

**Northside Catholic Assumption Academy**

**ENTER TO LEARN**

**LEAVE TO SERVE**

Northside Catholic Assumption Academy

Parent/Student Handbook

2024-2025

**Northside Catholic Assumption Academy was founded in 2018, through the merging of Northside Catholic School and Assumption School. Northside Catholic Assumption Academy is supported by the Extra Mile Education Foundation and is a part of the Pittsburgh City Regional Catholic Elementary Schools (PCRCES). The school is also supported by Christ the Savior and Assumption Parishes. Northside Catholic Assumption Academy provides a choice for Catholic education in Pittsburgh and Bellevue and offers children in pre-school through grade eight the opportunity to learn in a Christ-centered environment. With an experienced faculty and staff, the school strives to create a safe and challenging learning place where children are invited to “Enter to Learn and Leave to Serve.”**

**The Handbook outlines the general processes of the school and the responsibilities of our students and parents. Adherence to these directives should encourage spiritual, intellectual, social and physical growth at Northside Catholic Assumption Academy.**

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# Contact Information

School contact information:

Northside Catholic Assumption Academy

3854 Brighton Road, Pittsburgh, PA 15212

Phone: (412) 761-5043

Fax: (412) 761-0840

Website: http://www.ncaacademynow.org

Principal: Mrs. Rosanne Kwiatkowski

Administrative Assistant: Mrs. Helene Kocay

Athletic Directors: Parent - Lauren Jaworski

Staff – Mr. John O’Malley, Ms. Nicole Gapsky

School Operations Manager: Mr. Matthew Kuntz

Business Manager: Ms. Andrea Vescio

Cafeteria: AVI Food Systems

After School: Ms. Nicole Gapsky

Supporting Parish contact information:

**Assumption of the Blessed Virgin Mary**

Fr. Timothy X. Deeley, Pastor

Fr. Joe Sioli, Parochial Vicar

Deacon Richard J. Caruso

Deacon Bill Palamara

45 North Sprague Avenue, Bellevue, PA 15202

Phone: 412-766-6660

**Christ Our Savior**

Fr. Nicholas S. Vaskov, Pastor

Fr. Dam D. Nguyen, Sr. Parochial Vicar

Deacon Michael Fekete

720 Arch Street, Pittsburgh, PA 15212

Phone: (412) 761-1552

# Catholic Diocese of Pittsburgh Vision Statement

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

# Mission Statement/Belief Statements

The mission of Northside Catholic Assumption Academy, founded in 2018, is to educate the minds and enrich the hearts of its children who come from diverse backgrounds in an academically stimulating, safe, Catholic faith-centered environment in which all children can achieve their God-given potential and make a positive difference in the world.

We believe:

* God is at the heart of who we are and all that we do.
* A comprehensive and challenging curriculum nurtures the whole child – spiritually, intellectually, emotionally, physically, and socially.
* A learning environment rich in a variety of experiences is responsive to the needs of all learners.
* Students reflect self-actualization and demonstrate learning in many ways.
* A safe and caring learning environment promotes self-esteem and facilitates success.
* A student-centered culture encourages self-motivation and inspires lifelong learning.
* Students are empowered to assume leadership roles.
* An effective partnership with parents supports the education of their children and furthers the mission of the school.

# School Climate Position Statement

Regarding School Climate, the position of Northside Catholic Assumption Academy is to infuse our school community with a Christ-centered positivity that stems from fostering safety, promoting a supportive academic, disciplinary, and physical environment, and encouraging and maintaining respectful, trusting, and caring relationships throughout the school community no matter the setting.

School Climate refers to the quality and character of school life. It is rooted in the experiences of students, parents, and school staff. School Climate reflects the norms, values, goals, and interpersonal relationships, teaching and learning practices, and organizational structures of the school.

A sustainable, positive School Climate fosters youth development and learning necessary for a productive, contributing, and satisfying life for each child in our school community. A positive School Climate at Northside Catholic Assumption Academy will include:

* Norms, values, and expectations that support one another academically, socially, emotionally, and physically in a safe environment.
* All persons in the school are fully engaged in their daily activities for which they are respected.
* Students, families, and educators work together to develop, contribute, and embody to a shared vision excellence.
* Educators model and nurture attitudes and those attributes that emphasize the benefits and satisfaction gained from learning.
* Each person contributes to an acceptable and satisfactory school environment, making it a welcoming place for all who work and learn there, as well as for all visitors who come into the school.

# Profile of Graduates

When a student graduates from Northside Catholic Assumption Academy, it is our intent as administrator and teachers that he/she will have the following qualities:

* To be a person with Christian values that will be seen in action and speech. They will engage in Christian service to others which has been promoted and developed as part of the school curriculum.
* To be a person who is learning to identify and respect his/her own strengths and weaknesses.
* To be a lifelong learner who enjoys the challenge of new ideas, and the success of figuring them out. They will use problem solving and critical thinking skills they have learned in their future endeavors.
* To be a person who is developing leadership skills.
* To be an individual who is NOT a bully and is able to recognize those who are and to be ready to assist others who may be being bullied.
* To be a person who recognizes their family and Northside Catholic Assumption Academy for helping them develop as young men and women who will become future leaders of our country.

It is our conscious intent that our students at Northside Catholic Assumption Academy –

**"Enter to Learn and Leave to Serve."**

# Middle States Accreditation

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

The Middle States Evaluation is an ongoing process requiring the submission of updated plans every three years. After seven years the school is re-evaluated for continued accreditation. During the 2023-2024 school year, Northside Catholic Assumption Academy administration, staff, and families worked together with the Middle States Visiting Team to achieve the accreditation to validate the excellence in our school. The school was recommended for re-accreditation which will last through the year 2031.

# 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 deliberate effort is made to integrate catechetics into every aspect of the school curriculum.

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

An introduction each morning briefly sketches special days in the church and provides special intentions. 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 included. Community is at the heart of Catholic education, not simply as a concept to be learned, but as a reality to be lived.

The principal, in conjunction with the Pastors and the Directors of Religious Education, 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 parishes.

# Daily Practices and Procedures

School Hours

Starting Time: 8:10 a.m. All students enter through the main entrance by the parking lot. Bus students will be met at the bus by a staff member and walk along the walkway to the front porch.

Students will be admitted to the school building beginning at 7:45. Kindergarten parents/guardians may walk with their child to the classroom through the first full week of school.

Dismissal Time is 2:40 p.m. All bus students will be supervised by teachers in Room 109. All preschool students and siblings will be dismissed through the Parviss Street door. Staff will be there to monitor the dismissal. Preschool parents are to park along the sidewalk on Parviss Street for dismissal. At 2:40 preschool siblings will be called and escorted to the Parviss Street door for dismissal. All other non-bus students will be dismissed by name being called on either the PA system or on the hand radios. Please join the line of cars in the parking lot for pick-up.

If an older sibling is walking their brother or sister home, they are to remain on the porch by the flagpole until their sibling is dismissed. Older siblings are not permitted to pick up younger siblings in the classroom; this is important for all students to ensure proper dismissal procedures. Siblings will meet on the front porch.

Students who are not picked up by 3PM will be sent to after-school and charged accordingly.

Walkers are to go directly home. Do not congregate on school or parish grounds. Be a good neighbor and respect other people’s property on your way home from school. Do not gather in local businesses or on corners. Remember that you represent Northside Catholic Assumption Academy.

Preschool Hours

Drop-off time is 8:30 a.m. at the front door of the school

Pick-up time is 2:30 p.m. Any pick-up after 2:40 p.m. is considered a late pick-up. All late pick-ups will be charged $10. Parents will be notified at the end of each month regarding any charges that have incurred. All charges must be paid within two weeks of notification.

Our preschool teacher has other obligations that late pick-ups may interfere with, so it is important to adhere to the 2:30 p.m. pick-up time. Additionally, preschool is not permitted to use our aftercare program.

Preschool students will be dismissed from the Parviss Street door at 2:30 p.m. Their siblings will be dismissed through the same door at 2:40 p.m.

Tardiness and Absences

Students are marked tardy if they arrive after 8:10 a.m. **Students must be accompanied by an adult to the porch if arriving after 8:10 a.m. and be signed in at the book on the porch.** See the calendar on the website for special days off. Students may not attend after-school activities and functions if they are absent from school that same day. This includes, but is not limited to athletic events, dances, or performances.

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

Absences from school are defined as either Excused or Unexcused according to guidelines 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.

Parents should call the school office on the first day that a child is absent from school. Give the child's name, homeroom teacher, and reason for absence.

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 excuse, signed by the parent or guardian, should be given to the teacher/principal for the following reasons:

* Following an absence
* Excused from gym class
* Permission for out of school appointments (child is expected to return when possible)
* Attending funerals
* Vacation
* Change of plans in leaving school (bus, ride or walk)
* Early Dismissal

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

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

Early Dismissals

Parents should make every effort to schedule appointments when school is not in session. However, if a child must have an early dismissal, he/she must have a written note for the administration’s approval. For these dismissals, parents or an authorized adult must meet the child at the office and sign him/her out at the authorized time. Children who arrive later than 10:00 a.m. will be marked as absent in the morning. Children who leave school before 1:00p.m. will be marked absent in the afternoon. If your child has an early dismissal during their scheduled lunch time, parents must report to the office to sign out your child. The child will be sent or walked over from the cafeteria depending on the grade level.

# Emergencies

Emergency Cards

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

Emergency Closings and Delays

If inclement weather or some other emergency requires that the school be delayed or closed, this information will be relayed to you via the Parent Alert system. It will also continue to be announced on KDKA and WPXI. Because of the number of public-school districts represented in our school, it is important that you listen for an announcement that identifies Northside Catholic Assumption Academy. Northside Catholic Assumption Academy follows the decision of the Pittsburgh Public Schools. PLEASE DO NOT CALL THE SCHOOL OR A RECTORY FOR THIS INFORMATION.

In the event of a two-hour delay, specifically naming Northside Catholic Assumption Academy, all children should report to school beginning at 9:45AM, no earlier since there is no before care or supervision. If the announced delay does not specifically mention Northside Catholic Assumption Academy but does name one of the public districts that service our school, only those children should follow the announcement.

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.

# Extended Care

For the convenience and safety of our students, Northside Catholic Assumption Academy offers affordable childcare for the hours before and after the school day for our K-8 students. Preschool students are not legally permitted to use before or after care.

Before School Program

* Time Dropped Off: 7:00AM
* Rate Charged: $3/per day

After School Program

* Must be Picked Up by: 5:45 p.m.
* Rate Charged: $5 for one hour; $8 for two hours; $11 for three hours for 1 child

$7 for one hour; $10 for two hours; $13 for three hours for 2 children or more children

Students enrolled in the after-school program are to be picked up by parents/guardians by 5:45 p.m. or an extra fee is charged.

Registration and payment are required to participate in before and after school care. During these times, students may work on homework, eat food that they bring with them, relax, read and socialize while in a safe and familiar environment under adult supervision.

# Registration Policy/Non-Discrimination Policy

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
   U.S. Department of Agriculture  
   Office of the Assistant Secretary for Civil Rights  
   1400 Independence Avenue, SW  
   Washington, D.C. 20250-9410; or
2. **fax:**  
   (833) 256-1665 or (202) 690-7442; or
3. **email:**  
   [Program.Intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Children who are not Catholic are expected to respectfully participate in religion classes and to attend all religious functions of the school/church. All new students are admitted on a semester long probationary period.

The first semester of each new school year is critically important for all students, especially newly enrolled students, to progress normally with their academic program and to respond appropriately to the norms, procedures, and policies of the school. As advocates for the success of all children, the Administration and Faculty will identify and intervene properly to assist children who may be experiencing any issues related to their placement at our school. Please note that you will be advised during the school year, but especially during this first semester of school, if there are any further interventions needed to have the child/children be successful.

A student entering kindergarten must be five years of age by September 30th . Official certificates of birth and baptism are required at the time of registration. Students entering first grade must be six years of age by September 30th . Those registering for grades 1-8 must fulfill the age requirement for the desired grade and present letters of recommendation from the previous school. All previous school records must be received before students are accepted at NCA Academy. A mini battery will be administered to all new kindergarten students to verify placement. Grade level and academic group determinations are made on the basis of school records.

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

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

# School Cafeteria

**Breakfast Program** - A cold breakfast is provided daily from 7:45 a.m. - 8:05 a.m. at no cost to students.

**Lunch Program -** The school cafeteria is located in Axmacher Hall (the basement of the church). Hot lunch is provided daily at no cost to students. Through the National School Lunch Program (NSLP) the school is participating in the Community Eligibility Provision (CEP) which provides free lunch and breakfast to **ALL** students. Water is always available to students in the cafeteria at no charge.

The cafeteria staff is hired by AVI FoodSystems Inc. and trained in the NSLP protocols. The students are encouraged to use good manners and abide by the following cafeteria rules, including but not limited to:

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

Students and staff go over the cafeteria rules together and the consequences for not following the rules are agreed upon.

The cafeteria is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination based on race, color, national origin, sex (including gender identity and sexual orientation), age, or retaliation for prior civil rights activity. All cafeteria staff completes a yearly civil rights training. Proper lunchroom (NSLP protocols) applies to all staff in the cafeteria.

# Detentions and Suspensions (In-school/Out-of-school)

Discipline is the key to good conduct and to respecting the rights of others and is essential to learning. Classroom standards and expectations for student behavior vary according to age and are determined by the individual teacher. If behavior warrants action, any member of the faculty may issue student discipline.

(See Discipline)

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.

# Field Trips

Each student must have a signed permission slip before he/she is permitted to participate. Transportation, in accordance with diocesan directives, is provided by bus, and a fee is charged to cover costs. Proper behavior is expected from students and chaperones on field trips. Chaperones are required to have all clearances and be up to date on the Diocesan database.

# Fundraising

The Diocesan policy for funding elementary Catholic schools calls for each school to have fundraising activities to generate 10% percent of their total operating budget. Each family is expected to participate in at least two of these fundraising activities through monetary donations, purchases and/or volunteer work.

# Homework

A reasonable amount of homework, according to grade level, is of great educational value and is assigned every day. Assignments are not always written. Study and memory work are frequently assigned. Homework is assigned on a regular basis to enrich school experiences, provide practice and review, develop good study habits, teach responsibility, and foster originality.

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

Provide a quiet spot away from the television, telephone, or other distracting elements; Check to see what was accomplished during the designated study time regarding completeness, neatness, and correctness; Be willing to listen to reading, spelling, and math facts and to explain procedures, but never do the assignment; Consult the teacher if the child uses the excuse "no homework" too often.

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

Primary (levels 1-3) 30 min. Intermediate (levels 4-5) 45 min. Upper Elementary (levels 6-8) 1 to1-1/2 hrs. If a student frequently says he/she has no homework, parents are asked to check with the teacher.

In the case of a student's extended absence (2 or more days), requests for missed work should be made before 9:00AM. Missed work can be picked up in the office between 3:00-3:30PM.

Library

The school library is open on school days. Students are responsible for paying for any lost or damaged books.

Parties

The PTG sponsors parties for special occasions during the school year. No other instructional time should be used for parties without the administration's permission. Birthday treats should be brought in only with the permission of the homeroom teacher at the beginning of the day so as not to interrupt the class. A note should be sent to the homeroom teacher the day before the treat will be sent to school. All treats are to be recognized as “healthy snacks”. Treats need to be store bought and individually wrapped for the safety of all students. Please check with the homeroom teacher to see if any students have food allergies so as to avoid any reactions to the treat. Birthday invitations are only permitted to be sent into school when the entire class (or ALL boys or ALL girls of the class) are invited. Students feel left out or excluded when some students are talking about a birthday party they were not invited to attend.

# 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 a court order (state’s statute or legally binding documents 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 appraised of the progress of the child(ren) through reports, report cards and parent/teacher conferences.

# Textbooks

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

# School Supplies

For the convenience of families, supply lists are available for the year and can be found on Facts Management. Students provide their own school supplies but are expected to comply with individual teacher requirements. All personal supplies should be labeled. Students are not permitted to have Sharpies in their possession. PLEASE STICK TO THE LISTS PROVIDED do not purchase “fad” items, it only creates problems for teachers and other students.

# Testing

Standardized, textbook, 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 3-8 are administered a standardized test to measure progress from one year to another. A component of the standardized testing program is an aptitude test that helps to define the ability of a student in relationship to the results of the standardized test. If a child should be absent due to illness, every attempt will be made to enable the child to make-up the tests. However, since the tests must be mailed on the last scheduled test day, make-up testing often necessitates taking more tests daily than is ideal. To prevent this, we ask that you do not schedule trips or appointments during the time of standardized testing. These tests are indicated well in advance on the yearly calendar.

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

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

# Transportation

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

Bus

Students who live more than a 1.5-mile radius from Northside Catholic Assumption Academy are eligible to be bused to school.  **Students who live in the Northgate District do not have busing since this is a walking district.** Those who live along a route that has been declared "hazardous" are also eligible for busing. The Board of Education Transportation Division determines "hazardous route" claims. The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to all students in the Commonwealth of Pennsylvania.

Students are expected to maintain appropriate behavior and remain seated while on the bus. 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, and additional school consequences may be issued depending on the bus violation. 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, if the bus driver/company recommends that a student is removed from the bus, the principal will support it. This will result in the student losing bus privileges. The student/parent will then be responsible for making other arrangements for transportation.

The following bus rules are to be obeyed:

1. Remain seated at all times until the correct stop has been reached. If the driver has assigned seats, these seat assignments are to be honored.
2. Keep head, hands and feet inside the bus.
3. In vehicles where seat belts are available, use them properly.
4. Do not ask to ride a bus other than the one to which you have been assigned or ask the driver to let you off at another stop. Only the Department of Transportation can authorize such changes.

Observe the same conduct as in the classroom. Quiet talking is permitted. Loud talking, etc. may distract the driver, prevent students from hearing instructions, or prevent the driver from hearing signals from emergency vehicles.

* Be courteous; use no profane language.
* Do not eat, drink, or chew gum on the bus.
* Keep the bus clean.
* Cooperate with the driver.
* Do not put anything out the window of the bus.
* Do not be destructive.
* The driver is in charge. Any directives of the bus driver in addition to the above are to be followed. Thus, all write ups are at the discretion of the driver and consequences that ensure will reflect the write up.
* Administration may request bus video from the bus to “investigate” any misbehavior on the bus. Parents/guardians may not request to view any such video to protect the privacy of the students.

Car/Walkers

At dismissal students walking and riding cars are dismissed shortly after the bus riders.

# Student Activities

At Northside Catholic Assumption Academy various activities are offered:

Altar Servers (grades 4 through 8)

Catholic students have the privilege of serving at 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 at least 10 minutes before the liturgical service.

Assemblies (all grades)

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

Athletics

Students at Northside Catholic Assumption Academy may participate in the following Diocesan League sports: basketball, cross country, and track. The Northside Catholic Assumption Academy Athletic Association (NCAAAA) facilitates the coordination of team sports and maintains the Rev. Thomas B. Ferris Gymnasium. \*\*Participation is dependent upon maintaining academic and behavioral expectations.

Coaches, facilities, uniforms, and scheduling are all provided by and arranged through the Association. NCAAAA is mostly funded through monies taken in at the gate of sporting events, donations, concessions, 50/50 raffle, and the JV Boys Basketball Tournament. Families also pay a “Booster Fee” to participate in sports.

Cantors, Bell Players and Choir – Tentatively, students (grades 5-8) may cantor at school Masses or play the bells at Mass.

May Crowning – Students honor Mary with procession and prayers during May.

***Living Stations***– To bring to life the story of the crucifixion; students portray in a solemn way Jesus’ way of the Cross.

Forensics Program (grades 5-8)

Our Forensics Program allows students to study and practice public speaking. This program offers students an opportunity to develop communication skills. Students meet after school to practice and compete in local competitions. \*\*Participation is dependent upon maintaining academic and behavioral expectations.

Instrumental Music Program (grades 4-8)

Band instruction is available for interested students from grades 4-8. The instruments are rented with the option to buy. Small group lessons are provided one period a week on a rotating schedule during the school day. 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 parents. Band students have the opportunity to perform in two concerts during the school year. \*\*Participation is dependent upon maintaining academic and behavioral expectations.

Junior Achievement (grades K-8)

Junior Achievement allows students to learn about economics, business and capitalism using fun activities for one day. Junior Achievement sponsors the program with volunteers teaching the classes.

Student Council (grades 3-8)

Student Council consists of academically eligible students from grades 3-8. To be selected, those students who desire to be on the student council prepare and present a speech to the students. Elections are held and President, Vice-president, Secretary, and Treasurer, several commissioners, as well as two representatives from each class are chosen. The officers and commissioners are given the charge of planning and running the meetings, with the help of the faculty advisors. \*\*Participation is dependent upon maintaining academic and behavioral expectations.

***\*\*Academic eligibility is determined if there are two core subjects (reading, spelling, English, social studies, science, math, and religion) that have grades at 74% or lower.***

# Curriculum

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

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

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

Academic Integrity

It is the intent of Northside Catholic Assumption Academy to produce students that are educated with the utmost ethical and moral conscience. This includes being taught about plagiarism (submitting someone else’s work as one’s own) and how serious this offense is in the academic arena and how to avoid it in their own work. Academic dishonesty, whether copying someone else’s work (plagiarism) or allowing another to copy your work, will not be tolerated and will result in consequences as outlined in the discipline policy. While parents are encouraged to assist and help with homework, it is important for students to be completing their own assignments. Assignments that are completed by someone other than the student are in violation of the school’s Academic Integrity policy and consequences may be issued accordingly.

At times throughout the year, Northside Catholic Assumption Academy will hold online classes, for example Flexible Instruction Days. During those classes, students are expected to uphold the behavior expectations as if attending in-person learning. Online classroom learning expectations include the following but are not limited to:

* Meet from an appropriate place: make sure you are somewhere in your house that is appropriate for all to see.
* Cameras must stay on during online class.
* Dress appropriately for class: attire that is appropriate for a Catholic school setting or you may choose to wear your school uniform.
* Cell phone usage is not permitted. This means that pictures or recordings of classmates, teachers, and/or yourself may not be taken during class.
* Eating during class will not be tolerated.
* Distracting behaviors during online class will not be tolerated.
* Abiding by Northside Catholic Assumption Academy internet use policy.

Any violations of these expectations or the internet use policy may result in consequences as deemed by discipline policy.

Catechetics

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

Computer

The computer curriculum in the primary grades develops familiarity with functional uses of the computer. In the upper grades, skills such as word processing, power point, database, composition and entry, and the use of spreadsheets are emphasized. Efforts are made to integrate technology into all subject areas.

Fine Arts

Instruction in the fine 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; develops an awareness and sensitivity toward the environment and finally promotes a deeper understanding of heritage and culture.

The fine arts curriculum provides a holistic approach to education, which incorporates many aspects of the core curriculum and can be integrated into the total educational experience.

Health and Physical Education

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

The health and physical education curriculums strive to establish healthy, active students so that each child can develop to his or her full potential. Students learn to respect the rights of others and to follow rules through games and to be physically active. Learning to constructively channel energies help the student to develop a good self-image. The skills, habits and attitudes developed within the program provide opportunities for greater success in the students' lives.

All students have a gym period each week and are expected to wear the gym uniform to school that day. Holy Days of Obligation and other “special” occasions may require students to bring their gym uniform to school instead of wearing it to school that day. Such days will be noted on the calendar and/or announced in school.

Language Arts

The language arts curriculum has been developed to enable each student to be introduced to language as a viable form of communication, as an invaluable skill, and an art to be enjoyed. English classes center on improving writing, grammar and speaking, as well as expanding vocabulary and improving spelling.

Language, as a skill, provides the student with the important tools to speak fluently, to read and comprehend, to compose, to write legibly and to spell correctly. An awareness of the history of language and the continuous development of vocabulary also are important phases of skill development.

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

Library

The school library exists primarily to support and enrich the curriculum. It is a service and teaching agency as well as a place of purposeful learning.

Mathematics

The mathematics curriculum is designed to help students meet the mathematical needs of the present and future, to provide practice in logical reasoning, and to develop the ability to find patterns and recognize structure in mathematics. Basic facts are taught in the lower grades and must be memorized. Concepts are taught sequentially. In primary grades, students are introduced to many ideas that are foundational to an understanding of algebra. Teachers promote problem solving skills and an exploratory inquisitiveness in all students to assure critical thinking skills. Cooperative learning in the classroom is essential to heighten student awareness in the value of cooperation in group situations, to strengthen communication skills in mathematics, and to promote a mathematically literate society.

Science

The science curriculum is specifically designed to develop a student's understanding of science in human experience and the individual's role in the community and in society. Examples of scientific phenomena are explained and demonstrated. Students become scientists as they learn to understand and use the scientific method to organize ways to solve problems, and to seek the answers to the wonders of God's world.

Social Studies

The social studies curriculum begins with an introduction to community helpers. It progresses to the study of family and friends, and later encompasses a more in-depth study of the community. Beginning in fourth grade, the curriculum focuses on the study of the United States land regions. At the fifth-grade level, United States history through the Civil War and a study of the United States geographical regions is covered. Sixth grade students study World Cultures and World Geography with an emphasis on the countries of the Eastern Hemisphere. Seventh grade studies United States history to the Reconstruction and eighth grade studies United States history beginning with the Reconstruction to the modern day. Map and geography skills are taught at all levels. Values such as social justice, peace, cooperation between states and governments' opposition to the "isms" such as racism, sexism, and materialism are integrated in the social studies program.

# Pittsburgh / Mt. Oliver Intermediate Unit

The following services are offered through the Intermediate Unit: (all services are provided to students based on students’ needs.) The Intermediate Unit services a variety of grade levels depending upon the needs of students each year.

Reading (Title I)

The Title I program is designed to provide additional assistance to students who are not demonstrating grade level proficiency in Reading. Funding for these services comes through the local public school district. Referrals for the program are based on teacher input, standardized test results, and parent approval. Alternate strategies are planned for students in accordance with individual instructional goals and in support of the classroom curriculum to help students develop mastery of basic skills.

Speech/Language

Speech and language are a special service offered to students to enhance communication skills, which directly impact social and academic interactions. Students must qualify through testing to be eligible for this service.

Math (Title I)

The Title I Math program is designed to provide additional assistance to students who are not demonstrating grade level proficiency in Math. Funding for these services comes through the local public school district. Referrals for the program are based on teacher input, standardized test results, and parent approval. Alternate strategies are planned for students in accordance with individual instructional goals and in support of the classroom curriculum to help students develop mastery of basic skills.

IU School Psychologist

The Pittsburgh-Mt. Oliver Intermediate unit assigns our school a school psychologist who can conduct a psychological evaluation to help your child in his/her educational planning. The evaluations may include Cognitive Assessments, Achievement Assessments, and Behavioral Assessments as necessary. It will also review information about your child’s educational strengths and needs, academic assessments and progress, state assessments and may include an observation of your child’s performance in the classroom.

IU School Counselor

The IU counselor provides needed space for students to discuss their problems, thoughts and feelings in a private setting. The counselor also holds classroom or grade level lessons to help groups of students handle challenges to improve overall well-being of the students and therefore the school.

Student Assistance

Student Assistance Program

The Student Assistance Program (SAP) is mandated in the Commonwealth of Pennsylvania by Act 211 of 1990. It is a comprehensive program of prevention, intervention, and support for students in grades K-12. The members of the team are administrators and specific faculty members of the school who have received special training through approved agencies.

The program aims to promote the growth and development of the child. The team members work with students who are experiencing behavior difficulties, which impact their social, emotional, and educational progress.

Faculty and/or parents make referrals for the program. Once the team has received a referral, classroom teachers are asked to complete a form, which helps identify the behaviors. The team then creates a plan as to what is needed to help the student and conveys this information to classroom teachers and parents/guardians. If necessary, after consultation with parents, appropriate referrals are made to outside agencies.

Team members must maintain all information regarding students and their families under safeguard of privacy and confidentiality. Access is limited to those who have a legitimate educational interest.

# Communications

All communication is available on Facts Management. Parents create a log in on the Family Portal before the first day of school. Please keep in a safe place to refer to throughout the year. The intention is to be a “green” school where all communication that can, is electronic. A parent/guardian must notify the school in writing if they do not have access to a computer and need to have information sent home in paper form.

Any questions concerning your child should be directed to the teacher. All teachers have a school email address that they will share with you and is available on the school website. If a parent/guardian does not have access to email, please call the school office and the teacher will be notified to contact you. Positive communication between teacher and parent is vital to our total educational program.

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

* Quarterly report cards
* Parent/student/teacher conferences
* Conferences on request
* Conduct referrals
* **Facts Management is the online grade book system. Parents/guardians create a log in on the Family Portal. Parents should log on to Facts Management daily to check for messages from teachers, look at homework and assignments, and check student grades, attendance and behavior.**

# Uniform Policy

Northside Catholic Assumption Academy is a Catholic 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:

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

This Uniform is required for 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.

Northside Catholic Assumption Academy has the following uniform code for 2024-2025:

Male Students

Slacks or Walking Shorts – navy or khaki. Shorts may be worn from August through October 31st, and from April 1st through the end of the school year. No cargo pants.

Collared Shirts & Sweaters- white, light blue or navy. No logos, hoodies, jackets or outerwear during the school day.

Sweatshirts – Navy sweatshirts with NCA Academy logo.

Socks – white, black or navy and cover the ankles; no “footies” are permitted. Socks are to be worn at all times. **\***Eighth grade students may wear any type of decorative (fun) knee high socks. Socks are to be worn at all times.

Female Students

Jumpers, Skorts, Skirts - Navy or khaki. All skirts/jumpers are to be knee length.

Slacks & Walking Shorts (knee length) -navy or khaki. Shorts may be worn from August through October 31st, and from April 1st through the end of the school year.

Collared Shirts & Sweaters – white, light blue or navy. No logos, hoodies, jackets or outerwear during the school day.

Sweatshirts – Navy sweatshirt with NCA Academy logo.

Socks – white, black or navy and cover the ankles; no “footies” are permitted. Girls may also wear navy or white tightsor knee socks. (Multi-colored socks are not part of the uniform.) **\***Eighth grade students may wear any type of decorative (fun) knee high socks. Socks are to be worn at all times.

Purses/bags – Bags (no larger than a pencil case) may be carried for personal hygiene supplies ONLY; bags any larger may not be carried during the school day.

All Students

1. Tennis shoes\* or dress shoes are to be worn. Clogs, flip flops, sandals, crocs, hiking boots or construction boots, boots of any kind or open toed/backed shoes CANNOT be worn as school shoes or on dress down days. If boots are worn in winter, shoes must be brought into school to change into. For safety and health concerns, all tie shoes should be kept tied. Girls’ heels should be no higher than 2 inches.
2. Coats, jackets and outerwear are unacceptable classroom attire. (No hoodies during the school day).
3. Hair is to be neatly combed and attractive in appearance. Hats, scarves or sweatbands are not permitted during class time. Students should not use hair spray, spray colognes or aerosol cans while in school. No excessive hair decorations, bows, beads, or scarves. No hats or hoods are permitted to be worn in school.
4. Jewelry, including earrings, necklaces, and bracelets are to be minimal. Minimal makeup is allowed during school hours. Nail polish should not be distracting.
5. Students should be well groomed, modest, and neat always.

***A uniform exchange will take place every summer in August. Donations are accepted throughout the school year.***

Gym Uniforms

Northside Catholic Assumption Academy has a gym uniform for Kindergarten-8th grade. Students should wear the gym uniform to school on their scheduled gym day. Occasionally Mass may fall on a scheduled gym day due to a Holy Day of Obligation, in that case students will bring their gym uniform to change after Mass.

Shorts (August-October 31st; April 1st -end of year) or Sweatpants in SOLID DARK BLUE, or BLACK

* No snap or button-down pants
* No short shorts or form fitting shorts
* No leggings
* Sweatpants should fit loosely

T – Shirt in ROYAL BLUE, DARK BLUE, BLACK or SCHOOL T – SHIRT

* T – Shirts with any logo other than the NCA Academy logo are not permitted.
* No tank tops (**even on “dress down” days**)

\*Tennis Shoes

* No musical shoes
* No shoes with wheels
* No light up shoes

Dress Down Days

Northside Catholic Assumption Academy has dress down days given throughout the school year as a reward or to raise funds. Denim worn may be modestly distressed if they remain school appropriate. No short-shorts, tank tops, clogs, flip flops, sandals, crocs, hiking boots or construction boots, boots of any kind, or open toed/backed shoes are permitted. T-shirts with offensive language or crude pictures are not acceptable. Students will call home for a change of clothes or be provided with a school uniform to wear for the day if in violation.

# Discipline

Introduction

Northside Catholic Assumption Academy 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 as 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:

1. Recognizing and fostering the uniqueness and dignity of each individual.
2. Nurturing respect in all relationships involving school and parish community.
3. 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 of 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 workers have rights, and that work has dignity. Work is a form of participating in God's creation.
* We believe that solidarity is our call. We are one family regardless of our differences.

Expectations

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

Before school

1. to be in homeroom by 8:10AM
2. to go **directly** to the homeroom upon admittance to school, if entering by the main doors reporting **directly** to the homeroom after getting breakfast
3. to engage in quiet conversation in the classroom as preparations for the day are made; **students do not enter a classroom until the teacher is present**

In school

1. to walk quietly through the halls; no running, loud talking, pushing or shoving is allowed
2. to use proper language at all times
3. to follow the dress code for school days and dress up/down days
4. to respect school property and the property of other students
5. to have a note from their parent/guardian if they change their mode of transportation

In the classroom

1. to follow the classroom rules of the teacher
2. to be responsible for submitting homework on time and making up missed assignments within a reasonable amount of time as determined by the teacher
3. to have a respectful attitude toward teachers and one another
4. to be responsible for appropriate supplies
5. to be honest in all communications
6. to use computers and school equipment appropriately
7. not to chew gum
8. not to remain in or enter a classroom at any time without a teacher or designated adult present

During recess

1. not to re-enter the building unless for an emergency
2. to display good sportsmanship and exercise self-control
3. to play in assigned areas only
4. to stay on school grounds at all times (This includes not retrieving a ball that has gone off school grounds.) To obey the directives of playground monitors, courteously and promptly
5. to stop playing and walk quietly to their designated classroom when recess is over

During lunch- follow the posted lunchroom rules which include

1. to remain seated until finished eating and dismissed
2. to clean up, pick up all papers, scraps of food, etc., and dispose of them properly
3. to eat quietly and converse with those around you

After school

1. to follow dismissal procedures
2. to walk to assigned place to wait until bus or car ride arrives
3. to sign in at the extended care program if not picked up by 3:00PM

At athletic events and assemblies

1. to practice good sportsmanship as spectators and participants
2. to show respect towards coaches, referees, and visiting teams
3. to maintain an appropriate silence during special performances
4. to appropriately and respectfully use electronic devices at such events

Outside school

1. to behave responsibly

*(If the principal is made aware of misconduct off school property of a child recognized to be a student in Northside Catholic Assumption Academy, parents may be contacted; however, it is important to note that the school is not responsible for students’ actions that occur off school property.)*

The principal will forward disciplinary notices given by public school bus drivers to parents to support the disciplinary report of the bus driver. (See Bus Expectations.)

Code of Conduct

Using the above-mentioned guiding principles and expectations, Northside Catholic Assumption Academy has outlined the Code of Conduct for all students. There are three levels of infractions: each having its own disciplinary responses. The Code of Conduct and corresponding disciplinary responses will assist in the guidance of all students in modeling appropriate behavior and accepting responsibility for choices. The Code of Conduct will work in conjunction with the Demerit Policy for grades 4th – 8th cited on pages ….

***Level 1 Infractions***

Level 1 infractions do not necessarily pose a threat to the health, safety, or property of others. Level 1 infractions are non-violent.

* Lying: Dishonesty to staff and faculty.
* Inappropriate Language and Gestures: Written and/or verbal remarks or gestures that insult or humiliate others using words or acts, including use of profane or obscene language or gestures.
* Noncompliance with Bus Rules: Violation of bus rules including but not limited to not staying in assigned seat, standing while bus is moving, throwing objects, or getting on/off at the incorrect bus stop.
* Noncompliance with School Rules: Violation of specific posted or written school or class rules including but not limited to gum chewing, talking out in class, running in the hallways, or throwing objects.
* Electronic Devices: Possessing and using electronic devices at unauthorized times. This includes electronic device alerts disrupting classroom learning.
* Misuse of Computers/Networks/Electronic Devices: Using computers or network at an unauthorized time, loading or use of unauthorized games, programs, or files, and proper virtual learning etiquette.
* Putting hands on another student (no injury).

Examples of disciplinary actions for Level 1 Infractions:

* Verbal warning
* Disciplinary Report Form for Kindergarten through 3rd grade
* Behavioral contract and/or chart
* Student/teacher conference
* Student/administrator conference
* Parent/Teacher conference
* Written assignment

*The School Administrator retains the right to determine and/or amend the consequences for infractions.*

***Level 2 Infractions***

Level 2 infractions may result in suspension. Level 2 infractions may pose a threat to the health, safety, or property of another person.

* Repeated or unmodified Level 1 Infractions.
* Damage, Destruction, or Vandalism to Property.
  + School property: causing or attempting to cause damage to school property.
  + Private property: causing or attempting to cause damage to private property.
* Smoking & Tobacco Use: Smoking, using tobacco or any electronic smoking device in school buildings, school buses, or on any school properties.
* Academic Dishonesty: Includes but is not limited to all forms of academic cheating, plagiarism, representing someone else's work as their own, or using educational/learning aids on exams, projects, or assignments without authorization.
* Harassment: A form of discrimination based on race, color, age, creed, religion, sex, gender, sexual orientation, ancestry, etc. that may be harmful or humiliating or interfere with a person’s school or school-related performance.
* Misuse of Computers/Networks/Electronic Devices:
  + Violation of the school’s internet agreement.
  + Sending electronic messages that are abusive, obscene, threatening, or harassing.
  + Attempt to alter, destroy, or disable school technology property including but not limited to Chromebooks, laptops, interactive boards, or document cameras.
  + Attempt to access another’s usernames, passwords, or security-related information.
  + Attempt to access sites or materials that are unauthorized or inappropriate in the school setting.
* Bullying: Intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, occurring in the school setting, which is severe, persistent, or pervasive.
  + Cyberbullying: Bullying that occurs through electronic communication. See the Student Handbook for more information and full policy.
* Profanity and Vulgarity/Verbal Altercation:
  + Swearing, cursing, making obscene gestures or using verbally abusive language toward another student.
  + Swearing, cursing, making obscene gestures or using verbally abusive language toward staff.
* Physical Aggression/Altercation:
  + Use of violence by a student on another student when there is no major injury.
  + Use of violence by a student on staff member when there is no major injury.
* Threat/Intimidation: A threat communicated to commit violence. This level of threat poses minimal risk and is vague and indirect. Threats can be verbal, written, or with gestures.
* Theft, Burglary, or Robbery:
  + Attempt to or to engage in theft, burglary, or robbery of school property.
  + Attempt to or to engage in theft, burglary, or robbery of private property.

Examples of disciplinary actions for Level 2 Infractions:

* Continued Level 1 disciplinary actions
  + Disciplinary Report Form
  + Behavioral contract and/or chart
  + Student/teacher conference
  + Student/administrator conference
  + Parent/Teacher conference
  + Written assignment
* Lunch/Recess Detentions
* In-School or Out-of-School Suspension
* Exclusion from extra-curricular activities
* Suspension of field trips, assemblies, and special privileges
* Suspension of transportation privileges
* Referral to outside agencies for assistance
* Involvement of Legal/Police Authorities

*The School Administrator retains the right to determine and/or amend the consequences for infractions.*

***Level 3 Infractions***

Any Level 3 infractions may result in a suspension or a student being asked to leave the school. Level 3 infractions are of serious concern and pose a threat to the health, safety, and property of any person.

* Repeated and Unmodified Level 2 Infractions
* Assault on a School Employee
  + Attempts to cause or intentionally, knowingly, or recklessly cause bodily injury without physical provocation
  + Negligently causes bodily injury with a weapon
  + Attempts by physical menace to put another in fear of serious bodily injury
* Assault on a Student or Other Person
  + Simple Assault: When a student intentionally and without provocation hits, punches, or kicks a student or other person. Other physical conduct that does not meet the definition of assault may fall under the prohibition of fighting, physical aggression/altercation, bullying, or harassment.
  + Aggravated Assault: When a student (1) attempts to cause serious bodily injury or another with indifference of human life; or (2) attempts to cause bodily injury with a weapon
* Terroristic Threat: A threat communicated either directly or indirectly to commit any crime of violence to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience.
* Arson: deliberately starting a fire or explosion or helping, asking, or telling another person to start a fire or explosion.

Examples of disciplinary actions for Level 3 Infractions:

* Continued Level 2 disciplinary actions
  + Disciplinary Report Form
  + Lunch/Recess Detentions
  + In-School or Out-of-School Suspension
  + Exclusion from extra-curricular activities
  + Suspension of field trips, assemblies, and special privileges
  + Suspension of transportation privileges
* Alcohol/Drug evaluation referral
* Being asked to leave the school
* Involvement of Legal/Police Authorities

*The School Administrator retains the right to determine and/or amend the consequences for infractions.*

Consequences

Please be aware that any disrespect, destructive act, or inappropriate behavior will be dealt with accordingly. If an individual student does not meet his/her personal responsibility for good conduct, the school may discipline the student.

Northside Catholic Assumption Academy has the following discipline policy in effect for students in grades *four through eight*. Primary grade students will be held to the same standard of behavior however, grade level and developmental differences demand more individual attention as outlined in the Code of Conduct. Parental support and cooperation are most important in establishing a well-disciplined atmosphere. Please encourage your child/children to seriously abide by school rules and regulations to maintain a pleasant and Christ-centered environment where all students have the opportunity to learn.

Demerit points will be given to students in grades 4-8 for non-compliance with school rules. The number of demerits will be determined by the infraction. The concrete reminder of the demerit slip will, with the help of the teacher and parents, help a student to change his/her own pattern of behavior.

The severity or repetitive nature of non-compliance with the above expectations will determine the appropriate number of demerits. To remediate unacceptable behavior, the following actions may be taken with the accumulation of demerits:

1. After 5 demerits have been accumulated, a student will receive a recess/lunch detention slip which must be signed by parents/guardian and returned to the office. Lunch/recess detentions will continue until this slip is returned. The student, during the lunch/recess detention will complete a paper on how to improve their pattern of behavior or copy the discipline policy from this handbook. Further consequences will follow if the student chooses to not cooperate at the lunch/recess detention.
2. After 10 demerits and 2 lunch/recess detentions, students will be placed on Minor Probation. In the instance that the majority of the demerits accumulated are for missing schoolwork, the consequence may be adjusted accordingly. The first time a student accumulates 10 demerits, the parents will be notified regarding a conference to include the parents, teachers, the student, and school administration. The purpose of this meeting is to discuss patterns of behavior and look for and document ways to make positive changes. The student will complete a Behavior Action Plan, which will be signed by the parents, teachers, and administration and returned to the office. The student will be expected to follow the plan of action to improve his or her behavior. The student’s behavior will be monitored throughout the probationary period. If the student fails to correct the behaviors which caused probation or incurs more demerits during the probationary period, he or she will be placed on Major Probation.
   * Minor probation lasts for two consecutive school weeks. ALL privileges will be lost during the two-week probationary period. These include, but are not limited to, the following:
     + Attendance to assemblies, field trips, and special school functions
     + Participation/attendance in any club, choir, intramural, or athletic practice, game, or activity
     + Serving on Student Council
3. After 15 demerits and 3 lunch/recess detentions, and depending on the nature of the infractions, the student may have either an in school or out of school suspension. This suspension will go on a student’s permanent record. Students will also be on Major Probation. Note: Students who have accumulated demerits for missing schoolwork may have an adjusted consequence.
   * Major Probation lasts for four consecutive school weeks. ALL privileges will be lost during the four-week probationary period. These include, but are not limited to, the following:
     + Attendance to assemblies, field trips, and special school functions
     + Participation/attendance in any club, choir, intramural, or athletic practice, game, or activity
     + Serving on Student Council
   * If behaviors are not corrected or if more demerits are incurred, the probationary period will be extended. The probationary period will be extended on a week-to-week basis until the behaviors are corrected. Students whose behavior does not change risk further suspension or risk being asked to leave Northside Catholic Assumption Academy.
4. After 20 demerits and 4 lunch/recess detentions, the student may have either a 2 day in or out of school suspension. This suspension will go on a student’s permanent record. Parents will be notified of Major Probation, and a conference will be scheduled to include parents, the student, teachers, and school administration. The student will complete a Behavior Action Plan which will be signed by the parents, teachers, and administration and returned to the office. The student will be expected to follow the plan of action to improve his or her behavior. The student’s behavior will be monitored throughout the probationary period.
5. After 25 demerits and 5 lunch/recess detentions, the student may have either a 3 day in or out of school suspension. This suspension will go on a student’s permanent record. Students will also be on Major Probation.
6. Accumulating more than 25 demerits in one quarter will lead to a student being asked to leave Northside Catholic Assumption Academy. If a student has accumulated more than 25 demerits **only** from missing assignments, then there may be special consideration.
7. A student that is on minor probation for two consecutive quarters will be given less tolerance in subsequent quarters. Once a student reaches **five** demerits in the subsequent quarter, he/she will again be placed on “Minor Probation”.
8. A student who ends a quarter on Minor or Major Probation, will have that probation continue in the subsequent quarter.
9. A continued pattern of defiance, disregard for school policy, disrespect, or violations of the Student Handbook, will render a student being asked to leave Northside Catholic Assumption Academy.

Suspension is a result of serious infractions of our school policies. The type and length of the suspension may vary depending on the infractions but are defined as in-school suspension and out-of-school suspension.

* In-school suspension: The student is isolated from regular classes and reports to an assigned place, usually the office, to complete assignments independently in a structured, supervised setting. Any student on in-school suspension must report to school, even on days of scheduled field trips. All assigned work for in-school suspensions is due on the day of suspension; missing assignment demerits may be issued for incomplete work from suspensions.
* Out-of-school suspension: The student is not permitted on school grounds and is expected to stay home to complete assignments under adult supervision. Days of out-of-school suspension are recorded as excused absent days in the attendance register. All assigned work for out-of-school suspensions is due on the day of return from suspension; missing assignment demerits may be issued for incomplete work from suspensions.

Participation in Class Trips, Assemblies, Parties, Sports, Student Council and Other Extra-Curricular Activities will be determined by the student behavior throughout the school year. If a student receives an accumulation of demerit points (over 10 in any quarter), or exhibits volatile, disruptive or disrespectful behavior, he/she may not participate in extra-curricular activities. It is a privilege to represent our school, and cooperative, respectful students deserve that privilege.

The following is a list of possible infractions and the number of demerits it would earn. This list is not inclusive and may be amended as the school deems appropriate:

### ****DEMERITS**** ****INFRACTIONS****

1                                  Uniform violations

1                                  Gum chewing

1                                  Missed homework or class assignments

1-3  Bringing and/or using electronic devices in school (cell phones, iPods, etc.)

1-3 Violation of individual classroom rules

1-3                              Misconduct in halls, bathrooms, cafeteria, recess, bus, etc.….

3-5                               Lying, cheating, plagiarism, forgery, stealing

3-5                               Obscene or disrespectful language or gestures

5 -10                            Abuse of Technology Authorized User Policy

5 Behavior that results in being asked to leave the classroom

10-20                           Fighting, physical or verbal

5-10                             Disrespect toward authority (teachers, administration, lunch monitors, etc.…)

5-10 Disrespect toward classmate

5-10 Harassment of or injuring others

5-10 Bullying behavior of any kind

THE NUMBER OF DEMERITS GIVEN MAY INCREASE FOR REPEATED INFRACTIONS OF THE SAME TYPE.

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 oneself or another

# THE SCHOOL ADMINISTRATORS RETAIN THE RIGHT TO DETERMINE AND/OR AMEND THE CONSEQUENCES FOR THE NUMBER OF DEMERITS A STUDENT RECEIVES.

# No Bullying Policy

Bullying behaviors include not only physical aggression but also emotional, harassment and social alienation. Bullying is defined in research as *repetitiv*e and *ongoing* behaviors that cause harm. Any bullying which is reported will be thoroughly investigated and appropriate actions will be taken to resolve the issue.

Examples of bullying follow, however are not limited to these examples.

|  |  |
| --- | --- |
| **Physical Bullying**: Harm to another’s body or property | |
| Verbal | Nonverbal |
| Taunting, expressing physical superiority | Defacing property, or making threatening gestures |
| Threatening physical harm | Pushing, shoving; taking small items |
| Blaming targeted student | Damaging property; stealing |
| Making repeated and/or graphic threats | Initiating fights; scratching; biting |
| Making threats to secure silence “if you tell I will…” | Tripping or causing a fall |
|  | Physical cruelty |
|  | Assaulting with or without a weapon. |

|  |  |
| --- | --- |
| **Emotional Bullying**: Harm to another’s self-worth | |
| Verbal | Nonverbal |
| Insulting remarks, calling names | Giving dirty looks |
| Teasing about possessions, clothes | Holding nose or other insulting gestures |
| Saying someone has germs | Defacing of/or falsifying schoolwork |
| Insulting family | Defacing personal property or clothing |
| Harassing phone calls, text messages, email, Facebook; other social media |  |
| Frightening with comments or challenging in public |  |
| **Social**: Harm to another’s group acceptance | |
| Verbal | Nonverbal |
| Gossiping, starting/spreading rumors | Passively not including in the group |
| Teasing publicly | Playing mean tricks |
| Insulting race, gender, nationality, family | Making someone look foolish |
| Undermining other relationships | Excluding from the group |
| Threatening group exclusion | Arranging public humiliation |
| Intimidation bullying | Total group rejection or ostracizing |
| Cyber bullying/harassment | Cyber bullying/harassment |
|  | Social alienation |

The consequences are administered not to punish, but to help students change their behavior. The levels and consequences build sequentially. Parents/guardians of students in grades K-3 will be notified by the Discipline Form. Parents/guardians will then act as part of a team with school administration and staff to resolve challenging behaviors. Students in grades 4-8 will follow the above stated discipline policy in a way that best matches the severity of the incident. Parents/guardians of students in grades 4-8 will also be contacted and expected to play a role in supporting their child(s) behavior change.

# Cyber Bullying/Harassment

Cyberbullying or cyber harassment is now considered a criminal offense based on Pennsylvania State law. According to PA Act 26, “a person commits the crime of cyber harassment of a child, if with intent to harass, annoy, or alarm the person engages in a continuing course of conduct of making any of the following electronics means directly to a child or by publication through an electronic social media service:

(i) Seriously disparaging statement or opinion about the child’s physical characteristics, sexuality, sexual activity or mental or physical health or condition.

(ii) Threat to inflict harm.

According to PA Act 26, a “seriously disparaging statement or opinion” is defined as “a statement or opinion which is intended to and under the circumstances is reasonably likely to cause substantial emotional distress to a child of the victim’s age and which produces some physical manifestation of the distress.”

Furthermore, emotional distress is defined by PA Act 26 as “a temporary or permanent state of mental anguish.”

Students who are involved with bullying or harassing others electronically or through social media will be subject to the discipline policy of the school and may incur: demerits, detention or suspension, loss of privileges, meetings with administration and parents to address issues and consequences or being asked to leave the school. The school is not responsible for matters that happen off campus. With issues that arise outside of school, the school will assist in resolving the issue through other channels and jurisdictions.

According to PA Act 26, students who are reported and found guilty of a crime may be subject to a diversionary program, which might include an educational program on cyber harassment. The law makes cyber harassment a third-degree misdemeanor, punishable by a maximum of $2500 fine and/or one year in prison.

# Electronic Devices

Cell Phones/Smart Devices/Tablets/iPads

For the protection of our children, mobile devices of any kind are not permitted on school property during the school day. This includes smart watches such as Apple Watches, Fitbits, or any devices that can be used to text or receive texts. The only exception to this rule is for students who require cell phones to communicate with parents before and after school hours. In this event, students are permitted to bring a cell phone to school. **However, this device must be kept turned off, and left in the bottom of the student’s backpack, completely out of sight while on the school bus or during the school day. An additional exception to this rule is for students who may bring a tablet/smart device to school to be used during after-care. This device must also remain powered off and in the student’s backpack while on the school bus and during the entirety of the school day.**  Mobile devices that are seen at school will be confiscated by school faculty and will need to be retrieved from the office by a parent or guardian. Consequences as described above will be applied. Parents needing to contact their child during school hours should call the school office at 412-761-5043. The message will be delivered to the student without interrupting classes. DO NOT call or text your child’s cell phone during school hours.

Electronic Postings, Communications, and Public Sites

While Northside Catholic Assumption Academy respects the right to freedom of speech, we also recognize that at times freedom of speech can be used in a hurtful and negative manner. Students must be aware that the use of the Internet, whether in school or at home, for the posting of online communications and/or information is often accessible to the public for reading, downloading, and printing. Therefore, any postings by a Northside Catholic Assumption Academy student in word or in image that disrespects, defames, intimidates, threatens, or negatively damages another individual, student, family member or school personnel will be handled in a serious disciplinary manner.

Additionally, any such postings that bring discredit to the school, or are immoral, illegal, or contrary to Christian values will be brought to the attention of the parents and handled as a serious school matter, including the possibility of being asked to leave the school. Each case will be handled on an individual basis by the school administration.

Chromebooks

Students in 4th to 8th grade are provided with a Chromebook for usage during the school day. Chromebooks are to be used only for school related work and purposes. While these Chromebooks remain property of Northside Catholic Assumption Academy, the students are responsible for the devices. This includes upholding individual class rules with charging and storage placement of the devices, as well as the physical care and protection of the device. Students are provided with a case for their Chromebooks to assist in the physical care and protection of their device. If a student damages a device or case, the property of Northside Catholic Assumption Academy, the school reserves the right to pursue monetary compensation for the damaged property.

# Internet Use Policy

This guideline is established to ensure understanding and application of Northside Catholic Assumption Academy Internet Use Policy. Northside Catholic Assumption Academy reserves the right to amend these guidelines at any time. It is understood that the administration of Northside Catholic Assumption Academy will inform parents/guardians of any changes made in these Guidelines via Facts. Students' parents and/or guardians are required to review these guidelines with their child(ren) and complete and return the parent/guardian consent form sent home the first day of school.

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

* Public domain and shareware software of all types
* Access to any educational institutions and libraries
* Information and news from a wide variety of sources and research institutions

Etiquette

* Anything pertaining to illegal activity is expressly forbidden
* Sending or displaying offensive messages or pictures is prohibited
* Do not use obscene language when communicating with others
* Do not reveal access information, personal or otherwise including information such a full name, address, phone number, or identifiable photos.
* Do not disrupt others' use of the internet access
* All users should remember that deleted materials could be retrieved.

The following actions, which are not inclusive, are considered unacceptable actions by the administration of Northside Catholic Assumption Academy:

* Placing unlawful information on the Internet
* Using the Internet for non-school related activities such as Chat/Instant Message/Blog/Email or other programs that are not part of the classroom instruction; This also includes downloading or use of any unauthorized games, programs, files, or other electronic media that are not assigned by the classroom teacher.
* Sending messages that are likely to result in loss of the recipient’s work or systems
* Harassing, insulting, or attacking others
* Using the Internet for commercial purposes
* Plagiarism
* Using Internet access to send or retrieve pornographic material, inappropriate file text, files dangerous to the integrity of the system, violent or threatening material or messages
* Circumventing security measures on school or remote computers or networks
* Falsifying one's identity, trespassing in other’s electronic folders, work, or files
* Vandalism including damaging or modifying computers, computer systems, or computer networks

Individual Student Internet Use Contract

A signed agreement must be returned to the school office. The agreement will be sent home on the first day of school. By signing this contract, students and parents are acknowledging the policy, consequences, and legal ramifications of infractions. By signing this contract, students and parents are agreeing to uphold the policy in and outside of school.

Any violations to this agreement may result in the loss of technological access and/or be addressed according to the above stated discipline policy.

# Parent and Volunteer Organizations

The help of volunteers is always welcome 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 Northside Catholic Assumption Academy, parents play an integral role in the education of their children through the Parent Teacher Guild, athletics, fund-raising activities, homeroom parents, and field trip chaperones. This partnership is invaluable to the success of our school.

Protecting God’s Children/Mandated Reporter Training

Volunteers must take the Protecting God’s Children program at the Diocese of Pittsburgh and be registered in the Volunteer Database. They must also secure proper clearances.

*All volunteers will need to register with the* ***Diocese. Please*** *take the time to do so before the school year. The following are the instructions to register.*

* Log on to [www.diopitt.org](http://www.diopitt.org) and follow the following prompts:
* Obtain Clearances (Yellow section at the top)
* School Volunteer
* All school volunteers must complete the following steps:
  + Complete Safe Environment Requirements through Virtus (the Access Code is PROTECT)
  + Child Abuse History Clearance
  + FBI Clearance or Waiver
  + Protecting God’s Children Class
  + Mandated Reporter Training

Athletic Association:

All sport 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 the Principal and serve on a volunteer basis. The Diocesan Guidelines for Elementary Catholic Schools Sports programs guide the policies. Parent interest and willingness to assist/serve as coaches to our sports’ teams are vital to the continued success of the program.

PTG (Parent Teacher Guild)/Fundraising Committees

The PTG is established to enrich the academic experience for both our students and their families through a comprehensive plan of social and service-oriented activities. The PTG works with faculty and administration to plan holiday parties, Catholic Schools Week activities, service projects and social gatherings. Meetings are held several times a year and are open to all interested parents.

The goal of this fundraising group is straightforward yet challenging. Simply stated, the primary goal is to raise funds to meet a percentage of the annual budget as mandated by the Diocese. Our fundraising goal for this year is $100,000. All parents are encouraged and welcome to participate in fundraising opportunities.

# Supplies/Textbooks

The supplies needed by the students vary at each grade level and are determined by the needs of the subject. Teachers will inform students of specifics before the school year begins; lists will be sent home to current students with the report card at the end of the school year. Supply lists are also available on FACTS. Please **DO NOT** send in items such as “fidget spinners”, or other “fad” items with your child – they will be confiscated and returned only to a parent.

# Telephone

Except for emergencies, no child is permitted to use the telephone, including cell phones. Forgotten homework, books, gym clothes or changes in afternoon plans are not sufficient cause to call home. In all cases, the phone call home will come from the office.

# Transfers

When a student transfers to another school, parents should notify the school office as soon as possible. Academic records will not be forwarded until all financial obligations to the school have been met.

# Tuition

Parents who register a student in the school enter a contractual obligation with the school. Parents are reminded that the operational budget of the school is dependent on timely fulfillment of this obligation. Parents whose tuition obligations are not being met 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***.*** Families will not be permitted to return for the following school year if tuition is not paid in full by the first day of classes for the next school year.

Northside Catholic Assumption Academy has partnered with FACTS Management Company to provide families with a compliant financial management system and gives a secure fee payment option. Partnering with FACTS will allow the school to focus on issues that directly impact the quality of the educational program, and shift resources to increase the time spent on enrollment and development activities. FACTS serves over 7,000 schools nationwide and is the largest provider of tuition payment plans to faith-based PK-12 schools in the country. Over two million families enjoy the convenience and flexibility offered by FACTS’ services, as well as other benefits, including:

1. An Easy Online Enrollment Process: Since all families will be participating in this program, you’ll be able to visit our school’s website at [https://www.ncaacademynow.org](https://ncaacademynow.org/) and click the Tuition to access FACTS to enroll, or you may visit the FACTS site at <https://online.factsmgt.com/signin/3MSGZ> to enroll.
2. Payment Options: Choose your payment plan, select a due date, and payment method that works best for your family.
   1. An invoice delivered electronically for online payments,
   2. An automatic debit from a savings or checking account
   3. Payment via a credit card (with 2.85% processing fee added, about $3.00)
3. Convenient & Secure Account Management: Manage your account via FACTS’ secure Web site, [https://online.factsmgt.com](https://online.factsmgt.com/), or access FACTS personnel toll-free at 866-441-4637 to answer your questions. Checking your account balance, making a payment, adding bank account or credit card details or updating your personal information is a couple of clicks or taps away.

FACTS Actively Managed Payment Plans allow you to choose your tuition payment plan. Choose one payment, semester payments, or various monthly payments to spread your students’ education expenses over smaller monthly installments paid over the course of the school year.

**ALL PAYMENT PLANS HAS A $50 ENROLLMENT FEE.**

The instructions for enrollment are on the website link and will walk you through the process in about fifteen minutes or so. If you have questions about either the payment plan process or the financial assistance application, please reach out to the FACTS Payer & Applicant Services Line at 866-441-4637. The team is dedicated to answering any questions parents may have about the FACTS process.

**All initial deposits are non-refundable. No re-registration will be accepted until the past year's tuition and all other fees are completely paid.** Re-registration begins in January.

Delinquent payments of 30 days or more may result in notification of dismissal. To avoid this action, one must contact the school within five days of the payment due date to make the necessary arrangements for payment.

In order to ensure that the school can maintain timely payment for its operating budgetary items, tuition payments must be made on time. Students may not be permitted to return to the school building until the balance is paid.

# Scholarship Monies

Scholarship monies are available for eligible families. The FACTS Management application is used. An independent evaluator assesses these applications. This one application is used for EITC and the Bishop's Education Fund (BEF), as well as the OSTC (which includes money from Extra Mile). It must be filed annually by March 15th. Application forms are available online through the website and through the Diocesan website. Other possible scholarships are available through the Kremer Foundation and the Bridge Corporation. These scholarships are based on financial eligibility and are made available through the principal when offered to the school.

# Health and Safety

Illness

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

If a child has a temperature of 100° or more, skin rash, diarrhea/vomiting, strep throat, or evidence of lice, the child will be sent home. Parents are asked to use discretion in sending their children to school if they display any of these symptoms. Please inform the school office if your child becomes sick with a contagious illness. Alerts will go home with the other children to warn parents of contact and incubation of communicable diseases (names are never given in these communications).

Accident and Injury

In the case of accident or illness at school, parents are contacted to take the child home, to the doctor, or hospital. In an emergency, it is the procedure to dial "911" and have the student transported to the nearest hospital (or other hospital as determined by the responding emergency providers). It is important for your child's safety and comfort, as well as the effective operation of the office that emergency information needed to locate parents is available for each child and that this information is kept up to date by parents.

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

Medication

Whenever possible, medicine is to be given at home. Parents should request their 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 the original 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.

Emergency Drills

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 fire bell rings, all 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. This is a very serious offense and will be dealt with immediately.

Weather Emergency Drills

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

Lock Down Drills/Evacuation Drills

The safety and protection of our children is paramount in today’s world. Drills will be practiced so that faculty and staff, as well as the students themselves know what to do in case of a threatening emergency. These practices will take place in a non-threatening way to reassure children and adults that a plan is in place. If students need to be evacuated from the building for any reason you will be notified from the parent alert on FACTS and a phone call when circumstances allow. A permission slip for this type of emergency and your consent to have your child walked to the evacuation point will be sent home on the first day of school. Please sign and return as soon as possible.

Visitors

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

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

Security

All doors to the school will be closed and locked during school hours. Parents and visitors will ring the buzzer on the main door to speak with administration before gaining entrance to the building. Please be advised, the building will be using 24-hour video surveillance to ensure the safety of our students, faculty, and staff. This video may not be released to parents/guardians for viewing under any circumstances. The privacy of our students is a priority.

School Nurse

A school nurse is assigned to Northside Catholic Assumption Academy by the Pittsburgh Public School District and is present in the building one day a week. The responsibilities of the school nurse include:

Keeping updated health records for all students.

Screening students for hearing—grades K, 1st, 2nd, 3rd, and 7th.

Assuring the completion of a physical examination before entrance to school and in the 6th grade.

Screening students for vision—yearly.

Scoliosis screening—grade 7.

Recording height and weight for students—yearly.

Recording required immunizations. (Seventh grade: Hepatitis B and 1 dose chicken pox vaccine.)

Dentist

The Pennsylvania School Health Law requires dental examinations for students entering grades K, 3rd and 7th. 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 last six months. Forms are given out to the students before school ends so that appointment can be scheduled over the summer.

THE ADMINISTRATION AND SCHOOL RETAIN THE RIGHT TO CHANGE/AMEND THIS HANDBOOK FOR JUST CAUSE. PARENTS WILL BE NOTIFIED OF SUCH CHANGES.

PLEASE SIGN AND RETURN THE Acknowledgement of the Handbook, Emergency Evacuation Permission Card, Publicity Release, and the Northside Catholic Assumption Academy Internet Usage Agreement, as soon as possible to your child’s homeroom teacher.