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**St. Benedict the Moor is not responsible for omissions in the handbook. The school administration reserves the right to make additions and/or corrections at any time when deemed necessary. Final authority rests with the school administration on all matters.**

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

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/ST. BENEDICT THE MOOR SCHOOL**

St. Benedict the Moor School is an outward sign of the ministry of St. Benedict the Moor Parish in the historical Hill District community of Pittsburgh.

Guided by the Holy Spirit and faithful to the teachings and traditions of the Roman Catholic Church; the mission of St. Benedict the Moor School is rooted in African American Heritage and intentionally fosters excellence in education which is the hallmark of Black Spirituality, intellectual and emotional formation, while empowering students to be agents of transformation and change in their families, communities, and society. St. Benedict the Moor School nurtures moral values and a deep appreciation of Black culture, Black History, and Black pride. St. Benedict the Moor School welcomes students of all races and religious traditions recognizing the unique gifts, dignity, and diversity of all as essential to the educational mission and formation of students.

## **EDUCATIONAL PHILOSOPHY/ST. BENEDICT THE MOOR SCHOOL**

St. Benedict the Moor School is dedicated to providing an inclusive and holistic education environment that promotes the spiritual, moral, intellectual, cultural, emotional and physical development of each student. St. Benedict the Moor School has a unique family atmosphere where teachers, staff, students and parents/guardians learn, work, play and pray together. While ensuring academic excellence, our goal is to build a community of caring students who will become lifelong learners and leaders in their families, church and community. St. Benedict the Moor School provides students with diverse educational opportunities, utilizing varied learning experiences so that the School, in union with parents/guardians and the Hill community can discover and develop the unique gifts and talents of each student.

## **FIVE CORE VALUES/ST. BENEDICT THE MOOR SCHOOL**

**Diversity** is fervently welcoming students/staff who have different life experiences and perspectives.

- Welcoming and respecting students from all cultures and social backgrounds
- Listening to students because we value each individual as a child of God
- Refraining from making statements that may demean another person especially regarding differences in culture or social background

**Excellence** is consistently empowering students to perform to the best of their highest academic ability.

- Expecting quality work from all students
- Setting benchmarks for students so they can see their achievements
- Recognizing that all students do not learn the same way
- Being able to think outside the box when educating in the urban classroom

**Respect for Everyone** is recognizing that everyone deserves respect as a human being whether we share the same beliefs.

- Ensuring that everyone is treated in a manner that is expected from a Catholic/Christian school
- Allowing students an opportunity to share their opinions without being judged negatively
- Teaching students that it is alright to be different and that there is value and worth in our differences

**Self-Esteem** is instilling the sense of self-worth in students so that they will have the confidence needed to negotiate life.

- Building up by pointing and recognizing that all students possess the potential for excellence and success
- Teaching students that they have value and worth, being created in the image and likeness of God and that they are loved by God and cared for within St. Benedict the Moor School community
- Providing a safe environment in which each student is able to trust their teachers, staff and other students while being engaged and open to learning and growing to their full potential

**Leadership** is developing the gifts, talents, and greatness of every student to perform and serve with integrity and a moral social consciousness in a global, technological, and diverse society.

**Expanding the world views of students to experience vastness of their communities, the nation and the world**

**Exposing students to the richness of asking questions and seeking information and knowledge that is beyond their immediate world**

**Developing in students a passion to be of service and to impact change however great or small and to leave the world better than they inherited it**

## MIDDLE STATES ACCREDITATION

The Middle States Association of Colleges and Schools accredits St. Benedict the Moor School. Middle States accreditation is an expression of confidence in St. Benedict the Moor School's mission, goals and objectives, performance and resources and validates publicly the excellence in education. The Middle States Evaluation is an ongoing process requiring the submission of updated plans every three years. After seven years the school is re-evaluated for continued accreditation. We will be re-accredited in November 2014.

### SCHOOL POLICIES AND PROCEDURES

#### ADMISSION

St. Benedict the Moor School admits students of any race, nationality or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students formally accepted into the school. We do not discriminate on the basis of race or national or ethnic origin in the administration of our educational policies, admission policies, athletic or other school administered programs.

#### REGISTRATION

##### 1. Pre-K

- a. Age requirement: 4 years of age by September 1<sup>st</sup>, verified by birth certificate.
- b. Health requirement: proper proof of immunization
- c. Interview and screening will be held to determine final acceptance into the Pre-K program.

##### 2. Kindergarten

- a. Age requirement: 5 years of age by September 1<sup>st</sup>, verified by birth certificate.
- b. Health requirement: proper proof of immunization. (Immunizations must be current).
- c. An educational screening will be given to determine final acceptance into Kindergarten.

##### 3. Grade One

- a. Age requirement: 6 years of age by September 1<sup>st</sup>, verified by birth certificate.
- b. Health requirement: proper proof of immunization. (Immunizations must be current).
- c. Current report card.
- d. An educational screening will be given to determine final acceptance into Grade 1.

**4. Grades Two-Eight** must also have birth certificates, current year report card, a copy of standardized test results and proof of immunization. Immunization records must be completed before any child may enter school. The requirements are as follows:

2nd dose of MMR (Measles/Mumps/Rubella Vaccine).

4 doses of Diphtheria, Tetanus, Pertussis (one dose must be after the fourth birthday).

3rd dose of IPV or OPV (Polio Vaccine).

Physical Examination Dental Examination Medical History Form

1 dose of Varicella (chickenpox) vaccine or history of disease

3 doses of Hepatitis B

## 5. Transfer of Children: Grades 2-6

- a. Verbal contact with parents/guardians, and recommendation from previous schools will determine whether St. Benedict the Moor School can meet the needs of the child.
- b. Records from previous schools will help clarify the child's academic needs for the grade level he/she is entering. This would include the current report card and a copy of the most recent test results.
- c. A reading, math and writing assessment test will also be administered along with examination of previous academic and behavior records will be used to determine final acceptance.

## 6. Transfer of Children: Grade 7

- a. The above requirements for Grades 2-6 are applicable to Grade 7.
- b. In addition, further discretion will be used in accepting 7th graders because of the difficulty in offering an effective educational experience in a short period of time.
- c. Children will be accepted, however, if there is evidence of a need for the child to transfer from his/her school; e.g., a change of residence, need for change of educational environment in order to better meet the child's needs, and upon the condition that the parent/guardian exhibits an openness and desire to support St. Benedict the Moor's philosophy and educational system.

## 7. Conditional Acceptance/Continued Enrollment

- a. **All students transferring to St. Benedict the Moor School are accepted conditionally, even though all the requirements are met. If a student demonstrates the inability to adjust academically/behaviorally to St. Benedict the Moor and/or if the parent/guardian demonstrates an unwillingness to support the philosophy and policies of St. Benedict the Moor School, the administration reserves the right to dismiss the child.**
- b. Once a student leaves St. Benedict the Moor School before the completion of 8th grade, he/she will not be **re-admitted**. Exceptions will be if a student has moved out of Allegheny County or had financial difficulties that have been resolved.
- c. Parents of children who consistently do not adhere to or who ignore policies of absenteeism/tardiness will be dismissed.

## CURRICULUM

### 1. Academics

The curriculum of St. Benedict the Moor School attempts to establish optimum teaching and learning situations within a community of Christian belief. The school adheres to the General Curriculum Requirements of the State of Pennsylvania Department of Education. To ensure continuity in the development of skills, basic textbooks are chosen from the approved textbook list for elementary schools in the Diocese of Pittsburgh. All students, unless there is a written doctor's excuse, must participate in physical education class, with appropriate gym uniform. **Drugs and AIDS** instruction is now a state requirement.

**2. Religion (Catechetics)**

Catholic religion classes contain a balance of doctrinal content, scriptural understanding, faith formation, and worship experience. **There is no obligation on the part of the students to be baptized Catholic; however, participation in religion classes, as well as in worship experiences during school hours is required.**

**3. Language Arts**

The language arts curriculum presents numerous opportunities for the integration of faith, culture, and life by developing an awareness of the Gospel values.

Language as communication enables one to become more perceptive through listening, observing, and feeling. Language as a skill, provides one with the important tools to speak fluently, to read and comprehend, to compose, to write legibly and spell correctly. An appreciation of literature and vocabulary enriches the student through the experiences of skillful authors who open new worlds to the students.

**4. Mathematics**

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

**5. Social Studies**

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

The scope of the social studies curriculum includes elements of anthropology, geography, history, political science, and sociology, with an emphasis on global awareness and values. A clear understanding of current events helps students to integrate the past with the present and prepares them for the future.

**6. Science**

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

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

**7. World Language**

Because the Church is universal and embraces all people, regardless of race, nationality, and financial status, the Catholic school encourages the study of world languages and other cultures. World language students learn the sound and syntax of the language and work toward proficiency in listening, speaking, reading, and writing. St. Benedict the Moor offers Spanish in grades Pre-K through 8.

**8. Physical Education**

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

**9. Health**

The health course is designed to provide information at each level of development to help students make wise, moral decisions with respect for the God given Gift of Life. The health curriculum places a holistic emphasis on wellness, fitness, behaviors, and skills for healthy, active living.

**10. Fine Arts**

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

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

**11. Technology**

St. Benedict the Moor School strongly believes in the educational value of computers, Smartboards, Internet access and other forms of technology and recognizes their potential to support our curriculum and advance student learning in our school. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication. It is also our goal to view technology in its proper role as a tool to enhance teaching and learning and not as a replacement for traditional teacher/student interaction. St. Benedict the Moor School will make every effort to protect students and teachers from any misuse or abuse of these educational resources. **All students and parents/guardians must sign the Internet Acceptable Use Agreement.**

**12. Field Trips**

Field trips at St. Benedict the Moor School are for the purpose of academic enrichment. They are planned with definite objectives and goals. A letter of explanation and a permission slip will be issued prior to the date of the trip. No student is permitted to participate without **written permission from the parent/guardian. Telephone permissions will not be accepted.** Outstanding debts owed for cafeteria, fund-raising, etc. will be a deterrent to a student's going on a field trip. Also, a student may be excluded from field trips due to inappropriate behavior. At such times, a student will be required to attend school.

**13. Extra Curricular Programs**

Any student who participates in extra curricular activities such as the sports, forensics, and other programs at St. Benedict the Moor School must maintain a "C" average to be eligible for participation in practice, games and tournaments.

Students receive a progress report during the report period. When the progress report indicates a grade below a "C" average in any subject area, the student will have two weeks to bring the grade up to a "C" average or better. If the student does not achieve a "C" after the two-week period, he/she will be suspended from the program for two weeks effective immediately. The student must maintain that "C" average for the remainder of the report period in order to continue in the program.

School personnel will notify coaches and moderators when a student has been suspended and when a student may return to practice, scheduled games or tournaments.

It is expected that a student be present for a **full day of school** in order to participate in any sporting event and/or school activity that same day. In the case of a doctor's appointment, a slip from the doctor must be presented in the school office. If there are other special circumstances, the school office must be notified in writing.

**SPECIAL NOTE:** A student's consistent lack of academic performance and unacceptable behavior may result in the loss of participation in any school sponsored or school related activity. If a student is suspended from school or serving an in-school suspension, he/she is automatically suspended from the basketball team, cheerleading squad or forensics team for the number of days as indicated by the number of days of suspension from school. When a student receives a detention, he/she cannot attend practice or game on that day until that detention has been full-filled.

## **TESTING PROGRAM**

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

### **1. Terra Nova Tests**

Students in grades K-8 are administered standardized tests to measure progress from year to year. The tests compare student's achievement with other students of the same age, grade, and ability. All testing must be completed within a two week time frame. We ask that parents do not schedule appointments or trips during this time.

### **2. Writing Assessment**

Each student in grades K-8 participates in a Writing Assessment. This allows students to respond to a writing prompt and to select and organize content, develop a style and follow standard conventions. Students in grades 6-8 will use the Criterion Writing program on-line to complete this assessment.

### **3. Math Benchmark**

Math Benchmark Tests are administered quarterly to students in Grades K-8. These tests determine if the student is making progress toward grade-level expectations,

**Student Assistance Program** was established by the Commonwealth of Pennsylvania by Act 211 of 1990. It is a program of prevention, intervention, and support for students in Grades K-12. The members of the team are the principal and faculty members of the school who have received special training through approved agencies.

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

Referrals for the program are made by faculty and/or parents. Once a referral has been received by the team, classroom teachers are asked to complete a form which helps identify the behaviors. The team then makes informed assumption as to what is needed to help the student, conveys this information to the classroom teachers, parents/guardians and evaluates the results. If necessary, after consultation with parents, appropriate referrals are made to outside agencies.

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

**Instrumental Music Program** will begin in September for grades 4-8. The Catholic Diocese of Pittsburgh offers a music program that allows students to study music for brass, woodwind and percussion instruments. Students enrolled in the program will have an opportunity to play in the Diocesan Band. The Instrumental program presented to parents and students in collaboration with St. Benedict the Moor School and the Catholic Diocese of Pittsburgh as an extension of the arts for students enrolled in the program.

**Duquesne University** provides a music program of piano lessons taught by students from the Music Therapy Department. Instrumental lessons are also available. There is a fee for these lessons.

**Extended Day Program** will be offered on Monday through Friday from 3:00 pm to 5:45 pm. Students will be afforded the opportunity to do homework assignments, participate in Science & Technology, Healthy Living, Music, Drama, Cultural Awareness, Dance and other activities. There is a \$50.00 Registration Fee and \$200.00 per month, \$15.00 a day, or \$6.00 per hour. Extended Day Program will not be provided on the off days or half days of school.

## **ACADEMIC REQUIREMENTS**

In order for a student to be eligible for promotion to the next grade level, the following requirements must be met:

I. All academic requirements in each major subject area: religion, reading, math, Algebra I, English, science, handwriting, social studies, spelling, music, health, physical education (gym), art, computer and Spanish must be completed. Academic requirements include daily class work, projects and homework. All completed work must have a passing grade of (D) or above.

In all grades; tests, class work, homework and projects are a part of the grading system for each student. All grades are available online at Optionc.com. Each family has been assigned a username and password and will be distributed at Open House. Teachers will enter new grades at two-week intervals.

2. During a report period, parents will receive at least one computerized progress report of their child's grades, missing, late and incomplete work. **This notice must be signed and returned.**
3. No extension of time will be given to the student to complete the work for the grading period. Work missed due to an excused absence can be made up by the student. **It is the responsibility of the child to find out assignments missed when absent.**

## **RETENTION POLICY**

**Students in Grades K-3** will be retained in a grade if necessary. The criteria for retention in these grades will be determined by the professional evaluation of the teachers, based on the child's lack of achieving learning objectives in relation to his/her ability, or on the lack of social or emotional development needed for that particular grade level.

**Students in Grades 4-8** who fail in two or more major academic subjects (reading, math, Algebra I, English, science and social studies, will be retained. Failure in a subject is the result of earning an "E" average for the final grading period. The criteria for retention in these grades will also be determined by the professional evaluation of the teachers, based on the child's lack of achieving learning objectives in relation to his/her ability, or on the lack of social or emotional development needed for that particular grade level. Parents will be informed of the reasons for retaining the student, and the matter will be discussed throughout the school year. A permission form will be signed by the parent(s). **The progress report of the 4th grading period is the final determination for retention. If parents are not in agreement with the decision of retention for their child, the school has the right not to accept the student for the following school year.**

## **GRADUATION POLICY**

Participation in graduation activities and ceremony is contingent upon the student's **academic record as well as his/her behavioral record**. Such records will be determined by the existing academic and disciplinary policies stated in the Student Handbook. **In addition, all financial responsibilities must be met by April 15<sup>th</sup>.**

## **GRADUATION ATTIRE**

Attire for graduation should be within these guidelines:

Boys - Dress shirt, tie, trousers, blazers, or suits of reasonable (no pastels) colors.

Girls - Modest dress or suit of reasonable length (no more than 2 inches above the knee), no spaghetti straps, strapless dress, bareback dresses, or dresses that show cleavage. No sandals or flip flops. Heels not higher than 2 inches

## **NO SNEAKERS FOR BOYS OR GIRLS**

## **PARENT TEACHER COMMUNICATIONS**

When your child is having a problem, or when you want to speak with the teacher, call the office (412-682-3755) immediately so that the matter can be clarified. An appointment will be set up with the teacher. Teachers cannot be taken out of classrooms but a teacher will return a telephone call and a conference can be arranged if necessary. It is a good policy for the parents and teachers to maintain consistent communication

concerning their children. **Parents or visitors coming into the school are not permitted to a child's classroom without first reporting to the office and receiving a visitor's pass.** Parents who wish to observe in a classroom for a period of time must give a day's notice to the school.

Teachers and administration are happy to meet with parents at any time as long as an appointment has been made. This allows for a block of time to be set in order to address the needs of the meeting.

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

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

## **TUITION**

Tuition and fees are as follows for Grades K-8 and Pre-Kindergarten:

|                                      | <u>1 Child</u> | <u>2+ Children</u> | <u>Pre-K</u> |
|--------------------------------------|----------------|--------------------|--------------|
|                                      | \$2,000        | \$2,600            | \$3,500      |
| Initial Deposit before July 15, 2014 | \$200          | \$260              | \$350        |
| August 15, 2014                      | \$200          | \$260              | \$350        |
| September 15, 2014                   | \$200          | \$260              | \$350        |
| October 15, 2014                     | \$200          | \$260              | \$350        |
| November 15, 2014                    | \$200          | \$260              | \$350        |
| December 15, 2014                    | \$200          | \$260              | \$350        |
| January 15, 2015                     | \$200          | \$260              | \$350        |
| February 15, 2015                    | \$200          | \$260              | \$350        |
| March 15, 2015                       | \$200          | \$260              | \$350        |
| April 15, 2015                       | \$200          | \$260              | \$350        |

**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 March.

**ANY PAYMENTS MADE ON THE 2014-2015 TUITION AFTER MARCH 15, 2015 MUST BE PAID IN CASH OR WITH A MONEY ORDER**

Monthly payments must be made beginning July 15<sup>th</sup>, and tuition must be paid in full by April 15<sup>th</sup>. Any returned check will incur a \$25.00 fee.

**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. Any personal checks returned by the bank will result in a \$25.00 bank fee due immediately.**

## FUNDRAISING

Since we are a subsidized Diocesan school, each parent is required to participate in the fundraising events of the school. There will be three major fundraising events during the school year. Parents are asked to be responsible for \$190.00 worth of fundraising during the school year; otherwise an additional \$190.00 must be paid at the end of the school year. All outstanding fundraising, must be paid before families can re-registration can take place. The Pre-K Tuition Rate is \$3,000.00 per year. A substantial portion of this tuition is awarded through application and qualification through available scholarships. This tuition information is sent home to the parents along with a Memorandum of Understanding and a Fundraising Agreement to be signed by the parents at the time of registration.

## MEDICATIONS

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

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

A responsible adult, with a physician's written request, must deliver the medication to the school for distribution by school personnel.

Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.

Parents must sign an Indemnity Agreement that has been prepared by the legal office and distributed through the school office.

## EMERGENCY FORMS

**It is vital that emergency phone numbers be updated** to enable immediate contact with parent/guardian in the event of an emergency. The school cannot be responsible for a child's well being if these numbers are not available:

Your home

Your work

A neighbor or relative

Email address

**Please call the school office immediately regarding any changes in personal and emergency contacts phone numbers. Should a child become ill during the day, the parent or person designated by the parent is contacted before the child is sent home. An emergency card will be sent home in August to be filled out. If there is a change of address during the school year, please call the school.**

## DRESS CODE

### Girls Uniform - Grades Pre-K-8

- Jumper, Wrap Around Kilt Skirt and Flat Front Skort in Navy/Green Polyester Plaid
- Pleated Front Pants-Navy
- Peter Pan Collar blouse long or short sleeves-White
- **Only White Undergarments under blouses**
- Crossed Single Snap Tie – Navy/Green Polyester Plaid
- Sweater (Cardigan, V-neck) in Navy Knee Socks or Opaque Tights in Navy or White
- **Solid** black, brown or blue **leather** shoes. **No mesh, canvas shoes or tennis shoes**
- Dress shoes, no more than 2 inches high
- **Solid navy or White socks or tights**
- Solid Black or navy belts (no rhinestone buckles)
- No shorts
- Young women should have neat hairstyles.
- No hair dye of unnatural color (blue, pink, green, purple, etc)
- Solid Navy, Black, White or School Plaid Headband are permitted. **No scarves or bandanas.**
- **NO SNEAKERS**

### Boys Uniform - Grades Pre-K-8

- Plain Front or Pleated Front Pants-Navy
- Oxford Shirt long or short sleeves-White
- Only White T-Shirt under shirts
- Sweater (V-Neck Cardigan) in Navy
- Crew Socks in Navy or White
- Solid black, brown or blue **leather** shoes – **No Tennis Shoes**
- Belts must be worn with trousers at the waist.
- Four in Hand or Pre-Tied Tie - Navy/Green Polyester Plaid
- No Shorts
- **NO SNEAKERS**

All uniforms are available at the Schoolbelles, 255 Mt. Nebo Pointe Dr., Pittsburgh, PA 15237. Phone orders/customer service: 412-630-8480 or 1-888-637-3037 or [www.schoolbelles.com](http://www.schoolbelles.com). School code: S2239.

### Not part of the uniform dress code in school

- Jeans
- **Sneakers (gym only)**
- Sandals, clogs, canvas shoes, high top suede, boots, high heels, sling backs or slides
- Stretch pants and non-footed leggings
- Long sleeve thermal or turtle neck tops, under short sleeve uniform shirts or blouses
- Bandanas, head scarves, sweat bands, hats, or caps.
- Shirts without collars or Multi-Colored t-shirts

- Excessive jewelry (simple necklace and 2” earrings) or glitter on body parts
- Tattoos
- Silly Bands (multi-shaped gummy band bracelets or rings)
- Sweatshirts (gym only)

#### CLOTHING FOR NON UNIFORM AND DRESS UP DAYS

On non-uniform days, students are not permitted to wear inappropriate clothing, including but not limited to:

- Skirts/shorts no more than 2 inches above the knee
- No midriff tops
- No visible undergarments
- Clothing that is too short or too tight
- No white plain t-shirt over garments
- Plunging Necklines as determined by staff
- Sleeveless shirts, halter and low cut tops, no shorts
- Clothing for dress up day is the type to be worn to a dress up event. **No jeans are permitted.** The above restrictions also apply to dress up day.

#### PHYSICAL EDUCATION (GYM) UNIFORM (GIRLS and BOYS)

- T-Shirt – Long or Short Sleeve – White
- Sweatshirt – Long Sleeve – Navy Blue
- Open Leg Sweatpants – Navy Blue
- Dazzle Short – Navy Blue
- Socks - White

#### SCHOOL HOURS

Students are to arrive at school at 8:00 A. M. at the latest. **Students go directly into the auditorium.** The first bell at **8:05 A. M.** is a signal for all students to line up in the auditorium, and be escorted into the classroom by their teacher. **Students are not to be brought to school before 7:30 A.M. Breakfast begins at 7:45 A.M. and ends at 8:05 A.M.** The afternoon dismissal time is **3:00 P.M.** **Parents picking up students should arrive at 3:00. At 3:15, any student who has not been picked up will be sent to the extended day program with a fee to the parents.**

#### **EARLY DISMISSALS/EARLY DISMISSALS WITHOUT PRIOR NOTIFICATION**

Please arrange medical and dental appointments for after school or on Saturday. If an early dismissal is absolutely necessary, a written note must be presented. Do not telephone the school and ask to have your child dismissed. This is the results of disruption of class time, homework assignments missed and disruption of the homeroom class. If you pick up your child at school, report to the office first and sign him/her out at the authorization time. If the principal, assistant principal or secretary do not know you, a teacher may be asked to identify you, or you may be asked information to verify against the school records. These precautions are for your child's protection. Your child can be released only into your custody.

## TARDINESS

**A student is tardy if he/she is not present in the classroom at 8:20 A.M.** Any student who is tardy must obtain an admittance slip from the office before entering the classroom.

**After the fourth time of tardiness, a full detention of one hour will be given.** The parent will be notified of the detention on the day it occurs. Excessive tardiness will warrant a parent conference and the attention of the **Director of Student Services** will take the necessary steps to bring about legal action. It may also incur a denial for re-registration for the next school year.

## ABSENCES

**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 before 9:00 A.M. Give the child's name, homeroom teacher, and reason for absence. Unless the absence will be for an extended period of time, please make arrangements with another child to have assignments brought home. 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 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
- Change of plans in leaving school (bus, ride or walk)
- Early Dismissal

According to the Pennsylvania Code, Section 1332, " The absence of any pupil who remains out of school with or without his parent's permission, and is not absent because of illness or for other urgent reasons, as defined in the School Code, shall be unexcused. Such absence will be recorded as '**unlawful-excused**' 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 truant officer and magistrate."

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

## DAILY SCHEDULE

|       |  |
|-------|--|
| 7:30  | School doors open                                      |
| 7:45  | Students move to the cafeteria. Breakfast is available |
| 8:00  | Students move to homeroom                              |
| 8:20  | Students marked tardy                                  |
| 8:20  | Morning prayer and announcements                       |
| 8:30  | First Period   |
| 9:15  | Second Period  |
| 10:00 | Third Period   |
| 10:45 | Fourth Period  |
|       | Lunch Grades Pre-K through 2                           |
| 11:25 | Fifth Period   |
|       | Lunch Grades 3 through 5                               |
| 12:05 | Sixth Period   |
|       | Lunch Grades 6 through 8                               |
| 12:45 | Seventh Period   |
| 1:25  | Eighth Period  |
| 2:05  | Ninth Period   |
| 2:50  | Homeroom and Prepare for Dismissal                     |
| 3:00  | Dismissal  |

## DISCIPLINE POLICY

St. Benedict the Moor School is concerned with the education of the total child. **Discipline is considered an element of moral guidance not as a form of punishment.** In order to provide an environment that is conducive to this goal, certain disciplinary procedures are invoked whenever necessary. Children have a right to a disciplined learning environment, and must be guided toward attaining it. The following three levels of disciplinary procedures are constructed to help do just that:

### 1. Detention

After school detention for one hour may be given for the following infractions:

- Disruptive or defiant behavior anywhere in the school or playground
- Disrespect for teachers, staff, students, volunteers, parents, and visitors
- Chewing gum or candy
- Fourth time tardy
- Defacing school property
- Unexcused absence from a class (attendance officer)
- Cheating
- Using the telephone/cell phone without permission
- Sassing teachers
- Inappropriate language
- Cursing
- Name calling
- Inappropriate innuendoes (gestures) & others
- Irreverence during worship
- Defacing personal property of others

Leaving the classroom, or any other supervised area of the school without permission  
Inappropriate behavior during a fire drill  
Missing an assigned detention - another detention will be added  
Other

Any repeated infraction listed above, may result in a suspension.

The detention will be effective on the date that is indicated on the detention slip. The detention will be for one hour after school. The student will bring home the detention slip which will state the reason for the detention and which will be signed by the person giving the detention. You are asked to read, sign, and return the detention slip. If a student receives 3 detention slips, you will be notified that **after the 3rd detention, the 4th detention will result in a one day suspension.** A record of detentions will be kept in the school office. Transportation home from school after detention is the responsibility of the parent.

## 2. Suspension

All students are subject to the rules and regulations of the school.

A suspension from the teacher will be for any of the following infractions:

- Fighting in school or on school property
- Harassment by word, action, or electronic media of teacher, staff or student
- Sexual harassment by word, action, or electronic media of teacher, staff, or student
- Verbal threats of a physical nature toward teacher, staff, or student
- Verbal abuse/profanity of extreme and excessive nature toward teacher, staff or student
- Outright refusal to accept or serve a detention
- Defacing or destruction of school property
- Inappropriate physical, aggressive behavior on school property and at school functions here or elsewhere
- Leaving the school grounds at anytime without permission
- Pulling the fire alarm at an inappropriate time
- Smoking, being under the influence, using, possessing or selling alcoholic beverages, or
- Illegal drugs on school property and at school related functions or activities.
- Stealing
- Gang related activities and attire
- Four detentions/automatic one day suspension
- Forgery
- Other

Final discretion lies with the school administration.

**Any of the above behaviors can result in one to five days** suspension, in or out of school. The length of time will vary, and it will be contingent upon the degree of the involvement of the students(s) responsible for the infraction.

If the child is suspended for any of the above reasons, you will be notified by phone and by a written suspension notice. **Parents must sign the suspension notice and return it.** A duplicate copy will be kept in the office. **A parent must accompany the child on his/her return to school and conference with the teacher and/or administration.**

Any school work missed during suspension is the responsibility of the student when he/she returns to school.

Accumulation of suspensions may also result in non-participation in graduation activities or ceremony.

### 3. Expulsion

The school reserves the right to dismiss any student whose influence is considered detrimental to the best interest of the school or injurious to the welfare of him/herself or of other students.

A child will be expelled for the following reasons:

- Indecent behavior
- Arson
- Consistent, disruptive behavior and/or disrespect to teachers and/or willful disregard of school policies.
- An accumulation of suspensions
- Striking or fighting school personnel
- Smoking, being under the influence, using, possessing, or selling alcoholic beverages, or illegal drugs on school property and at related school functions or activities
- (suspension or expulsion)
- Possession of a dangerous instrument, weapon, or toxic substance, which can cause injury to another person or to property
- Inappropriate physical, aggressive behavior which may cause bodily harm, on school property or at school functions here or elsewhere (suspension or expulsion)
- Stealing (suspension or expulsion)
- Gang related activities and attire (suspension or expulsion)
- Pulling the fire alarm at an inappropriate time (suspension or expulsion)
- Continued refusal of parents/guardians to comply with school policies
- Other

If your child is expelled, you will be notified by phone for a conference. An expulsion is a serious matter and must be completed in cooperation with the Department for Catholic Schools.

Talk seriously about these matters with your child. Make him/her aware that if he/she is a continual cause of disruption, he/she not only minimizes his/her chances for a good education, but also disrupts the learning environment. We need your complete support in this. We are striving to provide a quality education for every child who comes to this school, and a child who displays the above behaviors deprives not only him/herself, but also the other students.

## TEXTBOOKS

Students are expected to take good care of books issued for their use, and they will be billed for serious damage or loss of these books. They must have a backpack or a plastic bag to transport books between home and school, and **books must be covered at all times**. State law requires that an official form be signed by parents of non-public school students requesting the use of textbooks, which are the property of the State of Pennsylvania. (Act 195/90).

A card listing the number of each book used by that student is kept on file for the year. Lost textbooks, library books, and lost workbooks will be billed at the cost of the present publisher's price. Defaced or damaged books, which are useable, will require mending and a \$2.00 fee. A student's report card will not be issued until this matter is resolved.

## LIBRARY BOOKS

A new library will be dedicated during the 2013-2014 school year. Students in grades 1-8 will be permitted to check out books. Students are responsible for the books they check out. Any damaged or lost book will be replaced by the students at his or her expense.

Students in grades Pre-K and Kindergarten will have a weekly Story Time in the library.

## SCHOOL SUPPLIES

**Children buy their own supplies**, i.e., pencils, tablets, crayons, etc. Children in Grades 1-4 are asked to buy their special grade tablets at school. Students in Grades 5-8 are to use white notebook paper and tablets which they purchase. Each teacher will furnish a list of supplies on the first day of school.

Special homework assignment books are a necessary part of student supplies in Grades 2-8, and are to be purchased at school (\$3.00). **Parents have the responsibility to check and to sign the homework assignment book each night.**

## RESPONSIBILITY

**The school will not be responsible for the loss of money, clothing, or valuables, or for articles brought to school. Please mark well children's hats, coats, books, gloves, and every item worn by your child.**

Children often do not recognize their own things. There should be no reason for children to carry a large amount of money to school.

Students should not bring iPods, iPads or tablets, MP3 Players, hand held game systems or **electronic equipment of any type to school. If they are brought to school, they will be taken from the student and returned to the parent or guardian only. The school will not be responsible for any lost or stolen items that were not permitted to be brought to school.**

## CELL PHONES

**All cell phones must be turned in to the homeroom teacher upon arrival to their homeroom classes at the start of the day. The phones will be returned by the homeroom teacher at the end of the day. It is the responsibility of the child to remember to get his/her cell phone. ANY STUDENT CAUGHT WITH A CELL PHONE WILL HAVE IT CONFISCATED BY THE TEACHER. THE TEACHER WILL TURN IT INTO THE OFFICE. STUDENTS WILL NOT GET CELL PHONES BACK UNTIL THE PARENTS COME TO THE SCHOOL TO CLAIM IT.**

## TELEPHONE CALLS

In case of emergency, a phone message for a child will be accepted; however, children will not be called from the classroom to receive a phone call. Students may use the telephone only with permission from the office.

## **HOMEWORK**

Children will be required to do a specific amount of homework. This will not necessarily always be a written assignment. St. Benedict the Moor homework requirements are as follows:

Primary K, 20- 30 minutes

Primary (levels 1 - 2), 30 to 45 minutes

Intermediate (levels 3 - 4), 45 to 60 minutes

Middle School (levels 5 - 6 and 7 - 8), 1 to 2 hours

Parents have the responsibility to check and sign the homework assignment book each night. Each student must copy all of the homework assignments into the assignment book. Homework must be returned the next day for full credit. If homework comes a day later, only half credit is given. Thereafter no credit will be given. Students who are absent from school must make up homework. It is the responsibility of the student to find out what homework was missed. No late homework will be accepted in grades 1-8 without a legal excuse for absenteeism.

## **REPORT CARDS**

The Pittsburgh Diocesan Reports Cards (Grades 1-8) are issued four times a year (October, January, April and June). The Kindergarten report card is issued three times a year (January, April, and June). The computerized reports indicate a child's progress and effort. Report cards will be given only to parents/guardians at the Parent-Teacher Conferences. **It is mandatory that the student also be present at this conference.** Signed Report Cards must be returned as soon as possible. Students failing to return a report card after a week will have a detention. There will be a \$2.00 fine for a lost report card. (Also, refer to academic requirements page 6-7 for more information on report card grades).

## **PARENT-TEACHER CONFERENCES**

**Mandatory** Parent conferences for Grades 1-8 are held in **November**, and **January**, and an additional conference may be requested by the teacher or parent during **April**. For Kindergarten students, they are held in November, January and an additional conference may be requested by the teacher or parent during **May**. These conferences are official reports on a child's progress. The exact dates are listed in the monthly school calendar. In the event of an emergency, if the parent/guardian is unable to attend the Parent Conference on the scheduled date, the school must be contacted and arrangements made for another appointment immediately. **Children of parents who fail to follow this procedure will not be able to return to their class until the conference is held.**

## **SAFETY ISSUES**

### **Fire Drills**

The drills are conducted monthly for the safety and well being of the students. The students' responsibility during a fire drill is to move quickly, orderly, and in silence to the nearest exit. Students are to remain quiet and orderly and be attentive to the directions of the teacher.

### **Weather Drills**

These drills are conducted periodically to ensure safety in the event of weather emergency.

### **Lock Down Drill**

These drills are held periodically both school wide and with the individual classroom teachers in the event of an intruder or police activity.

### **Asbestos Notice**

Pursuant to the Asbestos Hazard Emergency Act (AHERA), our school was inspected by a certified AHERA Inspector. A Management Plan was developed and submitted to the PA Department of Education. A copy of the report is available in the school office. The school is re-certified every three years.

### **Safe Environment Program**

The purpose of the Safe Environment Program (SEP) of the Diocese of Pittsburgh is to take reasonable measures to assure that adults who have contact with minors (1) are committed to providing a safe environment for children and youth and (2) are capable of identifying and preventing the abuse of children and (3) have no personal history of behavior that would be a threat to children.

Adults 18 and older volunteering with children at St. Benedict the Moor School must be compliant with the requirements of SEP:

- Act 34 Criminal Record Check
- Act 51 Child Abuse Clearance
- FBI Fingerprint
- Read and sign the Code of Pastoral Conduct
- Attend the Protecting God's Children Program

### **Security/Visitors**

All doors to the school will be closed and locked at all times. Parents and visitors should use the buzzer at the main door to access the building.

For security reasons, all visitors must report to the office upon entering the building.

## **STUDENT SERVICES SCHOOL GUARD/SAFETY PATROL**

At the beginning of school, safety patrol members will be assigned to their posts to assist students entering and exiting the school on a daily basis. Adults are on duty in the playground **during the lunch period**. You can help ensure the safety of your child by instructing him/her in the basic rules of pedestrian safety. When picking up your child, please park your car in the lot and walk to the front door. **DO NOT PARK IN THE BUS ZONE.**

Students riding the PAT bus must exhibit appropriate behavior while waiting for the bus.

## **TRANSPORTATION**

Students in the city of Pittsburgh living more than a mile and a half from the school will be provided transportation by a school bus. **Students assigned to a specific school bus may not ride any other school bus for reasons of safety and insurance.**

Those students who are transported by a school bus will be assigned to specific buses and specific stops within the area that they live. The procedure for bus stops is the sole responsibility of the Department of Transportation of the Board of Education in the city of Pittsburgh. Students from other public school districts will also be provided with bus or van transportation. In these districts, parents must contact the Department of Transportation of their local public school district to arrange transportation. After that is completed, St. Benedict the Moor School will verify the eligibility of the student to receive transportation.

Students who become unruly while being transported to and from school will be given disciplinary notices. The procedure is as follows:

1. Problem students will be reported to their home school principal through the use of a "School Bus Incident Report" form. The form will be disbursed by the school as follows:

White copy to home school

Pink copy to parent

All other copies to the bus driver, Bus Company and the Department of Transportation of the local school district.

The student transportation policies and procedures of the local school districts responsible for busing students are applicable to students bused to and from St. Benedict the Moor School. **Suspension from the bus may occur.**

**Please Note:** Buses are now equipped with Video Cameras which the School Administration can request to view if necessary.

**PARENTS, PLEASE WAIT FOR YOUR CHILD TO ENTER THE SCHOOL BUILDING BEFORE DRIVING AWAY. IF YOU DROP OFF YOUR CHILD, PLEASE BRING THEM TO THE FRONT OF THE SCHOOL. DO NOT DROP THEM OFF AT THE CORNER.**

## **BREAKFAST/LUNCH PROGRAM**

We will be utilizing the **Federal Government Lunch Program** for the 2014-2015 school year. The new programs entitles each student to receive free breakfast and lunch regardless of income. Students will no longer be required to keep track of tickets or sign the book for missing tickets.

Juice will be available for purchase \$0.25.

Due to the strict rules for healthy eating, students will no longer be permitted to purchase Pop Tarts or Honey Buns.

**Breakfast will begin at 7:40 A.M. and end at 8:05 A. M. for all students.** This includes bus students. Students who receive a lunch at school will have the menu in advance. Students may bring their own lunch from home if they choose to do so. **No pop, candy or gum** should be included in a packed lunch. Nor should they be brought to school. If these items are brought to school, they will be taken from the student. **Also, microwave lunches should not be brought to school.**

## **PARENT SERVICES SCHOOL**

### **CALENDAR/MONTHLY NEWSLETTERS**

An official yearly calendar will be sent home on the first day of school. A monthly calendar along with a newsletter will be sent home in a family envelope with a responsible child in each family within the first week each month. Please keep this information for your reference.

### **EARLY MORNING EMERGENCY CLOSING**

Listen for school closing during inclement weather. If the Pittsburgh Public School closes, or has a delay, St. Benedict the Moor will also do the same. This will be announced on KDKA, WTAE, and WPXI. Please do not call the school. **On a full day of school when a 2-hour delay occurs, school will begin at 10:00 A.M. On an early dismissal day (11:30 A. M.), when a 2-hour delay occurs, school will be cancelled.**

### **EMERGENCY DISMISSAL**

St. Benedict the Moor Catholic School has a Safety and Security Manual, which governs its procedures in case of any emergency, including natural disasters and terrorist threats. Our manual is the same one used by all of the Catholic Schools in the Diocese of Pittsburgh. In addition, it is uniquely our own because it addresses the special needs of St. Benedict the Moor Catholic School in relation to the agencies and resources in our immediate neighborhood.

In the event that we would be required to dismiss school early, that information may be announced on the same stations noted above. The school will make every effort to notify parents as soon as possible. However, because phone service may be interrupted in the school, some emergency situations may not allow for this option. Children will be dismissed as parents are notified and transportation is arranged.

## **OFFICE CALLS/VISITS**

If it is necessary to bring books, homework or forgotten keys during class time, they are to be marked with the student's name and left in the main office. Parents are not to take any items to the classrooms. Children can pick them up in the main office.

## **DISMISSAL TIME**

Parents should not remain in the hallways or go to the classroom at dismissal time. **All parents should wait for their children on the front sidewalk of the school.**

Any messages for teachers or students, as well as questions concerning school procedures will be handled by the school office between the hours of 8:00 a.m. to 2:00 p.m. Parking a car on a yellow bus line at dismissal time and other times is prohibited.

## **FAMILY \* FACULTY \* PARISH ASSOCIATION**

The name of the organization is Saint Benedict the Moor School Family, Faculty, and Parish Association. This Association is accountable to the Principal of the School.

## **MISSION**

As a school of faith, in keeping with the Catholic tradition of service, it is the mission of the Saint Benedict the Moor School Family, Faculty and Parish Association (FFP Association) to support the School through volunteer work, funding efforts, parent education and the sponsoring and coordinating of various events hosted within the School community.

## **PURPOSE**

The purpose of the FFP Association is:

To foster a sense of community among families, faculty and parishioners

To provide a communication link among the families, school and parish

To share the views of the families, faculty and parishioners

To provide financial support and volunteers for school-related activities and FFP Association sponsored events

To support the Principal of the School in recruiting and marketing

To be a resource for the School

## ATHLETIC ASSOCIATION

The Athletic Association is an organized group of individuals whose activities and functions are designed to foster a successful athletic program. Parent interest and willingness to serve on the Athletic Association are vital to the continued success of the program.

The Athletic Association is governed by the Diocesan Guidelines for Elementary Catholic Schools Sports. 1.

### 1. Members

|             |                                   |
|-------------|-----------------------------------|
| Chairperson | Faculty Representative            |
| Secretary   | Basketball Coaches                |
| Treasurer   | Cheerleader Moderator/Coach       |
| Principal   | Other Parents of student athletes |

### 2. Fees

There will be a \$35.00 athletic fee for one child, \$50.00 athletic fee for 2 or more children within a family. These monies are needed to ensure the availability of the necessary funds for the maintenance of the athletic program, which includes the following expenses:

|                     |   |
|---------------------|---|
| New uniforms        | Equipment                               |
| Referee fees        | Post game tournament fee                |
| Other game expenses | West Penn Recreation Center maintenance |

### 3. Volunteers

Parents of students who participate in the basketball and cheerleading programs are expected to volunteer and assist with the following activities:

|  |  |
|--|--|
| Parents are expected to view the Diocesan Video, Sports: A Guide for Catholic School Parents | Game clock/Score Keeping                   |
| Collection of home game admission fees   | Food Concession stand                      |
| 50-50 Raffle at home games   | Clean up                                   |
|  | Athletic Association Fundraiser            |
|  | Transportation for students' to/from games |

To become a Volunteer for any reason at St. Benedict the Moor School the **five** following documents must be completed and submitted to the main office:

- **Child Abuse**
- **Criminal Background Check**
- **FBI Fingerprinting (Cogent ID)**
- **Protecting God's Children**
- **Pastoral Code of Conduct**