



**ARCHANGEL GABRIEL**  
**CATHOLIC SCHOOL**

**2021-2022**

**PreK - 8 HANDBOOK**

## PRINCIPAL'S WELCOME

Dear Parents, Guardians, and Students,

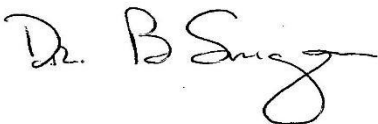
Welcome back and welcome to our 2021-2022 school year. We extend a heartfelt welcome to our Archangel Gabriel Catholic School families as our academic school year begins. It is exciting to collaborate with Archangel Gabriel Catholic School professional team, students, and parents as we build a culture for learning that embraces both our Catholic faith and scholastic outcomes.

The Archangel Gabriel Catholic School Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your children must be familiar with and abide by the expectations, procedures, and rules outlined in this handbook. It is our hope that you find this handbook helpful to you. We encourage you to print it and place it in a convenient place at home, where it can be easily referenced.

Please understand that the goal of this handbook is to maintain an orderly, safe, and nurturing environment, where children can achieve optimum academic, social, physical, and spiritual growth. We are all partners in this effort – everyone is responsible for his/her part in making our school community a positive place that promotes teaching, learning, and living as Jesus did.

After reading the handbook with your child(ren), PLEASE SIGN AND RETURN THE "PARENT/STUDENT HANDBOOK VERIFICATION FORM" BY **FRIDAY, SEPTEMBER 24th**. This form is found at the end of the handbook.

Continued blessings in the year ahead,

A handwritten signature in black ink that reads "Dr. B Smugg". The signature is written in a cursive style with a large, looping "g" at the end.

*Principal- Archangel Gabriel Catholic School*

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# INTRODUCTION

## ***VISION STATEMENT / DEPARTMENT FOR CATHOLIC SCHOOLS***

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

### ***Philosophy of School***

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

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

All children will be provided with challenging, yet realistic goals to achieve their full potential. Individual learning styles and rates of achievement will be recognized.

Each child will receive guidance in developing sound attitudes and habits for both mental and physical health.

Each child will develop a Christian awareness of responsibility to God, family, parish, community, nation, and world.

### ***Mission Statement***

The administration, faculty, and staff of Archangel Gabriel Catholic School embrace each child enrolled at our school as a unique creation of God with spiritual, intellectual, and social needs and gifts.

We instill in our students the teachings of the Catholic Church, which are rooted in the Gospel, and model these teachings by forming authentic relationships with parents, faculty, staff, parishioners, and others in our community.

We empower our students to become active and creative 21st-century learners equipped with skills to thrive in today's changing world.

We imbue them with a sense of understanding and compassion for others and nurture them to be advocates for Catholic social teachings according to the Gospels of Jesus Christ.

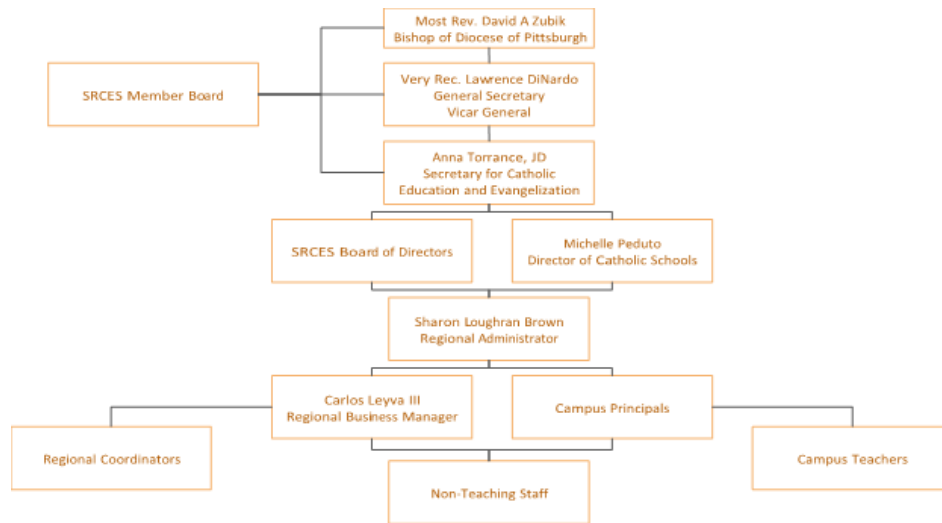
### ***Middle States Accreditation***

The Middle States Association of Colleges and Schools accredits Archangel Gabriel Catholic School. Middle States accreditation is an expression of confidence in Archangel Gabriel Catholic School'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 ten years the school is re-evaluated for continued accreditation. Our most recent accreditation is for the period of May 1, 2019 to May 1, 2026, through the *Designing Our Future Self Study*.

Archangel Gabriel Catholic School is a school located in the Diocese of Pittsburgh and part of the South Regional Catholic Elementary Schools. The school is under the leadership model below.

### ***SRCES Organizational Chart***



### ***ACADEMIC SUPPORT***

We strive to be as inclusive as possible in welcoming all students for whom we can provide an appropriate education. Therefore, we implement the Diocesan Academic Support Model to assist students who are struggling academically and/or have been identified as a person with a special need. Parents may request more information about this program from the principal or the child’s teacher.

### ***Nondiscrimination Policy***

Archangel Gabriel School admits students 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 based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### ***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 in the classroom as well as throughout the school. A conscious effort is made to integrate catechetics into every aspect of the school curricula.



Our belief in Jesus has drawn us to this school community. Our beliefs are expressed in and strengthened by daily communal prayer. Students develop skills and a love for the Church's daily worship. Prayer includes a prayer service (including the school adopted prayer of the *Angelus* – signifying when the Angel Gabriel appeared to the Mary asking her to be the Mother of Jesus) each morning with simple prayers before and after lunch and at the end of the day.

An introduction each morning briefly sketches the saint or 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 principals, in conjunction with the Pastor and the Director of Religious Education and Regional Administrator, work 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.

## **INSTRUCTIONAL PROGRAM**

### ***CONTINUOUS GROWTH APPROACH TO INSTRUCTION***

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

The Catholic School offers a strong traditional curriculum. In the "Continuous Growth Program" of the Diocese of Pittsburgh, students advance through defined curricula according to their individual needs and abilities. In addition to meeting all the requirements of the Pennsylvania Department of Education, the curricula give 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 schoolteachers place high expectations on all children so that they are encouraged to achieve to the best of their ability.

This is particularly true in the skill areas of English, Language Arts, 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 students' grade level.

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

- to recognize and provide for differences in each student's growth patterns
- to provide an environment in English Language Arts and Math classes that promotes continuous progress
- to adapt the in English Language Arts and Math curricula to each child to challenge maximum individual development
- to encourage students to exert effort so that they may experience success in their encounters with each school situation

## ***ACADEMIC SUPPORT***

We strive to be as inclusive as possible to promote appropriate instruction for all students. Therefore, we implement the Diocesan Academic Support Model to assist students who are struggling academically and/or have been identified as an individual with a special need. Parents may request information from the principal or teacher if the child needs specialized instruction.

## **SUBJECT AREAS**

### ***Catechetics/Religious Education***

The Catholic Church recognizes parents/guardians as the primary educators of their children. The role of the parish school is to supplement and complement the role of the parent. In the school, a formal catechetical program is taught daily. Lessons contain a balance of doctrinal content, scriptural understanding, faith formation, prayer, and worship experiences.

Goals and objectives are constant and consistent to enhance the spiritual formation and moral development of all students. A genuine, personal relationship with God and the response of worship and service are the ultimate goals of religious instruction. Liturgical and personal prayer are outcomes of the guidance and religious instruction provided. Opportunities for both communal and personal prayer are a daily priority. Careful planning and programming ensure a broad and deep understanding of authentic Church Doctrine. A variety of materials and resources are used to foster both spiritual growth and moral development.

Parents are encouraged to communicate in words and actions the Church's teaching concerning human sexuality. When adults respond to their sexuality in a love-giving manner, they enable their children to integrate the Church's teaching concerning human sexuality into their own lives. The Catholic Vision of Love is the Diocesan mandated Sexuality Program included in all grade-level curriculum.

### ***English Language Arts***

The English Language Arts curricula present numerous opportunities for the integration of faith, culture, and life by developing an awareness of the Gospel values. The philosophy inherent in the English Language Arts curricula 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.

### ***Mathematics***

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, develop basic skills, and enhance conceptual understanding. Mathematics includes the National Councils of Teachers of Mathematics.

## ***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 K-5 Social Studies curricula includes elements of anthropology, economics, geography, history, political science, and sociology, with an emphasis on global awareness and values. An integrated, interdisciplinary approach helps students develop a sense of relationship 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.

## ***Science***

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

The science curricula focus 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.

Science, Technology, Engineering, and Math **STEM** will be added to the science curricula. Through STEM education, students learn to become problem solvers, innovators, creators, and collaborators.

## ***World Languages***

Because the Church is universal and embraces all people, regardless of race, nationality and financial status, the Catholic school encourages the study of world languages and other cultures. World language students learn the sounds and syntax of the language and work toward proficiency in listening, speaking, reading, and writing. A variety of materials and methods are used for instruction. Archangel Gabriel Catholic School offers Spanish in grades K-8. Most students qualify to begin the second year of language study when they enter high school.

## ***Physical Education***

Physical education is a vital component of the curricula, which assists students in identifying their physical strengths and weaknesses and encourages them to build on their strengths to achieve personal goals. Students learn to follow rules and to respect the rights of others through games and physical activity. Learning to channel energies constructively helps students perform successfully in life.

## ***Health***

The Health for Success curricula presents information at each level of development to help students make wise, moral decisions with respect for the God-given gift of life. The health curricula place 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***

In the Fine Arts program, students can deepen their awareness of God's gift of creation and 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 and major artists and musicians, develops awareness and sensitivity toward the environment, and finally promotes a deeper understanding of heritage and culture.

The Fine Arts curricula provide a holistic approach to education that incorporates many aspects of the core curricula and are integrated into the total educational experience.

It is essential for our students to develop Twenty-First Century skills so that they can function in a digital world. A primary objective of education is to learn how to identify, locate, organize and share needed information in a clear, concise, and persuasive manner. As technologies change, students need to develop skills to manage and communicate information. The school library (media/technology center) program is the vehicle that provides opportunities for students to achieve these skills and to foster a life-long interest in learning.

### ***Technology and Internet Use Policy***

The use of electronic devices and Internet resources are available for all students in the Archangel Gabriel Catholic School. These resources will include computers, laptops, tablets, webcams, Internet, network storage, and email accounts to access software, programs, and communication with teachers and students. The students will have access to free websites as well as school-purchased databases, libraries, software, and website programs. The purpose of this policy is to address proper and acceptable uses of technology at the Archangel Gabriel Catholic School. Any violation, use of the Internet in any obscene, bullying, unethical, or illegal manner may be subjected to criminal law violation and investigation.

This guideline is established to ensure understanding and application of the Archangel Gabriel Catholic School Internet Use Policy. The school reserves the right to amend these guidelines at any time. It is understood that the administration will inform parents/guardians of any changes made in these Guidelines via the school's monthly newsletter. **Students' parents and/or guardians are required to review these guidelines with their child(ren) and complete and return the attached parent/guardian consent form.**

Children's Internet Protection Act

<https://www.fcc.gov/consumers/guides/childrens-Internet-protection-act>

US Justice Department, Cyber Crimes

<https://www.justice.gov/criminal-ccips/ccips-documents-and-reports>

### ***Student Responsibilities, Obligations, and Permissible Actions***

Technology instruction is essential in today's educational process. This instruction includes computer awareness and computer literacy. When this instruction and awareness are mastered, the computer becomes a basic tool for teaching logical thinking and problem-solving, creative writing, communication, the handling of information, and many other aspects of the curriculum.

Since the Continuous Growth Philosophy guides instruction in schools of the Diocese, students are led into phases of computer instruction according to needs and abilities.

Teachers of computer literacy look beyond the hardware and develop an awareness of values such as relationships, collaboration, ethical conduct, responsibility, and creative expression. As in all other areas of the curriculum, the integration of the Gospel values is a part of the teaching/learning process in the computer lab and classroom.

As a student at Archangel Gabriel Catholic School, I understand that the use of electronic devices, computers, laptops, network storage, email, software, programs, websites, libraries, and communication is a privilege and will be used in an ethical manner as outlined in the school's general behavior policy in the student handbook. I understand that I need to use these devices to enhance my education and achieve academic excellence as described in the school's policies and educational goals. Violation of acceptable use of electronic devices will be subject to consequences. I understand that the school will monitor my computer, Internet, and email usage. My use of school technology will meet the following guidelines:

- I will keep my passwords private.
- I will not give out personal information on social media sites.
- I will not share inappropriate (obscene, vulgar, pornographic, offensive) materials, photos, media, in communication with others.
- I will report to teachers/parents if I see any inappropriate language or pictures on the Internet or if anyone makes me feel uncomfortable online.
- I will not violate copyright laws or plagiarize the use of articles, stories, pictures, videos, or other works without crediting the original source. I will not use these above materials as my own work.
- I will not use the Internet for non-school-related activities, sending messages that are likely to result in loss of the recipient's work or systems, using the Internet for commercial purposes, using the Internet for political lobbying, sending or receiving copyrighted material without permission.
- I will demonstrate proper digital citizenship, not participate in any activity that hurts or harms others which includes cyberbullying, is against the law, or against school policy.
- I will not record Google Meets or any portion of live stream learning for personal use or distribution over social media including personal texting.
- I will not screenshot any portion of live or recorded learning materials to be used for personal use or distribution over social media including personal texting.
- I understand that given a laptop, email, and Internet use is a privilege to be used for educational achievement and within the educational goals of the school.
- I will respect school equipment, including an absence of vandalism or computer viruses.
- I will not use the Internet to set up social media sites for myself or use it to falsifying one's identity.
- I will only use, and download sites appropriate for school classes and are subject to the approval of my teacher.
- I will not legally or illegally download music, games, movies, or files that do not have educational use or are approved by the teacher.
- I understand and will abide by the cell phone policy as outlined in the student handbook and only use it with permission by the teacher or during permissible times.

**(Due to the critical nature of technology and internet use during this school year, this policy will also be sent separately to families with student and parent signature required)**

## ***TESTING PROGRAM***

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 1-8 are administered a standardized test to measure progress from one year to another. A component of the standardized testing program for grades 2-8 is a cognitive abilities section, which helps compare a student's achievement with other students of the same age, grade, and ability. If a child is absent due to illness, every attempt will be made to enable the child to make up the tests. However, since the tests

must be returned within a two-week period, make-up testing often necessitates taking more tests daily than is ideal. To prevent this, we ask parents not to schedule trips or appointments during the time of standardized testing.

### **CDT**

Classroom Diagnostic Tools (CDT) is a set of online assessments, divided by content areas Literacy and Mathematics and, is designed to provide diagnostic information to guide instruction in order to support intervention and enrichment. Students in grades 3 - 8 take these tests in the subject areas of reading and Mathematics

### **Math Benchmark Tests**

This test is administered quarterly to students in Grades 7-8. These tests determine if the student is making progress towards grade-level expectations.

### **Acadience Math**

This test is an assessment used to measure the achievement of mathematics skills from kindergarten through sixth grade. This test is administered three times a year. (September, January, and May)

### **Acadience Reading Assessment**

DIBELS stands for Dynamic Indicators of Basic Early Literacy Skills and is comprised of six measures that function as indicators of the essential skills that every child must master to become a proficient reader. The DIBELS measures are used to regularly monitor the development of early literacy and early reading skills. DIBELS was designed for use in identifying children having trouble in the acquisition of basic early literacy skills, in order to provide early support and prevent the occurrence of later reading difficulties. The test is given to students in grades kindergarten – 4th grade three times a year. (September, January, and May)

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

### ***Act 89 Services***

Intermediate Unit personnel work with and provide support to students in remedial English Language Arts and Math. 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 that directly impact social and academic interactions.

## ***Educational Psychological Testing***

Educational Psychological Testing is available through the student's school district by parent request or at the recommendation of the teacher in consultation with the principal. Results are formally reported to parents, the 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 the parent's permission.

## ***Counseling***

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

Developmental Guidance: We value the personal and social development of your child as much as his or her academic growth and success. Throughout the school year, our school counselor from the Allegheny Intermediate Unit will be visiting classrooms to present lessons based on the American School Counselor Association (ASCA) standards. ASCA standards address the career, academic, and personal/social development of all students. If you have any questions, please feel free to contact your building administrator or school counselor.

## ***Guidance***

The Guidance Curricula is integrated throughout the curricula. Its goal is that all children will develop self-understanding and a feeling of self-worth. Teachers play an important role in helping the student come to an understanding of his/her personal strengths and weaknesses and in developing self-confidence. The service of a guidance counselor is available on a limited basis. Psychological testing can also be requested. School personnel is aware of mental health agencies located in the neighborhood.

## ***Developmental Guidance Program***

At Archangel Gabriel Catholic School, we value the social and emotional development of your child as much as their academic growth and success. Throughout the school year, counselors from the Allegheny Intermediate Unit will be visiting classrooms to present lessons on topics including character education, conflict resolution, anger management, feelings, social skills, etc. The topics and grade levels were chosen will be based according to the needs of the classroom.

## ***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 in the classroom. Students can be recommended by the teacher or a parent who submits a letter to the principal. Archangel Gabriel Catholic School completes the necessary forms and forwards them to the school district. Students who qualify attend classes in the local public school and will be responsible for making up missed classroom work.

## **CURRICULAR RELATED**

### ***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 is frequently given. Homework is assigned on a regular basis for the following reasons:

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

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

- Provide a quiet spot away from the television, telephone, or other distracting elements
- Check to see what was accomplished during the designated study time regarding completeness, neatness, and correctness
- Be willing to listen to reading, spelling, and math facts and to explain procedures, but never do the assignment
- If the child says there is no homework too often, the parent/s should consult the online grading system

If for some reason, the child cannot complete an assignment, the parent should inform the teacher by a 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 K-2)	10-30 minutes
Intermediate (Grades 3-5)	40-60 minutes
Upper Elementary (Grades 6-8)	70-90 minutes

At the discretion of the teacher, homework is not generally assigned on weekends.

## **DAILY PRACTICES AND POLICIES**

### ***ADMISSIONS/REGISTRATION POLICIES***

Archangel Gabriel Catholic School admits students of any race, gender, 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 based on race, gender, or national or ethnic origin in the administration of our educational policies, admission policies, athletic or other school-administered programs. Students can be admitted with a disability if, with reasonable accommodation, the student can meet program requirements. Children who are not Catholic are expected to participate in religion classes and to attend all religious functions of the school/church.



Official certificates of birth and baptism are required at the time of registration. Students entering Kindergarten must be five years of age by September 1. Those registering for grades 1-8 must fulfill the age requirement for the desired grade and present letters of recommendation from the previous school Grade level and academic group determinations are made on the basis of school records. **All students are admitted on a 90-day probationary basis.**

Immunization records must be complete before any child may enter school. Children in all grades Pre-K – 12<sup>th</sup> grade need the following immunizations for attendance:

- 4 doses of diphtheria, tetanus, and acellular pertussis (MMR) 1 dose on or after 4<sup>th</sup> birthday
- 3 doses of polio vaccine (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after the previous dose given)
- 3 doses of hepatitis B
- 2 doses of measles, mumps, and rubella (MMR) 2 doses of varicella (chickenpox) or evidence of immunity

7<sup>th</sup> – 12<sup>th</sup> Grade Additional immunizations requirements for attendance.

- 2 dose of meningococcal conjugate vaccine (MCV)
  - The first dose is given at 11 – 15 years of age.
  - The second dose is required at age 16 or entry into 12<sup>th</sup> grade. If the dose was given at 16 years old, only one dose is required.
- 1 dose of tetanus, diphtheria, and acellular pertussis (Tdap)

## ***Mandatory Reporting***

In accord with the Diocese of Pittsburgh and Pennsylvania law, school staff is obligated under penalty of fine and/or jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, and/or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## ***Attendance***

Regular attendance at school is a major factor in determining academic success. Parents and guardians of students who acquire excessive absences may be required to provide documentation from a physician indicating that the absences are related to an existing medical condition. Students absent for more than thirty days during the academic year may be denied academic promotion.

Parents should call the school and leave a message on the student call-off line each day that a child is absent from school. Kindly report your child's absence by 10:00 am. Give the child's name, homeroom teacher, and reason for the absence.

Absences from school are defined as either Excused or Unexcused according to guidelines from the Pennsylvania School Code. Excused absences include illness, quarantine, impassable roads, recognized religious holidays, and urgent reasons, such as a death in the family or a court appearance.

The state guidelines also permit an excused absence for educational trips if a request is sent to the school prior to the dates of the trip. If no prior notice is received, the absence is classified as Unexcused.

A student is responsible for making up work when absent from school and for completing satisfactorily the courses of study prescribed by the State and the Department for Catholic Schools.

*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."*

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

A written note should be given to the teacher/principal for the following reasons:

- Following an absence
- Excuse from gym class
- Permission for out-of-school appointments (Child is expected to return as soon as possible.)
- Attending funerals
- Vacation
- Change of plans in leaving school (bus, ride or walk)
- Early dismissal

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

Vacationing during regular school days is not encouraged. If circumstances make it necessary, a note is to be sent to the principal and teachers in advance. The principal signs the note and returns it to the teachers. The signature in this regard does not convey approval or permission, but only an acknowledgment of the parent's decision. Teachers are not required to give assignments until the student returns.

### ***Early Dismissals/Early Arrival/Late Pick-up***

Parents should make every effort to schedule appointments at a time when school is not in session. Students arriving before 10:00 a.m. will be marked tardy. Students arriving after 10:00 a.m. or leaving before 12:30 p.m. will be marked absent for half of the day.

Students arriving before the stated time of arrival and/or remain after the time normal supervision ends will be placed in extended care and their parents will be billed at the standard rate.

If your child has an early dismissal, you must send a note to your child's teacher the day before or the morning of the appointment. Your child will be waiting in the office for you. You will sign your child out at the sliding window at the entrance of the school. Just a reminder it is best to schedule appointments after school hours when possible.

### ***Security Reminder***

If you are volunteering at the school after signing in at the office, you are asked to report directly to the area designated on the sign-in sheet. Please do not stop by your child's classroom or roam the hallways.

If a child is to be excused from school during ANY PART of the regular school session, A WRITTEN NOTE

STATING THE REASON IS REQUIRED BEFORE THE REQUESTED ABSENCE. THE NOTE IS TO BE SENT TO THE SCHOOL OFFICE FOR APPROVAL BY THE PRINCIPAL ON OR BEFORE THE DAY OF ABSENCE. After the note is signed a student is released from school ONLY to the parents or OTHER AUTHORIZED persons who meet the child at the office and sign him/her out at the authorized time.

A written excuse should be given to the teacher/principal for the reasons listed below  
Following an absence, vacation, excused from gym class, attending a funeral, permission for out-of-school appointments (child is expected to return when possible), change of plans in leaving school (bus, ride or walk), an early dismissal.

## **CAFETERIA AND LUNCH**

Students have the option to purchase a hot lunch from the cafeteria. The cost is \$3.25 and will be billed through the FACTS system, not cash or checks. Any extras, water, or cookies can be purchased at Ala Carte rates listed on the menu. ALL extras will be cash only to better allow parents to control what extras are being purchased.

5<sup>th</sup> Period (11:20-12:00) - Grades K-4

6<sup>th</sup> Period (12:00-12:40) - Grades 5-8

## **DRESS CODE**

Archangel Gabriel Catholic School is a Catholic elementary school that maintains the right to establish a uniform dress code for its students. It is recognized that proper school attire and good grooming are conducive to a student's educational and social development. This Dress Code was developed for the following reasons:

- promote a Christian atmosphere
- free children for academic concentration
- de-emphasize competition among children regarding clothing
- allow more economical dress for school
- provide some choice to accommodate individual differences

This Dress Code is required of all students in all grades, kindergarten through eighth grade. This policy is intended to maintain a standard of dress that is neat, economical, modest, and attractive. The dress code is located at the end of the handbook and is to be adhered to even for virtual students.

### ***Dress Up and Dress Down Days***

At least once each month Archangel Gabriel Catholic School has a special dress day. Students are to dress appropriately. Shoulders must be covered. Jeans must be free of holes, t-shirts must not have inappropriate sayings or graphics, tops worn by girls must not be short-waisted or low cut. No leggings or Yoga pants in grades 5 -8 unless a long top is worn. Shorts must be at your fingertips. Inappropriate dress on these days will be determined by the principal and students will have to wear the school uniform for the next dress down or dress up day. After two offenses the student will be required to wear their uniform every day.

### ***Scrip Jeans Passes***

Jean passes are awarded to a family who purchases \$400.00 and \$650.00 in gift cards each month. One pass per child will be given for \$400.00 in sales and two jean passes will be given for each child for \$650.00 in sales. These passes can only be used on two designated Thursdays each month. The dates will be posted on the monthly calendars. There are no SCRIP make-up days for unused passes. Passes will not carry over to the next school year.

# Archangel Gabriel School UNIFORM POLICY

**2021-2022**

## REQUIREMENTS FOR MASS DAYS

BOYS GRADES K-8	GIRLS GRADES K-3	GIRLS GRADES 4-8
navy dress pants	plaid 2-pleat jumper	plaid pleated skirt/plaid skirt
black/brown belt (Grades 2nd-8th)		
long/short sleeved oxford shirt (white/light blue) - MUST BE MONOGRAMMED WITH SCHOOL LOGO	long/short sleeved polo shirt OR blouse (white/light blue)	long/short sleeved banded polo shirt (white/light blue) - MUST BE MONOGRAMMED WITH SCHOOL LOGO
navy neck tie (Grades 1st-8th)		
dark colored socks	navy knee socks Or navy tights	navy knee socks Or navy tights
solid black or brown dress shoes	flat closed-toe black/brown/navy dress shoes - solid color	flat closed-toe black/brown/navy dress shoes - solid color
navy sweater (cardigan/pullover, V-neck/round neck), navy AGS uniform hoodie from Pro3 (zipped or pull over)	navy sweater (cardigan/pullover, V-neck/round neck), navy AGS uniform hoodie from Pro3 (zipped or pull over)	navy sweater (cardigan/pullover, V-neck/round neck), navy AGS uniform hoodie from Pro3 (zipped or pull over)

## ADDITIONAL OPTIONS FOR NON-MASS DAYS (options allowed IN ADDITION TO items listed above)

BOYS GRADES K-8	GIRLS GRADES K-3	GIRLS GRADES 4-8
navy dress pants or shorts (April 1-June & August - October 31)	navy dress shorts (April 1 - June & August - October 31) OR solid navy skirt	navy dress shorts ( April 1- June & August - October 31) OR solid navy skirt
black/brown belt (Grades 2nd-8th)	navy dress pants	navy dress pants
long/short sleeved solid polo shirt (white/light blue)	long/short sleeved solid polo shirt (white/light blue)	long/short sleeved solid polo shirt (white/light blue)
white or dark color solid color socks	white or dark solid color ankle socks	white or dark solid color ankle socks
Solid color black/brown/white tennis shoes	solid color black/brown/white tennis shoes	solid color black/brown/white tennis shoes

## GYM UNIFORMS FOR ALL STUDENTS IN K-8

**Only to be worn on gym days**

gray T-shirt or sweatshirt with logo (purchased from Pro3)

royal blue mesh shorts/sweatpants with logo (purchased from Pro3)

white socks and any color tennis shoes

## ADDITIONAL UNIFORM POLICY INFORMATION

**Hair:** no unnatural colors or cuts, hair accessories must be simple and not serve as a distraction in the classroom.

**Piercings:** no piercings EXCEPT for ear lobes; small post earrings are permitted

**Nail polish:** may be worn by all grades

Only Archangel Gabriel School uniform clothing may be worn, no AGS or other school spirit wear may be worn during non dress down days.

## ***Uniform Exchange Program***

The Uniform Exchange Program is a service that Archangel Gabriel Catholic School offers to all who attend the school. Using the uniform exchange is a great way to clothe your child in previously worn uniform attire at no cost. Here is a brief overview of how the program is set up to function:

1. Gently used uniforms are turned into the school.
2. All pieces are inspected, inventoried, and cataloged.
3. Parents browse the catalog for pieces needed.
4. Requests are made, and items will be sent home with your child.

It is not necessary to have an exchange or clothing donation in order to use the Uniform Exchange. All are welcome. We do ask you to return or exchange good, outgrown uniform clothing so we can continue to serve as many students as possible. Please use the Uniform Exchange Turn-in Form with your donated items. The Uniform Exchange is located at AGS, however, it is not necessary for you to come personally to the school. You may make a uniform request by filling out the Uniform Exchange Request Form and sending it to Attention Christine Nagel. To see what is available check out the Uniform Exchange Catalog on the AGS website link under Uniform Exchange (check back often as the inventory changes quickly). Items you request will be sent home with your child within 3-4 business days. If the items do not fit your needs, please return them to the school and they will be placed back in available inventory. You can also bring your child in on the days the Uniform Exchange is open to try on items. The Uniform Exchange operates on a first-come/first-serve basis. We do our very best; however, we cannot guarantee the availability of all items. If an item is not available, your request is placed on a "needs" list. You will be sent the item when and if it becomes available. If you do not receive an item, it is not yet in the Uniform Exchange. There is no limit to the number of request forms that you can submit within the school year. Please use the attached sheet for turn-ins and requests (additional copies are available on the AGS website). All uniform requests must be in writing, please remember to add your email address in the event we might have questions. The form is available on our website

<https://archangelgabrielpgh.org/uniform-exchange>

## ***BIRTHDAYS/ PARTY INVITATIONS/PARTIES***

Please do not send party invitations to school to be distributed for your child's birthday or crafts that children who attended a party made. 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. Due to COVID-19 restrictions, please refer to your child's grade level handbook regarding how birthdays and special occasions will be celebrated.

## ***SERVICE HOURS***

All students in grades 6-8 at Archangel Gabriel Catholic School are required to do community service. The requirements are 6<sup>th</sup> Grade 5 hours, 7<sup>th</sup> Grade 10 hours, and 8<sup>th</sup> Grade 15 hours.

Service hours must be completed and turned in to your homeroom teacher by May 21, 2021. Failure to complete service hours will affect your religion grade for the last 9 weeks. *(Please note that due to COVID-19 restrictions, these requirements may need to be adapted. Families will be notified of changes.)*

## ***EXTENDED DAYCARE***

Archangel Gabriel Catholic School offers a before and after-school program for parents who need childcare after school. The school program times are from 7:00 to 8:00 am and from 3:00 p.m. to 5:00 p.m. for a fee. For more information and enrollment visit: <https://archangelgabrielpgh.org/before-after-school-care>

Each family using the program must complete an extended day contact form before the program can be used. Families will be billed through the FACTS system. no student will be admitted into After Care unless this is completed. This included any students returning from athletic practices who may need only 30 min. of care.

**Please keep a copy of your monthly invoice details which follow your bill on the email for your taxes.**

## ***TEXTBOOKS/SCHOOL SUPPLIES***

Archangel Gabriel Catholic School participates in Pennsylvania's Act 195/90 whereby the state purchases textbooks and instructional materials of non-religious nature. A form requesting permission to have a child use these books must be signed by a parent and kept on file in the school office. Students are responsible for the condition of the books given to them. Students will be required to pay for a book if it is damaged or lost. Books taken to and from school are to be placed in a book bag.

For the convenience of families, supply lists are shared over the summer for the upcoming year. Students provide their own school supplies but are expected to comply with individual teacher requirements.

## **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 a parent in case of illness or an emergency. It is also important to list the names of others who can be contacted should a parent be unavailable. Please keep the card updated by notifying the office of changes.

### ***Emergency Dismissals, Closings, and Delays***

If we would be required to dismiss school early, this information will be announced through Option C. The school will follow the Emergency Plan form which you submitted to the school office. Be sure to keep a copy of your plan so that you are aware of the plan you created. The plan must be enforced for the children's safety. Do not call the school office with dismissal changes during an emergency dismissal.

If inclement weather or some other emergency requires that school be delayed or closed, this information will be announced via parent notification system, radio, and/or television. PLEASE DO NOT CALL THE SCHOOL OR RECTORY FOR THIS INFORMATION.

In the event the school has a two-hour delay, all children should report to school at 10:00 a.m. If a district does not have a delay, the children from that district will follow their normal bussing schedule. If a public school has

a delay when the school does not, those children may follow the delayed bussing schedule unless the parent/s can bring them.

PLEASE NOTE: Because our attendance registers are legal indicators of a child's presence at the times we are in session, children who arrive late or are absent because of bussing when school is in session will be marked as Excused Tardy or Excused Absence.

### ***Two-Hour Delay- 11:45 a.m. Dismissal on a Half Day***

Archangel Gabriel Catholic School follows the Montour School District's schedule for Closings and Delays. In the event of a two-hour delay on a day in which we have an 11:45 a.m. dismissal scheduled for a faculty meeting, the following procedure will occur. The students will arrive at 10:00 a.m. and will be dismissed at 2:45 p.m. The faculty meeting will be canceled.

If you do not receive a call that AGS is delayed or canceled, but the name of your public-school district which provides your child's transportation is, only those children should follow the delay or cancellation. Children who ride the buses of other districts who are not delayed or who are driven should arrive at the normal time.

PLEASE NOTE: Because our attendance registers are legal indicators of a child's presence at the times we are in session, children who arrive late or are absent because of busing when school is in session will be marked as Excused Tardy or Excused Absence.

## ***TRANSPORTATION***

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

### ***Bus***

Students who live within a 10-mile radius from Archangel Gabriel Catholic School are eligible to be bused to the school. Those who live along a route that has been declared "hazardous" are also eligible for bussing. The Board of Education Transportation Division determines "hazardous route" claims. The student transportation policies and procedures of the local educational agencies responsible for bussing students are applicable to all students in the Commonwealth of Pennsylvania.

Students are expected to maintain appropriate behavior while en route on the bus. Every bus follows the guidelines that are within our own discipline code. Students are always expected to remain in their seats. This ensures their safety and the safety of others.

If improper conduct occurs, the driver prepares a report which is sent home to alert the parents to the problem. If the behavior persists, the bus company has the right to ask the school district to suspend the student's privilege of riding the bus, temporarily or permanently. This will result in the students losing bus privileges. The parent will be responsible to make other arrangements for transportation.

**Transportation is provided for the student by the school district in which they reside. They cannot ride on another school district's bus. However, a child can go home with a friend if they reside in the same district and send in a note from the parent to the school office.**

The following bus rules are to be obeyed:

- During this time of COVID-19, social distancing will be maintained on busses.

- Use only the bus and bus stop assigned. Only the Department of Transportation can authorize changes
- Always remain seated until the correct stop has been reached. If the driver has assigned seats, these seat assignments are to be honored
- Keep head, hands, and feet inside the bus. Do not put anything out the window of the bus
- In vehicles where seat belts are available, use them properly
- Observe the same conduct as in the classroom. Quiet, respectful 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
- Keep the bus clean; do not eat, drink, or chew gum on the bus
- Cooperate with the driver. Any directives of the bus driver in addition to the above are to be followed

### ***Car Rider Drop-Off Pre-K – 8<sup>th</sup> Grade***

Arrival will begin at 8:00 a.m. Students who arrive early must be dropped off at the cafeteria entrance for before school care.

Parents with children in booster seats or needing help unbuckling are required to park in the lot, unbuckle your child, and walk your child to the adult at your assigned entrance.

**All other parents are to drive up the hill by the playground to the designated door listed below and have students exit on the sidewalk side.** Cars entering from Beaver Grade Road will turn left uphill. Cars entering from route 60 will drive down along the school building and turn right uphill. **No cars will be permitted to turn right into the parking lot from Route 60. This is to provide a single flow of traffic and prevent accidents.** You DO NOT need to be directly in front of the door. Students can exit cars two to four at a time. Once students are dropped off, parents are to exit onto Route 60.

### ***Car Rider Pick Up Pre-K***

#### Dismissal

Preschool will dismiss at 2:00 p.m. – Parents are to park and walk to the Car Rider door (Holy Family Door) and school office door practicing social distancing. Teachers and aides will meet you at the door. We ask that you do not linger so that you are out of the parking lot before the rest of the school begins dismissal.

Dismissal for K through 8 is currently being updated. Please look for a separate addendum as this may be adjusted to ensure the efficiency, best practice, and safety of all families.

## ***STUDENT ACTIVITIES***

### **Altar Servers**

Students in grades 5 through 8 have the privilege of serving on the altar. Students who choose this privilege are expected to fulfill assigned responsibilities and be on time. Servers are expected to be in the sacristy 15 minutes before the liturgical service.

### **Athletics**

Most sports are offered at all levels, beginning with instructional teams in the primary grades and continuing with separate boys' and girls' developmental, junior varsity, and varsity teams at upper levels. Fundraising for



all teams is provided almost entirely through refreshments sold at games and during the summer programs and tournaments. The Athletic Association holds organizational meetings several times during the school year.

Basketball, bowling, soccer, volleyball, cheerleading, track, and cross-country teams are school-sponsored and involve students from Archangel Gabriel Catholic School. All sports programs are the responsibility of the Principal. The President of the Athletic Association is accountable to the Principal. Coaches are selected by the Athletic Association, approved by the Principal, and serve on a volunteer basis. The Diocesan Guidelines for Elementary Catholic School Sports Programs guide the policies. By-laws of the Athletic Association are made available to all parents on our website.

## **Music**

### **Band:**

Band instruction is available for a fee for interested students from grades 4-8. The Diocesan Program dictates the monthly fee annually. The instruments are rented with the option to buy. Small group lessons are provided one period a week and practice is held once a week. The periods are rotated so the same classes are not missed too often. However, it remains the responsibility of the student to make up missed work. A meeting is held at the beginning of each school year to provide more information for interested children and their parents.

### **Suzuki Violin:**

Instruction is available for a fee for interested students beginning in Kindergarten. A meeting is held at the beginning of the school year for interested children and their parents.

## **Student Council**

The Student Council serves as a training experience for both leaders and followers, promotes the common good, develops high ideals of personal conduct, acts as a clearinghouse for student activities, and seeks to interest students in school affairs. The council is made up of elected representatives from grades 5-8. Student Council members must be willing to prepare and participate fully in Student Council projects such as the school store, Toys for Tots, Make a Wish, and other community events.

**All after-school clubs will dismiss from the cafeteria door.**

# **HEALTH AND SAFETY**

## ***HEALTH***

### **School Nurse/Nurse Practitioner**

A part-time school nurse is assigned to Archangel Gabriel Catholic School each year and is present in the building once a week. She is available in any emergency situation. The nurse has the following responsibilities:

- Maintain updated health records
- Make sure all immunizations are current
- Conduct vision screening
- Conduct scoliosis screening
- Work in conjunction with the speech therapist for hearing and speech screening
- Assist the school in appropriate health education
- Contact parents/guardians if any health problems arise
- Make arrangements for physical exams for 6th graders

It is the parents'/guardians' responsibility to secure proper medical treatment, as it is needed.

## **Dentist/Dental Hygienist**

The Dentist/Dental Hygienist makes routine visits to our school and is responsible for maintaining all dental records. The Pennsylvania School Health Law requires dental examinations for students entering grades K, 3<sup>rd</sup>, and 7<sup>th</sup>. These grades were selected because they represent critical periods of growth and development in a child's life.

We recommend that your family dentist do these examinations. School dental health evaluations will be provided for students who do not furnish proof of a private dental examination within the previous six months. These forms are given out to the students before school ends so that appointments can be scheduled over the summer.

## **Accident and Injury**

In the case of an 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, which emergency information needed to locate parents, is available for each child and that this information is kept up to date by parents.

Parents of children who have any type of physical disorder should contact the principal, school nurse, or teachers to make them aware of the problem. All cases of head lice should be reported immediately.

## **Medication**

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

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

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

## ***SAFETY***

### **COVID**

Following the *recommendation* of the CDC and local health organizations, all faculty, staff, and students will be masked when inside the building. A full overview of the COVID policy can be found on the AGS website as the "Health and Safety Plan". This policy may update throughout the 2021-22 school year, and changes will be posted on the AGS website. By signing this handbook agreement form you are also agreeing to abide by the our Health and Safety Plan.

## **Asbestos Notice**

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 periodic surveillance twice a year, in December and June.

## **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 all fire drills. Misconduct of any nature is to be reported to the principal. Misbehavior during fire drills is a very serious offense and will be dealt with immediately.

## **Weather Emergency Drills**

Weather emergency drills are practiced yearly. Teachers follow the policy governing weather emergencies for student safety. Students must always maintain silence during a weather emergency drill. Staff assists handicapped students.

## **Emergency Drills**

Lockdown, evacuation, reverse evacuation drills will be practiced on a monthly rotating basis. Students must follow the requirements of each drill.

## **School Locker Searches**

School lockers are the property of Archangel Gabriel Catholic School. The use of lockers is a privilege, not a right. Students shall have no expectation of privacy therein as the school retains the right to conduct both announced and unannounced locker searches. Discovery of illegal materials in a school locker may result in discipline up to and including expulsion and/or referral to appropriate authorities.

## **Safe Environment Program**

The purpose of the Safe Environment Program (SEP) of the Diocese of Pittsburgh is to take reasonable measures to assure that adults who have contact with minors (1) are committed to providing a safe environment for children and youth and (2) are capable of identifying and preventing abuse of children and (3) have no personal history of behavior that would be a threat to children. Adults (18 or older) volunteering with children at Archangel Gabriel Catholic School must be compliant with the requirements of the safe environment policy. You cannot volunteer in any way at the school without these clearances. A complete set of instructions can be found in the back of the Handbook.

## Security/Visitors

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. For security reasons, anyone entering Archangel Gabriel Catholic School is to report to the office 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 receptionist. This will eliminate any unnecessary interruptions to classes and instruction.

## Playground

Every school day, weather permitting, the students enjoy an outside break supervised by a staff member and volunteer monitors. Organized play is encouraged. Rough games are not permitted.

Students are never to leave the playground area without the permission of the principal and the knowledge of the playground monitor. In case of illness or accident, the student is to report to the school office.

It is very important that the students are being physically active every day. Outdoor recess will occur if the temperature is **32 degrees or above and dry**. Please be sure to dress your children appropriately.

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
- Stay on school grounds (This includes not retrieving a ball that has gone off school grounds.)
- Obey the directives of the playground monitors, courteously and promptly
- Stop playing at once when the first bell rings and walk quietly to the line when the second bell rings

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

- Stay in seat
- Engage in quiet activities

## DISCIPLINE

Archangel Gabriel Catholic School administration and faculty are committed to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment based on the Social Teachings of the Church. Discipline is considered an element of moral guidance, not a form of punishment.

Every teacher and staff member shares the responsibility to model appropriate behavior and to support the structure necessary for learning self-discipline. Students are encouraged to assume responsibility for their actions, develop self-control, and accept responsibility and consequences for inappropriate behavior.

A Christ-centered school environment fosters the following behaviors:

- Recognizing and fostering the uniqueness and dignity of everyone
- Nurturing respect in all relationships involving school and parish community
- Developing a sense of rights and responsibilities and commitment to the entire school and parish

community

Social skills, both interpersonal and intrapersonal, are taught, modeled, practiced, and infused into the daily life and experience of the school family.

## ***Guiding Principles***

The following seven principles are the basis of Catholic Social Teachings and are the principles that guide us in all our interactions.

- We believe in the life and dignity of the human person. Each person is sacred.
- We believe we are called to family, community, and participation. It is our duty to support each other by our actions.
- We believe that we have rights and responsibilities. Every person has the fundamental right to life and responsibility to and for one another.
- We believe that we have an obligation to the poor and vulnerable. We are called to put the rights of others before our own.
- We believe that we are called to care for God's creation. We are all stewards of the earth.
- We believe that solidarity is our call. We are one family regardless of our differences.
- We believe that workers have rights and that work has dignity. Work is a form of participating in God's creation.

## ***Expectations***

As a matter of safety, students are expected to behave in the following manner:

Before school

- dress according to the school dress code
- gather in the designated area
- engage in quiet conversation
- line up quietly when the school bell rings

In school

- walk quietly through the halls
- use proper language at all times
- follow the dress code for school days and dress up/down days
- respect school property and the property of other students
- have a note from their parent/guardian if they change their mode of school transportation

In the classroom

- follow the classroom rules of each teacher
- be responsible for submitting homework on time and making up assignments missed within a reasonable amount of time
- have a respectful attitude toward teachers and one another
- be responsible for appropriate supplies
- be honest in all communications
- use computers and school equipment appropriately
- refrain from chewing gum
- leave or do not enter a classroom at any time without a teacher or designated adult present

#### During recess

- refrain from reentering the building unless for an emergency
- display good sportsmanship and exercise self-control
- include all classmates in play activities
- play in assigned areas only
- stay on school grounds at all times (This includes not retrieving a ball that has gone off school grounds.)
- use equipment properly
- avoid throwing harmful objects
- obey the directives of playground monitors, courteously and promptly.
- stop playing at the first bell and walk quietly to the designated area when the second bell rings

#### During lunch

- remain seated until finished eating and the "recess" bell rings
- clean up, pick up all papers, scraps of food, etc., and dispose of them properly
- obey cafeteria monitors at all times
- speak in a conversational tone
- walk at all times

#### After school

- follow dismissal procedures
- walk to the assigned place to wait until bus or car ride arrives
- avoid running or playing games on the school grounds
- leave the school grounds immediately
- sign in at the extended care program if not picked up by 3:00 p.m.

#### At athletic events and assemblies

- practice good sportsmanship as spectators and participants
- show respect towards coaches, referees, and visiting teams
- maintain an appropriate silence during special performances

#### Outside school

- to behave responsibly off school property
- (If the principal is made aware of misconduct off school property of a child recognized to be a student in Archangel Gabriel Catholic School, parents may be contacted; however, it is important to note that the school is not responsible for students' actions that occur off school property.)
- Principals will forward disciplinary notices given by public school bus drivers to parents to support the disciplinary report of the bus driver

#### Bus

- use only the bus and bus stop assigned
- remain seated while the bus is in motion
- talk quietly and make no unnecessary noise
- refrain from talking to the driver unless it is necessary
- refrain from placing objects or body parts outside the windows
- refrain from littering inside the bus or from throwing anything out the window

\* All bus regulations are at the discretion of the local school districts. Students are expected to maintain appropriate behavior while on the bus. Archangel Gabriel Catholic School will support discipline referrals, seat assignments, and suspension from riding the bus. Principals will forward disciplinary notices given by public school bus drivers to parents to support the disciplinary report of the bus driver. Continual infractions of rules will result in loss of bus transportation privileges.

## Fire Drill

- walk quickly in a single file
- keep arms at sides
- observe silence

Any staff member will correct students who do not follow expectations.

## ***Consequences***

Please be aware that inappropriate behavior will be addressed. The severity or repetition of non-compliance will determine the appropriate consequences. To remediate unacceptable behavior, the following actions may be taken:

- Teacher/student conference to develop a plan for remediation
- Loss of recess
- Notification to parents
- Detention
- Administrative referral
- Referral to the E-SAP Team
- Denial of participation in school activities, including sports
- School probation, or
- Suspension.

Should the student receive detention, the parent/guardian will receive a written notice with at least a 24-hour notice. It is in the best interest of the student that home and school work together for the child's academic and social development.

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

The following behaviors will result in immediate administrative referrals and can result in referrals to law enforcement or other government agencies:

- Violations of weapons policy
- Violations of the drug/alcohol policy
- Any purposeful action that results in bodily harm to another

## ***Athletic Eligibility Rules***

Academics are a priority at Archangel Gabriel Catholic School. Students must maintain a C or above grade in each subject. This includes all Specials. If a student has below a C, that student will be given a warning at progress reports or at the end of the quarter. During the warning period, the student will meet with the teacher and/or principal to work on an improvement plan. While a student is on a warning, they may go to practices and games. If the student's grades are not brought up to a C or above by the next progress report or quarter, they will not be able to attend practices or games until grades improve.

The athletic program is a privilege, not a right. Students earn the privilege of participating through hard work, dedication, desire, and self-discipline. The school, in cooperation with the students and parents, will make a reasonable effort to hold participating students to personal, academic, and discipline standards. Students, athletes, spectators, coaches, and instructors represent the school, and they are expected to be worthy representatives.

## ***Behavior Eligibility***

When students choose to become involved at AGS, they must accept responsibility for their behaviors. If a student receives 5 demerits during a nine-week period, he or she will not be able to participate in games for a period of two weeks and will receive an after-school detention. Weekly monitoring of behavior will occur during the time of the ineligibility. The student must remain demerit-free during this period. The student may attend practice during this time. If a student earns 10 demerits during a nine-week period, they will be removed from the team.

## ***School Attendance***

A student who is absent from school for illness or who leaves during the school day for illness may not participate in the day's athletic practice or games.

## ***Elastic Clause***

Because it is impossible to foresee all problems that arise, this clause empowers the administration and faculty to take disciplinary action for any behavior that violates the spirit and philosophy of the school even though it is not specified in the Discipline Policy.

The principal is the final recourse in all disciplinary situations and may waive any regulation for just cause, at his or her discretion.

## **PARENTS**

The basic principles of the philosophy of a Catholic School flow from the obligation of parents to be the primary educators of their children. To fulfill this responsibility, the parent must become the educational partner with the school.

To help the parents' partnership in education become a reality, the school endeavors to help parents to:

- have a clear understanding of the philosophy of a Catholic School
- have a working knowledge and a commitment to the philosophy of the local Catholic school
- establish cooperation concerning all aspects of their child's education
- provide home experiences that will complement, reinforce, and extend the formal religious and academic instruction received in school

## ***RIGHTS OF NON-CUSTODIAL PARENTS***

The Family Educational Rights and Privacy Act gives full rights to each parent unless the school has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. Such an order is to be on file in the school and those persons responsible for the child(ren) are to be informed of the circumstances. Every effort is made to keep the non-custodial parent apprised of the progress of the child(ren) through reports, report cards, and parent/teacher conferences if requested by the non-custodial parent and not prohibited by the court.



## ***PARENT ORGANIZATIONS***

### **School Advisory Council**

Archangel Gabriel Catholic School Advisory Council assists the Principal for the good of the school community. Membership on a local/regional Catholic School Advisory Council gives one the opportunity to participate significantly in an important aspect of the Church's ministry. The Council is established by the Principal with the assistance of the Region. The Councils, as governed by their bylaws, are consultative and assist the Principal in those areas defined in the diocesan policy. The School Advisory Council of Archangel Gabriel Catholic School is a body whose members are selected or elected through a process determined by the Principal and who are expected to participate in offering expertise and assistance in designated areas of responsibility to the Principal. School Advisory Councils do not have the power to enact policy but exist to offer advice, guidance, and support to the Principal in specific areas as requested by the Principal. Such advice and assistance are especially encouraged in the areas of public relations, student retention and recruitment, fundraising and development, and the strengthening of parental and community support of the school. The Principal is responsible for the operation and the school and its programs and are accountable solely to the Region.

### **Parent Teacher Guild**

The Archangel Gabriel Parent Teacher Guild (PTG) will create and promote activities and programs geared toward the enrichment of our children's minds, hearts, and spirituality which stays true to Catholic teachings and Gospel values.

Additionally, the purpose of the PTG is:

- To facilitate between parents, teachers, and administrators of Archangel Gabriel Catholic School and to facilitate volunteer support for the parents to create and communicate a sense of community
- To serve as an auxiliary to the school administration in obtaining and providing funds and support deemed necessary for the growth, education, and development of our children. Funds earned through PTG do not fall under the fundraising assessment required by the parish
- To create opportunities for social interaction among students, parents, teachers, and administrators

The PTG is comprised of parents/guardians of school-age children involved with Archangel Gabriel Catholic School, teachers, and the principal. The Executive Board is to be made up of parents who have children in grades Kindergarten through 8<sup>th</sup> grade. Parents of only preschool children are invited to the PTG and will have all rights as general members, but they are not permitted to be elected to the Executive Board and they will not be allowed to head up committees or chair events.

### **Athletic Association**

All sports programs are the responsibility of the principal. The Athletic Director is accountable to the principal. Coaches are selected by the Athletic Director and approved by Pastor/Principal and serve on a volunteer basis. The Diocesan Guidelines for Elementary Catholic Schools Sports programs guide the policies. Parent interest and willingness to serve on the Athletic Association are vital to the continued success of the program, but all school associations and advisory boards are under the supervision of the principal.

## **Social Activities**

During COVID-19, social activities may need to be adapted.

The PTG sponsors social activities for special occasions during the school year. Most of these activities are held in the evening and on weekends. No other instructional time should be used for these events without the principal's permission.

## **7th & 8th GRADE SCHOOL DANCES**

The students in grades 7th & 8th will have several dances each year. The dances are organized by the parents with the approval of the principal. All dances will occur on either a Friday or a Saturday evening. These events are for current Archangel Gabriel Catholic students only. Each child attending must complete a permission slip. Please remember these are Middle School- it is not a prom.

## **LOST AND FOUND**

Parents are strongly urged to mark their children's personal belongings with their names. Since children do not readily claim lost items, proper identification helps us to find the owner and save parents the cost of replacement. The lost-and-found area is in the cafeteria. Parents and children are encouraged to look for lost clothing items there. Other lost items, such as glasses, watches, and purses, if found, are to be turned in to the office. Items that are not claimed by the end of each school year are donated to charity.

## ***FINANCIAL INFORMATION***

### **Scholarship Monies**

Scholarship monies are available for eligible families. The Private School Aid Service (PSAS) application is used and assessed by an independent evaluator. The same application is used for Scholastic Opportunities Scholarships, Bishop's Education Fund and must be filed by March 15<sup>th</sup>. Application forms are available in the school's office. After April 1<sup>st</sup> all applications must be sent to the Catholic Schools Office. All applicants must fill out the online FACTS application.

### **Tuition**

Parents who register a student in the school enter a contractual obligation with the school. Parents must sign up for a FACTS account to manage tuition and other fees such as the lunch account. You will be able to customize your payment process by choosing the frequency and the dates to which your payments are sent. You may choose to pay in full via FACTS or check. Parents are reminded that the operational budget of the school is dependent on the timely fulfillment of this obligation. Parents whose tuition is in arrears will receive a notice indicating the past due amount. Registration for the next school year, final grades, and transfers of academic records will not be processed if there is an outstanding balance. It is Diocesan policy that no student be readmitted to a new school year if there is outstanding tuition from the previous year. Specific tuition

inquiries may be directed to [tution@srcespgh.org](mailto:tution@srcespgh.org).

## **Fundraising**

The Diocesan policy for funding elementary Catholic schools calls for each school to have fundraising activities to generate 14% of their total operating budget. School parents are expected to participate in these fundraising activities to the best of their ability. Each family is suggested to raise \$550.00 in profit for the school year through volunteering and other opportunities. The buyout donation is \$625.00.

Your fundraising totals will be available for you to view online through our Goal Tracker system. Please note that you will have 2 weeks from the end of each nine-week period to review the fundraising report and to inform the school of any errors. After this time, your report will not be changed.

Fundraising profits cannot be transferred to another family unless noted at the time of the fundraiser on the line that reads Family to receive credit. You must list the person's name that you are giving the credit to. These profits will not appear on your assessment.

## **SCHOOL COMMUNICATIONS**

There are various avenues we have for information from the school office and the classroom to reach the parents and students. These include information on our website, information sent home with our child (or youngest child in the school), emails, phone calls, and texts through our OptionC system, monthly packets, PTG meetings, and parent-teacher conferences. We also put reminders and information on our school's Facebook page for those who follow us @ArchangelGabrielSchool. Note that you must be on our e-mail update list to receive these; send your e-mail address to [schoolofficerobinson@archangelgabrielpgh.org](mailto:schoolofficerobinson@archangelgabrielpgh.org). You are always welcome to stop in the school office with any questions or call us at 412-787-2656 X 0.

### **OptionC Phone System**

The school will use the OptionC phone system to notify parents of cancellations, 2-hour delays, and unplanned events. This automated system will notify parents quickly and efficiently in the event of a change or emergency.

### **Monthly Email Information Packet**

The Monthly Information Packet will be emailed each month. This packet will include the Knights Newsletter, monthly calendar, the lunch menu, and upcoming special events and fundraisers. The monthly packet will also be available on our website [archangelgabrielpgh.org](http://archangelgabrielpgh.org) for reference.

### **Email Blasts**

Our emails will go out through our OptionC system. This service includes updates, activity-related information, reminders of upcoming activities, events, jean days, school delays or closings, lunch menu changes, and general school information.

Any information or fliers a parent may want to distribute via website, email, or Facebook page must be emailed for approval by the principal. Please send an email to [schoolofficerobinson@archangelgabrielpgh.org](mailto:schoolofficerobinson@archangelgabrielpgh.org) and will then be forwarded to the appropriate team for distribution. This procedure must be completed 48 hours before the flyer can be posted.

## **OptionC Parent School DataBase**

Archangel Gabriel Catholic School has an online grade book system. Parents will receive an ID number and password in order to check their child's academic progress via the Internet. Access to the online grade book may be found at [www.optionc.com](http://www.optionc.com) or through the link on our school website at <https://archangelgabrielpgh.org>. Please take advantage of this educational tool.

## **Homework**

Archangel Gabriel Catholic School homework can be found online at Homework Website as a link on our school's website.

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

## **Reports and Conferences**

Reporting student progress to parents is one of the primary responsibilities of the school. In addition to posting grades online, the school combines parent conferences with written reports of a student's progress. Written reports are issued four times a year, except for Kindergarten which is issued three times. Parent-teacher conferences are formally conducted twice, once in the fall mandatory and once in the spring to go over test results and to discuss any concerns.

Parent-teacher conferences have the following goals:

- enable home and school to meet the needs of the student more effectively
- establish a working relationship with parents in the interest of the student
- explain to parents their child's academic growth and progress
- suggest ways parents can help students succeed in school

Efforts are made to provide every parent with an opportunity for a conference. Students may be dismissed early to facilitate meetings with parents. Evening conferences may be scheduled.

## **Parent-Teacher Conferences**

The principal is available on school days between the hours of 8:00 a.m. - 3:00 p.m. Parents/guardians may call to make an appointment for a conference or to discuss any matter or concern relating to their child or to the school. Difficulties arising between a teacher and student should ALWAYS be handled FIRST with the teacher THEN, if necessary, with the principal.

## **Progress Reports and Report Cards**

“Progress” is ongoing and can be monitored closely by parents using their login and password at [www.optionc.com](http://www.optionc.com). Our school code is 8672. In addition to “online” monitoring, progress reports will be available online for all parents at the mid-term of each quarter. It shall be the responsibility of the student and parent to inquire at that time as to steps that may be taken to correct any deficiency. Families are reminded that the progress report is not a report card but rather an indication of progress to date in a specific area.

Report cards are issued 4 times a year on a nine-week basis. The first report card is typically distributed during Parent-Teacher Conferences. All report cards will be made available through your OptionC account, where you can also track student grades and progress. Report cards are important because they provide information to the parents of the progress or failure of the student. Additional Parent-Teacher conferences are recommended any time a parent or teacher believes there is a need. Informal contact by note or phone is welcomed with the reminder that arrangements must be made in advance for a visit with the teacher. You will be notified via email when both progress reports and report cards are available. You will then sign off through OptionC that you have received it. All grades K through 8 use the Diocesan grading system.

Each quarter, grade 6-8 students are recognized for their academic achievement. Names are posted in the school newsletter and in the local newspaper.

- Highest Honors “A” in every subject on the report card
- High Honor “A” in most subjects, no more than two “B” grades
- Honor All “A” and “B” grades in any amount

## ***Technology and Internet***

Teachers use a wide variety of technological devices during instruction. Students are expected to handle all equipment with great care. If any equipment should be damaged through carelessness or mischievous activities, the student and his/her family will be held financially responsible for any repair or replacement required.

Individual use of the Internet is limited and monitored carefully. If any student deliberately logs onto an inappropriate site or passes on an address for an inappropriate site to another individual, appropriate consequences will follow. These consequences may include but are not limited to, suspension from computer class and/or the computer lab for an extended period.

## ***Damage to Computers***

The computers and iPads we have were donated through the generosity of parents and parishioners. In order to provide a working technology in which all students can benefit, we would like to emphasize that any damage to a device, monitor, keyboard, or mouse will result in disciplinary action and the student will be responsible for replacing the damaged part.

## ***Transfers***

When a student transfers to another school, parents should notify the school office as soon as possible.

## ***Telephone***

No child is permitted to use a telephone, including cell phones, except for emergencies. Forgotten homework, books, lunch, gym clothes, or changes in afternoon plans are not sufficient to cause to call home. In an

emergency, the office will call the parent.

## ***Cell Phones***

Students are permitted to bring a cell phone to school to be used for after-school activities only. The following cell phone procedure will occur daily:

- The students may keep their turned-off cell phones in their book bags throughout the day and are not permitted to use them between 8:00 a.m. and 3:00 p.m. In the event of a school emergency please contact the school office.
- Students are not permitted to use the cell phones to take pictures or videos at school or on the bus
- Non-compliance may result in two demerits and confiscation of the cell phone and parents must pick up the phone in the school office. After the second infraction, the student will need to turn his/her cell phone into the office for five consecutive school days.

## ***VOLUNTEERS***

### **Volunteer Hours**

The help of volunteers is always needed 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 Archangel Gabriel Catholic School parents play an integral role in the education of their children through the Parent Teacher Guild, athletics, fund-raising activities, homeroom parents, and playground/lunchroom monitors. This partnership is invaluable to the success of our school.

Every family is asked to volunteer 40 hours during the school year. Volunteer hours for coaching, concession, or game-related time can only equal 20 hours. It is extremely important that we have recess and cafeteria help every day. Please consider allocating volunteer hours for this. The buyout for volunteer hours is \$625.00.

Your volunteer hours will be available for you to view online through our Goal Tracker system. Please note that you will have 2 weeks from the date that the nine-week volunteer and fundraising report is received to inform the school of any errors. After this time your report will not be changed.

Volunteer hours cannot be transferred to another parent. If you are working the hours for someone else, you must note that at the time of the event. These hours will not appear on your assessment.

The Safe Environment Program (SEP) of the Diocese of Pittsburgh takes reasonable measures to assure that adults who have contact with minors (1) are committed to providing a safe environment for children and youth and (2) are capable of identifying and preventing abuse of children and (3) have no personal history of behavior that would be a threat to children. You must be in compliance with the Diocesan requirements to volunteer at school events.

# FORMS

## *Archangel Gabriel Catholic School Athletic Eligibility Rules Grade 4 - 8* **2021-2022**

Participating in the Archangel Gabriel Catholic School athletic program is a privilege, not a right. Students earn the privilege of participating through hard work, dedication, desire, and self-discipline. The school, in cooperation with the students and parents, will make a reasonable effort to hold participating students to personal, academic, and discipline standards. Students, athletes, spectators, coaches, and instructors represent the school, and they are expected to be worthy representatives.

### **Academic Eligibility**

Academics are a priority at Archangel Gabriel Catholic School. Students must maintain a C or above grade in each subject. This includes all specials.

If a student has below a C, that student will be given a warning at progress reports or the end of the quarter. During the warning period, the student will meet with the teacher and/or principal to work on an improvement plan. While a student is on a warning, they may go to practices and games.

If the student's grades are not brought up to a C or above by the next progress report or quarter, they will not be able to attend practices or games until grades improve.

### **Behavior Eligibility**

When students choose to become AGS athletes, they must accept responsibility for their behaviors.

If a student receives 5 demerits during a nine-week period, he or she will not be able to participate in games for a period of two weeks and will receive an after-school detention. Weekly monitoring of behavior will occur during the time of the ineligibility. The student must remain demerit-free during this period. The student may attend practice during this time.

If a student earns 10 demerits during a nine-week period, they will be removed from the team.

### **School Attendance**

A student who is absent from school for illness or who leaves during the school day for illness may not participate in the day's athletic practice or games.

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Please sign and return to the school office.

I, the athlete \_\_\_\_\_, understand the eligibility rules and responsibilities of the Athletic Program.

We, the parents \_\_\_\_\_ and \_\_\_\_\_, understand the eligibility rules and responsibilities of the Athletic Program.

**ARCHANGEL GABRIEL CATHOLIC SCHOOL PreK-8 PARENT- STUDENT HANDBOOK  
AGREEMENT**

The Parent-Student Handbook can be found on the school website at <https://archangelgabrielpgh.org>  
Please read the handbook and return this form to the school by September 24, 2021.

It is important that parents/guardians, students, and staff know the policies and procedures of Archangel Gabriel Catholic School. To ensure that the process of communication is complete, please review the revised Parent/Student Handbook with your children.

Family Name \_\_\_\_\_

Children's Name(s): \_\_\_\_\_

I have reviewed and understand the contents of the PreK-8 Parent-Student Handbook of School.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print the signature pages, sign them, and turn them in to the school by September 24, 2021. The preferred method is via email with a scan/picture of the signature pages, but a hard copy may be turned in to your child's homeroom teacher.

School email address: [schoolofficerobinson@archangelgabrielpgh.org](mailto:schoolofficerobinson@archangelgabrielpgh.org)