The Cardinal Maida Academy 2016 – 2017 Student /Parent Handbook

Diocese of Greensburg

Cardinal Maida Academy

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Principal: Mr. Mark Talarico

Secretary: Mrs. Julie Hansen

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Faculty and Staff

Mrs. Patrice Majeran, Principal

Mrs. Donna Blair – Pre-school and Pre-Kindergarten

Mrs. Jennifer Leonard – Kindergarten

Mrs. Patricia Visnick – First Grade

Mrs. Patrice Majeran – Second Grade

Mrs. Lindsey Wilson – Third Grade

Mrs. Linda Horrell – Fourth Grade

Ms. Chrystal D'Angelo – Fifth Grade

Mr. Mark Talarico – Sixth Grade

Mrs. Melyssa Lynch – Art Teacher

Mrs. Karen Tomiczek – Cafeteria

Mrs. Zarah DiFilippo - Cafeteria

Ms. Marla Dibuo – Guidance

Mrs. Henry – Math Specialist

Mrs. Daily – Reading Specialist

Mrs. Donna Forys – Speech Therapist

– Instrumental Music

Mrs. Poorbaugh– Kiski nurse

Mrs. Alexander Perl – Para professional nurse

Mrs. Karen Cardinale – Librarian

Mrs. Janeth Kloc – Spanish

Ms. Chen – Chinese

Ms. Bree – Day Care Director

Introduction

The purpose of this handbook is to acquaint the parents and students with the policies and practices of The Cardinal Maida Academy (CMA). The participation by and cooperation of parents and students are vital factors in the development of a successful school program.

In order to insure the success of the educational program with The Cardinal Maida Academy, parents and students are encouraged to consult this handbook and to become familiar with the policies and practices of the school

The policies are herein stated but are subject to change. Our policies are not limited to those stated herein. The decision(s) of administration will govern any items not covered explicitly in this handbook.

Please review this handbook with your child(ren). Each family, child and parent/guardian, is to sign the Understand of Parent Student Handbook Form annually. Forms are filed in the office.

Cut here. Sign and Return.

We, the undersigned, have read and discussed The Cardinal Maida Handbook. We agree to the policies as stated in this Handbook and will follow them in practice as parents and students of the community of Cardinal Maida Academy.

_____

Parent/Guardian Signature

_____

Child(ren) Signature

_____

Child(ren) Signature

_____

Child(ren) Signature

Philosophy

The Cardinal Maida Academy honors our past, present and future students by maintaining a climate of high moral, spiritual and academic expectations. Parents, pastors, teachers and students work cooperatively together to exemplify a Christ Centered partnership for the success of our children.

Mission Statement

It is the mission of The Cardinal Maida Academy to provide a strong foundation of Catholic Values and to instill in our students academic excellence and the importance of service to others.

The Cardinal Maida Academy Beliefs:

- Catholic education is a shared responsibility that involves all family members together with the school and parish communities.
- The Cardinal Maida Academy is a "home away from home". Our students learn in a safe, structured and friendly environment.
- The Cardinal Maida Academy is a Christ-centered Catholic Elementary School. Our foundation of Christian values leads the students to strive for excellence in both their personal lives and academics.
- The diverse curriculum and high expectations at the Cardinal Maida Academy challenges our students to achieve their potential.

Diocesan and Local Policies

<u>Acceptance and Disenrollment Policy</u> – A student may be dis-enrolled at any time at the discretion of the administration consistent with but not limited to the following content. The administration may choose not to accept a student for enrollment for reasons consistent with but not limited to the following content as well.

<u>Conduct</u>: The Cardinal Maida Academy has the right to disenroll any student based upon conduct that is not consistent with our philosophy, mission statement, student responsibilities and conditions delineated in our parent Student handbook and diocesan policy. As a nonpublic school, we have the right to consider all conduct internal or external to the school whether the action or

incident occurs during the school day, at a school event or within the community at large.

Academic Apathy: The Cardinal Maida Academy has the right to disenroll any student based upon lack of effort in the classroom and/or failure to display appropriate classroom behaviors necessary for academic success. This may include but is not limited to completion of homework and class assignments, failure to come to class properly prepared, cheating and/or behaviors that impede or disrupt the academic or social environment of other students.

Attendance: The Cardinal Maida Academy has the right to disenroll any student based upon excessive, unexcused tardiness or absenteeism. Failure to send a written excuse to school for being absent results in an unexcused absence as described in herein.

Financial: The Cardinal Maida Academy has the right to disenroll any student based on noncompliance with the diocesan and school tuition policy.

Family Code of Conduct: The Cardinal Maida Academy has the right to disenroll any student based upon the student's family member, extended or immediate, causing disruption in the school community in any way. This would include a family member having conduct that is considered by the administration to be a detriment to the educational environment or school community. The administration will consider as disruptive or detrimental conduct that is not consistent with our philosophy, mission statement, student responsibilities and conditions as set forth herein.

As The Cardinal Maida Academy is a private, nonpublic institution, the administration reserves the right to terminate enrollment of a student for any reason at any time. Any disciplinary policies and procedures are simply guidelines that the school generally follows. These guidelines do not impede this right by administration to terminate the enrollment of a student for any reason at any time. This could include but is not limited to criminal arrest and conviction at the local, state or federal level.

Anti-discriminatory Policy – The U.S. Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national

origin, gender, religion, age, disability, political beliefs, sexual orientation and marital or family status. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA'S TARGET Center at 202-720-2600. 4

To file a complaint of discrimination, write USDA, Director of Civil Rights, Room 326-W, Whitten building, 14th and Independence Avenue, SW, Washing, DC 20250 or call 202-720-5964. USDA is an equal opportunity provider and employer.

School Calendar

The yearly school calendar will be posted to our website at www.cardinalmaidaacademy.org prior to the beginning of the school year. The calendar will designate free days, teacher in service days, early dismissal days and some special school events. The school must adhere to state and diocesan guidelines concerning hours of instruction and number of days in session and provisions for teacher in service and staff development.

Also posted on the web site are the hot lunch menu and upcoming events.

Admissions

The Cardinal Maida academy is a regional Catholic Academy set up by the Diocese of Greensburg to serve the children from, but not limited to, the surrounding parishes. Students, who meet the academic and behavioral expectations of CMA and the Diocese of Greensburg, will be permitted to attend regardless of religion, race or location of residence.

As The Cardinal Maida Academy is a private, non-public institution, the administration reserves the right to terminate the enrollment of a student for any reason and at any time. Any disciplinary policies and procedures are simply guidelines that the school generally follows. These guidelines do not impede this right by administration to terminate the enrollment of a student for any reason at any time. False information on this and any of the application documents may cause a forfeit of admission consideration or enrollment if discovered after the student is accepted for enrollment.

<u>Statement of Nondiscriminatory Acceptance Policy</u> – The Cardinal Maida Academy will not discriminate on the basis of race, gender or national origin.

Students seeking acceptance and enrollment to the school will be considered based on religion, academic performance and learning needs, attendance, character, morality and conduct consistent with Catholic doctrine and applicable payment history with a Catholic or private/nonpublic school. The school maintains the right to give preferential acceptance and enrollment to Catholic students. The student is not permitted to attend this school if she or he has an outstanding payment balance at another Catholic school within the Diocese of Greensburg.

The school adheres to the age requirements of the Kiski Area School District and serves the Kiski, Lower Burrell, Ford City, Leechburg and Apollo areas. Any child who reaches the age of five (5) by September 1 may be admitted to Kindergarten unless there is evidence that the child is not ready to begin. Professional evaluation in the spring, prior to Kindergarten, will be provided by the school to determine readiness for admission. Any child who reaches the age of six (6) by September 1 of the current school year may be admitted to the first grade unless there is evidence that the child is not ready to begin. Parents and/or guardians must accompany the child to school for purposes of registration and verification of residency. A screen process is utilized in order to insure that CMA can meet the needs of the student.

Transfers - In the event of a student transfer from CMA to another private or public school, parents must submit written verification from the receiving school confirming enrollment at the new school and to request the release of school records. No student records will be released without receipt of such written verification or in the event that any tuition remains due and owing to The Cardinal Maida Academy.

Admissions for students transferring to CMA require a Release of Records Form signed by the parent/guardian. This information will be sent directly from the sending school to CMA. In addition, a Sworn Statement of Prior Conduct From, Home Language Survey and Initial guidance Questionnaire is required.

Upon acceptance, admissions require proof of vaccinations, copies of health records, birth certificate and proof of residence. If living with a guardian, residency and responsibility papers are needed.

Registration Procedure

Registration forms for elementary, Pre-Kindergarten and Pre-school students are available upon request from the school office at 724-568-3304. Forms for the upcoming school year are accepted starting in the spring of the prior school year. Registration forms are accepted at anytime throughout the school year to accommodate new students and transfers.

Kindergarten orientation will be held in the spring of the year for the following school term. When registering for kindergarten, the following documents must be presented: birth certificate, immunization record, if living with a person other than a parent, verification of residence and an affidavit of custody. Children will not be discriminated against for religion, race, color, disability or national origin for admission into CMA.

Pre-school students must be three years old and potty trained by September 1st in order to be accepted into the program. Pre-kindergarten students must be four years old before September 1st in order to be accepted into the program. Both pre-school and prekindergarten are paid on a monthly basis. Therefore students may start at any time during the year. If starting mid month, the monthly tuition will be pro-rated for that month. Tuition The office for Catholic Schools has coordinated a tuition policy to be utilized by the Catholic schools within the Diocese of Greensburg. This policy has been established to insure that the tuition procedures and guidelines are consistent and fair among families with children attending Catholic schools within the Dioceses. This policy has been implemented through the Office for Catholic Schools under the approval of the Superintendent of Catholic Schools. The Office for Catholic Schools reserves the right to adjust this policy and coinciding procedures as deemed necessary.

<u>Establishing Tuition</u> – The applicable school administration works with the Office for Catholic Schools to establish a tuition rate that is representative of the school budget needs. The tuition rate is also a product of the communities and families that we serve. Tuition is not the only revenue source to fund the Catholic school education. The school revenues also include Diocesan contributions, Parish supported financial aid, business partnerships and local fundraising.

<u>Tuition Planning and Payment Schedule</u> – Schools establish and announce their tuition rate for the following school year. Tuition rates are established based on budgetary needs and enrollment.

- End of January – beginning of February – Catholic schools open their application process for the upcoming school year and FACTS application forms are available for parents/guardians to submit for financial aid. If families have applied to FACTS by March 15, and the student attends the school during the upcoming school year, the FACTS application fee will be deducted from the student's tuition.
- End of May – Once parents/guardians have completed their financial aid (FACTS) application process and this information has been verified, tuition award letters are disseminated by the school to parents/guardians noting the tuition amount with any scholarships and financial aid awards.
- June 30 – Last date for returning families to apply for financial aid. New families apply for financial aid upon enrollment. Tuition Agreement Contract Letters are due to the school upon receipt of the Financial Aid letter.

Options for Payment

- Payment in full prior to the start of the school year.
- Two equal payments – first payment due by September 30th and second payment by January 30th of the current school year.
- Monthly payment plan on FACTS that will bring the balance to zero by June 30th or earlier of the school year completed in June.
- Any of the above options, but paid through a credit card if available. If a credit card payment method is chosen, an additional service fee may be charged, and this service fee will be announced on an annual basis.
- An approved (by school administration) combination of the above options. The chosen method for payment must be indicated on the tuition Payment Agreement and signed and returned by the parent/guardian.
- One of the above options MUST be chosen for payment.

If a hardship may exist, the parent/guardian can fill out an Appeal Form that is submitted to the school principal. The appeal is forwarded to the Diocese. A decision on an adjustment to the amount of tuition to be paid will be made between the Diocese and the School principal.

<u>Tuition Payment in Default</u> – If a payment is not made, for whatever reason, the following process will be followed:

- The parent/guardian will be notified in writing of the payment not being received.
- The parent/guardian will be given 20 calendar days to bring the account to current status or meet with school administration to have an adjusted payment contract approved (not a guarantee).
- If the account is not brought to current status, and an adjusted payment contract is not agreed upon and approved by school administration, the student enrollment will cease after the 20th day.
- No student will be accepted at any Catholic school within the Diocese of Greensburg if they are carrying a past due balance from any other Catholic school within the Diocese of Greensburg.

School Policies

School to Parent Communication – All school communications from the main office will be sent via email or, in the event of immediate action required, by phone. If you do not have internet access, please notify the office.

Attendance – The Diocese of Greensburg, Office of Catholic Schools requires that school aged pupils enrolled in the schools of the Diocese attend school regularly in accordance with the laws of the Commonwealth of Pennsylvania. Pennsylvania State law requires 180 days of schooling for each student.

The educational program offered by the Diocese is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. A strong relationship exists between good school attendance and academic achievement. A good record of attendance and punctuality is an excellent recommendation for future school and career endeavors. Class absences disrupt instructional continuity and decrease direct teacher-student contact time. Absences limit opportunities for classroom interaction and direct participation with teacher and student.

Absences – Absences can be full day or half day with both types requiring an excuse on day of return. Absences without an excuse are considered unexcused absences. A phone call to the school does not take the place of a written excuse which is required by law.

Unexcused or Unlawful Absences – The Diocese of Greensburg, Office of Catholic Schools defines an unexcused absence as the absence of a pupil due to parental

neglect or truancy. Shopping and trips not approved in advance are also listed. Absences without excuses are considered unexcused absences. First Offense: A letter will be sent to parent following three days of unexcused absences. Second offense: A warrant may be served on the parent through the office of a magistrate for each three days of unexcused absences following a First Offense.

Personal illness, death in the immediate family or other grave circumstances are considered legal absences. If there is no bus transportation due to weather in your school district, the student is considered legally absent. Educational trip or tours and attending medical or dental appointments which cannot be arranged after school hours are also considered legal absences. Written permission is needed for the medical or dental appointments or if the trip is not school sponsored. All other absences are considered illegal or unexcused as per Pennsylvania State Code.

Unexcused absences include, but are not limited to, illegal employment, shopping, sports camp or games or parental neglect.

Parents are required to call the school office to report any absences. Messages may be left on the answering machine for the school secretary. Parents will be called to determine if the student is legally absent.

Students are expected to report to school on time. In the event of an absence, students must bring in an excuse from their parent or guardian upon returning to school the first day after an absence. The excuse must contain the following information:

- Date of the note
- Name and grade of the student
- Date of absence or tardiness
- Cause of absence or tardiness
- Signature of parent or guardian

The teacher keeps these notes on file for the entire school year as required by law. Any child absent for three (3) consecutive days must have a doctor's excuse for readmission.

Excessive Absences – Excessive absences jeopardize the academic standing of the child. After 15 days of cumulative absence, a written statement from a physician

may be required for the purpose of issuing an excused temporary absence for any subsequent absences. After 25 days of cumulative absence, corrective actions may be issued, the magistrate may be contacted and/or enrollment may be terminated The school will notify parents of excessive absences by school mail, email or postal mail. Letters will be sent after 3 unexcused absences, 10 cumulative absences, 15 cumulative absences and 25 cumulative absences. Cumulative absences include both excused and unexcused absences.

Corrective measures for excessive absences or truancy may include counseling, conferences, suspension and termination of enrollment.

Students engaged in the out of school program, Take our child to Work Day, shall be counted as a regular school attendance if the program is sponsored, planned and properly supervised by a certificated employee with corporate sponsorship. The student will return with a completed description of the day and what was learned and experienced. Requests for permission to attend must be given to the principal on the company's letter head announcing the educational experience. This will be listed as a field trip.

Parents who elect to create an educational experience at work through their own initiative must request permission in writing. In these cases, the day is counted as an excused absence since it could occur at any time of the year.

Time Schedules – Because of transportation restrictions, the time schedule will be adjusted to coincide with any revisions by the Kiski Area School District. The school will adhere to the following schedule:

- 8 AM students may enter the building 8:30 AM homeroom begins
- 8:50AM opening activities
- 12:00 to 12:45 – lunch and recess (grades K – 6)
- 11:45 PK lunch and rest time 3:00 PM - dismissal

Early Dismissal – If a student is dismissed early, parents must report to the office and sign the register.

A student may be dismissed from school early only with the approval of the principal or his/her designee. Students will not be released into the care of any person who is not authorized for such a purpose or on the basis of and invalidated

phone call. A written request for early dismissal is required. Students being dismissed for more than two (2) hours will be subject to a half day absence.

Tardiness – A student is tardy if he/she is not in the classroom by 8:50PM. Repeated cases of tardiness will be brought to the attention of the principal and parents will be notified. A student will not be sent home for tardiness. Any student who is tardy will be required to submit a note of explanation signed by a parent or guardian upon arrival.

Any student reporting after 10:30 AM will be considered absent for the morning and must submit an excuse. Students dismissing before 1:30PM will be considered absent for the afternoon. Note: It is better to come to school late than to miss the entire day.

Policy for return to school after a contagious illness – The following involves State school code and school policy and affects everyone. We must have compliance with health regulations, in regard to student illness, particularly with communicable or bacterial infections or maladies (viral as well). In all cases, when a child has been absent due to illness, we must have a note from you, as a parent, explaining what the illness was the dates of absences.

Lost and Found – Students who find lost article are asked to take them to the office where the owner can claim them. Anyone losing an article please report it to the office.

Inspection Notice – Pursuant to the Asbestos Hazard emergency Response Act (AHERA), our school was inspected by a certified AHERA inspector. Our school is inspected by a certified AHERA inspector twice a year. Transportation Bussing - If children live more than one and one half miles from school, the public school district in which the student resides will provide transportation. Questions concerning bus transportation should be addressed to the secretary of Cardinal Maida Academy.

Students are expected to behave properly on the bus. The safety of all is the prime consideration. A lack of cooperation of safety rules established by the Kiski Area School District or the transportation provider may result in the loss of their riding privileges.

Students normally riding the bus must present a written notice from the parent for other dismissal arrangements. No student may deviate from this policy.

There is no bus transportation available if a student stays after school for after school activities or extended care.

Procedure for Dropping off and Picking up Students – Parents dropping off or picking students up MUST pull into the school driveway. Curb drop offs and pickups are for official school transportation only. When pulling into the school parking lot, a driving lane must remain open for through traffic.

Parents of walkers are to remain outside the building on the front sides. Walkers will be dismissed as soon as all buses have left – usually around 3:15. At that time, walkers will be called and dismissed. The person dismissing the students will call students one at a time to verify who is picking up the child. If someone is not a regular person for picking up a specific child, a note or phone call must be made to the school office so it can be noted that a different person will be taking the child. The child will also be asked to give verbal recognition of the person with whom they will be leaving.

Delays and Closings

CMA follows the Kiski school district in regard to weather related or other emergencies for two hour delays and/or school closings.

- In case of severe weather conditions or any other emergencies, announcements will be made over WPXI-TV and website.
- An email/phone alert will be sent to all families regarding the announcement for CMA.
- If your school district is delayed, follow their district's bus schedule for transportation to CMA. If conditions are safe, you may also bring your child to school for a full day if we are not under a delay.
- Students from a district that delay or close when CMA does not, will not be considered either tardy or absent.
- Students should be prepared for any class regardless of when it is scheduled on delay days as the faculty and administration may adjust the schedule as needed.

Emergency Early Dismissal Procedure – If an early dismissal is called by the Kiski School District, CMA will also dismiss early. The announcement will be broadcast on WPXI, WTAE and KDKA. A message will also be sent to all parents' emails and phones. IMPORTANT NOTICE: If your school district calls for an early dismissal, your children will be dismissed if they are bus riders.

Dress Code

Grades PK – 6th - part of CMA's long standing tradition is our school uniform and dress standards. Studies have indicated a direct correlation with dress and behavior.

Boys – K through 6th grade Red or navy blue polo shirt (short or long sleeved) Blue or khaki pants or shorts Navy blue, beige or white socks (solid colors only) Belts in grades 3 through 6 Navy blue cardigan

Girls – K through 3rd Grade Jumpers with red or navy blue polo shirts (short or long sleeved) (no skirts) Blue or khaki pants or shorts Navy blue, beige or white socks (solid colors only) Navy blue cardigan

Girls – 4th through 6th Grade Red, white or navy blue polo shirt (short or long sleeve) Navy blue, khaki or plaid skirts, pants or shorts (no jumpers) Navy blue, beige or white socks (solid colors only) Belts in grades 4th through 6th Navy blue cardigan

Shoes for everyone – brown or black dress shoes. Boots in the same color may be worn in the winter months.

Gym Uniform for everyone – Gray CMA tee shirt or sweatshirt (available at Tees N Tops) Navy blue CMA shorts or sweatpants (available at Tees N Tops) White socks and tennis shoes.

Hairstyles – Hairstyles for boys should be trimmed at a moderate length. Hair should not be below the eyebrows or longer that the top of the shirt collar. Hair fads such as tails, Mohawks, and razor cut designs are not permitted. Earrings on boys are not permitted. Hairstyles for girls should be appropriate for the age of the child. Bangs should allow clear vision. Earrings are permitted; however only posts are permitted on gym days. Make up is not permitted.

Important Rules to Remember

- Shirts and blouses must be tucked in at all times.
- Hats may not be worn during the school day.
- Jackets, hoodies or other outwear may not be worn in the classroom
- Shorts may be worn from first day of school until the last day of October and from April first until the last day of school. Administration can make adjustments if weather indicated otherwise.
- Sweaters are to be plan navy blue cardigans.
- Students must wear socks at all times. Socks are to be solid navy blue, beige or white.
- Jewelry is not to be worn on gym days.
- Long hair must be tied back in a ponytail or braided for gym.
- Tennis shoes must be worn on gym days.
- Students must wear gym uniforms on gym day.
- Students not properly attired for gym days will be asked to sit out class thus affecting their grade.

Providers – Tees N Tops, Schoolbelles, Log Cabin Embroidery or any other stores that sells uniforms. Schoolbelles and Log Cabin have our specific plaid.

If your child is in violation of the uniform policy, a note will be sent home for the first infraction. The second infraction will require parents to bring in the appropriate

Parents and Visitors

Parents and Visitors – Students may begin arriving at school at 8:00 AM. Students are not permitted in the school prior to this time.

Anyone entering or leaving the building must first report to the office. Parents needing to speak to teachers during the school day must contact the teacher prior to arrival at the school. Since teachers have duties and responsibilities during the school day, this will allow them to schedule a conference at a time conducive to all. Any per son not following this procedure may be asked to leave the building and may be subject to future exclusion from the building.

Web Site – The Cardinal Maida Academy has a school website at www.cardinalmaidaacademy.org. The site is for visitors who may want

information on our school and parents and students who want access to news, forms, calendars, handbooks, supply lists, etc.

The site is organized with two navigation bars, one at the top and one to the left. Each menu can be clicked on to open the category pages. Additional pages are listed under the menu titles. Upcoming events are listed to the right and news is listed at the bottom of the homepage. It is interactive providing additional information with a click. Links to PowerSchool, student resources and the Diocese of Greensburg's web site are also provided.

The Weekly Wednesday Folders link is very important. It provides the important school information. Under Weekly Wednesday Folder are four categories: general, fundraising, newsletters and lunch information. We use this link to pass out information without using so much paper and to keep the information together in a concise fashion for families.

The navigation link is useful for both parents and students providing access to forms and Internet resources that both parents and students might need.

Parent Teacher Group – The parent Teacher Group (PTG) is an organization to which all parents/guardians and teachers belong. Its function is to promote the school and work for the school's success. It is a volunteer group that sponsors fund raising as well as provides help to teachers and the office to plan and organize school events. Parents may elect to run for an office in the PTG in the spring of each year. The PTG calendar may be found on the school website.

Parent teacher conference – Parent teacher conferences are conducted at the end of the first nine (9) weeks of school. The conferences are used in conjunction with the report card as a means of evaluating progress. The principal will establish a procedure for the scheduling of parent teacher conferences. At least one (1) such conference will be held for each student during the school year.

Parents' responsibilities, attitude and cooperation – The enrollment of your child at The Cardinal Maida Academy means cooperation with efforts and objectives set by school personnel. Enrollment at the school is an agreement to read and sign the handbook and to support the school's philosophy, policies and programs.

- The Cardinal Maida Academy and parents need to work together for the education of the child. If a student is to benefit from the educational

programs at CMA, parental attitude must be positive and supportive. Parental disruption of the educational, philosophical or Christian atmosphere of the school is indicative of the need to seek another educational institution which satisfies parental expectations.

- Be convinced that the education at The Cardinal Maida Academy is the best for your child and let your child know this.
- Communicate a positive attitude of support and encouragement to your child regarding both her own work and development and the intentions of the school personnel and programs.
- Have the desire that your child learn as much as he/she is capable.
- Continually remind your child that rules are interpreted by those who are responsible for them and these interpretations are intended for the good of the child.
- Accept the outlined standards for the behavior of your child while is/she is in school.
- Discuss the child's problems with the teacher and principal in light of trying to find solutions rather than finding fault. Provide the atmosphere and encouragement for the effective use of time spent on homework.
- Visit the school to learn what is being done for your child.
- Communicate your concerns in a Christ-like attitude that shows respect for other.

Elementary Parent, volunteer and partnership policy - All parent organizations and volunteers will be responsible to the principal and clergy of The Cardinal Maida Academy. This focus will enable a beneficial stewardship of the time, talents and treasure shared by the community. The diocesan vision and intent is to evolve to a model wherein the volunteers are channeled by the school administration into projects, activities and advisory functions rather than independent support organizations. Recognizing that successful Catholic schools require a strong community commitment, the goal is to cultivate the level of involvement of all volunteer resources in a manner consistent with the plans of the administration.

All parents are expected to actively support their child (ren) at CMA. Activities may supplement the normal school functions such as cafeteria duty or unique

educational opportunities. Improvement efforts may need volunteer support. Administrators may request the skills of professionals in regards to science programs, fine arts, technology and the writing of grant requests. All families must be involved in some fashion.

Administrators will share best educational practices for volunteer opportunities among all schools in the Greensburg Diocese. Administrators will also encourage parent involvement in planning volunteer activities which support school programs.

Fundraising – Families are expected to contribute to the fundraising efforts at CMA. Participation in fundraising efforts may include but are not limited to: Contributing to solicitation efforts for our major fundraising events Selling tickets to major fundraising events Selling raffle tickets Volunteering to chair fundraising events

Families may also utilize fundraising opportunities that provide a benefit to their family and the school. A $350.00 fundraising fee is assessed to every family at CMA. If your child(ren) is in Kindergarten through sixth grade and you fundraise up to $350.00, you will receive a check at the end of the school year as a reimbursement for that amount. If you fundraise more than $350.00, you will receive a check up to the $350.00. Anything over the $350.00 will be credited to the next year's tuition. If your child is in Pre-school or Pre-kindergarten, you are not assessed the $350.00 fee. However, any amount earned through fundraising can be credited to next year's tuition. The PTG fundraising chair maintains the family records. All monies are non-transferable.

Students Student Responsibilities – At The Cardinal Maida Academy, learning is our priority. The school building is well cared for and the learning environment is warm, inviting and centered in God's love. The latest and best textbooks and materials and equipment are purchased on a rotation basis for the quality education that is provided for each child.

It is expected that each child will:

- Live the philosophy and mission statement of The Cardinal Maida Academy.
- Come to school on a regular basis. Be on time. Be prepared.
- Put forth effort as you recognize your special gifts and develop them.

- Respect and obey all teachers, staff and volunteers.
- Respect the school property.
- Speak and act appropriately.
- Be responsible for protecting the rights of others.
- Accept responsibility for your own actions as well as in your participation in group actions. Be truthful and candid.
- Observe all rules.
- Complete all assigned class work in a timely manner.
- Make proper use of the facilities including the washroom and cafeteria.
- Use only the materials assigned to him/her.

Violations of any nature to school property will be addressed on an individual basis for restitution/replacement. Violations of cheating through any means, copying others work or plagiarism will be addressed with consequences ranging from detentions through suspensions. Multiple violations may result in disenrollment.

Classroom Parties - Classroom parties are a part of the school experience in different ways at different age/grade levels. Teachers, at their own discretion, may plan their own parties or invite parents to plan a party. All plans are reviewed and approved by the teacher. Never send snacks without first contacting the teacher in writing and getting approval.

Birthdays are special days that should be recognized at home and school. Invitations for home parties will only be distributed in school if they are going to every child in the class or all the girls or all the boys.

Public Relations

- Students may be photographed for brochures, newsletters and/or news reporting during the course of the year.
- Students participating in special events or competitions or receiving awards will have their photo and information sent to the local and diocesan papers and the parish bulletins.

- Students may also be photographed or captured on video for the Diocese of Greensburg.

- Permission for such is agreed to/denied on the CMA Technology Resource and Communication System permission forms.

Discipline Policies – All children are expected to comply with school regulations regarding dress code, playground conduct, and preparation for class, bus conduct, lunchroom conduct, absences, tardiness and general school rules. The manner and respect taught at home are extended to the school community including faculty members, priests, cafeteria workers, volunteers, playground parents, custodians, aides, bus drivers, visitors and all children. Above all, children must be taught to respect themselves, their materials, the school, the possessions of others and the property they have for this use.

CMA reserves the right to discipline students who, through their lack of responsibility, in appropriate behavior or comments, poor attitude or disrespect infringe upon the rights of others in the school community. It is expected that parents will be supportive of the teachers/school in these matters.

Student Discipline Code – In order to fulfill his/her role as a responsible Christian member of society, it is necessary that each student develop an awareness of self-discipline structured by principles set forth in the gospel. The Discipline code has been devised to provide guidelines for all persons responsible for the education of the student. The purpose of the Code is to assure the safety and welfare of all students within the school and to provide an atmosphere conducive to learning. Any and all actions that may disrupt impair or hamper the educational process must be controlled, minimized or eliminated. This can only be done by considerable effort and understand on the part of all concerned.

School discipline is an outgrowth of good home training; therefore, cooperation between home and school is essential. When gospel values are not "witnessed" to school personnel, students and the community, specific courses of action should be followed. Those actions constituting serious offenses should require disciplinary action of a different nature than minor infractions. The Principal in each case shall have final responsibility for determining the action followed.

No students have the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers,

students, administrator and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

Detention – Students may be detained at lunch time or after school (from 3 – 3:30PM) for minor infractions such as improper behavior in school or on the bus. This includes fighting with other children, not completing class assignments or to practice classroom management procedures. Repeated tardiness or unexcused absences may also incur detention for the student. This may also be used for repeated infractions. Parental notification will be provided. Students will be assigned work so as to make up work missed during any period of absence or tardiness.

Suspension – For a serious infraction of school regulations or the Student Discipline Code, a student may be temporarily suspended by the principal. The time of the suspension will become effective after the principal has notified the parents/guardians by mail and will not exceed three (3) days. After a parent conference, a suspension can be extended to an additional ten (10) days. Suspension maybe in school or out of school. In all cases, the student will be required to complete any class work missed. There will be a reentry meeting with the student, parents and principal prior to readmission.

Expulsion – Expulsion is a severe punishment which is used as a last resort for a serious offense and after serious deliberations or when circumstances otherwise warrant. A student, parent and principal meeting will have taken place prior to a decision to expel any student. Reasons for which a student may be subject to detention, suspension or expulsion from school include, but are not limited to:

- Infractions of school regulations or the disciplinary codes applicable to each school.
- Continued misconduct or conduct detrimental to the physical, education or moral well-being of other students.
- Continued malicious disobedience or disrespect for authority.
- Possession, use or transporting of any weapon or look alike weapon. Possession, use, sale and /or conveyance of any controlled substance drug, look alike drug, alcohol or anabolic steroid.
- Assault or battery of a fellow student, teacher, administrator or an employee of the school

- Bomb threats.
- False alarms.
- Use of vulgar or obscene language.
- Excessive absence or tardiness.
- Fighting.

Terroristic threats will be taken very seriously. If a child, after a thorough investigation, is found guilty of threatening to kill, beat up or harm another person, parents will be called and the child may be suspended one day for the first offense. In repeat offenses, the suspension will be two to three days.

In the event of an expulsion, the following procedure shall be used: A time of suspension will first be imposed during which there will be private consultations of parents with the principal and other school personnel as is appropriate. The final decision concerning expulsion will rest with the principal. Before any such administrative decision, the principal must consult with the pastor, appropriate local authorities and the Office of Catholic Schools of the Diocese of Greensburg. A written report of the expulsion will be submitted to the Office of Catholic Schools. The parent/guardian may, within five (5) school days of the decision of the principal to expel the student, appeal to the Superintendent of Catholic Schools whose decision will be final.

Fights and Best Practice – A teacher may place hands on a child with no intent to harm in the following situations:

- To separate students who are fighting or in their judgment are about to fight.
- To defend self.
- To come to the aid of a student including helping them to their feet or walking them to the office.
- Following giving a direct order to a student in which the student refuses to follow through and, after repeating the order, to escort student by placing the hand between the shoulder and elbow to lead them.

Detentions are served after school from 3:00 to 3:30PM. Prior to serving a detention, a form is sent home indicating the infraction, circumstances and the date and time it is to be served.

Weapon Policy – No weapon may be brought onto school property or into the school building. A weapon shall include but not be limited to a knife, cutting instrument, cutting tool, firearm or instrument capable of inflicting bodily injury. A person in possession of a weapon on school property violates state criminal statues and school regulations and shall be subject to the following discipline and penalty:

- Parents will be immediately notified.
- The local police will be called.
- The student will be expelled.

School Property – Students are responsible for the proper care of all books, supplies, lockers, furniture, etc. supplied by the school. Students who disfigure property or equipment will be required to pay for the damage done or replace the item.

Health and Safety Services

The Kiski Area School District provides limited health service to The Cardinal Maida Academy through the school nurse. We also have the services of a Nurse Paraprofessional on a limited part time basis. Health testing and screening shall be administered to the student in accordance with the policies and procedures set by the Kiski Area School District. Children must be immunized before entering school as required by state law. No child shall be permitted in school without the following immunizations:

Four DPT (diphtheria, pertussis, tetanus – fourth one on or after 4th birthday Three OPV (oral polio vaccine) or four Salk polio. Two MMR (measles, mumps rubella) given on or after the first birthday. Three Hepatitis B One Varicella or have already had the Chicken Pox Disease.

In case of an emergency concerning the health of a student, the school nurse or nurse paraprofessional and /or school principal shall be immediately notified. The school or paraprofessional nurse shall be primarily responsible for rendering medical assistance. If the parent, guardian or person designated on the student's emergency card cannot be reached in a timely manner, the school nurse or school principal shall decide whether hospitalization or further treatment at a medical facility is necessary.

The school office will maintain an emergency care card for each enrolled. Each card shall contain the following information:

- Student's name.
- Name, address and telephone number parents or guardians and where they may be reached during normal school hours.
- Name, address and telephone number of a third party who may be contacted in the event the parents or guardians cannot be reached.
- Back of card signed to designate whether transportation to the nearest hospital is allowed. 23

Health Policies – Physical examinations are required upon entering school for kindergarten or first grade and in sixth grade. Dental examinations are required before entering school for Kindergarten or first grade and again in third grade. Although it is recommended that these State mandated examinations/tests be conducted by the student's regular family physician or pediatrician, they are also provided by the school district with parental written permission and given by an approved physician, dentist and the school nurse. Those wishing to have these State mandated examinations/test performed by their regular family physician or pediatrician must obtain the required forms provided by the school nurse. These forms must then be returned to the school nurse upon completion.

The following exams must be performed no earlier than four months before the beginning of the school year: Vision screening tests are given each year beginning with kindergarten. Audio screening tests are given in kindergarten, first, second and third grades. Height and Weight are measured and recorded annually from kindergarten through sixth grade. This assists in the evaluation of each child's growth.

Illness, Injury and Medication – We recommend that you keep your child at home if he/she appears to be ill. It is essential that they do not return to school until normal body temperature returns for a period of twenty-four hours. In the event that your child becomes ill or has a serious injury during school hours, you will be contacted by the nurse, secretary or principal. Basic first aid will be administered.

Illness at School

- Students must inform the homeroom teacher and office of illness and then go to the assigned nurse area or wait for the nurse/paraprofessional to be called to assess the student's illness and/or complaint.
- No sick child will be sent home without the knowledge of the parent or authorized person.
- The nurse paraprofessional will call the parent regarding the illness/injury when she is on duty at the school.
- Parents are asked to respond promptly and meet the child at the office if the child needs to have an early release due to illness or injury.

Medication Policy- When a child's health demands medication during the school day, the medicine must be brought to the school office as soon as the child arrives at school. The medication will be kept in the locked medicine cabinet. Teachers do not assume the responsibility for any medication.

Medicines will not be administered without the following information:

- The name of the medicine to be taken.
- The parent or guardian's signature.
- The proper daily dosage marked with the child's name and the time it is to be administered.
- Prescription medication must be accompanied with the original order by the physician.
- Over the counter medication must also have a physician order to administer to all elementary students.
- The nurse/paraprofessional will call the parent to administer if the guidelines are not maintained.
- If the child needs medications kept on site such as throat lozenges, Tylenol or Benadryl, the school secretary or nurse/paraprofessional will call the parent/guardian to determine if it is okay to dispense the medicine.

Drug and Alcohol Policy – A student who, on school grounds during a school session or anywhere at a school sponsored activity does sell, use, possess or aid in the procurement of alcohol, narcotics or restricted drugs, including but not limited to marijuana or anabolic steroids or other material purported to be such restricted drugs or look alike drugs shall be subject to disciplinary action up to and including expulsion.

The parent or guardian of the student will be contacted immediately in the event of any such occurrence. A recommendation will be made to the parents that the student is taken to a physician or health care provider for a complete examination.

The principal shall also give immediate notice to the police of the incident for possible legal action.

Policy of Sexual Harassment– It is the policy of the Diocese of Greensburg and The Cardinal Maida Academy that students enjoy a learning environment free from all form of discrimination including sexual harassment. All forms of sexual harassment in any learning area, activity area or any other place under the permanent or temporary control of The Cardinal Maida Academy is strictly prohibited.

Any student who feels that he or she is or has been a victim of sexual harassment, intimidation, hazing and bullying, including cyber bullying, should bring the matter to the immediate attention of any teacher, administrator, principal, counselor any parish priest or to the Superintendent of Catholic Schools. All reports of alleged sexual harassment will be investigated in as confidential a manner as possible. Upon completion of such investigation, the parents or guardians of the student will be advised of the findings, recommendations and conclusions as to the accuracy of the charges alleged. In all cases where the investigation has verified the allegations and a decision has been made to take disciplinary action against the accused, the complaining student and his/her parents/guardians will be advised of such action. In the event that it is determined that a student has intentionally falsely accused another student or school employee of engaging in sexual harassment, the student may be subject to appropriate disciplinary action.

Students are to demonstrate appropriate behavior by treating others with respect. They are responsible for reporting bullying, cyber bullying, harassment, intimidation and hazing to a teacher, aide, staff member or administration. Once a report has been made:

- All reports will be investigated.
- Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and

surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined consistent with the diocesan policies and the school procedures. Violations are recorded.

- Consequences and appropriate remedial action for students who commit acts of harassment, intimidation, hazing and bullying may range from positive behavioral interventions, referral to school and outside resources, detentions, up to and including suspension or expulsion.

Safety Drills – Fire drills will be held regularly as required by law. To ensure safety, students are to move quickly, quietly and in order according to the fire exit directions posted in each classroom. Drills for other emergencies will be held periodically throughout the year with procedures reviewed by the teachers. Students are to remain quiet and attentive to the teacher during all safety drills.

Fire –

- Students, teachers and administrative staff participate in fire drills monthly.
- Students, teachers and staff exit the building using the closest exit and move away from the building and fire lanes.
- Emergency cards, first aid kits, crisis kits and cell phones are taken to these areas.
- Only EMS personnel will be permitted to enter the property. Parents are to wait for the all clear given by the emergency Medical Service and Fire Department.
- If an early dismissal is called by CMA, the announcement will be broadcast on WTAE, WPXI and KDKA and a message sent via email and telephone to all parents. In this case, we will contact all bus companies and dismiss according to the information on the emergency card.

Severe Weather/Natural Disaster

Students, teachers and administrative staff participate in a severe weather drill annually.

- Students, teachers and staff report to an inside space at the lowest level remaining in the building they occupy at the time of the drill or emergency.
- Emergency cards, first aid kits, crisis kits and cell phones are taken to these areas.

- Only EMS personnel will be permitted to enter the building. Parents are to refrain from calling the school and are to wait for the all clear given by the Emergency Medical Service.
- If an early dismissal is called by Kiski School District, CMA will also dismiss early. The announcement will be broadcast on WTAE, WPXI and KDKA.
- IMPORTANT NOTICE: If your school district calls for an early dismissal, your children will be dismissed if they are bus riders according to the information provided on the emergency card.

Crisis Situations - Crisis situations are handled in one of two ways. Either the entire site goes into a lock down or the site is evacuated to another location. The evacuation site is determined by the nature of the crisis and time frame. The CMA evacuation site is the St. Gertrude church basement. The alternative evacuation site is Vandergrift Fire Hall on Franklin Avenue.

Lock Down

- Students, teachers and administrative staff participate in a lock down drill
- Outside doors, restrooms and hallways are checked.
- Classrooms are locked. Students and teachers are positioned the safest place within the room. Windows and blinds are closed and lights are off.
- Office is also in lock down mode.
- Protocol for crisis is followed according to the diocesan and school Crisis Management Plans and determined by the nature of the crisis.
- Only EMS personnel will be permitted to enter the property. Parents are to wait for the all clear given by the Emergency Medical Service, Police Departments and/or Fire Department.
- If an early dismissal is called by CMA, following the all clear, the announcement will be broadcast on WTAE, WPXI and KDKA and in a phone and email message to parents. In this case, we will contact all bus companies.
- IMPORTANT NOTICE: If one or more of the school districts call for an early dismissal, your children will be dismissed if the all clear has been given for CMA and they are bus riders.

The Cardinal Maida Academy “Faith in Every Student”

Re: Weather Emergency Drill

There are three plans:

Plan Description Plan A All of the classrooms will take shelter in the art room at the lowest level of the school. They will sit by the three walls underground. The students and faculty will face the walls.

Plan B All of the students and teachers will go to the basement of St. Gertrude Church and stay away from doors. The students and faculty will face the walls.

Plan C All students will go to the Vandergrift #1 Fire hall parking lot below St. Gertrude’s church. Tornado or Severe Weather Drill Instructions Drill direction and shelter routes will be posed in each classroom

The following are general instructions.

- During an alarm, the alarm will be an announcement on the PA system from the office or be a back up alarm. It will be distinctive from the fire alarm.
- Either Plan A, B or C will be announced
- Student and staff members are to proceed quickly and in silence to shelter areas as shown on the diagram placed in each classroom
- Any student in special classes must exit to designated shelters.
- If the storm hit while students are descending stairs, proceed with the following; move to an inside corridor stay away from all windows and doorways; stay low.
- Teachers will take a roll book, take roll and report to the principal or teacher in charge.
- A PA announcement and/or ringing of the bell signals a return to the classroom. Return to class in silence.

Lunch Program

The Cardinal Maida Academy participates in a national school breakfast and lunch program. Students may take advantage of the school breakfast and lunch program by filing an application for free or reduced breakfast and lunch. Applications will be reviewed accordingly.

All children must eat a lunch during the lunch period by either participating in the hot lunch program or bringing a lunch from home. Lunches are provided and prepared at CMA.

The cost of lunches is announced at the beginning of each school year. Lunch purchases may be made daily, weekly or in monthly quantities and used at any time. Enclose lunch money in an envelope with the child's name and the amount. The food service manager fills the order, crediting PowerSchool's PowerLunch account for the child. When exiting the line, the lunch is recorded and the cost of one lunch deducted along with any sides, extras or ice cream from the PowerLunch account. Free and/or reduced lunches are available to anyone who qualifies. Participation in the National School Lunch Program benefits the school. You are encouraged to take advantage of the lunch program if you are eligible. Forms may be obtained from the office.

PLEASE NOTE THAT EXTRAS, SIDES AND ICE CREAM ARE NOT COVERED BY THE FREE/REDUCED SCHOOL LUNCH PROGRAM. If your child purchases these items, you are responsible for the payment.

- Parents/guardians may also use the COMPASS system to apply for free and/or reduced lunches.
- Ala Carte items may be sold; however, they may not be purchased in place of a lunch. No soda pop, candy, etc are sold at lunch.
- Please do not pack soda pop in your child's lunch.
- A monthly menu will be posted to the web site to help you plan for packed or purchased lunches. The menu is found on the web page under Calendars.
- Parents are not permitted to bring fast food lunches to their children. Soda pop is not permitted. Parents should be conscience of the nutritional value of their child's lunch.
- Cafeteria staff and/or volunteers are not permitted to cook or heat lunches for students.
- Students who forget their lunch or lunch money may charge up to 3 lunches. Students will be provided with a peanut butter and jelly sandwich if their lunch bill is not paid. Students with a negative balance in the PowerLunch account will be given a monthly notice of the amount due. Please check the PowerLunch balance online. Automatic Alerts for high

lunch balances are sent through PowerAlert. Parents are required to clear negative lunch balances.

Lunchroom Rules -CMA operates a hot lunch and cold breakfast program. Students have the choice of purchasing a hot lunch or bringing their own lunch. Milk will be available. Students may choose to have breakfast at home or at the school.

When entering the lunch room, students are to follow the directions for their lunch groups. They will either go through the line to purchase a hot lunch, get in the milk line or proceed directly to a table.

- The children then are to take a seat at their assigned tables and remain seated while they eat.
- Normal talking at the table is permitted.
- There will be absolutely no yelling, screaming, or throwing of food. Failure to comply will result in the loss of lunchroom and/or playground privileges. Parents will be notified of any disruptive behaviors.
- Children may use the restrooms only in emergency circumstances.
- Upon completion of lunch, the children are expected to bus their table.
- All parents will be required to sign a permission agreement for their child to walk to the park for recess during the school year. Each permission form will be good only for the current school year.

Playground Rules – You may bring equipments/balls for playground use if approved by the teacher in charge of lunch duty. The playground guidelines are to be followed by everyone.

- Students will play only in the designated areas.
- Nice weather days, recess will be at Vandergrift Park on Franklin Avenue or the parking lot between the school and St. Gertrude church.
- A classroom teacher and parent(s) are assigned daily to monitor the students on the playground. If there is a problem, it should be reported to them. Serious problems should be referred to the principal for consequences.
- Students may not leave the playground area without proper permission and accompanied by an adult.

- Children are to go to their assigned areas on the playground and remain there for the duration of the play period.
- Any accidents occurring on the playground are to be reported to the office immediately so that proper medical attention can be given.
- At the end of the play period, the children are to form single lines in their assigned places. They will return to their classrooms in a quiet, orderly fashion.
- On days with inclement weather, recess may be held in the classrooms or in the school gym on a rotated schedule between classes.
- Rough play will not be tolerated as this can result in injury to others.

Parent Playground Supervisors – The functions of the parent playground supervisors are to instruct, direct and control the members of the student body on the playground. They are to assist teachers in the instruction of school children in safe practices at all times and place. Discipline should be referred to the teacher and principal.

Communication

Open Communication among parents, teachers and administrators is important for student progress and for maintaining a healthy school climate. If a problem exists in the classroom from homework not completed, poor test scores or behavior problems, the teacher will call the parents.

Attempts should be made to solve problems on the lowest level possible. Only when this is proven unsuccessful should higher authority be contacted.

If a problem occurs in the classroom, the parent is to contact the teacher through the secretary's office or via direct email in order to discuss the problem. If a satisfactory solution cannot be reached, the parent will inform the teacher that the principal will be contacted. Hopefully, the parent and principal will then arrive at a satisfactory solution. If the problem remains unsolved, then the parent has recourse to the Council of Pastors or the Superintendent of Catholic Schools.

A parent may make an appointment to speak with a teacher by sending a note, calling the school office or directly emailing the teacher. Because of interruption in the teaching-learning process, un-scheduled visits to the classroom are not permitted.

PowerSchool – The Cardinal Maida Academy is part of the PowerSchool student management system used in the Diocese of Greensburg. Power School is used in the school for attendance, scheduling classes, posting grades, managing lunch accounts and payments, emergency information, student demographics and sending group emails via the SchoolMessenger system. Parents have access to their children's grades, attendance, lunch balance and teacher email contacts.

PowerSchool provides each parent with a user name and password for creating his/her own parent Portal login. A temporary user name and password is given along with a Student Access ID for each child in our school. That student access ID is used only once to connect the child to the parents account. Once this is done, each child is connected to the parent's login. This remains the same from year to year. As children enter school, additional connections can be made for each child entering with their Student Access ID.

Attendance is kept using PowerSchool. Parents can see patterns of tardiness, the number of absences and dates of early dismissals. Teachers are able to keep class attendance. Absences can be tracked for any students or class.

- PowerLunch is used to track lunch transactions and balances in the lunch account.
- SchoolMessenger is used to announce school closing/delays, early dismissals, general school or grade level announcements or emergency alerts. All general announcements are sent to emails only. Emergency alerts are sent to everyone's phone and email. This includes two hour delays and school closings.
- Poweralert will notify parents of low lunch balances. Parents can also access their accounts for their child(ren) and request automatic updates sent at intervals the parent wants for grade reports and lunch balance alerts.

Telephone – It is important that the school telephone be available for office calls. Children may use the telephone only with permission of the principal, secretary or a teacher and only for school related business.

Teachers and children will be called from the classroom to receive a telephone call. A message for the child or teacher may be given to the secretary.

Arrangements concerning transportation and after school activities are to be made before the child leaves home in the morning.

Cell phones and technology – Students and families are able to communicate using our land lines. Devices that can be used for texting, phone conversations, messaging, picture messaging and/or videoing, are not permitted at Cardinal Maida Academy. Carrying such a device during the school day or using such a device results in an in-school suspension for the first offense.

If you feel your child needs a cell phone, one may be brought to school at your own risk following this protocol. The parent sends a written note to the principal requesting that a device be brought to school. Upon principal approval, a letter will be mailed home giving permission and containing all the rules regarding this privilege.

Conditions for having a cell phone or any other communication device are detailed here. The cell phone must be kept on the teacher's desk. It may not be carried around during the day. It may not be given to other students to use. It is not a way for parents to check in on their child for any reason. The land line phones are available for this. Cell phones carried with the permission of the principal can then be used after school with the knowledge of the supervising teacher, coach, or club moderator. Failure to abide by these rules will result in an in school suspension and may result in the loss of this privilege. Students having a phone on their person will have the phone confiscated and given to the principal at which time a parent will need to collect it.

Other technologies fall into the cell phone rules. These include: iPads, iPhones, iPods, Droids, gaming devices and those under development. Students may request permission to use any technology device from their teacher at the teacher's discretion.

Classroom Policy for Computer Use – The Cardinal Maida Academy has in place the attached computer internet usage policy. The computers in the CMA computer lab are the exclusive property of The Cardinal Maida Academy and are intended to be used primarily as instructional tools for the benefit of The Cardinal Maida Academy students, faculty, staff and administration.

It should be understood that any communication/transmission –written, video or audio – sent over or to our computers within the school is the sole and exclusive property of CMA and any attempted abuse of such will not be tolerated in any way or manner. Student usage rights only permit the student to access preapproved websites. This screening technology and our policy of user rights controlled by the administration supports compliance with current government regulations for child internet use.

In addition:

- Only software which has specific educational components may be loaded on classroom, computers
- No personal software may be loaded on classroom computers.
- Children who have been assigned user name and password must log on using both and must log off when finished.
- Attempts to bypass level of user rights or system restrictions will result in loss of computer privileges or other disciplinary action.

Curriculum

The Cardinal Maida Academy endeavors to provide a well-balanced curriculum through which knowledge, skills and attitudes needed for daily living can be acquired. The students are challenged to develop their full potential with an open inquiring mind while always realizing a sense of accomplishment.

The curriculum is designed to meet and exceed the standards established under Pennsylvania state law. Courses included religion, reading, language arts, mathematics, science, social studies music, art, library, health, physical education, computer education and foreign languages.

The religion course is part of the daily curriculum. Opportunities for prayer, preparation to receive the sacraments and participation in a community of faith are important components of the religion program. The goal of religious instruction is to help the child develop a relationship with Jesus Christ and lead a lifestyle based on the gospel values. All students, Catholic and non-Catholic alike, are required to study religion.

<u>Report Cards</u> – Report cards showing the student's progress shall be issued four times a year for grades Kindergarten through sixth. Progress is determined by the

degree to which the child learns subject matter according to ability, accomplishes daily work, participates in class discussions, uses class time effectively, participates in group/class research and projects and does homework assignments. The official diocesan report card shall be utilized for grades Kindergarten through sixth unless otherwise approved by the Superintendent of Catholic Schools.

Honor Roll – Students in grades four, five and six with no grade below a C will be placed on the honor roll at the end of each academic quarter.

Textbooks – The school attempts to furnish books to the students through the government and other funds. This is done with the hope that the major investment will be properly safeguarded. Students are to carry books to school in a book bag. Parents are requested to sign a Certificate of Individual Request for Loan of Textbooks for the Pennsylvania Department of Education. Students losing or damaging books will be required to replace the book. All books should be covered by the students.

Home Work – Home study is a necessary part of each pupil's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Provisions should be made for good homework environment and regularly scheduled study time should be maintained. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. Parents of those students who are inconsistent in their efforts will be notified by the teacher. The teachers are not obligated to accept or correct late homework. Teachers will continue to be sensitive to students in not administering major exams upon return after a long weekend or school vacation.

In our effort to provide education that will meet the varying needs of all students, it is the policy of the school to assign directed homework beyond the regular school day. The purpose of homework is to reinforce and extend what your child has learned in class and to develop a sense of self discipline, personal responsibility and independent thinking.

- Parents and guardians attitude toward their child(ren)'s homework, projects and reports is a crucial factor.

- A parent can also help a child by notifying the teacher of any recurring homework problems or difficulties.
- A student that does not complete homework may be asked to do so during recess. This is recorded. If a student repeatedly forgets homework or has incomplete homework, further disciplinary action will follow.

Testing – The Cardinal Maida Academy follows the testing program established by the Diocesan Office of Catholic schools. The tests include the ACT Aspire test for students in grades three through six and the Otis-Lennon School Ability test for students in grades three and five.

The DIBELS literacy assessment is given to students in kindergarten to grade three in the fall, winter and spring.

The results will be shared with parents. The child's scores on these tests will be checked carefully and maintained in the school office.

Gifted – Students who demonstrate gifted potential may be referred to their local School District for psychological evaluation to determine eligibility for gifted programming in accordance with Pennsylvania Special Education Standards and Regulations. Parents should discuss with the classroom teacher or guidance counselor opportunities for determining gifted characteristics.

Special Needs Testing – Parents may request in writing that their child be tested for learning disabilities through their local school District. This procedure may take up to 45 days and will be conducted by the school psychologist. Results and recommendations will be provided during a meeting with the parents.

Student Records - The collection and maintenance of information about students, which is essential to promoting student welfare and accomplishing the educational objective of the school, shall be in accordance with state and federal law. The permanent report card will be maintained in the office. Guidance records will be kept in the school office. Information will be collected only with prior and informed consent of the parent or guardian. Student records, in accordance with state and federal law, are made available only to parents and to staff who have need for access to the information or with consent of the parent or as otherwise provide by law. A parent or guardian must request permission for a review, in writing, at least twenty-four (24) hours in advance. Student record information is confidential and will not be disseminated by telephone.

In the absence of a court order, a non-custodial parent will not be given access to the academic records and any other school related information regarding their child. If there is a court order specifying responsibility of the custodial parent or otherwise limiting or eliminating the right of non-custodial parent with regard to a child's education, the custodial parent shall provide the school with an official copy of the court order. All other requests for student information will be referred to the Superintendent of Catholic Schools for approval.

Student Activities Field Trip/Events – Field trips/events relate to the instructional program. Each child participating in any field trip must submit to the school the Field Trip Participation Form established by the diocese, signed by the parent. No student may participate unless a signed Field Trip Participation Form for the specific event is on file with the principal.

The permission form is to be submitted to the teacher by the designated time. Parents may be asked to provide part or all of the costs involved. When possible, bus transportation will be provided. Any person volunteering to provide private passenger transportation must submit a signed volunteer driver information sheet to the principal for each vehicle used. The minimal, acceptable liability limit for a privately owned vehicle is $1000, 000/$3000, 000.

Participation in field trips is a privilege. Students may be denied participation if they fail to meet academic or behavioral requirement of the school. Students who do not participate in field trips will be provided alternative assignments during the period of the field trip. No student will be permitted to participate in a field trip without a consent form signed by the parent.

Each driver and/or chaperone will be given a copy of the approved itinerary including the routes to be followed and a summary of their responsibilities.

Library – The purpose of the library program is to instruct students in the use of reference materials and to assist students in their search for knowledge and skills outside of the classroom. Students will have one library class per week.

In order to provide the greatest opportunity for such instruction and to keep the library in proper order, the following rules must be observed:

- Books may be checked out for one week only.

- Books may be renewed for one week only. Students will sign first initial, last name and grade on the book card.
- No reference books may be taken from the library.
- No book may be checked out if a student holds an overdue book.
- Students are responsible for books checked out of the library. Lost library books must be replaced. Parents will be assessed the net actual cost per book not returned to the library.

Athletics – An athletic program is supplementary to the regular school program. It should never precede school responsibilities. These programs should aid in developing Christian men and women.

Students involved in the program are expected to conduct themselves as Christian ladies and gentlemen in school and as representatives of The Cardinal Maida Academy wherever events are held. Students participating in CMA athletics must maintain a B average and may not be failing any subject.

CMA offers basketball for boys and girls in grade three through six and cheerleading for girls' grades five and six. CMA also offers beginner hockey training.

Instrumental Program – The Cardinal Maida Academy has an exciting instrumental program that includes students in second through sixth grade. Students have the opportunity to take a lesson during the school day. Information is given to the students at the beginning of the school year.

Vocal Program – All CMA students are expected to participate in any vocal performance programs. The main event for students is our annual Christmas program.

Visual Arts – In order to balance the cultural experience, CMA offers a student friendly visual arts program. The students are instructed by a skilled art teacher in drawing, color appreciation and design. The art department will have an art show in the winter and spring to correspond with the music programs and science fair. Students have opportunities to display works and compete in contests as they arise. In addition, the diocese sponsors a night at the arts where our student's art can be chosen to be displayed.

Liturgy

The students attend mass weekly. They also take part in various seasonal Paraliturgical services throughout the year.

Sacrament Program – Second grade students receive the Sacraments of Reconciliation and First Communion through their respective parishes. Sacramental preparation is not a function of the school. Enrolling your child in second grade at The Cardinal Maida Academy does not prepare your child for the reception of these sacraments. Children and parents must participate in formational workshops at their respective parishes as required by the Diocese of Greensburg.

Title 1 – Act 89 Title 1 reading, math; Speech and ACT 89 are government programs/services provided to students in private schools. To participate, a student is evaluated to see if he/she qualifies for a particular service. Parental permission is obtained before a student receives the service.

Guidance-is a service provided through ACT 89 to private schools. The counselor may meet with individual students or groups of students for various reasons. Conferences might be held periodically between the counselor and parent or guardian.

Volunteer Workers

All parents are expected to actively support The Cardinal Maida Academy. Families are expected to contribute to the volunteer base at CMA. A minimum of 10 hours per year is requested of all families.

Clearances must be obtained prior to volunteering with the children. Lunchroom and playground volunteers or anyone who has regular one on one contact with the children must have their Child Abuse, Criminal Record Check, a signed ACT 24 and FBI fingerprint check. Occasional volunteers such as homeroom parents or chaperones must have the Child Abuse and Criminal Record Check. ALL volunteers must complete VIRTUS training. Please contact the school office for required forms and any other information.

Volunteering may include but is not limited to:

- Chairing major fundraising committees/events
- Serving as an officer in the school's PTG
- Volunteering for cafeteria/playground duty

- Coaching sports team. Working with development and/or enrollment initiatives.
- Parents are welcome in the school as volunteers at any time. However, all volunteers are scheduled by parent organizers, the office staff, the teachers or other established committees.
- Volunteers are to be mindful of their job when supervising children. Talking to teachers, other adults and attending to individual or groups of children limits the effectiveness of the volunteer.
- Volunteers are not permitted to visit a classroom without permission of the principal and without alerting the office to their location.