



# **PITT ACADEMY**

## **Student Handbook 2023-2024**

### **CODE OF CONDUCT**

1. I will respect school property, staff, and other students.
2. I will keep my hands, feet, and other objects to myself.
3. I will stay in my assigned area.
4. I will raise my hand and wait to be called on.
5. I will be responsible for myself, my belongings, and my actions.
6. I will act appropriately in representing school, community, God, and myself.

### **Responsibilities**

**Student's responsibilities are to**

attend school regularly and promptly.

bring notes from parents or physicians for excused absences. be on time and prepared for school.

follow the rules outlined in the handbook. Complete classwork and homework on time. put forth

energy and commitment to learning. behave in a safe and responsible manner.

respect the rights and property of students and staff. follow the school dress code and use proper hygiene.

ask for assistance when needed.

practice good citizenship.

**Staff responsibilities are to:**

- keep accurate records of attendance, grades, and behavior. keep parents/guardians informed of student progress.
- make classwork and homework appropriate and directions clear. create a safe and respectful classroom environment.
- maintain professionalism by attending training when needed. set high expectations for student behavior and academics.
- be a role model.
- encourage students to actively participate in student life.

**Parent/Guardian responsibilities are to:**

- keep the school up-dated on informational changes
- notify the school by 9 a.m. the day your child will be absent. send notes for excused absences. assist your child in developing wise homework habits. be involved with student life as much as possible.
- attend parent/teacher/student conferences.
- keep the school abreast of any issues that may affect your child’s ability to learn.

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# Pitt Academy Special Olympics Behavior Agreement

I, \_\_\_\_\_, as an athlete in the Pitt Academy Special Olympics program, understand that it is an honor and a privilege to participate. I agree to abide by the Special Olympics Athlete Code of Conduct and to the following:

1. I will respect myself- no throwing equipment, inappropriate clothing, foul language or obscene gestures. 2. I will respect my teammates- no criticism of others' play or behavior. I will attend all practices, games and tournaments.
3. I will respect my coaches- accept playing assignments, rooming and transportation arrangements. I will notify my head coach if I am sick and cannot attend practice or competition.
4. If I receive an after school detention, I will not be eligible to play in the next Special Olympics event (practice or game).
5. If I am not present for the “Full” school day on a Friday or on a game day, I will be ineligible for practice or competition that day.
6. I will do as I am told without question knowing it is in my best interest.

I further understand that if I break this contract, I will immediately be sent home and will no longer be eligible for the current sport and will be suspended from the Pitt Academy Special Olympics program for sixty days.

*Respectfully signed on this date ,*

*Athlete Signature:* \_\_\_\_\_ *Parent or Guardian Signature:* \_\_\_\_\_

**History**

Monsignor Felix Newton Pitt founded Pitt Academy in 1949. Monsignor Pitt had a dream to provide education and training for children who were unable to profit from the traditional learning program. His innovative ideas included special help in reading, writing, and math in resource- type rooms, assistance for the classroom teachers in dealing with exceptional children, and the opportunity for both average and special needs children to succeed in the school environment.

The first class was known as the Opportunity Class. It was set up at St. Patrick School, 1520 W. Market Street. By 1956 there were two classrooms with an average of fifteen to seventeen students in each. By 1974 the Monsignor Pitt Learning Center provided a total program, preschool through high school, with an enrollment of over 70 students.

Monsignor Pitt Learning Center later merged with Ursuline Learning Center to form Ursuline-Pitt School. In July 1994, the school officially changed its name to Pitt Academy. The mission of the school remains much the same as Monsignor Pitt’s original vision - to serve children with learning differences.

**Mission**

Pitt Academy provides a safe, nurturing school environment and an individualized curriculum that allows students to realize their full potential and to develop the skills necessary to become more independent and productive members of society.

**Philosophy**

Pitt Academy seeks to:

- Provide individualized instruction to maximize each student's potential.
- Help each student develop confidence, self-esteem, self-advocacy and appropriate social behaviors. • Enable each student to reach their own independence by utilizing skills and knowledge learned in order to become a contributing member of society.
- Provide students with a safe, nurturing and effective school environment in the least restrictive environment.

### **Core Beliefs**

**At Pitt Academy, we believe that our students**

**Are responsible for**

- Their own learning
- Their own actions and behaviors
- Having positive attitudes and efforts
- Exhibiting good sportsmanship
- Respecting each other's individual differences and worth

**Can be**

- Positive role models
- Active learners — challenged but not frustrated
- Independent, self-worthy individuals

**Deserve**

- A successful school experience
- To be treated with respect
- To be listened to and heard
- A safe school environment

### **Who We Are and Whom We Serve**

Pitt Academy is fully accredited by the Kentucky Non-Public Schools Commission, Inc. We are an independent Catholic K-12 Archdiocesan school with a non-denominational enrollment policy. We see our students as individuals with a unique pattern of strengths, learning styles and challenges. We focus on a child's abilities, not his or her disabilities. The environment at Pitt Academy gives students every opportunity to reach their own academic, social and creative potential in a learning environment that meets the needs and abilities of each student.

Our individualized program, adapted curriculum, outstanding instructors and vibrant community are committed to helping our students develop the skills and self-confidence necessary to lead independent and fulfilling lives.

### **Board of Directors**

A Board of Directors governs Pitt Academy. The Board of Directors is composed of corporate and community representatives, as well as at least six Pitt Academy parents. The Principal and any other designees are directly responsible to the Board of Directors.

### **School/Parent Communication**

#### **Office Hours**

During the school year, office hours are 7:30 a.m. to 3:00 p.m. during "scheduled" school days. During the summer, office staff are in on reduced hours. If staff are unavailable, leave a message on voice mail or email. Messages are checked on a regular basis

#### **Weekly School Information**

All notices, forms, and bulletins will be sent home for your review via a Friday email from Ms. Megan. Please review all the information.

**Parent – Teacher – Student Conferences** Parent – Teacher – Student Conferences will be scheduled twice during the school year. Students are expected to participate and will be marked absent if they are not in attendance. Additional conferences, with or without students, may be scheduled upon the request of the teacher, parents or students.

### **Attendance**

Regular attendance in school and punctuality are important factors in determining a student's academic success. Students who attend school consistently and are on time develop better socially, establish better communication with their teachers, and acquire important lifetime habits such as dependability, self-sufficiency, and responsibility. Ensuring regular attendance and punctuality is a responsibility shared by the student, parent/guardian, and the school.

Students may have up to five unexcused absences/tardies in any semester. The 6th unexcused absence or tardiness results in the student not being permitted to attend any after school functions, including any Special Olympic practices or games for that week.

### **Arrival**

School begins promptly at 7:40 a.m. and ends at 2:45 p.m. Students may begin arriving no earlier than 7:15 a.m.

Upon arrival at school, students must enter the building and may not leave unless granted permission to do so.

### **Dismissal**

Parents/guardians who are picking students up are to park in the designated pickup lines and remain in your vehicle. The teachers and assistants will bring out students for dismissal.

TARC3 drivers come to the building and pick students up. It is the responsibility of the parents to notify TARC3 of any cancellations or changes.

Students staying in Extended School Services (ESS) will be taken to the cafeteria.

In the event that a child needs to leave school prior to the end of the school day, he/she must present a note from his/her parent/guardian stating the time the child is to be dismissed as well as the reason for early dismissal. The note should be brought to the school office upon arrival on the day of early dismissal. The adult picking the student up must sign the student out in the school office. If a student is riding home with someone other than the parent/guardian, he/she must bring a note indicating who is to take him/her home. Please plan ahead and try to avoid calling the school office to make these changes during the school day.

### **Extended School Services (ESS)**

ESS will be available from 3:00 - 5:30 PM on scheduled school days.

### **Custodial and Noncustodial Parents' Rights and Responsibilities**

Pitt Academy abides by the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act, 1974). When parents of a student are separated, involved in divorce proceedings, or are divorced, the administration will respect the rights of both the custodial and the non-custodial parents. Court orders concerning special restrictions will also be respected and followed by the school administration. In the absence of a court order to the contrary, Pitt Academy will provide the noncustodial parent with access to the academic records and to other school-related information regarding the student; Pitt Academy is not required to inform the custodial parent/legal guardian(s) if such information has been requested or given to a non-custodial parent/guardian. 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.

For the school's purposes, the parent with whom the child resides is known as the custodial parent. If both parents claim to be the custodial parent, enrollment records will be examined; the parent who enrolled the child is considered the custodial parent until a legal document naming the custodial parent can be provided to the school.

It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list.

### **Excused, Unexcused Absences, and Tardiness**

A student is excused for the following:

- s Fever or diarrhea
- s Illness that requires medical attention
- s Illness that requires the student to be sent home
- s Extended absences due to physical, mental or emotional circumstances
- s Court appearance
- s Bereavement
- s Family emergency
- s Pre-arranged absences such as doctor's appointments or other absences approved by the principal

If three or more consecutive days are missed due to illness, a note from a health care provider must be submitted to the school office. A

student is unexcused if the absence does not follow the excused absence guideline. Excessive unexcused absences will result in a conference with the principal. If the issue is not resolved, the principal has the right to contact social services on behalf of the student. Chronic or continuing absences will result in academic deficiencies and possible termination of the student's enrollment at Pitt Academy.

Students arriving after 7:40 a.m. must enter by the main front entrance. Primary students must be accompanied by their parents or guardians.

Students are expected to be on time for school and all classes or activities. Tardiness disrupts the learning process and interferes with the opportunity for others to learn. Tardiness is defined as late arrival to school and/or arriving to class after the class has begun. Chronic tardiness will result in a conference with the principal. If the issue cannot be resolved, the student's enrollment at Pitt Academy may be terminated.

For any absence, a parent/guardian is to report the absence by calling the school office before 9 a.m. If no one calls, the administrative assistant will call to ensure the student's safety.

Students who are absent and/or tardy must bring a note from their parent/ guardian to the school office stating the reason for the absence or tardiness upon their return to school. An absence or tardiness will not be excused until a note indicating the reason is presented to the school office.

## **Admission and Withdrawal**

### **Nondiscriminatory policy**

Pitt Academy admits students of any race, color, religion, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, admission policies, scholarship and loan programs, or athletic and other school administered programs.

### **Registration**

Early registration for students currently attending Pitt Academy will be held in February. A non-refundable registration fee is to be paid at the time of registration. After the deadline for early registration has expired, current students and new enrollees may continue to register based on class availability. Students are taken on a first-come, first served basis. In order to register for the following year, the student's tuition must be current.

### **Withdrawal of Student**

The parent or guardian should make notice of a student's withdrawal from Pitt Academy to the school office in advance of the withdrawal date. Such notification will enable all personnel to prepare the necessary paperwork.

The Principal at that school will then request the necessary records. These records will be mailed directly to the receiving school *provided that all student tuition and financial obligations have been met.*

### **Make-Up Work**

A student returning to school after any excused absence or suspension may request make-up work. The make-up work will include only written daily work, tests and major projects. Some class work cannot be reasonably duplicated and cannot be made up. The make-up work will be provided to the student as arranged with the teacher. The student will have the number of days of excused absence or suspension plus one day from the time he/she receives the make-up work to turn it in to the teacher. Teacher discretion in consultation with the Administration can be used to handle a special situation.

When an excused absence or suspension occurs, the student or parent/guardian can make arrangements with the Administration to take tests and turn in major projects.

## **Academic Information**

### **Primary**

Our Primary Program has been designed for the younger child with academic skills below the second grade level. The curriculum includes all academic areas. This class focuses on primarily language enrichment and motor activities with as much one-on-one or small group as possible. Teaching methods include hands-on activities, adaptive materials and multiple techniques in a structured and nurturing environment. In cases where a young but higher functioning student is involved, the teacher will work with the appropriate teachers in the intermediate school to facilitate his/her learning. Every effort is made so that the student will experience increased social, language, academic and motor development to whatever degree of need or ability.

## **Intermediate**

Students enrolled in our elementary intermediate program, approximately grades 4 through 8, will experience a traditional core content curriculum. Our curriculum has the core subjects of language arts, math, science and social studies. Students will also receive instruction in the subjects of religion, art, music, physical education, social skills and computer technology on a weekly basis.

The way in which subjects are taught may be non-traditional and varied. We seek to find ways in which students learn best. This may mean making modifications to any number of areas including the content covered, the way in which it is taught, and homework, just to name a few. In short, we want every student to reach his/her highest potential. Student self-esteem is an integral part of our program. Activities and lessons are planned around helping students feel successful.

Student promotion to high school is based on age and/or readiness.

## **High School**

Our high school program is multifaceted. We strive to teach the student to become as independent as possible. The curriculum is individualized depending on what each particular student needs to become independent. Students will be taught the core content areas of language arts, math, science, social studies and independent skills by “units” that address particular areas. Some of these units include cooking, laundry, money and banking skills, civics and self-help skills. All high school students will have a transition plan that identifies areas of strength and need. The plan will also address goals and objectives for students to become more independent in their daily lives. Parent and student participation in the development of the transition plan are a must.

### **School-To-Work / Life Skills**

School-To-Work is about transition and planning for our students’ futures. Students begin our School-To-Work curriculum upon entering our high school program. The emphasis is placed on exploring the options our students may choose to pursue upon graduation. It is a community-based education program.

School-To-Work begins to assist students with looking at a career that matches the students’ interests and skills. As freshmen and sophomores, students will experience group work throughout our community exposing them to a variety of work environments. As juniors, students will begin to narrow their work choices and begin to work on job sites as individuals or small groups. As seniors, students will work at least two days a week at one job for a semester followed by a second job opportunity the second semester. All students will have the opportunity to hear a variety of guest speakers from our community. Issues covered are directly related to employment and personal success.

Near the end of the senior year, the School-To-Work Coordinator assists students who qualify with signing up for Vocational Rehabilitation. The School-To-Work Coordinator also tries to assist students that may want to pursue some form of higher education to be able to transition to this type of education smoothly.

## **Technology**

Pitt Academy strives to maintain the latest in technological equipment for our students. Knowing that most careers require a basic knowledge of computers and functional computer skills, we make technology an integral part of our curriculum. Students not only have coursework in how a computer works, but also training in how to be safe when using the Internet. Gaining a basic mastery of computer technology will enable our students to maintain themselves in our changing world.

## **Internet and Electronic Mail**

Access to Electronic Mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

A student user agreement will be handed out at the beginning of each year. Students and parents must sign and return this form before using the internet while at school. A copy of the student internet user agreement form is located in the back of this book.

## **Grading Policy**

90 - 100 = A 80 - 89 = B 70 - 79 = C 60 - 69 = U

We believe that students learn by practice and repetition.

## **Discipline**

The purpose of discipline is to help students develop a sense of responsibility for their actions. Pitt Academy believes that proper discipline promotes acceptable social behavior. All students have a right to a safe, orderly educational environment in which to learn.

Students are expected to respect themselves, those around them and their physical surroundings.

Teachers in the classroom handle most discipline. When in-class measures do not correct the misbehavior, the teacher or staff member will submit a written discipline referral to the principal. The principal may use in-school measures or may suspend the student, depending on the seriousness of the misbehavior. Corporal punishment is not used.

The following is a partial list of disciplinary measures that are available for use in the classroom and the school.

**Classroom Teacher's Disciplinary Measures:**

- Verbal reprimand
- Notification to and/or conference with parent/guardian
- Constructive assignment tasks (i.e. looking up a word, behavior modification list, etc.)
- Assignment to lunch, recess, or after-school detention
- Behavior contract
- Temporary classroom isolation
- Referral to the principal

**Principal's Disciplinary Measures:**

- Temporary restriction from school activities
- Change in a student's schedule (notification given to parents) Temporary isolation
- Assignment to lunch, recess, or after-school detention
- In-school detention
- Recommendation for evaluation
- Constructive assignment tasks (i.e. looking up a word, behavior modification list, etc.)
- Suspension
- Referral to the Behavior/Discipline Review Committee
- Expulsion

When a student is referred to the principal, the following procedures are followed:

- The Principal discusses the charges with the student Allows the student to present his/her side of the story Conducts an investigation if necessary
- Decides what action to take and records it in the discipline file
- Informs the student of the action
- Notifies the parent if the action is repetitive in nature or more serious

Discipline notes are kept by both teachers and the Principal in the discipline file. These records do not become a part of the student's permanent record.

If students have repeated lunch, recess or after-school detentions, the Administration will set up a parent/student conference to discuss ways in which the student can be more successful during the school day. If the detentions continue, more drastic measures will be taken to ensure that disruption to the learning environment is kept to a minimum.

**Behavior/Discipline Review Committee**

When student misbehavior is chronic, the Behavior/Discipline Review Committee will meet and discuss options for the student. Every effort will be made to work with students on their behavior issues. The official members of this committee include the Principal, one teacher, and one student. The members will review the charges brought against a student, meet with the student to discuss options, and determine an appropriate discipline action.

**Internet and Electronic Mail  
Student User Agreement**

Access to Electronic Mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages.

To that end, Pitt Academy has set the following standards for using on-line information sources.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in



nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege – not a right.

2. The Network Administrator and/or Principal may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers will always be private.

3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.

4. The following are not permitted:

- revealing personal information online (name, phone, etc) sending, receiving or displaying offensive messages or pictures using obscene language
- harassing, insulting, or threatening others
- damaging computer systems or computer networks changing network or system settings
- violating copyright laws
- submitting documents from the Internet as personal work using another person's password
- trespassing in someone else's folder, work or files intentionally wasting limited resources
- using the network for commercial purposes propagating chain messages
- making unauthorized downloads
- participating in personal chat or instant messaging

5. Violations may result in loss of access as well as other disciplinary measures.

Internet and Electronic Mail

#### Student User Agreement and Parent Permission Form

As a user of Pitt Academy's computer network, I hereby agree to comply with its Internet and Electronic Mail rules and to communicate over the network in a responsible manner, while abiding by all relevant laws and restrictions.

Name of Student (Please Print) Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent or legal guardian of the student signing above, I grant permission for my child to access networked computer services such as Electronic Mail and the Internet.

I understand that some materials on the Internet may be objectionable; however, I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching or exploring electronic information and media.

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

#### **Tuition**

Tuition may be paid in the following ways.

The remaining tuition may be paid via FACTS (an automatic tuition payment plan that withdraws tuition from a checking account). FACTS payments are made on a 11 month plan beginning in July. A \$43 setup fee is automatically deducted prior to the first withdrawal. Any change to the FACTS automatic tuition withdrawal program must be made through the School Office. Any time FACTS is unable to make a withdrawal due to insufficient funds, or a change in the account status, a \$30 fee is assessed to your account. Contact the school office immediately with questions or changes regarding FACTS to avoid unnecessary fees. Changes to the FACTS agreement must be made at least five days in advance of the withdrawal date.

*or*

\*Tuition may be paid in two installments due on July 20 and January 20. These payments can be made directly to Pitt Academy via cash or check.

\*Tuition may be paid in full due on July 20. These payments can be made directly to Pitt Academy via cash or check.

**Tuition/ALL accounts must be kept current at all times.** Please contact the school office if you have any difficulties with your account or if you are unable to keep your account current. A \$30.00 fee will be charged on returned checks.

*Should a student leave for any reason during the school year, the parent/guardians are responsible for tuition applicable to the student per the tuition*

*agreement.*

*\* Families that receive financial assistance will not be eligible to receive the one payment or two payment discount.*

### **School Lunch**

We offer a hot, nutritious lunch each day at a reasonable price. Lunches are paid in advance by sending payments to the cafeteria. This money is placed into an account set up for each student. A note will be sent home with the student when his/her account balance is low. If the balance exceeds \$20 students may be asked to bring their lunch until the account has a positive balance.

Each month, parents will receive a menu. Students may bring sack lunches from home; however, no soft drinks of any kind are allowed during the lunch period.

The competitive food rule does not allow students to have fast food for lunch. (Ex: McDonald's, Burger King, etc.) Parents may not bring in fast food for their child. Students do not have access to use a microwave to heat up their lunch.

If a student should forget his/her lunch, he/she will be provided a lunch and will be required to bring in payment to the cafeteria prior to the start of the next school day. If this procedure is not followed, a note will be sent home, with a phone call to follow.

### **Telephone Use**

Neither students nor teachers will be called to the telephone during class except in an emergency. Messages can be left on voicemail. Phone calls will be returned as soon as possible.

Students are not allowed to use cell phones or telephones except with approval of the teacher or Administration. Students' cell phones will be turned in to their homeroom teacher upon arrival each day and returned to the student at dismissal.

### **Personal Items**

The use of student-owned ipods, mp3 players, ipads, gaming devices, cell phones, radios, CD's and personal electronic devices is prohibited. Such items will be confiscated and returned to parents if they are used on school property.

### **School Dances / Extra Curricular Activities**

Prom is designated for ages 14 and up. Attendance at Activities is an earned privilege. Alumni must be in "good standing" in order to attend Activities sponsored by Pitt. In order for current students to attend Activities, they must be present for a full day of school on the day of the scheduled event. Students will not be allowed to attend an Activity if they have been assigned after school or detention during the week of the event. All Activities have a dress code. Students may not wear jeans or jogging pants. All outfits must be modest in nature. Prom is a semi-formal/formal event with girls attired in dresses or evening gowns and gentlemen being in suits or tuxedos.

### **Special Olympics**

The Special Olympics contributes to the physical, social and psychological development of our students.

Special Olympics is open to students eight years of age and older. Students participating in Special Olympics must complete a Special Olympics Medical Form, which is required to be on file in the State office for all children competing in Special Olympics events. Forms are available through the school office or online.

A committee consisting of parents and/or guardians manages the Special Olympics Program. Individuals on this committee serve as coaches and liaisons with the local and state office on sporting events. Coach Kelly Moriarty is the Special Olympics Committee Chairperson. The Special Olympics Program depends on parent volunteers. Please contact Coach Kelly if you are interested in coaching, serving on the committee, or would like additional information.

All athletes must sign a behavior agreement that stipulates how an athlete should behave and dress as well as consequences for misbehavior at school, lack of attendance, and lack of respect for both peers and adults. A copy of the actual contract is included at the end of this handbook.

### **PPO (Pitt Parent Organization)**

The PPO is composed of parents who want to assist with special projects. During the school year, the PPO sponsors the sale of various items to raise money for our school. You are invited to become an active member. The meetings will be announced in a memo sent home.

## **Health**

## **Immunization Certificate**

As required by state law, all children must present a valid, up-to-date immunization certificate and tuberculin test certificate or an exemption certificate prior to enrollment in school. If an immunization certificate expires, parents will be notified. Current/up to date certificates are required by law.

## **Illness/Injury**

If a child becomes ill during the school day, medication will not be given by school personnel. If a child is injured or too ill to remain at school, parents will be contacted by telephone and informed of the condition. First aid is administered when necessary. No child may leave school unless accompanied by the parent or guardian or authorized person. Please make certain that the school office has current telephone numbers at all times. We enforce a 24 hour symptom free policy.

## **Medication**

Students requiring medication during the school day **must be presented with the required paperwork. ALL medication must be in an original medicine bottle, with the name of the medication, dosage, and times to be given, and with the directions written on them. All medication brought into the school building must be in an identifying bottle.**

Parents should also alert the school, in writing, of any possible side effects or change in medication.

The school will **not** provide or administer over-the-counter drugs. If parents wish over-the-counter drugs to be administered, they must send these items in the original bottle with specific instructions as to when and how the medication should be administered.

All medication administered will be logged in a medication log-book.

## **Asbestos**

We need to inform you that there is asbestos in the school building. It is located under the original tiles in the south wing of the building. There is no danger to your child. None of it is exposed and it will continue to be left alone. We are required by law to give you this information as well as to have the area inspected annually.

## **Emergency Closing**

When weather conditions cause school opening to be questionable, Pitt Academy will follow the Jefferson County Catholic Elementary School decision. It will be announced on the local stations one of the following:

Closed – means school will not be in session for that day

Delayed Schedule – means that doors will open at 9:30am- classes start at 10am.

No message – means that school will operate on a normal schedule

In the event of extremely hot conditions or inclement weather developing during the course of a school day, school may be dismissed at noon. An announcement will be given regarding the early dismissal of school. After-Care will not be provided if school is dismissed early.

## **Field Trips**

A school provided permission slip must be signed and dated by a parent or guardian before a student will be allowed to participate in a field trip. Because it is a legal document, students may not sign their parents' names on a permission slip, even if they know they have their parents' permission to participate in the activity. Phone calls and/or faxes are discouraged. A \$20 fee will be charged on returned checks.

## **Harassment**

Harassment is intimidation by threats of or acts of physical violence or the expression of hatred, contempt, or prejudice toward an individual. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical behavior of a sexual nature. Harassment of any type is not permitted. A student has the right to attend school free from harassment and should not be subjected to discrimination for any reason. We strive to ensure that these rights are protected and that appropriate consequences are provided to offenders.

## **Drugs, Alcohol, and Tobacco Use**

Pitt Academy insists that it be safe and free of drugs. We follow the guidelines in the Gun-Free Schools Act of 1994, the Safe and Drug-Free Schools and Communities Act of 1994, and The Drug-Free Workplace Act of 1988.

To ensure a safe school, we will take actions necessary to uncover drugs and weapons in the school. School officials and the police detection canine team may conduct a search of parking lots and all other school property. The searches may be random and unannounced. The school will also exercise the right to search a student.

**Possession of or under the influence of or the trafficking of drugs and/or alcohol is against school policy and may result in the student's immediate expulsion from Pitt Academy.**

If students are believed to be under the influence, the Principal or another responsible adult will make an assessment of the situation. A student will be considered under the influence when one or more of the following indicators are noted: vomiting, staggering, odor, incoherence/ disorientation, slurred speech, dilated pupils, and/or other physical evidence. The Principal will submit police referral forms and options for treatment will be discussed with the parent/guardian.

Smoking or other use of tobacco by students is prohibited in and/or on school property or school sponsored events. If a student violates this rule, he/she will be subject to in-school disciplinary measures, and the parent/ guardian will be notified. Parents/guardians may also be asked to come in for a conference. Violators will be given information about the health risks of tobacco use and information about the help available if they decide to quit. Repeated offenses may result in suspension or expulsion.

Pitt Academy embraces a non-smoking policy and is in compliance with the Nonsmoking for Children's Services set forth in the Pro-Children Act of 1994, which states that "No person shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary or secondary education or library services for children."

**Aggressive , Assaultive, and Expulsionary Behavior** Aggressive behavior includes fighting, intimidation, threatening, or harassment of students or staff, vandalism, theft, arson, false activation of a fire alarm or making a bomb threat.

Assaultive behavior includes assaulting another student, intimidation through violence, exhibitionism [exposing genitals, pubic area, buttocks or female breasts – KRS 531.300 (42)], and sexual harassment.

Expulsionary offenses include fighting/striking school personnel, extortion, robbery, sexual assault, possession of or transfer of a deadly weapon as defined by the Criminal Code of Kentucky (includes look- alike weapons), and arson with others present.

Students may be charged with criminal violations of local, state or federal ordinances/statutes/laws if violations of this code fall under the appropriate jurisdiction. Prosecution and adjudication of criminal violations shall occur separately from the administration of school procedures.

**Look-Alike Weapons and Drugs**

Any student who displays a look-alike weapon (any toy or model weapon that look enough like an automatic weapon or to be reasonably mistaken for one) to a staff member or another student as a real weapon and/or uses it to intimidate, threaten, or harass someone will be treated the same as if he/she used a real weapon according to state and federal laws.

Any student who uses, distributes or represents a look-alike drug (any substance than can be reasonably mistaken for a controlled substance) as authentic will be treated the same as if it were authentic, according to state and federal laws. This includes non-alcoholic beer and wine.

**Youth Gangs**

Gang activity will not be tolerated on school grounds or at any school activity. Students will not wear and/or display explicit gang symbols. Violation may result in suspension or other appropriate action.

**Dress Code**

**Elementary – Grades Kindergarten through Eighth**

Boys will wear navy blue or khaki tailored polyester or cotton twill pants in tailored or traditional style only. Pants should fit nicely around the waist. **Pants should be "label" free. No baggystyles, multipockets, flared bottoms, fad designs, etc. may be worn.** Shirts must be white, navy, light yellow, or light blue broadcloth, oxford cloth or 3 button cotton knit shirts (no logos or color trim). Pants must have belt loops and belts must be worn at all times. Shirts will be neatly tucked into the pants at all times.

Girls will wear navy blue or khaki skirts, skorts, jumpers or pants. The pants must be of the same nature as the style required for boys. Shirts must be white, navy, light yellow, or light blue broadcloth, oxford cloth or 3-button cotton knit shirt (no logos, no color trim). Pants must have a belt loop and belts must be worn at all times. Shirts will be neatly tucked into the pants at all times. If clarification is needed, check with the school office before purchasing uniforms.

**High School – Grades Nine through Twelve**

Boys will wear khaki or black tailored polyester or cotton twill pants tailored or traditional style only. Pants should fit nicely around the waist. **Pants should be "label" free. No baggy styles, multipockets, flared bottoms, fad designs, etc. may be worn.** Docker

style pants are acceptable. Shirts must be white, navy, black, light yellow, or light blue broadcloth, oxford cloth or 3-button cotton knit shirt (no logos or color trim). Pants must have belt loops and belts must be worn at all times. Shirts will be neatly tucked into the pants at all times.

Girls will wear khaki or black skirts, skorts, jumpers or pants. The pants must be of the same nature as the style required for boys. Shirts must be white, navy, black, light yellow, or light blue broadcloth, oxford cloth or 3-button cotton knit shirt (no logos or color trim). Pants must have a belt loop and belts must be worn at all times. Shirts will be neatly tucked into the pants at all times. If clarification is needed, check with the school office before purchasing uniforms.

### **All Students**

Shorts must be Bermuda length, no shorter than a hand-width from the knee and no longer than 1 inch below the kneecap. Also, Bermuda length shorts may be worn on “dress-down” day. Shorts may be worn from the beginning of school to October 31 and after spring break through the last day of school. All students may wear a plain navy or gray sweatshirt or a sweatshirt with the Pitt Logo. No hoodies are allowed unless they have the Pitt Logo.

During the months of December, January, and February, students may wear a turtleneck as a part of the uniform. Shoes must be tie oxfords, loafers or tennis shoes that can be tied and are neat in appearance. No sandals, flip-flops, shower shoes, house shoes, high heels, crocs, work/military, cowboy boots are allowed. Socks need to be above the ankle bone. **Hair must be clean, neat and modest at all times. Boys may not have hair that is below the collar of their shirt. No unusual hair color or hair style (example mohawk) that is distracting to the school environment. Neck Jewelry of any type must be modest and no longer than 16 inches in length. Class rings are acceptable; all other ring appropriateness both amount and size, will be at the discretion of the Administration.**

Plain white tee shirts may be worn under the uniform shirt. Shirts with printing are not allowed.

All students are expected to abide by the uniform policy. The parent/guardian of a student in violation of the code will be informed of such violation by school personnel. They may be required to bring a uniform to school. Students who repeatedly violate the policy will be subject to disciplinary measures as deemed appropriate by the Principal.

### ***School Spirit and Dress-Down Days***

Each Friday will be School Spirit Day - students may wear a School Spirit shirt (any shirt with a Pitt logo or Special Olympics shirt) with uniform pants or they may wear jeans with the School Spirit Shirt.

Jeans must be clean, neat and worn with a belt. No holes, etc. Sleeveless shirts are not allowed (muscle/tank tops, etc.) at any time and cannot have inappropriate words.

### ***Workout Wednesday***

Each Wednesday students may wear a Pitt Academy Gray Athletic Shirt with Pitt Academy Black Ball Shorts or Pitt Academy Black Sweatpants for Physical Education. If the student chooses not to order the Pitt Academy workout wear, they must wear their regular school uniform. **No Exceptions!**