



Growing
Leaders In Christ

PARENT/STUDENT HANDBOOK

2011-2012

Portsmouth Catholic Regional School

2301 Oregon Avenue, Portsmouth, Virginia 23701

Phone: 757-488-6744 FAX: 757-465-8833

<http://www.portsmouthcatholic.net>

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Portsmouth, VA 23701
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Dear Parents and Students,

“Christ has no body on earth but yours, no hands but yours, no feet but yours. Yours are the eyes through which Christ’s compassion for the world is to look out; yours are the feet with which He is to go about doing good; and yours are the hands with which He is to bless us now.”
St. Theresa of Avila

Welcome to Portsmouth Catholic Regional School! Your choice of Portsmouth Catholic Regional School involves a commitment for helping your child to recognize God as the greatest good in his/her life. In choosing Portsmouth Catholic Regional School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Portsmouth Catholic Regional School, for the 2011-2012 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Portsmouth Catholic Regional School during the 2011-2012 school year.

The faculty and staff of your school look forward to working with you to promote spiritual development and academic excellence in the context of the teachings of the Catholic Church.

Together let us pray that God will continue to bless and guide each one of us each day and assist us in our daily actions which bring goodness to others in His name.

Yours in Christ,

Mrs. Mary Ellen Paul, M. Ed.
Principal

Ms. Donna Henry, M. S. Ed.
Assistant Principal

Portsmouth Catholic Regional School

Portsmouth Catholic Regional School is a pre-Kindergarten through 8th grade Catholic Elementary School and Middle School under the Diocese of Richmond Catholic Education Office.

The curriculum stresses academic achievement within a Catholic community where each child feels that he/she is loved and respected by his/her peers as well as the teachers. Our theology is in compliance with the Holy Father and the bishops of the world. United with each other in meaningful prayer and liturgy, the students can come to a deeper understanding of a Christian life. At Portsmouth Catholic Regional School we are attempting to “teach as Jesus did.”

The Diocese of Richmond Consensus Curriculum guidelines are followed for the teaching of all subject areas. The curriculum is aligned with national benchmarks and standards. Our curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than precept. We strive to offer a program which integrates technology within the content areas.

HISTORY

Portsmouth Catholic Regional School continues the century-old tradition of Catholic education in the Portsmouth area. The Daughters of Charity, who with the Benedictine Sisters of Pittsburg and lay teachers, first became known to the people of Portsmouth through their volunteer nursing work during the Civil War. About ten years later in September 1876, at the request of Father Thomas J. Brady, the Sisters staffed the first Catholic school in the city. The first school was located on the corner of Dinwiddie and King Streets and was called Saint Joseph's Academy.

In 1891 the Xaverian Brothers came to Portsmouth to staff the newly erected Saint Paul's Academy for Boys at the corner of Washington and London Streets. The Brothers staffed the Academy for thirty nine years until 1931 when the coeducational system of education was adopted by the schools and the Daughters of Charity assumed the staffing of both the elementary and high schools. In the same year a new school for the black children of the city opened and was called Our Lady of Victory. The three Portsmouth Catholic Schools continued to expand through the Thirties and Forties, serving the educational needs of the children of the area. After World War II two more elementary schools were opened. Little Flower School opened in 1954 in the Oregon Acres section of the city. The Bernadine Sisters staffed the school for sixteen years. In 1955 another Catholic elementary school opened in the Brentwood area of Chesapeake. It was called Holy Angels School and was staffed by the Daughters of Wisdom for fifteen years.

In 1959 the decision was made to integrate the Catholic Schools throughout the city of Portsmouth. Our Lady of Victory consolidated with Saint Paul's to form St. Paul's Central High School. The school again changed its name to Portsmouth Catholic High School in 1964. In 1990 a decision was made to further centralize all Catholic High Schools in the Tidewater area. Thus, Portsmouth Catholic High School was closed and Catholic High School, now Bishop Sullivan Catholic High, was opened in Virginia Beach, Virginia.

In February of 1970 the decision was made to consolidate and centralize all Catholic elementary schools in the Portsmouth and Chesapeake areas. Saint Paul's School, Little Flower, and Holy Angels School merged to form the present Portsmouth Catholic Regional School. The school was staffed by The Daughters of Charity and lay teachers through 2000. Due to a shortage of Sisters, the Daughters were unable to return to teach at the school. Presently Portsmouth Catholic is staffed by a lay staff dedicated to teach as Jesus did encouraging the students to respond personally to the call, challenges, and commitment of the Christian way of life in the world today and the future.

MISSION STATEMENTS

DIOCESE OF RICHMOND CATHOLIC SCHOOLS MISSION STATEMENT

The Catholic Schools of the Diocese of Richmond hold a vision that encompasses past, present and future. They are rooted in the Catholic tradition, they address the present, and they are enthusiastically creating a future based on the example and teachings of Jesus Christ.

Catholic Schools **PROCLAIM** their identity as formative communities where prayer and worship, justice and peace, and reconciliation and evangelization become lived.

Catholic Schools **KNOW** themselves as integral to the mission of the church and are the responsibility of being church in the world.

Catholic Schools are **POSITIONED** as the heart of the church's life and, as such, share in the responsibility of being church in the world.

Catholic Schools **NURTURE** personal growth, scholarship, lifelong learning, service and responsible stewardship through a faith-centered way of life.

Portsmouth Catholic Regional School Mission Statement

Portsmouth Catholic Regional School exists as part of the Catholic Church's educational mission

- to provide quality Catholic education
- to proclaim the Good News of Jesus Christ
- and to foster the growth of Christian values through the home, school, parish, and community

Our mission facilitates the spiritual, moral, intellectual, social and physical development of the whole child.

We believe that each person has the right to develop his or her unique gifts in an educational center which recognizes the innate dignity and diversity of all persons in Christ.

Philosophy

The philosophy of Portsmouth Catholic Regional School is to assist parents in the faith formation and development of their children by:

- Providing a diversified educational program which recognizes and values the uniqueness of our students and strives for academic excellence. The teachings of Catholic doctrine and the integration of faith into everyday life are the core of our curriculum.
- Creating a strong Christian community among students, parents and staff, where children are nurtured and challenged to achieve their full potential in the faith community.
- Encouraging the students and parents to become involved in the liturgies, sacraments, activities, and service projects offered by our parishes and school who serve our community locally and globally.

These values, nurtured by a staff dedicated to teach as Jesus did, encourage our students to respond personally to the call, challenges, and commitment of the Christian way of life in the world today and in the future.

RELIGIOUS GOAL

To guide the students in developing a personal relationship with God so that they may grow in an awareness of His ways in their lives.

Objectives

1. The students will deepen their faith and commitment to God through communal prayer and liturgical celebrations.
2. The students will work toward the goal of Christ-like behavior through service to the school, parishes, and community.
3. The students will develop their conscience in relation to Catholic Christian values and morals through study of the basic doctrines of the faith.

ACADEMIC GOAL

To provide a challenging environment that will enable students to develop their critical thinking skills and achieve a level of competency that assures growth in learning and responsibility.

Objectives

1. The students will acquire academic skills needed to achieve success in their required classes.
2. The students will develop their reading, speaking, writing, and listening abilities through an integrated language arts curriculum.
3. The students will acquire critical thinking skills and apply them in all areas of the curriculum.

SOCIAL GOAL

To guide the students in developing a positive attitude toward themselves and others thereby appreciating the God-given gifts of all people.

Objectives

1. The students will grow in self-respect and self-worth through positive reinforcement.
2. The students will show respect for authority and peers through acts of kindness and consideration.
3. The students will grow in self-discipline through responsible completion of school and home assignments.

Regional School

Portsmouth Catholic Regional School is a regional school under the direct supervision of the Superintendent of Schools for the Catholic Diocese of Richmond. Our supporting parishes are: St. Mary's

– Bowers Hill, Church of St. Therese, Church of the Resurrection, Holy Angels, St. Paul’s and St. Mary of the Presentation.

Accreditation

Portsmouth Catholic Regional School is dually accredited through the Virginia Catholic Education Association (VCEA) and the Southern Association of Colleges and Schools/Council on Accreditation and School Improvement (SACS CASI). The accreditation process has been approved by the Virginia Council for Private Education Committee of Accreditation as authorized by the Virginia State Board of Education.

ADMISSION POLICIES

Nondiscriminatory Policy

Portsmouth Catholic Regional School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Portsmouth Catholic Regional School:

1. Members of St. Mary’s – Bowers Hill, Church of St. Therese, Church of the Resurrection, Holy Angels, St. Paul’s and St. Mary of the Presentation Catholic parishes .
2. Members of other Catholic parishes currently registered and actively participating in a Catholic parish.
3. Non-Catholic students

Students entering Pre-Kindergarten 3 must be three (3) years of age by September 30th. Students entering Pre-Kindergarten 4 must be four (4) years of age by September 30th. Students entering Kindergarten must be five (5) years of age by September 30th.

At the time of registration all new students seeking admission to Portsmouth Catholic Regional School are evaluated on the basis of current standardized test scores and report cards and grade level screening results.

Requirements include:

- Verification of active parish affiliation/stewardship
- Health Records
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Social Security Card
- Report Cards from previous school
- Standardized Test Results
- Record of IEP

Students applying for admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Portsmouth Catholic Regional School will meet the educational needs of the students. An interview with the student may be part of the admission process as well as placement assessments.

New students entering grades K-8 may be required to take an entrance test.

New students are admitted on probation. Their progress will be evaluated during the first quarter. Students who do not comply with school regulations and policies or are unable to meet the academic standards may be asked to withdraw from Portsmouth Catholic Regional School.

Non-Catholic students whose parents accept the philosophy and mission of Portsmouth Catholic Regional School will be accepted on a space available basis.

Transfers

Students withdrawing from school must bring a note from their parents/guardians informing the office of the withdrawal at least 5 days prior to the date of leaving. Parents are asked to come to the office to pick up necessary transfer papers. All textbooks, workbooks, library books and other school property must be returned and all accounts settled prior to release of records to the transfer school.

Re-admission

Re-admission to Portsmouth Catholic Regional School will be decided on an individual basis by the principal. Therefore, before withdrawing a student from Portsmouth Catholic Regional School, please inform the principal of the circumstances precipitating the withdrawal (military/job transfer, financial concerns, etc.)

FINANCIAL POLICIES

Financial aid requests must be submitted through the FACTS Financial Aid System. All documentation must be completed by March 1, 2011 to be considered for aid. Applications may be submitted online at www.factstuitionaid.com

- Applicants will be required to submit necessary financial information to FACTS.
- All applications must be sent directly to FACTS with the appropriate fee for processing.
- Tuition assistance decisions are made after review by the Finance Committee of the School Board and the Principal prior to the start of the academic year.

Registration Fee

The registration fee is due along with the appropriate paperwork, to secure the enrollment of the student for the following school year. **The registration fee is non-refundable.** Beginning in mid-January the families currently enrolled in Portsmouth Catholic Regional School are given a two week period in which to re-register before registration is open to all those who are interested in enrolling at PCRS. Re-registration for the next school year may not be accepted unless all tuition, fees, charges, etc. are paid in full. This includes outstanding monies from fundraisers.

General Fees

General Fees are due each year by May 27, 2011. This fee includes textbook rental, consumable workbooks, technology fees, standardized testing, assembly programs, guidance and counseling, and diocesan student insurance.

Tuition

Tuition may be paid up-front directly to the school or over 11 monthly payments, from June-April, through the FACTS Management Company automated payment system, debited to your bank account the 5th or 20th of each month, starting in June and ending the following April. **NOTE:** Portsmouth Catholic Regional School reserves the right to refuse to provide any official school records, including report cards and diplomas, to parents and other educational institutions until all tuition, fees, and other financial obligations to the school are satisfied in full. It is also the policy of Portsmouth Catholic Regional School to require parents to sign a student's record release form before any records will be released to other educational institutions.

Additional School Fees/Billing and Payments

- Before/After School Care fees will be billed at the end of each month and are payable upon receipt. Students will not be permitted to attend the Before/After School Care if a balance becomes past due. Accounts 30 days past due will be assessed a \$25.00 late charge per month until the account is paid in full.

Up-Front Tuition Payment Deductions

A discount of 2.5% for tuition paid in full by Cash or Check will be granted for payments made before June 01, 2011. Diocese of Richmond policy prohibits credit card payments for school charges.

Current families that refer a new family who registers, signs a contract and enrolls for the 2011-2012 school year will receive a tuition reduction of \$500 for each new family enrolled for the full year.

Financial aid – Financial aid requests must be submitted through the FACTS Financial aid system. All documentation must be complete by March 1, 2011 to be considered for aid. Applications may be submitted on-line at www.factstuitionaid.com.

Portsmouth Catholic Regional School

2011-2012 Tuition and Fee Schedule

Tuition

Tuition may be paid up-front directly to the school or over 11 monthly payments, from June-April, through the FACTS Management Company automated payment system.

Please note effective 2011-2012 the maximum tuition due for a family is the three children rate. There is no additional tuition charge for more than three children.

Catholic In Parish Student Kindergarten - 8th Grade

	<u>Yearly Rate</u>	<u>11 Monthly Payments</u>	<u>9 Monthly Payments</u>
1 Child	\$5,487	\$499	\$610
2 Children	\$10,754	\$978	\$1,195
3 or More Children	\$15,812	\$1,438	\$1,757

Catholic Out of Parish / Non Catholic Student Kindergarten - 8th Grade

	<u>Yearly Rate</u>	<u>11 Monthly Payments</u>	<u>9 Monthly Payments</u>
1 Child	\$6,110	\$556	\$679
2 Children	\$11,989	\$1,090	\$1,332
3 or more Children	\$17,660	\$1,606	\$1,963

Please note effective 2011-2012 the maximum tuition due for a family is the three children rate.

There is no additional tuition charge for more than three children.

Non Catholic Student Kindergarten - 8th Grade

	<u>Yearly Rate</u>	<u>11 Monthly Payments</u>	<u>9 Monthly Payments</u>
1 Child	\$6,503	\$592	\$723
2 Children	\$12,729	\$1,158	\$1,415
3 or More Children	\$18,746	\$1,705	\$2,083

Fees for Extended Day Care for Kindergarten - 8th Grade

Before Care (Daily) Open from 6:00am - 7:45am	\$6.00
Before Care (Monthly)	\$85.00
After Care (Daily) Open 3:00pm - 6:00pm	\$13.25
After Care (Monthly)	\$190.00
Before and After Care Monthly	\$275.00

Portsmouth Catholic Early Childhood Education Center

3Year Old and 4 Year Old Pre-Kindergarten Programs

5 Days A Week - 3 and 4 Year Old Program

Per Child Yearly Rate **\$3,454** for the 8:00am – 12:00 Noon Monday through Friday Pre-K instructional class. Per day rate of \$22 available for Noon-6:00pm on an as needed basis. 11 Month Payment Plan (June-April) **\$314**

Per Child Yearly Rate **\$5,239** for the Extended Day Pre-K class which includes 8:00am –Noon instructional class **plus** day care from 6:00am – 7:45am and Noon – 6:00pm. 11 Month Payment Plan (June-April) **\$477**

3 Day A Week - 3 and 4 Year Old Program

Per Child Yearly Rate **\$2,268** for the 8:00am – 12:00 Noon Monday, Wednesday and Friday Pre-K instructional class. Per day rate of \$22 available for Noon-6:00pm on an as needed basis. Note: Monday, Wednesday and Friday only. 11 Month Payment Plan (June-April) **\$207**

Per Child Yearly Rate **\$3,402** 11 Month Payment Plan (June-April) **\$310**

for the Extended Day Pre-K class which includes 8:00am –Noon instructional class **plus** day care from 6:00am – 7:45am and Noon – 6:00pm.

Up-Front Tuition Payment Deductions

A discount of 2.5% for tuition paid in full by Cash or Check will be granted for payments made before June 01, 2011. Diocese of Richmond policy prohibits credit card payments for school charges.

Current families that refer a new family who registers, signs a contract and enrolls for the 2011-2012 school year will receive a tuition reduction of \$500 for each new family enrolled for the full year.

Financial aid – Financial aid requests must be submitted through the FACTS Financial aid system. All documentation must be complete by March 1, 2011 to be considered for aid. Applications may be submitted on-line at www.factstuitionaid.com.

SPIRITUAL LIFE

Religious Instruction

Since religion permeates all aspects of life, it should permeate all areas of education. In regard to curriculum, religion is the core subject and all other subjects intensify and widen the child's growth in a Christian way of life. Throughout its curriculum, Portsmouth Catholic Regional School strives to provide experiences that encourage our students to grow as Christians; however, it is only when parents take an active part in the shaping of their children's spiritual life that this goal is achievable. Parents and children are urged to attend Church as a family.

Worship

School liturgies and prayer services are scheduled regularly throughout the school year. Please see the monthly calendars for dates and times. Parents are encouraged to join in these liturgical and para-liturgical celebrations.

Prayer

Students at Portsmouth Catholic Regional School begin each day with formal and/or spontaneous prayer and the Pledge of Allegiance. Students end their day with prayer and begin and end lunch with prayer. Different prayers are taught at each grade level.

Sacramental Preparation

Immediate preparation for First Reconciliation and First Eucharist is a parish function.

- Please contact your parish for information on sacramental preparation.
- Sacramental studies are included in the Religion curriculum throughout the school.

ACADEMIC POLICIES

Portsmouth Catholic Regional School follows the Consensus Curriculum set forth by the Diocese of Richmond. A copy of the Consensus Curriculum may be reviewed in the school office or at <http://www.richmonddiocese.org>

Beginning in the first grade, students are taught the correct way to prepare and present written work. This instruction is progressive and designed to standardize our work and teach our students this important skill. The following guidelines will help reinforce the school's effort:

1. Much of the written class work students do at Portsmouth Catholic Regional School is done in copybooks, usually one for each subject.
2. Students are required from the earliest grades to use headings on their papers (name, date, and subject).
3. **Black** ballpoint pen is used for all written work except math in the middle and upper grades. Math work is always completed in pencil.
4. Writing is expected to be in complete sentences, using correct grammar, punctuation, spelling, and cursive when applicable.
5. Rulers are used for underlining.
6. Neatness in written work is expected.
7. Organizational and study skills are taught at all grade levels.

If parents encourage these good habits and practices at home, it sends a strong message to students that at Portsmouth Catholic Regional School, parents and teachers work together.

Homework

Homework is an essential part of the total education of the student. It is intended to reinforce concepts presented in class and includes both written and study assignments. Students should have the skills necessary to complete the assignments independently, and should need only to present finished assignments to parents for approval and signature as required by the teacher. In the primary years, it is essential that the parent accept full responsibility for the student's completion of all home studies. As the student progresses through the primary level, he/she should gradually assume greater personal responsibility. Ultimately, the student should assume total responsibility for both written and study homework. Homework should also stimulate originality and creativity; and for this reason, enrichment assignments and projects are given. Failure to complete homework assignments on a daily basis severely affects the student's grades and indicates a lack of appreciation for our academic standards.

*All students in Grades 3 -8 will utilize their Catholic School Student Assignment Book daily to list homework assignments, upcoming tests and items that are due at school that week.

The faculty has set up suggested time allotments for homework. This includes both written and study assignments. It should be understood that factors such as attention span, proper working conditions and a good study environment may yield variation in these time allotments.

Kindergarten	approximately 15-30 minutes
Grades 1 & 2	approximately 30-45 minutes
Grade 3	approximately 45-60 minutes
Grades 4-8	approximately 60-90 minutes (Student may receive a "0" if assignments are not turned in on the due date.)

Because of individual differences, some variations in time are to be expected.

In grades K-3 homework will not be given on the nights there is a PTO Meeting scheduled or on weekends.

Grades K and 1 are not permitted to do homework in After School Care. It is important for parents to supervise homework in grades K and 1.

Academic Progress Reports

Progress Reports will be sent home for Grades 1-8 prior to report cards to inform parents of their child's progress and to indicate students who are experiencing academic difficulty in one or more subject areas. Parents are asked to please sign the notice and return it to the teacher. Because Progress Reports are sent home halfway through the quarter, students have time to continue making progress prevent failure. Parents are advised to monitor the student's progress. **No Progress Report or Report Card will be sent home if the Parent/Student Signature Page from the Parent/Student Handbook is not on file in the office.**

Report Cards

Report Cards are issued four times a year. Formal Parent Teacher Conferences are scheduled in the fall with the first Report Card for all grades. **Additionally, students in grades 4-8 are required to attend the Parent Teacher Conference with their parent(s) scheduled with the first Report Card.** Teachers meet with parents to discuss student's progress at the end of the first quarter. Report cards are a composite of tests, class participation, home study, projects and class work. Additional conferences may be arranged at any time during the school year. Questions or concerns regarding report cards should be brought to the attention of the teacher in a timely manner.

Diocesan Grade Scales

Kindergarten:

E	Exceeds skill level
S	Satisfies the skill level
P	Progressing in skill level
I	Improvement needed in skill level

Grades 1, 2 & 3: Major Subjects

A	Outstanding Achievement	(93 – 100)
B	Above Average Achievement	(85 – 92)
C	Average Achievement	(77 – 84)
D	Below Level	(76 – 70)
F	Not Achieving Grade Level	(Below 70)

Grades 1, 2 & 3: Resource Subjects, Self-Discipline & Study Skills:

E	Exceeds expectations
S	Satisfies expectations
I	Improvement needed
N	Not meeting expectation

Grades 4 & 5: Major Subjects

A+ = 98-100	A = 95-97	A- = 93-94
B+ = 90-92	B = 87-89	B- = 85-86
C+ = 82-84	C = 79-81	C- = 77-78
D+ = 75-76	D = 72-74	D- = 70-71
F = 69 & below		

Grades 4 & 5 Resource Subjects, Self-Discipline & Study Skills:

E	Exceeds expectations
S	Satisfies expectations
I	Improvement needed
N	Not meeting expectation

Grades 6, 7, 8: Major Subjects, Resource Subjects, Conduct:

A+ = 98-100	A = 95-97	A- = 93-94
B+ = 90-92	B = 87-89	B- = 85-86
C+ = 82-84	C = 79-81	C- = 77-78
D+ = 75-76	D = 72-74	D- = 70-71
F = 69 & below		

Academic Awards

Principal's List

Grades 4-8

A (95) or above in all major subjects and an A (95) or above in all Resource Subjects.
All "E's" for Conduct, Study Skills, and Resource Subjects in Grades 4 and 5 on Report Card.
Middle School Conduct grade required for Principal's List is 95 or above.

First Honors

Grades 4-8

B+ (90) or above in all major subjects and B+ (90) or above in all Resource Subjects.
All "S's" or above for Conduct, Study Skills, and Resource Subjects in Grades 4 and 5 on Report Card. Middle School Conduct grade required for First Honors is 90 or above.

Second Honors

Grades 4-8

B- (85) or above in all major subjects and B- (85) or above in all resource subjects.
All "S's" or above for Conduct, Study Skills, and Resource Subjects in Grades 4 and 5 on Report Card. Middle School Conduct grade required for Second Honors is 85 or above.

Faith In Action (Grades K-8)

The Faith In Action Award was initiated to honor the student in each class who exhibits outstanding qualities of Christian attitude and character. This award is given monthly to one student in each class.

Annual Academic Awards

Spirit of St. Elizabeth Ann Seton Award

Grades Pre-K through Grade 2: One boy and one girl in each Homeroom.

Grades 3 and 4: One student per homeroom.

Grades 5 through 8: One award per grade.

*Student exemplifies the spirit of the mission of Portsmouth Catholic Regional School.

Criteria:

- +Spirit of reverence
- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Respect for others
- +Integrity
- +Evidence of service (willingness to help)
- +Exhibits leadership
- + Goes above and beyond the norm

Pope John Paul II Award for Excellence in Religion

Grades 2 - 8 (one per Homeroom)

Criteria:

- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Exhibits interest in the Catholic faith
- +Goes above and beyond the norm

St. Vincent de Paul Service Award

Grades 6 - 8 (one per grade)

Criteria:

- +Commitment to service outside of school above and beyond the classroom Imitating Jesus Service projects

St. Cecelia Award for Excellence in Music

Grades 2 - 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- + True love for Music performance and learning
- +Active participation in Musical Programs
- +Goes above and beyond what is expected in the classroom

St. Sebastian Award for Physical Education

Grades 2 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Exhibits interest in Physical Education and Health
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Francis of Assisi Award for Excellence in Science

Grades 2 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Science
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Thomas More Award for Excellence in Social Studies

Grades 2 - 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Social Studies
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Thomas Aquinas Award for Excellence in Math

Grades 2 through 4: (one per homeroom)

Grades 5 through 8: (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Math
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Paul Award for Excellence in Language Arts

Grades 2 through 5: (one per homeroom)

Grades 5 through 8: (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's in class)
- +Exhibits interest in Language Arts
- +Active Participation in class
- +Goes above and beyond what is expected in the curriculum

St. Joseph Award for Excellence in Art

Grades 2-8 (one per grade)

Criteria: +Displays effort and cooperation in class

- +Academic Achievement (A's and B's in class)
- +Exhibits interest in Art
- +Active Participation in class
- +Goes above and beyond what is expected in the curriculum

St. Clare Award for Excellence in Computer

Grades 2-8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's in class)
- +Exhibits interest in Computer

- +Active Participation in class
- +Goes above and beyond what is expected in the curriculum

Our Lady of Guadalupe Award for Excellence in Spanish

Grades 2-8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's in class)
- +Exhibits interest in Spanish
- +Active Participation in class
- +Goes above and beyond what is expected in the curriculum

Advanced/Accelerated 6th Grade Math Criteria

Rising Sixth grade students who meet the following criteria may be permitted to take Advanced 6th Grade Math:

- Cumulative average of B+ or above in 5th Grade Math
- 85% or above on the Math portion of the Terra Nova Test
- Parents/Student must sign an agreement which states that both parent and student understand and accept the stated guidelines.
- Sixth Grade Accelerated Math tutoring is available

Diocesan Criteria for Algebra 1

Rising Seventh and Eighth grade students who meet the following criteria may be permitted to take Algebra 1:

- 85% or above on the Math portion of the Terra Nova Test taken prior
- Cumulative average of 85% or above in Pre-Algebra
- A minimum score of 80% on the Orleans-Hanna Algebra Prognosis Test administered in the Spring to all 7th grade students and advanced 6th grade Math students

Only rising 7th and 8th grade students who meet all of the criteria may advance to Algebra 1. Those 8th grade students not meeting all of these criteria will be placed in Pre-Algebra in 8th grade.

Diocesan Criteria to remain in Algebra 1:

- Students maintain an 85% (B+) average or above in Algebra 1 throughout the academic year
- PCRS students testing grades below 85% must attend weekly tutoring sessions until 85% test scores consistently maintained
- Students who do not maintain an 85% or above average will be placed in 8th grade Pre-Algebra
- Only students who achieve an 85% cumulative average AND pass the Diocesan Algebra1 exam will receive high school credit for Algebra 1 from the Diocese of Richmond Office of Catholic Schools
- Neither Portsmouth Catholic Regional School nor the Diocese of Richmond Office of Catholic Schools provides make-up exams for students who do not pass the Diocesan Algebra 1 exam.
- Parents/Students must sign an agreement which states that both parent and student understand and accept the stated guidelines.

Diocesan Criteria for Spanish 1 High School Credit:

- Students maintain an 85% (B+) average or above in Spanish 1 throughout the academic year
- PCRS students testing grades below 85% must attend weekly tutoring sessions until 85% test scores consistently maintained
- Only students who pass Spanish 1 in grade 8 AND pass the Diocesan Spanish 1 exam in May of the 8th grade will receive high school credit for Spanish 1 from the Diocese of Richmond Office of Catholic Schools.
- Neither Portsmouth Catholic Regional School nor the Diocese of Richmond Office of Catholic Schools provides make-up exams for students who do not pass the Diocesan Spanish 1 exam.

Multiple Failures

The principal will meet with parents and students who have multiple failures in major subjects each quarter. Any student who falls into this category will be put on probation for the following quarter. Two successive quarters of multiple failures in major subjects may be cause for dismissal from Portsmouth Catholic Regional School.

Promotion Criteria

- Students in grades K-3 are promoted upon mastery and application of essential skills in Math, Reading and Language Arts.
- Students in grades 4-8 are promoted to the next grade on the basis of earning a passing (above 70 is passing) yearly average in each of the core subjects of Religion, Language Arts (English, Spelling, Reading), Mathematics, Science and Social Studies.
- Students in grade 8 who do not meet the promotion standards (i.e. have failing yearly average in a core subject) will be retained in grade 8 and may not participate in Graduation exercises.
- Students in grade 8 who have been sent to the principal for any disciplinary actions (i.e. write-ups, suspensions, behavior contract) during their 8th grade year will not be eligible to represent their class as a speaker at graduation.

Provisions of Transcripts and/or Diploma

As a general rule the school shall have the right not to certify a student's graduation or provide transcripts of the student's academic record to third parties, e.g. other schools, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract, including the failure to meet financial obligations.

Promotion Policy and Retention Policy

Advancement to the next grade at Portsmouth Catholic Regional School is based on a student's daily performance, test results, recommendations of teachers, and student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend retention in a grade, tutoring or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

ACADEMIC/CONDUCT PROBATION

A student whose academic performance and/or conduct indicate serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in co-curricular activities. Students on academic/conduct probation will be placed on a two week

improvement plan. At the end of the two week period, the student's academic/conduct progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

Library

Each class is scheduled to visit the library at least once a week. Students check out books for a one-week period. Books may be renewed once. Penalties are charged for books that are late, defaced, or lost.

Policy and Procedure for Challenged Materials

Portsmouth Catholic Regional School affirms the philosophy of the National Catholic Education Association that:

“Students not only need basic skills, but they also need the skills to critically evaluate what they read. Students need to form judgments based on a rational process informed by the light of the Gospel.”

This policy endorses the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States of America and the views expressed in the American Library Association's Library Bill of Rights. At times, students may be exposed to materials which present information, ideas or attitudes which some members of the school community may consider to be controversial, inappropriate or offensive. Objections to these materials are an important part of the democratic process and should be treated as legitimate avenues of communication in education. However, challenges are only considered on the understanding that no parent has the right to determine learning or recreational materials for students other than his own.

To facilitate the hearing of potential objections and to guide appropriate action, the following procedure will enable differing points of view to be clearly and openly expressed while preserving the principles of intellectual freedom and the professional responsibility and integrity of the school.

In order for a challenge to be made, the material in question must have been read, listened to, or viewed by the challenger in its entirety. No material shall be removed from use until a final decision has been made; however, access to the material can be denied to the child/children of the challenging patron if a written request is submitted.

If the material is challenged, the following procedures will be followed:

- ❖ Check for previous reconsiderations of the item. If it has already been reviewed, a copy of those findings will be provided and no further action will be taken.
- ❖ Provide patron with “Challenged Materials” form which must be completed and returned to the library before further action will be taken.
- ❖ On receipt of the completed form, a Material Evaluation Committee will be established composed of:
 - 3 teachers (one from each team)
 - 2 parents
 - administrator
 - librarian

The Material Evaluation Committee will:

- ❖ Read, view or listen to the challenged material in its entirety independently.
- ❖ Consider published reviews and standard aids.
- ❖ Base opinions on the material as a whole and not on passages taken out of context.

- ❖ Meet to discuss the challenged material and prepare a Materials Evaluation Committee Report.
- ❖ File a copy of the report in the school library, school office and provide a copy to the challenging patron within 30 days.

ARRIVAL AT SCHOOL

School Hours

Daily Schedule

6:00 A.M.	Before School Care begins
7:45 A.M.	Students in grades PK* through 8 report to classrooms
8:00 A.M.	Classes begin - Tardy after this point
12:00 P.M.	Dismissal of PK-Half Day Students*
3:00 P.M.	Dismissal (2:00 P.M. on Wednesday)
3:00 P.M.	After School Care begins (2:00 P.M. on Wednesday)
6:00 P.M.	After School Care ends

Lunch Program

Portsmouth Catholic Regional School offers a hot lunch program three days a week. Meals are prepared through the services of outside vendors. Wendy's/Amore's and Rita's lunches may be ordered for their designated lunch day for students in Kindergarten through 8th grade. Pricing for lunches is sent home separately. Lunch orders are due each Friday in the office. Milk is paid for by the semester.

Lunches are pre-ordered and paid for. Credit will not be issued for lunches when students are absent or miss lunch. The ordered lunch may be picked up the following day if the family wishes and notifies the office.

Playground/Recess

Recess is a privilege. Please discuss the recess rules with your child(ren). Any student who does not behave according to the rules may forfeit the privilege of participating in recess. All classes are scheduled for playground/recess time. However, no student may leave the playground or designated recess area. The playground is supervised during recess.

Please discuss these rules at home with students and be sure they understand them:

1. HAVE FUN - BUT NOT AT SOMEONE ELSE'S EXPENSE.
2. Hands, feet, objects to yourself. No part of your body should touch another person's body.
3. Use kind words only. Teasing, name calling, bullying, swearing, fighting or vulgar gestures are not allowed and are considered serious behavior infractions.
4. Engage in peaceful, safe play. Reckless horsing around, jumping on another's back, picking another up, taking another's shoes, jacket or other personal belongings are not allowed.
5. Use equipment properly. Hitting or swinging at each other with jump ropes, balls or other equipment is not allowed.
6. Eating and/or drinking is contained to the dining room.
7. Walk carefully on sidewalk.
8. Put balls, jump ropes, etc. away when you are called to line up.
9. Only throw equipment created for that purpose. Throwing of gumballs, acorns, rocks, sticks, dirt, sand, mulch or other organic matter is not allowed.
10. Listen to, obey and show respect to all teachers and volunteers.
11. If a child performs a violent or threatening act or brandishes a weapon or anything that could be

used as a weapon, he/she will be immediately escorted off the playground by the teacher on duty. If he/she is uncontrollable, 911 will be called and police summoned. The office should be contacted if any of these actions occur. An adult should stay with the child at all times.

Student Insurance

- All students are required by the diocese of Richmond to have school insurance.
- This is included in the tuition.
- School insurance does not cover students who play on athletic association teams (i.e. basketball, cheerleading, soccer, etc).

Counselor

Portsmouth Catholic Regional School contracts with Catholic Charities of Hampton Roads to provide counseling services for the students of PCRS. These services may be accessed by calling the office, teacher referral, principal referral or student self-referral.

Sometimes it is necessary to refer a student and his or her family to community professionals for testing and/or treatment in a certain area, for example if the child exhibits symptoms of a learning disability or special need for behavior modification, which cannot be easily met within the classroom. When a teacher has reason to believe a child has special needs with regard to learning or behavior management, the following steps will be taken to ensure those needs are met:

- The teacher will attempt to accommodate the child to encourage learning of academics and social skills to the best of that child's ability within the classroom. For example:
 - The teacher will locate special needs students away from windows, doors and other distractions, i.e.: air conditioner, other distracting students.
 - The teacher should seek input from the Title I teacher if she has these students as clients.
 - The teacher may send home weekly progress reports. Teachers may use the Thursday envelope, staple in homework book, etc. to send reports home.

If the teacher feels the child still may be having difficulty comprehending material or managing his/her behavior:

1. The teacher will consult with the principal and school counselor regarding his/her concerns for the student.
2. Parents will be contacted, and a meeting will be arranged between teachers, principal, and counselor if necessary. Parents and teacher observations and opinions will be discussed, and professional referrals will be made if warranted (i.e. for testing for learning disability, counseling, etc.). A plan of action should be developed at this conference.
3. Teachers should make a copy of all accommodations made and put in the student's permanent record.
4. The school counselor will work with the teachers, parents and community professionals to implement recommendations.
5. No major modifications will be made within the classroom without a diagnosis or recommendations from a professional in the community.
6. Major modifications of the curriculum will be noted on the student's report card and permanent record card by the teacher, only after approval of the principal.

ATTENDANCE

Regular attendance is imperative for a child to maintain progress in school. Undue absence and tardiness interfere with learning. It is the duty of parents/guardians to see that their children are present and on time each day. **When a student is absent from school, a parent should call the office by 10:00**

A.M. each day of the absence. This policy is for the protection of the Portsmouth Catholic Regional School students.

Students should be fever free for 24 hours before returning to school. A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Prolonged absence requires a doctor's certificate. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. *The school is not under any obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence.* **No assignment will be given in anticipation of a family vacation.**

Missed assignments are the student's responsibility. Parents of students in grades K-3 should contact the teacher about missed class work, homework, tests, etc. In grades 4-8 it is the student's responsibility to make up the work or tests missed during the time they were absent.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

At the request of the parent/guardian work may be left in the office between 3:00-3:30 to be picked up or sent home with a sibling/carpool.

Excessive absence (30) days or the equivalent of 30 days including tardies, can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Please schedule medical appointments outside of school hours. Students needing medical appointments during school hours require a written note by the parent. Please allow plenty of time to make it to the appointment because the student will remain with the class until the parent arrives at school and signs the student out. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into the school office by the parent.

Tardiness

Students are considered late if they arrive in school after 8:00 A.M. They must obtain an admission slip from the office. before reporting to class. The parent or responsible guardian must accompany the child(ren) to the office, not the classroom. If a student is late due to a medical/dental appointments the tardy will be considered excused only if a doctor's note is presented upon return to school.

****If a student has five (5) unexcused tardies in one month, that student may be required to serve a detention. Parents will be notified of the date, time and place.**

****Obviously, students in PK through grade 8 cannot drive. Therefore, parents are responsible for getting students to school on time. The purpose of the detention for five (5) tardies is not to punish the child. The intention of the detention is to get the attention of the responsible adult and to make the adult realize that it is upsetting to the student and disruptive for the class to have students arriving late.**

Truancy

A student who is absent from school without the consent of his/her parents is considered to be truant. This is an unexcused absence and the student must be accompanied by the parents before being readmitted to school. Repeated truancy may be cause for suspension or expulsion.

PARENT'S ROLE IN EDUCATION

The Catholic Church recognizes parents as the primary educators of their children. Portsmouth Catholic Regional School exists to assist parents in the Christian formation of their children.

The term parent, in this Handbook, refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward Portsmouth Catholic Regional School, the staff and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school's policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instruction of their children.

We, at Portsmouth Catholic, consider it a privilege to work with parents in the education of children. Parents have the right and duty to become the primary role models for the development of your child's life – spiritually, academically, physically, emotionally and psychologically. Your choice of Portsmouth Catholic Regional School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Parents as Partners

As partners in the educational process at Portsmouth Catholic Regional School we ask parents:

To set rules, times, and limits so that your child

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time; and
- Has nutritious lunch every day.

To support the religious and educational goals of the school;

To provide good example of a personal relationship with God, and the Church community;

To live a good Catholic/Christian morality through the relationships with your family and community;

To read school notes, letters and newsletters and to show interest in the student's total education;

To notify the school of any changes of address or important phone numbers or emergency information;

To actively participate in volunteering at Portsmouth Catholic Regional School to support the needs of the school;

To support and cooperate with the discipline policy of the school.

The school and the parents are partners in the education of children/adolescents. If, in the opinion of the administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

COMMUNICATION

Communication and cooperation between parents and teachers are most important. Therefore, we try to notify parents of concerns, events, and other pertinent information in various ways, including:

1. Personal contact via phone, voice mail, conferences, or email
2. Calendars - yearly and monthly
3. Thursday envelope containing tests, etc.
4. ADT Alert

Teachers should not be disturbed in the morning before class, during instruction time, lunchtime, during carpool, or at home. When parents and teachers communicate directly at a mutually convenient time, communication misunderstandings can be resolved.

Thursday Envelope/Memo/Website:

Notice of important happenings and other pertinent information is sent home in the Thursday envelope of the oldest child in the family. The memo is also posted on our website www.portsmouthcatholic.net. Parents are asked to remove all contents, read the information, sign the envelope on the appropriate line to indicate the information has been received and read. **The envelope is to be returned on Friday morning to the homeroom teacher.** Our goal with the Thursday envelope is to keep parents/guardians informed.

The school administration will not be responsible for checks, cash or money orders sent via children or the Thursday envelope.

Thursday Memo/Envelope Deadlines

The “PCRS Weekly Press” contains important school information. If you have an item for the memo, or inserts into Thursday envelope, it must be sent to the school office by Tuesday at 12:00 PM. If Monday is a holiday, it must be in the office by the Friday before publication. Items not received by the deadline may not be published. The information must be typed or legibly written and is subject to approval by the principal.

Telephone/Email

The school phone is a business phone and may not be used by students without permission. Forgotten books, lunches, gym clothes, etc., are not considered serious enough to warrant calling home.

Every faculty/staff person has an email address (accessible on our website at www.portsmouthcatholic.net). Parents are encouraged to keep in contact with teachers through the teacher’s school email address. Teachers will not be interrupted for telephone calls during the school day unless it is an emergency.

CELL PHONES: If a student needs a cell phone after school due to attending sport practices or games, performing arts rehearsals, etc... he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day during the hours of 7:45 a.m. and 3:00 p.m. All cell phones must be clearly marked with the student’s name. The cell phone may be picked up by the student at dismissal following prayers. Only the student who owns the phone may retrieve the phone from the office at the end of the day. At no time during the day should a cell phone be in a student’s locker, backpack or in his/her possession. No cell phones may be used to take pictures. No harassment or threatening of individuals via the cell phone is permitted. Cell phones may not be used for playing games, accessing Internet or e-mail, gambling, or making purchases of any kind. If a teacher discovers a student violating the cell phone rules the phone will be taken from the student and given to the Principal. The phone will be returned to the parents following a scheduled conference with the parents and Principal. Those who violate any of the rules on cell phones may forfeit their privileges of bringing them to school.

Middle School Community Service Program

The community service program “imitating Jesus” was instituted because we are all Christ’s brothers and sisters and God’s sons and daughters. When we help another person, we are serving Christ who dwells within that person. Because Christ is within us, we are Christ’s hands, we are Christ’s ears. Service to others is following Jesus’ commandment: To love our neighbor as ourselves.

Program points:

- Volunteer hours may be served at Portsmouth Catholic Regional School or any other place where help is needed.
- Each middle school student will maintain their own Service Journal recording and reflecting on the acts of service performed that week.
- Hours worked during the summer will be credited in the fall and will count for whichever grade the student is in that fall.
- Eighth graders are responsible for completing twenty (20) hours.
Seventh graders are responsible for completing (15) hours.
Sixth graders are responsible for completing (10) hours.

Students who volunteer to help their parents, at the parent’s workplace or who work at Portsmouth Catholic Regional School, should serve no more than one third of their hours helping their parent. The student may, however, earn additional hours helping other adults at the workplace.

- If students earn more than the required hours per grade, they may carry them over to the next grade. However, the intent of the program is to have students do volunteer hours each year so they will experience the satisfaction serving others brings.
- Students who meet or exceed the recommended number of hours will receive a certificate recognizing their efforts.

Testing Program

The Diocesan standardized testing program is administered in the spring for students in the designated grades. Currently the test used is Terra Nova and is administered to grades 1 through 7.

HEALTH

Students should be fever free, and without vomiting/diarrhea for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Health Records

Student health records should be kept up-to-date. If your child has a specific medical problem, it should be brought to the attention of the classroom teacher, the nurse, and the office via a written note.

Emergency Contact Form

An emergency contact form must be completed for every student. It needs to be completed by a parent/guardian, signed and returned to school. Parents, or those designated on the emergency form, will be notified in case of illness, accident or emergency. Parents, it is most important that emergency information be kept current. Please inform the school in writing of any change of name, address, phone number, etc.

MEDICATION

Virginia State Mandates Regarding Administration of Medicine at School

Authorization/Parental Consent for Administering Medication forms are available in the school office and School Clinic.

Prior to administering medication the following items must be addressed:

1. Signed authorization for medication from licensed prescriber
2. Medication must be in original prescription container and properly labeled
3. Written parental consent

The use of all prescription and over the counter drugs must be authorized by a licensed prescriber, which includes physicians, dentists, physician assistants or licensed nurse practitioners. This includes Tylenol, which must be provided in an un-opened container/package by the parent/guardian.

Any changes in the original **Authorization/Parental Consent for Administering Medication** form require a new written authorization and a change in the prescription label.

In addition to the authorization of administering medication, parental consent must be obtained before medication is given to the student. This information is on the **Authorization/Parental Consent for Administering Medication** form.

The medication must be in the original container before it is given to a student. The pharmacist can divide the medication into 2 containers - one for home and one for school. **Medications in plastic bags or other non-original containers are not acceptable.**

The parent/guardian is responsible for transporting medication to the school so that the child is not responsible for bringing the medication to school. Unused medication must be picked up by the parent. Medication given on a daily basis throughout the school year will be discarded if not picked up by the parent.

All medication must be given to the school nurse. Students' are not permitted to keep medication with them.

Parents please notify the school nurse/clinic if your child is taking daily medication at home. The clinic/school nurse need to know this information even if medication is not dispensed at school in case of an emergency when paramedics will ask school nurse what medication the student is taking.

Food Allergies

Children with food allergies must have a food allergy plan from their physician, a medication administration form signed from their physician, and medication brought to the clinic by the parent. Teachers cannot make the decision about what is safe for students to eat when the student is allergic to certain foods. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. The parent supplied safe snack food will be available for the child during snack time, parties, or special occasions. The school makes every effort to provide a safe environment for every student and prevent any allergic reaction; parent support is necessary.

HIV /Hepatitis B Policy

Portsmouth Catholic Regional School, following the policy of the Diocese of Richmond, Virginia, does not discriminate with regard to students infected with HIV/AIDS. These students would be placed in classroom situations according to procedures operative for all students and are entitled to the same rights, privileges and services.

OSHA Guidelines

The individual's right to confidentiality will be maintained by those privileged to this information due to the role each play in ensuring a quality school environment for the student.

The following are called universal precautions and should be used by all school and volunteer personnel when handling blood or any bodily fluids (Reprinted from guidelines issued by the Department of Health):

1. Those involved in cleaning surfaces contaminated with blood or bodily fluids (vomit, urine), or rendering first aid to bleeding children should wear disposable gloves and avoid exposure of open skin lesions and mucous membranes to blood.
2. Surfaces contaminated with blood or bodily fluids should be promptly cleaned with household bleach (1 part bleach to 9 parts water) using disposable towels or tissues.
3. Hands must be washed after gloves are removed.
4. If inadvertent contamination of the skin with blood or bodily fluids were to occur, all that is required is thorough washing of the contaminated areas with soap and water.

Parents, please instruct your child to wash his/her hands frequently, especially after using the rest room and before eating.

All cuts should be covered with a Band-aid.

Any student whose clothing has been exposed to bodily secretions (i.e., blood, urine, vomit) must change his or her clothes immediately. This may necessitate a call to the parent unless a change of clothing is available at school. We have a legal responsibility to notify the parent and have the student removed from school if a change of clothing is not available.

IMMUNIZATIONS

Proof of exact dates of required immunizations as required by the Code of Virginia are necessary for school admission for Pre-Kindergarten through Grade 8.

CHILD ABUSE LAWS

Suspected Child Abuse

The principal should be notified of any suspicions of abuse. Virginia State law requires school personnel to report any/all cases of suspected abuse. If the principal fails to report such cases the reporting employee should report to Child Protective Services.

TITLE IX

Portsmouth Catholic Regional School adheres to the tenets of the Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to the discrimination under any education program or activity receiving federal financial assistance."

Non-Custodial Parent

Custody of Children

Parents are asked to inform the office, in writing, when custody of the child(ren) resides with one parent.

Portsmouth Catholic Regional School abides by the provisions of the FERPA (Family Educational Rights and Privacy Act) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Student Records

Portsmouth Catholic Regional School adheres to the Buckley Amendment regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Portsmouth Catholic Regional School office for distribution. Completed forms will be sent via the US Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

BUCKLEY AMENDMENT

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the principal decides not to amend the record as requested by the parent or eligible student, the principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to deny disclosures of personally identifiable “directory information contained in the student’s education records.

FERPA authorizes making student directory information public as permitted under state and federal laws and regulations. Prior to release of such information, the superintendent or designated principals shall give public notice of such intent in a newspaper of general circulation, a school paper, patron organization newsletter or announcements sent home to parents describing the kind of information being in the directory category. Any parent or eligible student who objects to the release of any and all of this information must notify, in writing, the principal of the school where the records are kept. The following is considered “directory information”:

- Name of student in attendance or no longer in attendance
- Address
- Telephone listing
- Date and place of birth
- Dates of attendance
- Participation in officially recognized activities and sports
- Height and weight, if a member of athletic team
- Awards and honors received
- Other similar information

The school may release student information concerning student scholastic and athletic achievements in the form of news releases, media interviews, and other public announcements. If a parent or eligible student objects to the release of such information, it will be necessary to notify, in writing, the principal of the school where the records are kept.

Student records may be disclosed to appropriate school officials with legitimate educational interests. A school official is a person employed by the school division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the division discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Division/School to comply with the requirements of FERPA.

The office that administers FERPA is:
 Family Policy Compliance Office
 U. S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

DISCIPLINE CODES

Discipline

(These guidelines extend to all school sponsored activities, i.e. Before/After Care Program, Athletics, Performing Arts, Clubs, etc.)

Portsmouth Regional Catholic School does NOT use, approve of, or tolerate corporal punishment. Corporal punishment and/or verbal, physical or emotional abuse by a faculty or staff member may result in immediate dismissal from Portsmouth Catholic Regional School. These behaviors place the teacher/staff person and school at serious legal risk, are extremely detrimental to children and cannot be tolerated.

The essence of Christian discipline is self-discipline. Student conduct, whether inside or outside school, that is detrimental to the reputation of the school or Roman Catholic Church will be subject to disciplinary penalties. Students are always to conduct themselves as Portsmouth Catholic Regional

School students and to exhibit the behaviors expected of such students.

The philosophy inherent in our school aims at motivating children to develop right attitudes toward discipline and responsibility. Students are expected to comply with school directives and policies. Students are to be courteous, respectful and attentive to teachers and other adults at all times. Teachers should treat students with courtesy, respect and attentiveness as well. Students are expected to show respect and consideration for their classmates. Immorality in talk or action is a prohibited behavior.

Classroom discipline will be handled by individual teachers firmly and fairly. This includes general classroom management and behavior, failure to do assignments, etc. Students are required to abide by all classroom rules.

Disruptive student behavior is subject to disciplinary action by the teacher, principal designee (team leaders) or principal. The action may take the form of a reprimand, conference, discipline referral, detention, suspension, student contract or expulsion, in no particular order. A student will be sent to the principal when the teacher feels that the student's improper behavior cannot be corrected through teacher management practices.

When a child becomes disruptive or uncontrollable in a classroom situation, we reserve the right to call the parent to remove the student from the school immediately. If a child is threatening or exhibiting violent behavior or is in danger of harming him/herself or others, the Portsmouth Catholic Regional School administration reserves the right to summon the appropriate authorities to assist with the child.

Expulsion and Suspension

A student may be immediately expelled from school for:

- Possession of a weapon or facsimile of a weapon

- Possession of drugs (prescription, over the counter, illicit, etc.), alcohol, or tobacco

- Possession of lighters, matches, flares, fireworks and/or explosives, etc.

- Possession of flammable chemicals or fluids, gels, etc.

- Verbally or physically threatening behavior towards another student, teacher and/or other adult. Police will be called if a student makes a threat against another student, teacher or other adult or brings any weapon or reasonable facsimile of a weapon to school.

In-school suspension (ISS) or out of school suspension (OSS) may be imposed for serious reasons:

- Psychological or physical abuse of another person

- Disrespect towards fellow students, faculty, staff or volunteers

- Bullying

- Fighting

- Defacement of property

- Stealing

- Cheating

- Forgery

- Truancy

- Biting

- Obscene or offensive language (i.e. cursing)

- Sexual harassment (verbal or physical)

- Leaving school grounds without permission

- Consistent misbehavior which has been documented in writing and sent to parents.

- Conduct unbecoming a Christian student

*Any offense of a sufficiently serious nature, including but not limited to those listed above, may warrant suspension or expulsion. Cases will be evaluated on an individual basis with the final

decision being made by the Principal.

*If a student receives an out of school suspension (OSS) that student will receive a zero (0) for all work and tests missed while serving out of school suspension (OSS).

*Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$64.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work. If a student receives an in-school suspension (ISS) that student will receive a zero (0) for any test missed while serving the in-school suspension (ISS). Students serving in-school suspension (ISS) are responsible for completing all work assigned during the in-school suspension (ISS). Any work not completed and turned in on the day the student returns to class will receive a zero (0).

*A discipline referral to the principal may result in:

- An incident report being sent to parents by the principal.
- Three incident reports may warrant a suspension. For each incident thereafter, a suspension may be given.
- Three suspensions or one serious offense (see above list) and the student is eligible for dismissal from the school.

Students may be asked to sign a behavior contract by the principal. If this contract is not upheld by the student expulsion is in order.

Expulsion is resorted to when other means of discipline prove ineffectual, and the student's conduct is a definite hindrance to the welfare and progress of the class or school community. Any offense of a sufficiently serious nature may warrant expulsion. Cases will be evaluated on an individual basis with the final decision being made by the Principal after consultation with the Office of Catholic Schools.

THE PRINCIPAL RESERVES THE RIGHT TO WAIVE AND/OR DEVIATE FROM, ANY AND ALL DISCIPLINARY REGULATIONS FOR JUST CAUSE AT HIS OR HER DISCRETION.

It is the principal's right and sole discretion to dismiss or suspend any student for lack of progress or for conduct that is not in the best interest of the student and/or of the school or for conduct of the parent(s)/guardian(s) that is contrary to the interest of the school.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time are at the discretion of the Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, ballgames, etc.**

Off Campus Conduct

The administration of Portsmouth Catholic Regional School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. Students can be disciplined for conduct, whether inside or outside the school, that is detrimental to the reputation of the school or Roman Catholic Church.

Christian Due Process

Disciplinary action taken must be in accordance with the rules and regulations of Portsmouth

Catholic Regional School Parent/Student Handbook. Disciplinary measures must not be excessive, arbitrary, inflict bodily harm or intend or subject the student to ridicule or defamation. Corporal punishment or *any striking of a child with an object or hand is expressly forbidden, regardless of parental consent.*

Discipline records are not part of the student's permanent record and should be treated confidentially.

Rules of behavior must be reasonable, well known, and administered fairly.

Suspension may be imposed by the Principal for a major infraction of school rules.

Whenever the Principal suspends a student, parents are to sign a formal agreement in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

Expulsion may be resorted to when a grave infraction of school rules occurs, the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual, and/or the student's continued presence in the school has the probability of being a serious hindrance to the safety or welfare of the school community.

If the Principal believes it necessary to expel a student, the Principal must:

- Meet with the student and the student's parents;
- Seek permission from the Superintendent of schools;
- Provide written notice to the parents of the decision to expel the students.

A parent whose child is expelled may appeal this decision by writing to the Superintendent of Schools.

Extra Curricular Activities

Portsmouth Catholic Regional School offers a variety of extra-curricular activities (i.e. athletics, performing arts, band, piano lessons, etc.), which are open to students in different grade levels depending on the program.

In order to participate in extra-curricular activities a student must pass all courses he/she is currently taking, and which are required for graduation. Such courses must be passed in the marking period preceding participation. Likewise, a student must be in good standing under the disciplinary standards of the school.

All extra-curricular activities come under the direct authority of the Principal or his/her designee.

Field Trips

During the course of the year, classes may plan educational and enriching trips during school time. Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements.

Only the diocesan permission slip, signed by parent/guardian, is acceptable for each child who takes part in the activity. Handwritten letters and phone calls will not be accepted in lieu of the diocesan permission slip.

Field trip instructions will be given to the volunteers by the supervising faculty member, so that there will be no doubt as to the responsibilities of a chaperone.

1. All school rules are in force, unless the principal has explicitly stated otherwise.
2. Supervision is both mental and physical. Be sure that attention is always on the students.
3. We hope that you enjoy the outing, but we are grateful for your remembering that your first responsibility is the safety of the students.

DRESS CODE/UNIFORMS

ROSE UNIFORM and Flynn and O'Hara are both the supplier of the PCRS uniforms.

Local address for Rose Uniform is: 1920 Centerville Turnpike, Va. Beach, 479-2100

Portsmouth Catholic Regional School students in grades K – 8 are required to wear the complete school uniform. Students in PreK3 and PreK4 do not wear uniforms. Students in PreK3 and PreK4 wear regular, appropriate clothing to school following handbook guidelines No Uniform Dress Code (p. 36).

Parents/Guardians are expected to ensure our students are in the proper uniform.

1. When purchasing items please be sure you are buying the proper size. If clothing does not fit the child properly (too tight, too loose, etc) you will be required to replace the clothing with the proper size.
2. **The length of jumpers, skirts and shorts will be strictly enforced.** If altering the length of the jumpers, skirts or pants (Altering shorts is not permitted) please allow for growth as you will be required to lengthen (if there is enough hem) or replace (if there is not enough hem).
3. **No tattoos permitted (temporary or permanent).**
4. **The wording on all PCRS uniforms must be “Portsmouth Catholic” only (NOT Portsmouth Catholic Elementary School).**

GIRLS:

NO makeup or jewelry except for watches, one ring, one pair of post earrings worn in the ear lobe only, or religious medal pendants. No bracelets. No Silly Bandz. Hair must be neatly groomed. No excessive or fad styles, including drastic changes in hair color, are permitted. No nail polish and no acrylic nails are allowed under any circumstances.

Grades K – 5

The Plaid Uniform Jumper or Skirt and the Navy Blue or Khaki Uniform Skort may be worn year round with any of the following:

White shirt with Peter Pan Collar,
White or Navy Blue Turtleneck,

White, Navy, or Burgundy Tennis Shirt with “Portsmouth Catholic”

White, Navy, or neutral tights or hose may be worn

The jumper and skirt must reach mid-knee length

Shorts and skorts must be fingertip length

Grades 6-8

The Plaid Uniform Skirt and the Navy Blue or Khaki Uniform Skort may be worn year round with any of the following:

White or Navy Blue Turtleneck, White, Navy, or Burgundy Tennis Shirt

White, Navy, or neutral tights or hose may be worn

The uniform skirt must reach mid-knee length

Shorts and skorts must be fingertip length

BOYS: No jewelry except for a watch and/or religious medal pendant is permitted. No bracelets. No Silly Bandz. Hair must be neatly groomed, kept off the collar, trimmed around the ears and out of the eyes; sideburns trimmed at mid-ear. Excessive fad styles, including drastic changes in hair color, are not permitted.

Boys and Girls (K – 8) Winter Uniform
(November 1st through March 31st)

Navy Blue or Khaki Slacks
Black, Navy or Brown Belt without decoration

White shirt or Turtleneck

White, Navy. or Burgundy Tennis Shirt

Athletic Socks or dress socks

(solid white, burgundy, brown or navy) must be worn and visible at all times

In addition, female students may wear solid colored tights, knee socks or hose

(solid white, navy, khaki, black or flesh tone).

Shoe choices include: Tennis shoes or running shoes (no wild colors/designs)

Black, burgundy, brown or navy dress shoes or saddle shoes*

*Shoes must be safe; no boots, clogs, no fad or platform shoes, no sandals, no flip-flops, no opened toe or heel shoes are allowed

Shoe soles/heels must be lower than 2 inches.

Blouses and shirts MUST be TUCKED in at all times.

OPTIONAL: Navy School Sweatshirt, Navy Sweater or Vest- a uniform shirt must be worn under the sweatshirt, sweater, or vest.

Boys and Girls (K-8) Warm Weather Uniform
(April 1st through October 31st)

Navy Blue or Khaki Shorts

White, Navy, or Burgundy Tennis Shirt

Athletic socks or dress socks (solid white, burgundy, brown or navy) must be worn and visible at all times.

In addition, female students may wear solid colored tights, knee high socks or hose (solid white, navy, khaki, black or flesh tone).

Solid colored shoe choices include: Tennis shoes: solid black, burgundy, brown, or navy. (No other colors/designs).

Solid colored shoes: Black, burgundy, brown or navy dress shoes or saddle shoes*

*Shoes must be safe: no boots, clogs, not fad or platform shoes, no sandals, no flip-flops, no opened toe or heel shoes are allowed.

Shoe soles/heels must be lower than 2 inches.

Shoe lace color must be solid black, white or tan. Walking Club Feelin' Good Mileage Club exception allowing colored shoe laces to all Mileage Club students who earned colored shoe lace.

Boys and Girls (K-8 PE Uniform)

All PE uniforms are **optional**. If a student purchases the PE uniform they may wear their PE uniform to school on their scheduled PE days only.

No mixing of regular uniform items with PE uniform items will be allowed.

Winter PE Uniform Options: (November 1st through March 31st)

School PE T-shirt or Sweatshirt

School PE Sweatpants

White, Black, or Navy Tennis Shoes

Solid White or Navy Shoes

Warm Weather PE Uniform options (April 1st through October 31st)

School PE T-shirt

TAG DAY - No Uniform Day Dress Code
Pre-K3 and Pre-K4 Dress Code Guidelines

Girls may not wear very short or revealing clothes.
Shorts, skirts, and skorts must be fingertip to hem length or longer.
Skirts or blouses must cover midriff and should have sleeves.
Tank tops or spaghetti straps or halter tops **are NOT** acceptable.
No shirts with 'light up' graphics.
No low-rise pants.
Inappropriate logos or pictures are not allowed.
Closed toe shoes only. No open toe, fad or platform shoes, or flip-flops.

Boys must not wear fad pants. Pants must not be baggy and hang below waistline. Boy's shorts must be fingertip to hem length or longer.
No tank tops are allowed.
No low-rise pants.
Inappropriate logos or pictures are not allowed.
Closed toe shoes only. No open toe shoes, no flip-flops. Shoes must be safe.

*Please note that shorts may be worn during the warm weather uniform dates only (April 1st – October 31st).

The appropriateness of uniform and dress attire, along with grooming standard, will be at the discretion of the teacher(s) and administration. If attire and/or grooming are deemed unacceptable, parents/guardians will be notified and offenses will be handled. However, in some instances, a call for a change of clothes, or need for compliance with grooming standards, may need to be made.

Parents/Guardians, if there is a question regarding the appropriateness of your child(ren's) clothing or grooming, please act to keep them within the standards—away from the line of unacceptability. Torn/frayed and excessively worn uniform items should be repaired and or replaced. **The principal is the final authority for determining the appropriateness of students' dress and grooming.**

The principal maintains the final say on what is considered proper length and proper sizing of all uniform items. If it is determined that something does not fit a student properly the parents/guardians will be notified and expected to correct the problem promptly.

EMERGENCY PROCEDURES

Fire Drills

Fire drills are required by law and are an important safety precaution. At the time of a fire drill, everyone (including parent volunteers) **must** leave the building quickly by the designated route.

ABSOLUTE SILENCE MUST BE OBSERVED AT ALL TIMES DURING THE FIRE DRILL.

Escape routes should be posted in each classroom.

Safe School Plan

Portsmouth Catholic Regional School has a Safe School Plan in effect. A copy of the plan is on file in the school office. In the event of an emergency, parents/guardians will be instructed by the authorities in charge of the situation where to pick up their children.

SCHOOL SAFETY/HARRASSMENT/ BULLYING And CYBERBULLYING

Portsmouth Catholic Regional School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension and/or expulsion. All demeaning behavior, including harassment, bullying, hazing, name-calling and threatening is wrong and will not be tolerated. Students who harass, bully and/or demean others in any way will be promptly disciplined and a parental conference required. Repeated offenses will be cause for suspension and expulsion.

Harassment of any type is not tolerated. Students/families with complaints of harassment should speak first to his or her teacher, than the principal. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, Face Book, Twitter, SKYPE, IM (Instant Messenger) MySpace.com®, XANGA®, Friendster®, etc. may result in disciplinary actions if the content of the student or parent blog includes defamatory comments regarding the school, the faculty, staff and administration, other students or the parishes. Photos identifying PCRS or the students in uniform may not be posted on any blog page for the protection and safety of our school community. Parents are responsible for the content of their child's blog.

Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, administrators, staff, priests, or parish staff in a defamatory light face detention, suspension, or expulsion.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. "Sexting" is a disturbing trend among young people. This involves young people taking nude or semi-nude self portraits and sending them to others via cell phone. These photographs often get further passed along to a much larger group of people, *i.e.*, fellow students, teachers, and even strangers. This activity has led to prosecution of both sender and receivers of these photographs for creating and possessing child pornography in other jurisdictions. Under Virginia law, creating such a photograph depicting a person under the age of 15 carries a possible prison term of no less than 5 years and no more than 30 years. Creating a photograph depicting a person over the age of 15 but less than 18 carries a possible prison term of one to twenty years. Possessing and/or electronically transmitting such an image carries a possible prison term of one to five years. Many young people do not realize that the photographs they send, intending them to be private, end up becoming very public for a host of reasons, including bad "break-ups", bragging among peers or simply the titillation created by receiving a nude photograph.

Parents please talk to your children about this trend and the danger it poses. As technology improves, so does the ability for information to pass to a wider range of the public. Inappropriate or bad choices made as a young person can haunt one well into their adult years. Losing one's freedom could be the most frightening of all.

Texting: Students should at no time be involved in texting during the course of the school day. Texting is prohibited. Students involved in texting at school face detention, suspension and/or expulsion.

Use of School Name, Logo, and Motto

No one may use the school name, logo or motto on any type of social media or in any other way, e.g.

putting the name on t-shirts, for example, without the express written permission of the principal.

Searches of Students and Student Property

The Principal has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property or at school activities (e.g., automobiles, etc.) may be conducted by the school Principal or other designated officials. It is only necessary that a search be reasonable and related to the school's rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

Lockers and Search of School Lockers and Desks Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. The school is not responsible for the safety of personal items in lockers and desks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. Lockers may not be decorated inside or out.

Lockers, desks, cubbies, etc. for student use are the property of the school, therefore, the school administration reserves the right to inspect lockers or desks at any time.

STUDENT DIRECTORY

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used or sold for other purposes.

MATERNITY/PATERNITY POLICIES

A fundamental tenet of our Catholic faith is that human life must be respected and protected from the moment of conception. In the event of a student pregnancy or participation in an abortion, the school may condition continued enrollment in the school upon the student's/family's compliance with the foregoing and other tenets of the Catholic Church.

Inclement Weather/Emergency Closing

In case of inclement weather, announcements of emergency closings or delayed openings for Portsmouth Catholic Regional School will be announced on the following television stations: News Channel 3 and if possible recorded on the school's voice message system. Please be aware if school opens late due to inclement weather there will be no Morning Extended Day Program.

If possible an announcement will be posted on our website and recorded on our voice mail system as well.

School Calendar

The school year calendar is in accord with the guidelines of the State of Virginia and the Diocese of Richmond. The yearly calendar is posted on our website at www.portsmouthcatholic.net. Holidays are spaced to give maximum benefit to the students and teachers while, at the same time, honoring religious traditions of the school. Parents are asked to plan appointments, vacations, family trips, etc., in

accordance with the school's scheduled holidays.

School Early Dismissal

These are scheduled as noted on the school calendar. Early dismissal is at 12:00 P.M. (unless otherwise noted). No lunch will be served on those days. When daycare is provided, children are to bring a lunch. The fee charged will be according to the daycare contract.

Student Early Dismissal

We discourage medical, dental and optical appointments during the school day. We encourage you to make your child's appointments on half-days, or during Christmas and Easter breaks. In an emergency, it may become necessary for a child to leave early. In this case, a note written by the parent or guardian should be sent to the teacher with the student in the morning. The note will be forwarded to the office.

PLEASE NOTE

- Parents must come to the office to pick up the student and sign the student out.
- No one may go directly to the classroom to pick up a student unless cleared by the office. We try to eliminate classroom interruptions as they are an infringement on teaching time and jeopardize security.

Use of School Grounds

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Students may not take textbooks or workbooks home for the summer without consent and approval of the administration. All textbooks and workbooks remain the property of Portsmouth Catholic Regional School. Students will be charged for new books if they are not kept in the condition in which they received them less normal wear and tear. Textbooks paid for by students and needing replacement will remain the property of Portsmouth Catholic Regional School.

Upon withdrawal all textbooks and workbooks must be returned to Portsmouth Catholic Regional School.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:00 p.m. dismissal unless accompanied by a teacher. Students who choose to return to school after 3:00 p.m. without a teacher, face detention, suspension, or expulsion.

Personal Effects

- Students' belongings should be labeled with their name on each.
- Lost items will be placed in the "Lost & Found" in the dining room for one month.
- After one month, unclaimed items will be donated to charity.
- Students are not permitted to bring non-school items (toys, games, etc.) unless requested by the teacher.
- **NO HEADSETS, WALKMANS, RADIOS, CD/CASSETTE PLAYERS, MP3 PLAYERS, iPods, ELECTRONIC GAMES, ETC. ARE ALLOWED.**
- Weapons or facsimiles of weapons are forbidden and may result in expulsion if brought to school

without prior permission of a teacher (i.e. for school project) or the Principal.

Chewing Gum

Chewing gum is **NOT** permitted in school by students or on school grounds. This includes the gym during practices and games.

Visitors

Visitors are welcome. In order to insure the safety and continuity of the instructional day, it is requested that the following procedures be adhered to:

- Report to the office to check in.
- Drop off items or messages to the office.
- DO NOT visit a classroom or teacher without an appointment. No unscheduled conferences, however brief, are permitted during regular school hours.

Volunteers Are Essential to Portsmouth Catholic Regional School

Volunteerism is a critical component in Catholic education. With strong volunteerism, we are able to provide all of the needed services and activities that create the quality, affordable, faith-based education for our children. The generosity of time and talent of our parent/guardian volunteers is needed more than ever!

Parents are encouraged to volunteer their services in the dining room, on the playground, in the library, health room, etc. We also need volunteers at home in the evenings to make phone calls, type, etc. Volunteers must sign in and out at the school office.

In accordance with diocesan policy, all volunteers are required to have a Criminal Background Screening through Child Protective Services, screening through Volunteer Select and must attend VIRTUS training. Background screening packets are available in the school office.

PCRS Family Service Hours

Portsmouth Catholic Regional School requires 30 hours of service a year per family (20 hours for single parent families) including Bingo volunteer sessions. These hours can be completed in school, working at school activities, at home, and at the Bingo Hall. The administration of PCRS shall determine those other activities that qualify for such service hours. Attendance for class programs, school functions, or sporting events is NOT included for service hours. If these hours are not completed by the due date of May 14, 2012, a \$10.00 per hour charge will be added to your account. Service Hours information is given to each family on Orientation Day and is also available on our website at www.portsmouthcatholic.net.

Portsmouth Catholic Regional School operates and manages two (2) Bingo sessions per week as its primary fundraiser. Each family is expected to volunteer for at least three (3) sessions per school year (July 1, 2011 – June 30, 2012). A Bingo session is hereby defined as a four (4) hour period for the day session and a five (5) hour period for the night session.

Volunteer Rights

1. Volunteers are valued members of the school community.
2. Volunteers have the right to be treated with the respect due any adult staff member, whether paid or not.
3. Volunteers have the right to worship with the school community.
4. Volunteers have the right to the tools and information necessary to perform the tasks to which they are assigned.
5. If a child performs a violent or threatening act or brandishes a weapon or anything that could be used as a weapon, he/she should immediately be escorted off the playground by the monitor,

teacher or adult volunteer on duty. If he/she is uncontrollable, 911 should be called and police summoned. The office should be contacted if any of these actions occur. An adult should stay with the child at all times.

Supervision of Volunteers

The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity in the school.

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or on class field trips.**

Loyalty to School

When individuals volunteer at school, they are representatives of the school. Volunteers should support the directions given by staff and administration. If the volunteer disagrees with school policy, the principal will be happy to hear their concerns and discuss them with the volunteer.

Confidentiality

In the performance of your duties, volunteers may learn confidential information about students and/or their families and teachers. Volunteers should understand that they are expected to keep this information confidential in any setting inside or outside the school. At the same time, volunteers must understand that there are times when student confidences cannot be kept. The guideline is: Any information which, if shared with parents and/or administrators, may save someone from harm must be shared with the appropriate person(s) and only the appropriate person(s).

HIV Policy and OSHA Guidelines

HIV /Hepatitis B Policy

Portsmouth Catholic Regional School, following the policy of the Diocese of Richmond, Virginia, does not discriminate with regard to students infected with HIV/AIDS. These students would be placed in classroom situations according to procedures operative for all students and are entitled to the same rights, privileges and services.

OSHA Guidelines

The individual's right to confidentiality will be maintained by those privileged to this information due to the role each play in ensuring a quality school environment for the student.

The following are called universal precautions and should be used by all school and volunteer personnel when handling blood or any bodily fluids (Reprinted from guidelines issued by the Department of Health):

1. Those involved in cleaning surfaces contaminated with blood or bodily fluids (vomit, urine), or rendering first aid to bleeding children should wear disposable gloves and avoid exposure of open skin lesions and mucous membranes to blood.
2. Surfaces contaminated with blood or bodily fluids should be promptly cleaned with household bleach (1 part bleach to 9 parts water) using disposable towels or tissues.
3. Hands must be washed after gloves are removed.

4. If inadvertent contamination of the skin with blood or bodily fluids were to occur, all that is required is thorough washing of the contaminated areas with soap and water.
Parents, please instruct your child to wash his/her hands frequently, especially after using the rest room and before eating.

All cuts should be covered with a Band aid.

Any student whose clothing has been exposed to bodily secretions (i.e., blood, urine, vomit) must change his or her clothes immediately. This may necessitate a call to the parent unless a change of clothing is available at school. We have a legal responsibility to notify the parent and have the student removed from school if a change of clothing is not available.

PARENT TEACHER ORGANIZATION (PTO)

The Parent Teacher Organization (PTO) promotes the spiritual and educational objectives of the home and school with a program of Catholic education and promotes an understanding of the mutual educational responsibility of parents and faculty.

All faculty, staff and parents are members of the PTO.

The primary functions of the PTO are:

- Organize social activities, such as picnics, sock hops, skating parties, etc. for the school community.
- Coordinate volunteers for fund-raisers, dining room, playground, etc.
- Provide a forum for faculty and parents to discuss areas of concern to the school.
- Assist in the financial support of Portsmouth Catholic Regional School through fund-raising programs.

PARENT ADVISORY TEAM (PAT)

A Channel of Communication For Parents And The School Administrative Team

The PCRS Parent Advisory Team is a group consisting of school leaders and parents whose primary purpose is to promote effective parent involvement and to enhance timely and accurate communication between parents and the administrative advisory team.

SCHOOL ADVISORY BOARD

The School Advisory Board is a consultative body to the principal in the areas of finance, long range planning, development and building and grounds. Members are chosen from local parishes and from the school community. As per diocesan policy, employees and spouses of employees may not serve as members of the board.

PHOTO/VIDEO RELEASE

Parents give permission to allow publication on the Internet www.portsmouthcatholic.net website of student's creative efforts including stories and artwork, use student names (but no picture) or use student photos (but no names in Portsmouth Catholic Regional School internet publications, in local newspapers or other external media. Media Release is signed by parents as part of Technology and Internet Acceptable Use Policy.

PRE-KINDERGARTEN 3 and 4 Year Old Classes Guidelines

The Pre-Kindergarten classes seek to promote self-discipline, acceptance of others, competence and self-esteem in a Christ centered learning environment. The positive personal attributes for success in later formal instruction are interwoven with the different play and activity centers made available every day. Our program encompasses the spiritual, emotional, intellectual, physical and social development of the child.

Snacks for Pre-K Classes

Snacks are to be brought from home. Nutritious snacks are a must. Snacks should not require refrigeration or special preparation. Snacks should be properly wrapped to prevent them from becoming dirty. Sharing of snacks is discouraged because of possible food allergies or special diets of the other children. Time does not allow for the student to eat a lunch at the designated snack time. One snack item and a drink are all that is necessary. Also needed are necessities such as a napkin, spoon and/or straw.

Lunch for Pre-K Classes

Portsmouth Catholic Regional School PreKindergarten-3 and PreKindergarten-4 students are required to bring a nutritious, packed daily lunch from home in compliance with state licensing guidelines. Lunches should not require refrigeration or special preparation. Lunch food brought from home must be clearly labeled identifying the owner and in a sealed food container. Unused portions of opened food shall be discarded or returned to the parent. Pre-Kindergarten students do not participate in the school lunch program. Milk is available and is ordered and paid for by the semester.

Food Allergies for Pre-K Classes

Children with food allergies must have a food allergy plan from their physician, a medication administration form signed from their physician, and medication brought to the clinic by the parent. Teachers cannot make the decision about what is safe for students to eat when the student is allergic to certain foods. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. The parent supplied safe snack food will be available for the child during snack time, parties, or special occasions. The school makes every effort to provide a safe environment for every student and prevent any allergic reaction; parent support is necessary.

Birthdays for Pre-K Classes

Please contact the teacher to discuss arrangements to have a special snack brought to class by your child. Please do not plan to have your child's party during our limited snack time.

Personal Hygiene for Pre-K Classes

All Pre-Kindergarten students must know how to care for all their own bathroom needs.
All Pre-Kindergarten students must be completely potty trained before entrance into our program. No Pull Ups or diapers are permitted per our state licensing guidelines. You will be notified if your student has a complication.

RIGHT TO AMEND

This handbook is intended solely to be a guide to school policy and procedures for the benefit of the school and its students.

The principal reserves the right to amend this Handbook. Parents and students will be promptly notified of any amendments via the Thursday Communication Envelope or through email communication.

PARENT/STUDENT SIGNATURE PAGE

We, the parent(s) and student(s) agree to be governed by this 2011 - 2012 Parent/Student Handbook for the school year. We recognize the rights and responsibility of the school to make rules and enforce them. (Please remember that **no Progress Reports or Report Cards will be sent home** if this agreement is not on file in the office.)

Family Name _____

Parent Signature Date

Parent Signature Date

Student Signature Date

Student Signature Date

Student Signature Date

***Parents and students must both sign.**

**PLEASE RETURN SIGNED FORM DUE TO MRS. PAUL, PRINCIPAL
BY SEPTEMBER 2, 2011.**