physicals are given in first and sixth grades. Dentals are given in third and seventh grades.

HOMWORK PHILOSOPHY

A reasonable amount of homework, according to grade level, is of great educational value and 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
- Teach responsibility, and
- Foster originality.

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

1. Provide a quiet spot away from the television, computer, telephone, or other distracting elements.
2. Check to see what was accomplished during the designated study time regarding neatness, and accuracy.
3. Be willing to listen to reading, spelling, and math facts and to explain procedures, but never do the assignment.
4. Consult the teacher if the child uses the excuse “no homework” too often.
5. Assignment books in Grs. 4-8 should provide an ongoing resource for parents to monitor assignments and to communicate with the teachers.
6. Homework is posted by individual faculty members on the school website as a service to both students and parents.

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

Primary (levels 1-3)	10-30 minutes
Intermediate (levels 4-5)	45 minutes
Upper Elementary (levels 6-8)	1-1 ½ hours

INTERNET USE POLICY

This guideline is established to ensure understanding and application of St. Teresa of Avila School Internet Use Policy. Our school reserves the right to amend these guidelines at any time. It is understood that the administration of the school will inform parents/guardians of any changes made in these Guidelines via the school’s monthly newsletter. **Parents and/or guardians are required to review these guidelines with their child (ren) and complete 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 software of all types
3. Discussion groups
4. Access to any educational institutions and libraries

Etiquette:

1. Be polite when sending written messages to others.
2. Appropriate language is expected in all messages.
3. Anything pertaining to illegal activity is expressly forbidden.
4. Do not reveal access information, personal or otherwise.
5. Do not disrupt others’ use of the internet access.

6. All users should remember that deleted materials could be retrieved.

The following actions, which are not inclusive, are considered unacceptable actions by the administration of the school:

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

LIBRARY

The use of The Tobin Library offers numerous opportunities for learning. In addition to developing library skills, the library can also contribute to a lifetime love of reading. Research opportunities are also available through the material available as well as the Internet.

Students may take out books on a regular basis and, in order to teach skills concerning prompt return of books, the selected books must be returned on the date due. Unless a student is absent, the student will be responsible for a five cent fine for each day the book is late. Students may not check out another book until the most recent book has been returned.

Lost library books must be replaced and the list price for the book will be charged and considered part of the family's financial responsibility.

LOST AND "SELDOM" FOUND

Articles of clothing will not be lost if properly placed in student lockers. Articles such as rings, watches, wallets, and money are considerably safer if kept with the student or entrusted to a teacher when the student has some activity that prevents him/her from properly caring for them. The school strongly discourages students from bringing valuable items to school. If articles are lost or found they should be reported to the teacher or principal's office. The school will not be held responsible for lost articles. A Lost and Found cabinet is located near the office.

PARTIES

The PTG sponsors parties for special occasions during the school year. No other instructional time should be used for parties without the principal's permission. In order to avoid conflict with the flow of the instructional day, birthday treats will be distributed

during the 2:30 period.. A note should be sent to the homeroom teacher the day before the treat will be sent to school.

In keeping with our healthy environment policy, celebration treats are to be limited to healthy food items such as fruits, grain bars, and low fat content items.

Non-food items are also highly recommended.

PARTY INVITATIONS

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

PLAYGROUND RULES

1. Students must go directly from the cafeteria to the playground.
Do not return upstairs.
2. Students must play in assigned play areas.
3. Respect other students: no pushing, shoving, fighting, name-calling, etc.
4. Do not interrupt other children's games.
5. Do not enter the school building during lunchtime without permission.
6. Students are not permitted to leave school grounds.
7. Playground equipment must be shared.
8. No "keep-away" or "piling-on". Don't carry students on your back.
9. Respect of neighbor's, teacher's and school's property.
10. Do not throw snow.

No student will be permitted to leave the school grounds at lunchtime unless the student submits a note signed by the parents granting permission and approved by the principal. Excuse from recess activities must be written and the reason for the excuse must accompany each request.

During inclement weather, students will return to their classroom for indoor activities. Discipline problems will be referred to the student's teacher and/or office.

RIGHTS OF NON-CUSTODIAL PARENTS

The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, a state's statute or a legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights on file at the school. 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 report cards and parent/teacher conferences.

SCHOOL HOURS

First Bell	8:15	Instructional Classes begin 8:30
DISMISSAL	3:05	Riders and walkers (private transportation)
	3:05	Riders (bus transportation)

Inclement weather may cause changes in schedule.

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.

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

Performance Assessment: Each child in grades K-8 participates in a performance assessment. This task allows students to respond to open-ended questions and to demonstrate their ability to use higher order thinking skills.

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

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

TEXTBOOKS

The school participates in Pennsylvania's Act 195/90 whereby the state purchases non-religious textbooks and instructional materials.. A parent form with permission to have their child use these books is kept on file in the school office. 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. **All books are to be covered at all times.**

TRANSFERS

When a student transfers to another school, parents should notify the school office as soon as possible. Academic records will not be forwarded until all financial obligations to the school have been met. This includes and is not limited to tuition, lost and missing books, and athletic association fees.

TRANSPORTATION

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

Busing

Students who live more than a 1.5-mile radius from St. Teresa of Avila School are eligible to be bused to the school. Those who live along a route that has been declared

“hazardous” are also eligible for busing. The public school district transportation division determines “hazardous route” claims. The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to all students in the Commonwealth of Pennsylvania.

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

The following bus rules are to be obeyed:

1. Remain seated at all times until the correct stop has been reached. If the driver has assigned seats, these seat assignments are to be honored.
2. Keep head, hands, and feet inside the bus.
3. In vehicles where seat belts are available, use them properly.
4. Do not ask to ride a bus other than the one to which you have been assigned or ask the driver to let you off at another stop. Only the Department of Transportation can authorize such changes.
5. Observe the same conduct as in the classroom. Quiet talking is permitted. Loud talking, etc., may distract the driver, prevent students from hearing instructions, or prevent the driver from hearing signals from emergency vehicles.
6. Be courteous; use no profane language.
7. Do not eat, drink, or chew gum on the bus.
8. Keep the bus clean.
9. Cooperate with the driver.
10. Do not put anything out the window of the bus.
11. Do not be destructive.
12. The driver is in charge. Any directions given by the bus driver in addition to the above are to be followed.

"What is the Catholic school's responsibility for students on the public school bus?" Attorney William Steidle, Legal office, Diocese of Pittsburgh, has reviewed and approved the following statement: "The student transportation policies and procedures of the local education agencies responsible for busing students are applicable to students bused to and from St. Teresa of Avila School, as are the laws and regulations for parochial schools in the Commonwealth of Pennsylvania".

Car Riders/Walkers

At dismissal, students walking and riding cars are dismissed shortly before the bus riders. Parents allowing their children to walk home should notify the homeroom teacher and the office. To insure the safety of **ALL** students, all car riders are dismissed from the auditorium.

It is imperative that no cars block the bus lanes. This includes the area between the flagpole and the convent. In the interest of safety when dropping off students in front of school, please exit past the convent and do not make a U turn back past the school,

proceed forward to exit the lot. Making U-turns is dangerous to the people walking from the parking spaces. In the afternoon, it is important that there is adequate space for the buses to travel through the lower lot.

TUITION

Parents who register a student in school enter into a contractual obligation with the school. Tuition payments are due monthly. Parents are reminded that the operational budget of the school is dependent on timely fulfillment of this obligation. Parents whose tuition is past due will receive a notice indicating the past due amount. Tuition statements will be mailed quarterly. Registration for the next school year, final grades, and transfers of academic records will not be processed if there is an outstanding balance.

ST. TERESA OF AVILA PARISH

STATEMENT OF POLICY REGARDING SCHOOL FUNDRAISING PROGRAMS AND TUITION CREDITS:

Policy effective January, 1998, revised July, 2004, revised March, 2009

1. Participation in the following fundraisers qualify as tuition credits at the stated percentages or dollar values.
 - a. Bonus Bucks – percentage given by store/restaurant less a 2% administrative fee.
 - b. Market Day – 7% of total purchase.
2. Credits earned will be deducted from the family's total tuition and reflected on the tuition statement.
3. Credits earned from April 1 thru March 31 are applied to the upcoming school billing year beginning June 1. Example: School year 2009-2010 billing year is from June 1, 2009 thru March 31, 2010. Credits earned from April 1, 2009 thru March 31, 2010 will be applied to the 2009-2010 school year. Credits earned after March 31, 2010 will be applied to the 2010-2011 school year.
4. When the full tuition and fees are paid in advance for the current school year, the earned credits for the current school year will be applied to the tuition for the next school year if the family is returning. For families not returning for the next school year, credits earned by March 31 of the current school year will be refunded to the family.
5. Credits earned after March 31 of the current school year will not be refunded to any family that will not be returning for the next school year.
6. Refunded credits will be calculated and paid by June 30.
7. Tuition statements will be sent out in October, January, April, and July.

These statements will contain credits earned during that prior 3-month period.

DISTRIBUTION OF REPORT CARD POLICY

Report cards will be distributed to all students whose tuition payments are current for the year.

In order to receive the first quarter report card, distributed in November, 40% of the total tuition must have been paid by October 31.

Second quarter report cards, distributed in early February, will be distributed to families with at least 70% of the year's tuition paid in full by January 30.

Third quarter report cards will be distributed in April to those families having 90% of the total tuition paid by March 25.

End of the year report cards will be distributed to families with the year's tuition paid in full.

Report cards will be given directly to parents on dates announced or mailed directly to the homes of those students whose tuition is current.

Families will be notified two weeks before the end of each quarter if the tuition payment is not up-to-date.

Families who make payments current after the noted date will be sent the report card within one week after payment is received.

The purpose of this policy is to insure that all tuition payments are made in a timely and regular fashion. It will enable us to meet our financial responsibilities and obligations in a just and responsible manner.

Other financial responsibilities include current checks. Checks that are returned due to lack of sufficient funds will incur a \$15.00 fee.

GRADES ON LINE

Beginning with the 2007-2008 academic year, student grades are available on line on a regular basis. Individual teachers will post all grades at least once a week.

In keeping with the distribution of report card grades and our tuition policy, grades will be available to families who are current with tuition. Thirty percent of the tuition must be paid by September 30 in order for parents to have access to grades.

Parents/guardians are asked to monitor their student's grades regularly. With the accessibility of grades on line, mailed progress reports have been discontinued.

Scholarship Monies

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

Visitation and Safety Policies

School visitations are encouraged through our teacher aide, cafeteria and library volunteer programs, room parents, P.T.G. activities, and our child enrichment programs. Visits to classrooms on an impromptu basis may be disruptive to the atmosphere of our classrooms and are not permitted.

If you are visiting school during school hours, (8:30-3:00):

1. Enter at the Main entrance of the school only. (This entrance is located at the upper level of the school).
2. Report to the Administrative offices and sign in.
3. Wear the visitor tag issued to you during the duration of your visit. Return the tag at the end of the visit.
4. Please sign out at the conclusion of your visit. If you are visiting the prekindergarten, follow the same procedure as above.

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

All entrance/exit doors, other than the Main entrance/exit will be secured at 8:15 AM and not reopened until after all the students have been dismissed at approximately 3:15 PM. A security system is in place, which monitors all doors and the lower parking lot.

Arrival and Dismissal Procedures

Morning arrivals - all students arriving before 8:00 AM by car must enter the school via the Library entrance and sign in for Morning Extended Care. Buses, mini buses, vans and automobiles dropping off students should do so from the bus lanes only. Flashing lights and signs on all buses, etc. must be respected to insure students' safe egress. If you intend to escort your child into the building, please park in the lower parking lot and enter through the main entrance.

Afternoon dismissals - School buses will pick up at the main level of the school. Bus-riding students will be dismissed from the main entrance/exit only. Students being picked up by private automobiles will be dismissed from the auditorium exit located at the lower level of the school. Alterations have been made for the Preschool and the Kindergarten. Their arrival and dismissal procedures will be outlined at the Parent Orientation.

Morning arrival and afternoon dismissal times are important opportunities for students and teachers to interact. To insure the safety of students, faculty are required to monitor their activity. Conversations with visitors hinder this vigilance. If it is necessary to speak with a teacher, please call the office and schedule an appointment for an appropriate time to discuss your concerns. Hallways should be free of non-school personnel at arrival and dismissal to help insure a safe school environment.

Volunteers

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

Any adult acting in any way as a volunteer in the school must be registered on the diocesan database and receive the necessary clearances.

III. CURRICULUM

Scholarship In Christ

“The Church’s involvement in the field of education is demonstrated especially by the Catholic school. No less than other schools does the Catholic school pursue cultural goals and the natural development of youth. But it has several distinctive purposes. It aims to create for the school community an atmosphere enlivened by the gospel’s spirit of freedom and charity. It aims to help the adolescent in such a way that the development of his/her own personality will be matched by the growth of that new creation which he/she became by Baptism. It strives to relate all human culture eventually to the news of salvation, so that the light of faith will illumine the knowledge which students gradually gain of the world, of life, and mankind.”(Declaration on Christian Education).

So it is in the whole document on Christian education, but especially in this paragraph, that St. Teresa educators discover the goals of their professional activity in education. They see it as their duty to devise curricula programs and methods of administering them, which will have as their objective exactly those ideals of freedom, and charity of which the Declaration speaks.

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

Curriculum Guidelines for all subject areas are utilized by the Catholic elementary schools and provided through the Department for Catholic Schools. The guidelines 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.

All textbooks have been selected from the list of recommended texts devised by the Curriculum Directors of the diocese. They are approved because the philosophy is consistent with the Catholic philosophy of education, the subject matter is adaptable to the Continuous Growth Program and because there is sequential, consistent development of material.

Catechetics/Religious Education

A formal catechetical program is taught daily. The Diocesan Catechetical Curriculum Guidelines, “Growing in God’s Covenant,” contains a balance of doctrinal content, scriptural understanding, faith formation, and prayer and worship experiences. A variety of materials and resources are used to foster both spiritual growth and moral development.

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

Our belief in Jesus has drawn us to this school community. Our beliefs are expressed and strengthened by daily communal prayer. Students develop skills and a love for the Church's daily worship. Prayer includes a prayer service each morning with simple prayers before, and after lunch, and at the end of the day.

An introduction each morning briefly sketches the Saint, feast of the day, or some aspect of the liturgical season. Attention is also given to the seasons of the year, to the anniversaries of historical figures and peacemakers of our time, and to the civil holidays that have significance for our children.

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

The principal, in conjunction with the Pastor and Director of Religious Education, works with the teachers in the religious development and sacramental preparation of the students. Parent preparation programs for Reconciliation, Eucharist, and Confirmation are held during the year. These are parish programs and involve all eligible children and parents of the parish.

Computer Literacy

As prescribed by the Diocese, St. Teresa has forged what we believe to be an excellent program of instruction in the use of computers. The computer program is all encompassing. Students learn how to use the computer as a tool. Application software in the areas of reading, creative writing, math, science and logic are offered to the students. Ongoing discussions occur concerning contemporary computer use as well as misuse. Guided use of the Internet is utilized to broaden students' horizons

Fine Arts

(Music & Art Education)

Instruction in the Fine Arts contributes to the development of the whole person, promotes individual statement, allows experimentation with diverse materials and elements; enables exploration and appreciation of the works of other students and major artists; 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, which incorporates many aspects of the core curriculum and can be integrated into the total education experience.

It is important that our students have an opportunity to learn about the arts, and to try to find their own individual ways of using them creatively. Increasingly, as students grow and progress in the ability to understand, the arts must play a major role as they

contribute to the development of creative and critical thinking. A comprehensive program covers assessment of all four aspects of the arts: production/performance; history; criticism; and aesthetics.

The Music program also offers students in Grades 4-8 a choice of Instrumental Music Education.

Language Arts

The Elementary Language Arts Curriculum for the Diocese of Pittsburgh has been developed to enable each student to be introduced to language as a viable form of communication, as an invaluable skill, and an art to be enjoyed. English classes center on improving writing, grammar and speaking, as well as expanding vocabulary and improving spelling.

Language, as a skill, provides the student 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 are also important phases of skill development.

Students in Grades K-5 center on an integrated approach to Language Arts and developing the necessary skills essential for success, including phonetic skills of the student. Students in grades 6-8 learn an appreciation of literature with skillful authors who vicariously open new worlds of adventure in far off places, times long past, and modern trends of good reading. Having developed a love for good literature, this aesthetic element overflows into the student's personal, oral and written statement.

Library/Media Instruction

In an age of "information explosion", it is the philosophy of this school library to provide the highest level of service. This is accomplished through appropriate and usefully organized collections, fair circulation and service policies, and skillful, accurate, unbiased and courteous responses to all requests for assistance.

We will continue to meet the challenges of the 21st century. Our school will make certain that the children in our care have all the intellectual advantages the "New Wave of Knowledge" has to offer them. We will meet the demands of a vastly expanded school curriculum, while helping to plan better ways to offer our services to teachers and students. The librarian is responsible for planning with teachers to meld the textbook with resource-based instruction.

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. Recently, two new computers with Internet access have been added to the Library and a computerized check out system is available. An interactive Smart Board is also available.

Mathematics

The mathematics curriculum is designed to help students meet the mathematical needs of the present and future, to provide practice in logical reasoning, and to develop the ability to find patterns and recognize structure in mathematics. Basic facts are taught in the lower grades and must be memorized. Concepts are taught sequentially. In primary grades, students are introduced to many ideas that are the foundation to an

understanding of algebra. Prealgebra and Algebra are taught in the Seventh and Eighth grades. Students completing the algebra program successfully are often placed in advanced algebra/geometry programs as freshmen in high school.

Teachers promote problem solving skills and an exploratory inquisitiveness in all students to assure critical thinking skills. Cooperative learning in the classroom is essential to heighten student awareness in the value of working together in group situations, to strengthen communication skills in mathematics, and to promote a mathematically literate society.

Physical Education/Health

A quality Physical Education program recognizes the value of teaching students to stay physically active and develop skills needed for present and future leisure. To achieve this goal, St. Teresa of Avila School incorporates the Department for Catholic Schools Curriculum, "Fit for Life" into the program. This program assists students in identifying their strengths, building on their strengths, and achieving personal goals. The health and physical education curriculum strives 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 energies helps 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 education, which leads to the total well being of each student, is the goal of the Diocesan "Health for Success" program. The program is a complete, comprehensive approach to developing our students physically, mentally, emotionally, spiritually, and socially. A health text, along with current periodicals such as, "Current Health," are used. Guest speakers are invited to speak to the students about various health related topics.

Science

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

Social Studies

The Social Studies curriculum begins with an introduction to community helpers. It progresses to the study of family and friends, and later encompasses a more in-depth study of the community. Beginning in fourth grade, the curriculum focuses on the study of the land regions of the United States and Pennsylvania history. At the fifth grade level, United States history through the Civil War and a study of the United States geographical regions are covered. Sixth grade students study World Cultures and World Geography with an emphasis on the countries of the Eastern hemisphere. Seventh grade studies United States history to the Reconstruction and eighth grade studies United States

history beginning with the Reconstruction to the modern day. Map and geography skills are taught at all levels. Values such as social justice, peace, cooperation between states and governments' opposition to the "isms" such as racism, sexism, and materialism are integrated in the Social Studies program.

World Language (Spanish)

Language students learn the sounds and syntax of the language. Students are also introduced to culture. A variety of materials and methods are used for instruction. Students in grades K-8 receive instruction in Spanish each week. Students are working toward proficiency in listening, speaking, reading and writing of the Spanish language. Many students qualify for Spanish II as freshmen in high school.

THE KINDERGARTEN CURRICULUM

RELIGION READINESS is a vital part of the Catholic School Kindergarten Program. From concrete life experience, the child learns the meaning of love and being loved in a family setting. The child realizes that he or she is special not only in his/her own family, but in God's family through Baptism. In a loving atmosphere of security and trust, the child is introduced to the loving goodness of God as shown in the gifts of creation and through His greatest gift, Jesus. By becoming acquainted with the life of Jesus, the child learns by being guided by the Spirit of Love to witness God's love in the world.

COMMUNICATION SKILLS are fostered when children have the spontaneity and encouragement to express their ideas verbally through written or picture form, and by listening to, sharing, and enjoying stories, poetry, and dramatic play. Language is a means of sharing wonder through social patterns based on specific skills: listening, speaking, reading, and thinking.

READING READINESS begins at birth and continues throughout a lifetime. It comes through many informal and planned activities of the family and school environment through field trips, show and tell, and audio-visual materials. Some activities are: learning left to right, top to bottom progression, eye-hand coordination, recalling stories and happenings in sequence, following directions, perceiving rhyming words, recognizing the alphabet in mixed order along with sounds, and learning to appreciate books through hearing stories read aloud and taking part in picture reading. Reading is treated separately from the other communication skills; however, they are taught together in a kindergarten readiness program: reading, writing, listening, speaking, and literature appreciation.

Children who are ready to read are provided suitable learning experiences.

HANDWRITING is another learning area in kindergarten. Work and play with blocks, clay modeling, finger painting, coloring, and use of scissors build eye-hand coordination, which is essential for this later-acquired skill. The children are shown the correct letter/forms and instructed to write on the baseline. The child is encouraged to use his/her natural hand preference for all handwork.

MATHEMATICS READINESS places emphasis on the use of concrete materials and appropriate technology so that students explore and develop ideas that are fundamental to the study of mathematics: numbers, counting, ordering, combining, sorting, classifying, and comparing sets of objects; recognizing and describing simple patterns; and recognizing shapes and sizes of figures and objects.

SOCIAL STUDIES is an important part of the kindergarten program as children learn to adjust and modify their behavior to a large group, practice patterns of good social behavior, take turns and using initiative; share; learn about people as they follow their interest about their world, their local community, their school, family and themselves.

SCIENCE increases children's awareness of and the ability to observe their environment. Using their senses, children experience the natural world through experimentation, observation, and discovery about plants, animals, weather, and the seasons.

HEALTH AND SAFETY concepts are integrated into the program in a functional manner as children begin learning about bodily structure and functions, emotional health, and family life. They also acquire the basic principles of safety in the classroom, on the street, and on the playground.

MUSIC AND RHYTHMS are experiences in which kindergarten children sing, listen to recordings, use rhythm band instruments, and respond creatively to music through bodily movements. Music as a well-balanced, correlated program strengthens learning in other subject areas.

ART is another channel for creative expression as children paint, draw, print, sew, model, and construct materials and engage in other related art activities. Children are often more interested in the process than in the product. They use color, line, and form to communicate ideas and feelings.

PHYSICAL EDUCATION and movement are integral parts of young children's growth. Children should progress at their own rates in developing physical skills, enjoy physical activity, improve physical fitness, learn to move body parts, and develop a positive self-concept.

COMPUTER skills and knowledge are necessary in today's information based, technological society. The kindergarten children are introduced to the use of the computer as an integral part of their education process.

FOREIGN LANGUAGE: Spanish is introduced to the children at the kindergarten level. Children learn about the culture and customs of Spanish speaking countries and develop a basic vocabulary...their name, number words, color words, days of the week etc.

The Prekindergarten and Kindergarten Curricula are based on the guidelines provided by the Diocese of Pittsburgh and the Diocese of Cleveland. Written progress reports are done in January and June.

PREKINDERGARTEN
PHILOSOPHY AND GOALS

The child should:

1. become aware of the fact that he/she is a child of God and will grow in His love.
2. develop a positive self-image and acknowledge his/her self worth.
3. develop basic social skills.
4. increase independence.
5. develop a trust in adults other than his/her parents.
6. enjoy being part of a group and accept the need to share and cooperate.
7. respect the rights of others and defend those rights.
8. develop the desire to learn.
9. develop the ability to listen and follow directions.

IV. STUDENT ACTIVITIES

- **Assemblies**

Assemblies are held for children throughout the school year. The assemblies are planned in conjunction with the school's educational staff and the PTG with a focus on education.

- **Curricular & Extra-Curricular Activities**

Religion: Sacramental preparation for Reconciliation, Eucharist and Confirmation-Grs.2 & 8

- Catholic Vision of Love classes, Grs.5-8
- Altar Servers, Grs. 5-8
- Lenten Tableau, Gr. 6
- May Crowning, Grs. 2 & 8
- Devotion to the Blessed Mother (Rosary recitation), Grs. K-8

Language Arts:

- Forensics, Grs. 5-8
- Spelling Bees, Grs. 4-6 & Grs. 6-8

Mathematics:

- Robotics Club, Grs. 7 & 8

Science:

- PJAS (Pennsylvania Junior Academy of Science), Grs. 7 & 8

Social Studies:

- Student Council, Gr. 5-8

Fine Arts:

- Art Club Grs. 7 & 8
- School Chorus, Grs. 4-8
- Recorder Classes,
- Beginning Band, Grs. 4 & 5
- Intermediate Band, Grs. 5 & 6
- Wind Ensemble, Grs. 6-8
- Kinder S.T.A.R., Gr. K
- S.T.A.R. (St. Teresa Art Review), Grs. 1-8
- Piano Keyboard Lab, Grs. 1-8

Physical Education/Health:

- D.A.R.E. (Drug Awareness Resistance Education), Gr. 6

- **Family Enrichment**

The PTG plans activities for evenings and weekends to provide enriching experiences for the enjoyment of the whole family.

- **Interscholastic Sports**

Catholic schools are excellent because they are holistic in nature, i.e. they educate the whole person. In addition to the spiritual and intellectual dimensions, there is the need for the physical development of each student. Pope John Paul II, an avid sportsman himself, believed that “sports can and must contribute to the integral development of the human person.” Catholic elementary schools in the Diocese of Pittsburgh support sports programs as part of their ministry to their students. Sports promote good health, strong self-esteem, loyalty, fair play, generosity, friendship, cooperation and other positive values. First and foremost in the minds and hearts of all those involved in Catholic school sports programs should be the interest of the young people under their care. Every effort should be made to place competitive sports in a Christian perspective. The desire to win at all costs should be discouraged. Violence on the field, poor sportsmanship, excessive negative reinforcement, and other such inappropriate behavior should be eliminated. The emphasis should be on insuring positive reinforcement, skill development, teamwork and good sportsmanship. It will be the goal of the diocesan sports coordinators to insure that their sports programs reflect the highest principles and teachings of the Catholic Church.

St. Teresa belongs to and participates in the Pittsburgh Diocesan Athletic League. Through the efforts of our Athletic Association and their approved bylaws we provide:

- A Varsity and Junior Varsity Boys Football Program Grs.4-8
- A Varsity and Junior Varsity Girls Basketball Program Grs. 4-8
- A Varsity and Junior Varsity Boys Basketball Program Grs. 4-8
- A Varsity and Junior Varsity Girls Cheerleading Program 4-8
- A Varsity and Junior Varsity Co-ed Soccer Program Grs. 4-8
- A Varsity and Junior Varsity Girls Volleyball Program Grs. 4-8
- A Varsity and Junior Varsity Co-ed Cross-Country Running Program Grs. 4-8
- A Varsity and Junior Varsity Boys Volleyball Program Grs. 4-8

Available for our younger students in Grs. 2-3 is the Little Titan Basketball Program. This program is an in-house (intramural) opportunity. A cheerleading Pep Squad for grades K-3 is also available.

- **Athletic Association:**

All sport programs are under the jurisdiction of the pastor/principal. The Athletic Association officers are accountable to them. Coaches are selected by the Athletic Association Executive Board, approved by the pastor/principal, and serve on a volunteer basis. The Diocesan Guidelines for Elementary Catholic Schools Sports programs guides the policies. Parent interest and willingness to serve on the Board are vital to the continued success of the program.

- **Student Council**

Student Council consists of students from grades 5-8. To be selected, those students who desire to be a student council officer petition the endorsement of four teachers. The students then prepare a speech, which is presented to the 5th - 8th grade student body. Finally, elections are held and a President, Vice President, Secretary and Treasurer are chosen. The officers are given the charge of planning and running the meetings, with the help of the faculty advisors.

The organizational goal is to foster esprit de corps through student planning and implementation of school activities. The Student Council sponsors social events, raises money for various charitable causes, sponsors food drives, as well as other activities which benefit the greater community.

V. BEYOND THE CLASSROOM: SERVICES & OPPORTUNITIES

- **AIU (Allegheny Intermediate Unit) Non-Public School Program provides:**

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.

The following services are offered through the Intermediate Unit:

Remedial Reading and Math

The 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 parent approval. Alternate strategies are planned for students in accordance with individual instructional goals and in support of the classroom curriculum to help students develop mastery of basic skills.

Speech/Language

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

Psychological Testing

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

Counseling

A certified counselor provides individual and small group counseling sessions to children in grades K-8. Class and/or group counseling does not require parent permission. Children are referred by parents, principal, and teacher and through self-referral. Parents/guardians will be notified if individual counseling is suggested.

Gifted Program

Admission to the Gifted Program for students in the local school district is based on results of standardized academic testing, tests of cognitive skills, and academic performance. The teacher or a parent who submits a letter to the principal can recommend students. St. Teresa of Avila School completes the necessary forms and forwards them to the school district. Students who are accepted will attend classes in the local public school and will also be responsible for making up missed classroom work.

G.A.T.E. (North Hills & Avonworth, City of Pittsburgh, Shaler & Pine Richland) and **G.O.A.L.** (North Allegheny) are the gifted programming available in our feeder public school districts. Criteria for participation vary from district to district. Second through sixth grade students (North Hills, Avonworth, City of Pittsburgh, and Shaler & Pine Richland) and second through fifth grade students (North Allegheny) who qualify, attend a weekly class in a prescribed building located in their district.

The Johns Hopkins University Center for Talented Youth (C.T.Y.)

Provides academically gifted seventh graders an opportunity to participate in a Mathematics and Verbal Talent Search: Students who qualify do so based on their sixth grade achievement scores.

C-Mites Carnegie Mellon Institute for Talented Elementary Students is an outreach program sponsored by Carnegie Mellon University. Students in grades 3 thru 8 may participate. Students who qualify do so based on achievement test scores.

Student Assistance Program

Act 211 of 1990 mandates the Student Assistance Program (E-SAP) in the Commonwealth of Pennsylvania. It is a comprehensive program of prevention, intervention, and support for students in grades K-12. The members of the Team are the principal and faculty members of the school who have received special training through Approved Agencies. The program exists in order to promote the growth and development of the child. The team then makes informed assumptions as to what is needed to help the student, conveys this information to classroom teachers, parents/guardians and evaluates the results. If necessary, after consultation with parents, appropriate referrals are made to outside agencies. Team members must maintain all information regarding students and their families under **safeguard of privacy and confidentiality**. Access is limited to those who have a legitimate educational interest.

VI. COMMUNICATION

School information is sent home each week via e-mail. Each month a packet is sent home with the youngest child in every family. Parents are asked to return the envelope to school the next day. All printed materials must be presented to the principal for review, possible revision and initial. Parents may return any necessary forms in the envelope. Only informational items about the school and/or parish are sent home in this packet.

In the 2009-2010 school year steps were taken to communicate for the most part via e-mail.

The "School News" section of the Sunday bulletin also contains information for parents and includes special times for School Masses. Parents and friends are welcome to join in these liturgical celebrations.

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

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

- Quarterly report cards
- Parent/Student/Teacher conferences
- Conduct referrals
- School Newsletter
- Parent Teacher Guild meetings
- E-mail as arranged and available
- On-line grading

The GradeBook is an on-line tool available to all families in Kindergarten-Grade 8. All grades are recorded by teachers and are available in a timely fashion. Because families have access to GradeBook at all times, the written interim reports have been eliminated.

At the end of each month a family's tuition account is reviewed and all families who are current with tuition have access to the student's grades.

VII. HEALTH AND SAFETY

Illness

It is often difficult to decide if your child should stay home from school when complaining of illness. An objective sign is an elevated temperature. It is recommended that a child be kept home from school until the temperature has remained normal (below 100°) for 24 hours. If a child has a temperature of 100° or more, skin rash, diarrhea/vomiting, strep throat, or evidence of lice, the child will be sent home. Parents are asked to use discretion in sending their children to school if they display any of these symptoms. Please inform the school office if your child becomes sick with a contagious illness. Notes will be sent home with the other children to warn parents of contact and incubation of communicable diseases.

Accident Injury, Medical Condition

In the case of accident or illness at school, parents are contacted to take the child home, to the doctor, or hospital. It is important for your child’s safety and comfort, as well as the effective operation of the office, that emergency information needed to locate parents is available for each child and that this information is kept up-to-date by parents. Parents of children who have any type of physical disorder should contact the principal, or school nurse, who will make teachers aware of the problem. All cases of head lice should be reported immediately.

Medication

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

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

The policies of the North Hills School District, which supplies a school nurse on a limited basis, direct the health policies of St. Teresa of Avila School.

VIII. PARISH ORGANIZATIONS & COMMITTEES

Finance Committee
Fundraising & Development
Parent Teacher Guild
Athletic Association

Directory

Catholic Schools Office - Diocese of Pittsburgh
III Blvd. of the Allies
Pittsburgh. PA. 15222 (412) 456-3090

Office of the Diocesan Educational Consultants
135 First Avenue (first floor)
Pittsburgh, PA. 15222 (412) 456-3070

St. Teresa Church/Rectory
1000 Avila Court
Pittsburgh. PA 15237 (412) 367-9001

St. Teresa School

800 Avila Court	(412) 367-9001		
Pittsburgh. PA. 15237		#530	Secretary
		#531	Principal
		#536	Nurse/Extended Day
		#534	Cafeteria Manager

St. Teresa Religious Education Office			
800 Avila Court			
Pittsburgh. PA 15237.	(412) 367-9001		
		#548	Director of Religious
		Education.	
		#549	Secretary

St. Teresa Social Service Office			
900 Avila Court			
Pittsburgh. Pa. 15237	(412) 367-9001	#540	

Avonworth Transportation			
1324 Roosevelt Road			
Pittsburgh. PA. 15237	(412) 369-8738		

City of Pittsburgh Transportation			
341 S. Bellefield St.			
Pittsburgh. PA. 15213	(412) 622-3740		

North Allegheny Transportation			
200 Hillvue Lane			
Pittsburgh. PA. 15237	(412) 369-5500		

North Hills Transportation			
135 6th Avenue			
Pittsburgh. PA. 15229	(412) 318-1024		

Pine Richland Transportation			
4046 Ewalt Rd.			
Gibsonia, PA15044	(1-724) 443-5063		

North Allegheny G.O.A.L. Office	(412) 369-5409
North Hills G.A.T.E. Office	(412) 318-1502

YEAR END AWARDS

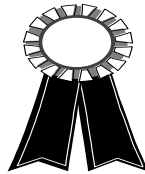
For Grade 8

American Legion Award:

Perry Highway Post presents The American Legion School Award (medal and certificate) to one girl and one boy in the eighth grade graduating class at the end of the present school year. The criteria for selecting the students to receive this award are based on honor, courage, leadership, patriotism, scholarship and service.

President's Academic Awards:

As America enters a new millennium of unlimited possibilities, schools are setting even higher standards. Principals and teachers have found that students do their best when we expect the best from them. Specific goals and high aspirations encourage our young people to learn more and reach much higher levels. Honoring student achievement and hard work is the purpose of the President's Education Awards Program. Since 1983, the program has provided individual **recognition from the President and U.S. Secretary of Education** to those students whose outstanding efforts have enabled them to meet challenging standards of excellence. Each year, thousands of elementary, middle, and high schools participate by recognizing deserving students. There are two categories: **The President's Award for Educational Excellence** and **The President's Award for Educational Achievement**, both of which honor students exiting elementary, middle or high schools.



The principal is the final recourse and reserves the right to amend this handbook. Parents/guardians will be given prompt notice.

